



CROOK COUNTY WORK SESSION AGENDA

Wednesday, February 14, 2024 at 9:00 am

**Crook County Administration Conference Room I 203 NE Court St. I
Prineville OR**

Members of the public and media are welcome to attend in person or via Zoom: Phone: 1-253-215-8782; Meeting ID: 962 4214 4333; Passcode: 970900

PUBLIC COMMENT

DISCUSSION

1. Application for Teen Internship grant through State Library of Oregon

Requester: Sarah Beeler
Library Director

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

Requester: Katie Plumb
Health and Human Services Director

3. Justice Center - Network Hardware - Fortinet

Requester: Stephen Chellis
Chief Information Officer

4. Annual Cohesity Support Renewal

Requester: Stephen Chellis
Chief Information Officer

5. Draft order regarding an update to the County's drug-free workplace policy

Requester: Eric Blaine
County Counsel

6. Discussion regarding solid waste franchise agreement with Republic Services.

Requester: Andy Parks
Contract County Administrator

7. Consider contract for HRIS Project Management Consultant

Requester: Andy Parks

8. Update on Justice Center and Courthouse

Requester: Seth Crawford

County Judge

ADMINISTRATOR REPORT

COURT MEMBER UPDATES

EXECUTIVE SESSION

- 9. **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.**
- 10. **ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection.**

NOTICE AND DISCLAIMER

The Crook County Court is the governing body of Crook County, Oregon, and holds work sessions to deliberate upon matters of County concern. As part of its efforts to keep the public apprised of its activities, the Crook County Court has published this PDF file. This files contains the material to be presented before the County Court for its next scheduled work session.

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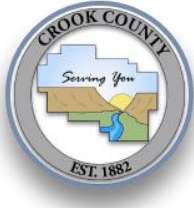
Please also note that this file does not contain any material scheduled to be discussed at an executive session, or material the access to which may be restricted under the terms of Oregon law.

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

Additional items may be discussed that arise too late to be included as a part of this notice. For information about adding agenda items, please contact the County Administration office at 447-6555. Assistance to handicapped individuals is provided with advance notice.

Contact: Seth Crawford (seth.crawford@co.crook.or.us (541) 447-6555) | Agenda published on 02/12/2024 at 2:37 PM

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

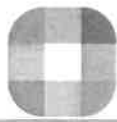
Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):

/



State Library of Oregon

Library Support and Development Services

State Library of Oregon / InfoGuides / Library Support and Development / LSTA Grants / Teen Internship Grant

LSTA Grants

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Applications

Manage Your Award

Past Opportunities



Youth Services Consultant



Greta Bergquist

Email Me

Contact:

250 Winter Street NE

Salem, OR 97301

971-375-3549

Teen Internship Grants

Teen Internship Grant

2024

The State Library is offering small grants to libraries in Oregon to fund library internships for local high school juniors or seniors (approximately 16–19 years old), to be completed in the summer months. This project was inspired by PLA's Inclusive Internship Initiative and has been adapted for Oregon library needs.

This grant project has multiple goals:

- Teen interns will increase skills working on a connected learning project. They will also more fully understand the scope of library work and be able to identify how their interests and skills match that work.
- Library mentors will develop leadership, communication, and coaching skills.
- Participating libraries will better understand how to engage and support students while also creating career and programmatic pathways to increase diversity in the field.

The application period will open on February 15, 2024, and close March 1, 2024. Grants will be awarded by March 15, 2024. Funds will be distributed in advance and recipients will be expected to commit to spending the entire grant amount. All funds must be expended by August 31, 2024.

Eligibility & Requirements

Who may apply

- Officially recognized public libraries and public library systems
- Academic libraries at public and private (nonprofit only) colleges and universities in Oregon
- Federally recognized tribes in the state of Oregon
- Special libraries in Oregon (governments or nonprofits only), including county law libraries
- Oregon public schools, non-profit private schools and public charter schools that have a library facility and some level of FTE of paid library staff at each participating library.

Libraries who were previously awarded a Teen Internship grant but did not fulfill requirements are not eligible.

How much you may apply for and for what

Each entity may request up to \$5,000 to hire a paid intern. Recruitment, hiring, and management must be done in compliance with applicable nondiscrimination laws and minor workers laws, and in collaboration with the library's human resources and finance staff.

Libraries should recruit interns who reasonably reflect the diversity of the community being served. We encourage you to think broadly about diversity and inclusivity. In addition to race or ethnicity, consider gender and gender identity, physical ability, teens currently not in school and/or those experiencing housing insecurity. There may be additional populations in your community from which to recruit an intern.

Evaluation

Applications will be evaluated by State Library staff, who will be looking to see that the application demonstrates a solid understanding of grant goals. Priority will be given to libraries that have not previously received a Teen Internship grant from the State Library.



If awarded a grant...

Participating libraries will:

- Assign a staff person to serve as a lead mentor.
- Recruit and hire an intern, in compliance with applicable nondiscrimination laws and minor workers laws, and in collaboration with your library's human resources and finance staff.
- Assign a grants manager to attend 2 required virtual meetings with State Library staff: *Kickoff* and *Midway Check-In*. (See timeline for dates and times.)
- Acknowledge the funding source in any publicity about the project or on resources created with these grant funds.
- Submit a midway report by July 1, 2024.
- **Expend ALL funds received** by August 31, 2024.
- Submit a final report with all time sheets and documentation related to grant purchases by September 30, 2024.

Participating mentors will:

- With the intern, develop a connected learning project. [See what grantees did last year: slides | recording]
- Offer at least 3 hours a week of one-on-one mentoring and coaching.
- Attend at least the 4 required virtual meetings with State Library staff: *Kickoff*, *Mentoring 101*, *Midway Check-In*, and *Celebrate & Report Out*. (See timeline for dates and times.)
- Be comfortable sharing successes, challenges, and opportunities within the library, to community stakeholders, and with other libraries receiving this grant.

Under the guidance of library mentors, interns will:

- Contribute to the design and delivery of a connected learning project.
- Work at least 100 hours total, up to 300 hours maximum.
- Spend time writing about and reflecting on their experience.
- Complete two short surveys about their experience.

To support these activities, the State Library will:

- Provide materials to guide successful mentor-intern relationships.
- Offer one-on-one technical assistance to all grant recipients.

Timeline & Application Process

Key Dates

February 6 or 9, 2024	Information Sessions - A chance for you to ask questions! (We'll be presenting the same info at both sessions.) <ul style="list-style-type: none"> • February 6th at 9am • February 9th at 1pm
February 15, 2024	Applications open
March 1, 2024	Applications due
March 15, 2024	Applicants notified of award status
March 26, 2024	Meeting: <i>Kickoff</i> , 9-11am - REQUIRED for grant managers and mentors -



April 30, 2024	Meeting: <i>Mentoring 101</i> , 9-11am - REQUIRED for mentors -
May - August, 2024	Internships run
May 14, 2024	Meeting: <i>Setting It All Up</i> , 9-11am - For mentors (optional) -
July 1, 2024	Deadline for grantees to submit midway report
July 9, 2024	Meeting: <i>Midway Check-In</i> , 9-11am - REQUIRED for grant managers and mentors -
July 24 or 25, 2024	Meeting: <i>Teen Intern Meeting</i> , July 24 10-11am or July 25 3-4pm - For teen interns (optional) -
August 6, 2024	Meeting: <i>Ending Well</i> , 9-11am - For mentors (optional) -
August 31, 2024	Deadline for grantees to spend funds
September 30, 2024	Deadline for grantees to submit final report, including receipts and PowerPoint slides
October 8, 2024	Meeting: <i>Celebrate and Report Out</i> , 9-11am - REQUIRED for mentors -

How to Apply

You may preview the application before applying.

To start your application:

- Log in to our online grants portal
 - If you are new to the system, you will need to create an account. You may want to first check if someone else from your organization has created an account for this site. If so, please email lsta.grants@slo.oregon.gov. We can create an account for you that will be connected to your organization in the site.
- Once logged in, select **Apply** in the top menu.
- Locate the Teen Internship Grant box, and select the blue **Apply button** on that box.
- You may save your work, log out, and come back to your application at any time before submitting.

Final applications must be submitted by the deadline listed in the timeline above. Applications that are left incomplete in the system or not submitted by the deadline will be considered abandoned requests and will not be considered for funding.

Apply

FAQS

What are some examples of connected learning projects?

For project inspiration, here are some examples from PLA's Inclusive Internship Initiative and other libraries that may be helpful:

- Intergenerational LGBTQ+ community roundtable
- Outreach to teens held in a local temporary detention center
- Audio engineering and videography workshops to create a music video



- Library resource booklet for at-risk youth: how to get your GED, clear criminal records, look for jobs, etc.
- Local history digitization project
- Translation of library policy and rules documents
- Naturalization Study Group for community members with transitional immigration statuses
- Digital literacy training for Chinese speaking senior citizens
- Create and implement a Latinx teen book club
- Body Image Bootcamp, a virtual program for tweens and teens with body positive speakers
- Presentation on library resources at community college registration events
- STEM programming for elementary aged summer reading participants

You can also see what participants did last year: [slides](#) | [recording](#).

Who should be a mentor?

Mentors can be any staff responsible for developing and implementing public-facing programs or services. We encourage you to look beyond teen services staff when considering mentors. Check to make sure mentoring will not require a job description change or violate union rules.

Can the library have a mentoring team?

Yes, having a mentoring team is a great way to expand an intern's experience and while being sensitive to staff time and responsibilities. We ask that one mentor be identified as the intern manager.

What does the State Library expect of mentors?

Mentors are expected to participate in all virtual grant project meetings, as well as the final wrap-up event. They will work with their intern to develop a connected learning project based on the intern's interests and library goals. Mentors should expect to spend at least 3 hours a week on direct intern support.

Who should be an intern?

We suggest students who are between entering their junior year of high school but have not yet started college (approximately 16–19 years old). Participating libraries will be responsible for identifying and hiring their intern.

How are interns hired?

It is the responsibility of the library to recruit and hire an intern, in consultation with the library's human resource staff.

How many interns can I have?

This grant will support one (1) intern per library.

Do interns get paid?

Yes, grant funds are used to pay interns. The library is responsible for establishing the intern's hourly wage and determining how the funds will be administered to the intern. These funds must be used for direct intern support, which includes payroll taxes such as FICA, Medicare, and unemployment. They cannot be used for overhead or related costs. Please check with your HR department regarding local laws and policies for tax and benefits withholding.

How many hours a week should interns work?

We want to ensure libraries with varying staffing levels can access this opportunity, so we have some flexibility with the total time this project takes. To have adequate time to develop their community-based



project, interns should commit to this internship being a primary summer responsibility.

With that said, there is no minimum weekly work requirement. Libraries should determine how many hours they can support an intern over the summer and make a decision from there about how many hours of an internship to offer when hiring, with a minimum of 100 hours total and a maximum of 300 hours total. It is up to the mentor and intern to determine the intern's schedule. A 100 hour internship would work out to approximately 10 hours a week over a 10 week summer period. A 200 hour internship would work out to approximately 20 hours a week over a 10 week summer period. A 300 hour internship would work out to approximately 30 hours a week over 10 weeks.

Please note interns may only spend 25% of their time on administrative tasks like copying, filing, etc.

Last Updated: Feb 6, 2024 9:47 AM | URL: <https://libguides.osl.state.or.us/lstagrants> | [Print Page](#)

Subjects: **Library & Information Studies** Tags: **grants, LSTA**

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AGENDA ITEM REQUEST



Date:

2/6/2024

Meeting date desired:

2/14 &/or 2/21

Subject:

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

Background and policy implications:

One of many periodic contract amendments updating program-level funding. This specific amendment makes changes to PE12-01 and PE40-01.

Budget/fiscal impacts:

Adds \$5,304 to the Public Health Emergency Preparedness & Response budget and pulls back \$12,838 in unspent WIC funds due to staffing changes.

Requested by:

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

Presenters:

Katie Plumb, Health & Human Services Director

Legal review (only if requested):

Elected official sponsor (if applicable):

/

Agreement #180007



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

In compliance with the Americans with Disabilities Act, this document is available in alternate formats such as Braille, large print, audio recordings, Web-based communications and other electronic formats. To request an alternate format, please send an e-mail to dhs-oha.publicationrequest@state.or.us or call 503-378-3486 (voice) or 503-378-3523 (TTY) to arrange for the alternative format.

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

RECITALS

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

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

NOW, THEREFORE, in consideration of the premises, covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

AGREEMENT

1. This Amendment is effective on **December 1, 2023**, regardless of the date this amendment has been fully executed with signatures by every Party and when required, approved by the Department of Justice. However, payments may not be disbursed until the Amendment is fully executed.
2. The Agreement is hereby amended as follows:
 - a. Exhibit C, Section 1 of the Agreement, entitled “Financial Assistance Award” for FY24 is hereby superseded and replaced in its entirety by Attachment A, entitled “Financial Assistance Award (FY24)”, attached hereto and incorporated herein by this reference. Attachment A must be read in conjunction with Section 3 of Exhibit C.
 - b. Exhibit J of the Agreement entitled “Information required by 2 CFR Subtitle B with guidance at 2 CFR Part 200” is amended to add to the federal award information datasheet as set forth in Attachment B, attached hereto and incorporated herein by this reference.
3. LPHA represents and warrants to OHA that the representations and warranties of LPHA set forth in Section 4 of Exhibit F of the Agreement are true and correct on the date hereof with the same effect as if made on the date hereof.
4. Capitalized words and phrases used but not defined herein shall have the meanings ascribed thereto in the Agreement.
5. Except as amended hereby, all terms and conditions of the Agreement remain in full force and effect.

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

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

7. **Signatures.**

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

Approved by: _____
Name: /for/ Nadia A. Davidson
Title: Director of Finance
Date: _____

CROOK COUNTY LOCAL PUBLIC HEALTH AUTHORITY

Approved by: _____
Printed Name: _____
Title: _____
Date: _____

DEPARTMENT OF JUSTICE – APPROVED FOR LEGAL SUFFICIENCY

Agreement form group-approved by Steven Marlowe, Senior Assistant Attorney General, Tax and Finance Section, General Counsel Division, Oregon Department of Justice by email on August 11, 2023, copy of email approval in Agreement file.

REVIEWED BY OHA PUBLIC HEALTH ADMINISTRATION

Reviewed by: _____
Name: Rolonda Widenmeyer (or designee)
Title: Program Support Manager
Date: _____

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

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

4) OHA Public Health Funds Approved				
Number	Program	Previous Award Balance	Increase / Decrease	Current Award Balance
PE01-01	State Support for Public Health	\$32,258.00	\$0.00	\$32,258.00
PE01-08	COVID Wrap Direct Client Services	\$11,718.76	\$0.00	\$11,718.76
PE01-09	COVID-19 Active Monitoring - ELC	\$287,896.15	\$0.00	\$287,896.15
PE01-10	OIP - CARES	\$97,582.72	\$0.00	\$97,582.72
PE01-12	ACDP Infection Prevention Training	\$1,517.82	\$0.00	\$1,517.82
PE10-02	Sexually Transmitted Disease (STD)	\$52,904.00	\$0.00	\$52,904.00
PE12-01	Public Health Emergency Preparedness and Response (PHEP)	\$70,381.00	\$5,804.16	\$76,185.16
PE13	Tobacco Prevention and Education Program (TPEP)	\$325,797.86	\$0.00	\$325,797.86
PE36	Alcohol & Drug Prevention Education Program (ADPEP)	\$112,660.00	\$0.00	\$112,660.00
PE40-01	WIC NSA: July - September	\$52,815.00	(\$12,838.00)	\$39,977.00
PE40-02	WIC NSA: October - June	\$158,450.00	\$0.00	\$158,450.00
PE40-05	Farmer's Market	\$2,378.00	\$0.00	\$2,378.00
PE42-03	MCAH Perinatal General Funds & Title XIX	\$2,187.00	\$0.00	\$2,187.00
PE42-04	MCAH Babies First! General Funds	\$6,989.00	\$0.00	\$6,989.00

4) OHA Public Health Funds Approved				
Number	Program	Previous Award Balance	Increase / Decrease	Current Award Balance
PE42-06	MCAH General Funds & Title XIX	\$4,101.00	\$0.00	\$4,101.00
PE42-11	MCAH Title V	\$21,633.00	\$0.00	\$21,633.00
PE42-12	MCAH Oregon Mothers Care Title V	\$11,412.00	\$0.00	\$11,412.00
PE42-13	Family Connects Oregon	\$65,501.00	\$0.00	\$65,501.00
PE43-01	Public Health Practice (PHP) - Immunization Services	\$10,792.00	\$0.00	\$10,792.00
PE43-05	OIP Bridge COVID	\$10,163.00	\$0.00	\$10,163.00
PE44-01	SBHC Base	\$60,000.00	\$0.00	\$60,000.00
PE44-02	SBHC - Mental Health Expansion	\$113,236.00	\$0.00	\$113,236.00
PE46-05	RH Community Participation & Assurance of Access	\$17,113.68	\$0.00	\$17,113.68
PE50	Safe Drinking Water (SDW) Program (Vendors)	\$38,728.00	\$0.00	\$38,728.00
PE51-01	LPHA Leadership, Governance and Program Implementation	\$305,640.00	\$0.00	\$305,640.00
PE51-03	ARPA WF Funding	\$49,527.19	\$0.00	\$49,527.19
PE51-05	CDC PH Infrastructure Funding	\$155,440.41	\$0.00	\$155,440.41
PE62	Overdose Prevention-Counties	\$130,756.00	\$0.00	\$130,756.00
PE62-02	Fentanyl Campaign Funds	\$10,000.00	\$0.00	\$10,000.00
		\$2,219,578.59	(\$7,033.84)	\$2,212,544.75

Footnotes and Comments on following pages.

5) Foot Notes:	
PE10-02	7/15/2023: Full FY24 award funds may be used in FY24 during the period of 7/1/23-12/31/2023 due to DIS WF federal grant funding being cut by CDC on 12/31/23.
PE10-02	8/2023: Prior Footnote dated 7/15/2023 Null and Void. Full FY24 award funds may now be used in FY24 during the period of 7/1/23-01/31/2024 due to new guidance from the CDC.
PE40-01	7/2023: Unspent SFY2024 Q1 award will be rescinded by the state, cannot be carried over to SFY2024 Q2-4 period.
PE40-02	7/2023: Q2-4 Unspent grant award will be rescinded by the state at end of SFY2024
PE42-11	7/2023: Indirect charges cap at 10%.
PE42-12	7/2023: Indirect Charges cap at 10%.
PE43-01	7/2023: Awarded funds can be spent on allowable costs for the period of 7/1/2023 - 9/30/23. Any unspent funds will be de-obligated.
PE43-01	9/2023: Prior Footnote dated 7/2023 Null and Void.
PE51-01	7/2023: Bridge funding for 7/1/23-9/30/23.
PE51-01	8/2023: Prior Footnote dated 7/2023 Null and Void
PE51-03	9/2023: Federal funds expire 6/30/24 and will be ineligible for carryover into SFY25.

Comments on following page.

6) Comments:	
PE01-01	8/2023: Prior Comment dated 7/2023 Null and Void 7/2023: SFY24 funding available 7/1/23-9/30/23 only.
PE01-08	10/2023: rollover unspent SFY23 funds of \$11,718.76
PE01-09	10/2023: rollover unspent SFY23 funds of \$287,896.15
PE01-10	10/2023: rollover unspent SFY23 funds of \$97,582.72
PE12-01	8/2023: Prior Comment dated 7/2023 Null and Void 7/2023: SFY24 Award funding for first 3 months only
PE13	10/2023: rollover unspent SFY23 funds of \$103,358 9/2023: All Prior Comments Null and Void 7/15/23: SFY24 Award adding funding for 10/1/23-6/30/24 7/2023: SFY24 Bridge Funding 7/1/23-9/30/23
PE40-01	12/2023: De-obligating unspent funds of \$12,838 7/2023: SFY2024 Q1 WIC NSA grant award. \$10,563 must spent on Nutrition Ed; \$1,575 on BF Promotion. Underspend Q1 award cannot be carried over to Q2-4 period.
PE40-02	7/2023: SFY2024 Q2-4 grant award. \$31,690 must be spent on Nutrition Ed, \$4,726 on BF Promotion.
PE40-05	10/2023: Prior Comment dated 7/2023 Null and Void. 7/2023: SFY2024 WIC Farmers Market Mini grant award. Final Q2 Rev & Exp Report is required for final accounting. Underspent funds will be rescinded by the state in February 2024
PE42-13	11/2023: SFY24 Nurse workforce development funds of \$10,000 and HDHP funds of \$5,501
PE51-03	10/2023: rollover unspent SFY23 funds of \$38,871.19
PE51-05	7/2023: SFY24 Award Available 7/1/23-6/30/24. Funds are available 7/1/23-11/30/27. Unspent Funds in SFY24 will be carried over to the next fiscal year.
PE62	10/2023: Additional funds of \$112,076 available 9/1/23-6/30/24. 7/2023: FY24 funds available 7/1/23-9/29/23 only.
PE62-02	7/2023: De-obligated anticipated unspent funds from SFY23 per county request and moving to SFY24. Funds available 7/1/23-8/31/23 only.

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

Attachment B
Information required by CFR Subtitle B with guidance at 2 CFR Part 200

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

Federal Award Identification Number:	NU90TP922036	NU90TP922036
Federal Award Date:	06/07/23	06/07/23
Budget Performance Period:	07/01/2023-06/30/2024	07/01/2023-06/30/2024
Awarding Agency:	CDC	CDC
CFDA Number:	93.069	93.069
CFDA Name:	Public Health Emergency Preparedness (PHEP)	Public Health Emergency Preparedness (PHEP)
Total Federal Award:	8,466,536.00	8,466,536.00
Project Description:	Public Health Emergency Preparedness (PHEP)	Public Health Emergency Preparedness (PHEP)
Awarding Official:	Ms. Sylvia Reeves	Ms. Sylvia Reeves
Indirect Cost Rate:	18.06	18.06
Research and Development (T/F):	FALSE	FALSE
HIPPA	No	No
PCA:	53628	53517
Index:	50407	50407

Agency	UEI	Amount	Amount	Grand Total:
Crook	W2NEWLAM2YM6	\$70,381.00	\$5,804.16	\$76,185.16

PE40-01 WIC NSA: July - September

Federal Award Identification	217OROR7W1003	217OROR7W1003	217OROR7W1003
Federal Award Date:	04/06/23	04/06/23	04/06/23
Budget Performance Period:	10/01/2021-09/30/2022	10/01/2021-09/30/2022	10/01/2021-09/30/2022
Awarding Agency:	FNS USDA	FNS USDA	FNS USDA
CFDA Number:	10.557	10.557	10.557
CFDA Name:	WIC NSA Grant	WIC NSA Grant	WIC NSA Grant
Total Federal Award:	\$26,840,681	\$26,840,681	\$26,840,681
Project Description:	WIC Admin	WIC Nutrition Education	WIC Breastfeeding Promotion
Awarding Official:	USDA Western Region	USDA Western Region	USDA Western Region
Indirect Cost Rate:	17.64%	17.64%	17.64%
Research and Development (T/F):	FALSE	FALSE	FALSE
HIPPA	No	No	No
PCA:	52223	52225	52224
Index:	50331	50331	50331

Agency	UEI	Amount	Amount	Amount	Grand Total:
Crook	W2NEWLAM2YM6	\$30,407.00	\$7,995.00	\$1,575.00	\$39,977.00

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

CHELSEA WATSON,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NLSM453	1/29/2024	FORTINET	1212610	\$54,286.53

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Fortinet FortiSwitch 1024D - switch - 24 ports - managed - rack-mountable Mfg. Part#: FS-1024D UNSPSC: 43222612 Contract: Oregon IT Hardware VAR Contract (5603)	1	3562722	\$5,514.00	\$5,514.00
Fortinet FortiCare 24X7 Comprehensive Support - extended service agreement Mfg. Part#: FC-10-W1024-247-02-36 UNSPSC: 81111811 Electronic distribution - NO MEDIA Contract: Oregon IT Hardware VAR Contract (5603)	1	4553402	\$1,929.00	\$1,929.00
Fortinet FortiSwitch M426E-FPOE Layer 2 3 FortiGate Switch Mfg. Part#: FS-M426E-FPOE Contract: Oregon IT Hardware VAR Contract (5603)	1	5814949	\$2,948.00	\$2,948.00
Fortinet FortiCare 24x7 Comprehensive Support - extended service agreement Mfg. Part#: FC-10-M426E-247-02-36 Electronic distribution - NO MEDIA Contract: Oregon IT Hardware VAR Contract (5603)	1	5825944	\$1,031.00	\$1,031.00
Fortinet FortiSwitch 448E-FPOE - switch - 48 ports - managed - rack-mountab Mfg. Part#: FS-448E-FPOE Contract: Oregon IT Hardware VAR Contract (5603)	3	6081021	\$4,021.00	\$12,063.00
Fortinet FortiCare 24x7 Comprehensive Support - extended service agreement Mfg. Part#: FC-10-S448F-247-02-36 Electronic distribution - NO MEDIA Contract: Oregon IT Hardware VAR Contract (5603)	3	6081493	\$1,406.00	\$4,218.00

QUOTE DETAILS (CONT.)

Fortinet 24GE+ Layer 2+ Managed PoE Ethernet Switch	2	6894036	\$8,870.00	\$17,740.00
Mfg. Part#: FS-648F-FPOE Contract: Oregon IT Hardware VAR Contract (5603)				
Fortinet FortiCare 24x7 Comprehensive Support - extended service agreement	2	7506574	\$3,104.00	\$6,208.00
Mfg. Part#: FC10-648FF-247-02-36 Electronic distribution - NO MEDIA Contract: Oregon IT Hardware VAR Contract (5603)				
Fortinet - SFP+ transceiver module - 10 GigE	12	6114049	\$83.00	\$996.00
Mfg. Part#: FN-TRAN-SFP+SR Contract: Oregon IT Hardware VAR Contract (5603)				
Fortinet 1m 10GbE SFP+ Passive Direct Attach Copper Cable	6	7471673	\$66.00	\$396.00
Mfg. Part#: FN-CABLE-SFP+1 Contract: Oregon IT Hardware VAR Contract (5603)				
Fortinet - SFP+ transceiver module - 10 GigE	2	7460927	\$309.00	\$618.00
Mfg. Part#: FN-TRAN-SFP+BD33 Contract: MARKET				
Fortinet 10GE SFP+ Transceiver Module	2	7299738	\$309.00	\$618.00
Mfg. Part#: FN-TRAN-SFP+BD27 Contract: Oregon IT Hardware VAR Contract (5603)				

SUBTOTAL	\$54,279.00
SHIPPING	\$7.53
SALES TAX	\$0.00
GRAND TOTAL	\$54,286.53

PURCHASER BILLING INFO

Billing Address:
CROOK COUNTY
FINANCE DEPT
422 NW BEAVER ST
PRINEVILLE, OR 97754-1838
Phone: (541) 447-4160
Payment Terms: NET 30-VERBAL

DELIVER TO

Shipping Address:
CROOK COUNTY
FINANCE DEPT
422 NW BEAVER ST
PRINEVILLE, OR 97754-1838
Phone: (541) 447-4160
Shipping Method: UPS Ground

Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515



Sales Contact Info

Tyler Leedy | (877) 885-4399 | tyler.leedy@cdwg.com

LEASE OPTIONS

FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$54,286.53	\$1,455.42/Month	\$54,286.53	\$1,681.25/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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Support



Call 800.800.4239

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>. For more information, contact a CDW account manager.

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Thank you for choosing CDW. We have received your quote.

[Hardware](#) [Software](#) [Services](#) [IT Solutions](#) [Brands](#) [Research Hub](#)

QUOTE CONFIRMATION

CHELSEA WATSON,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NSSJ659	2/7/2024	FORTINET AP	1212610	\$21,720.00

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>Fortinet FortiAP 431G Indoor Wireless Access Point</u> Mfg. Part#: FAP-431G-A Contract: Oregon IT Hardware VAR Contract (5603)	20	7279324	\$786.00	\$15,720.00
<u>Fortinet FortiCare 24x7 Comprehensive Support - extended service agreement</u> Mfg. Part#: FC-10-PG431-247-02-36 Electronic distribution - NO MEDIA Contract: Oregon IT Hardware VAR Contract (5603)	20	7295238	\$300.00	\$6,000.00

SUBTOTAL	\$21,720.00
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$21,720.00

PURCHASER BILLING INFO	DELIVER TO
Billing Address: CROOK COUNTY FINANCE DEPT 422 NW BEAVER ST PRINEVILLE, OR 97754-1838 Phone: (541) 447-4160 Payment Terms: NET 30-VERBAL	Shipping Address: CROOK COUNTY FINANCE DEPT 422 NW BEAVER ST PRINEVILLE, OR 97754-1838 Phone: (541) 447-4160 Shipping Method: DROP SHIP-GROUND
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Tyler Leedy | (877) 885-4399 | tyler.leedy@cdwg.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$21,720.00	\$594.91/Month	\$21,720.00	\$683.75/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

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This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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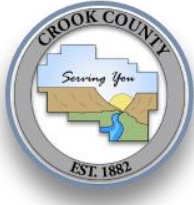
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For more information, contact a CDW account manager.

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AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):



Pricing Proposal
 Quotation #: 24445525
 Created On: 2/1/2024
 Valid Until: 2/29/2024

OR-County of Crook

Inside Account Executive

Chelsea Watson

422 NW Beaver Street
 Prineville, OR 97754
 United States
 Phone: 541-903-7210
 Fax:
 Email: chelsea.watson@crookcountyor.gov

Greg Spoleti

290 Davidson Ave.
 Somerset, NJ 08873
 Phone: 732-652-3083
 Fax: 732-564-8224
 Email: Greg_Spoleti@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 PREMIUM (24X7) SUPPORT FOR C4300-SFP-3-INFO; SUBJECT TO THE COHESITY SUPPORT MAINTENANCE TERMS AND CONDITIONS. Cohesity - Part#: CS-P-C4300-SFP-3 Contract Name: Open Market Contract #: Open Market Serial #: BAA1021CTY001 Coverage Term: 3/22/2024 – 3/21/2025	1	\$1,600.05	\$1,600.05
2 PREMIUM (24X7) SUPPORT FOR C4300-SFP-3-INFO; SUBJECT TO THE COHESITY SUPPORT MAINTENANCE TERMS AND CONDITIONS. Cohesity - Part#: SUB-DATAPLAT-STD-1YR Contract Name: Open Market Contract #: Open Market Serial #: SW1616528110922 Coverage Term: 3/22/2024 – 3/21/2025	24	\$213.56	\$5,125.44
3 PREMIUM (24X7) SUPPORT FOR C4300-SFP-3-INFO; SUBJECT TO THE COHESITY SUPPORT MAINTENANCE TERMS AND CONDITIONS. Cohesity - Part#: CS-P-C4300-SFP-3 Contract Name: Open Market Contract #: Open Market Serial #: BAA0921CTY028 Coverage Term: 3/22/2024 – 3/21/2025	1	\$1,600.05	\$1,600.05
4 COHESITY DATAPLATFORM STANDARD EDITION SUBSCRIPTION (1TB). INTELLIGENT WEB-SCALE SOFTWARE FOR CONSOLIDATING SECONDARY DATA WITH MULTI-PROTOCOL ACCESS (NFS, S3 & SMB), REPLICATION, ACCESS MANAGEMENT, MONITORING, REST API, ENCRYP.. Cohesity - Part#: SUB-DATAPLAT-STD-1YR Contract Name: Open Market Contract #: Open Market Serial #: SW1616528110962 Coverage Term: 3/22/2024 – 3/21/2025	24	\$213.56	\$5,125.44
5 COHESITY DATAPROTECT ADD-ON SUBSCRIPTION (1 TB). BACKUP SOFTWARE FOR VIRTUAL AND PHYSICAL ENVIRONMENTS. SUBSCRIPTION PER TB OF BACKEND STORAGE USED FOR BACKUP..	24	\$284.70	\$6,832.80

Cohesity - Part#: SUB-DATAPROTECT-1YR
Contract Name: Open Market
Contract #: Open Market
Serial #: SW1616528110875
Coverage Term: 3/22/2024 – 3/21/2025

6	COHESITY DATAPROTECT SITECONTINUITY ADD-ON SUBSCRIPTION (1 TB). DISASTER RECOVERY ORCHESTRATION SOFTWARE. SUBSCRIPTION PER TB OF BACKEND STORAGE. Cohesity - Part#: SUB-SITECONTINUITY-1YR Contract Name: Open Market Contract #: Open Market Serial #: SW1616528110892 Coverage Term: 3/22/2024 – 3/21/2025	20	\$261.36	\$5,227.20
			Total	\$25,510.98

Additional Comments

Please Note: Cohesity has a zero returns policy.

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

The products offered under this proposal are Open Market and resold in accordance with the terms and conditions at [SHI Online Customer Resale Terms and Conditions](#).

AGENDA ITEM REQUEST



Date:

February 6, 2024

Meeting date desired:

February 14, 2024

Subject:

Draft order regarding an update to the County's drug-free workplace policy.

Background and policy implications:

The County's omnibus employee handbook contains a policy on how the County will implement a drug-free workplace. A variety of contracts and agreements the County has executed require such a policy, and in fact, require that the policy include a variety of specific terms. One of those required terms is that an employee convicted of a drug-related offense should notify the County as employer, and that such notification must be made within 5 calendar days of conviction. The County's current policy requires notification of conviction (including a plea of no-contest), but states that the notification must be made within 5 business days. In order to conform the County's policy to the obligations of the intergovernmental agreements, the attached order would amend the County's omnibus employee handbook to reflect that the notification of conviction must be provided within 5 calendar days.

Budget/fiscal impacts:

None

Requested by:

*Eric Blaine; County Counsel
Eric.Blaine@CrookCountyOR.gov
541-416-3919*

Presenters:

N/A – Consent Agenda

Legal review (only if requested):

Legal drafted

Elected official sponsor (if applicable):

N/A

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

**IN THE MATTER OF UPDATING
THE COUNTY’S DRUG-FREE WORK-
PLACE POLICY, REGARDING NOTIF-
ICATIONS OF CRIMINAL CONVIC-
TIONS WITHIN 5 CALENDAR DAYS**

ORDER 2024-11

WHEREAS, Crook County maintains a Drug-Free Workplace policy, contained on pages 84-88 of the County’s omnibus Employee Handbook, which policy describes how the County as an organization and individual employees and volunteers are to operate to ensure the County’s public services are conducted free of illicit drug use and intoxication; and

WHEREAS, a component of that policy requires that those who are convicted of, or please no-contest to, criminal charges related to drug use must inform the County within five (5) working days of such conviction or plea; and

WHEREAS, the County maintains a variety of intergovernmental agreements which require the County maintain a drug-free workplace policy. Among the features of such policy is a requirement that upon conviction of a criminal charge related to drug use, a County employee must inform the County within a specified amount of time; and

WHEREAS, in order to conform the County’s drug-free workplace policy to the requirements of such intergovernmental agreements and best practices, the County’s policy on notifications of conviction or pleas of no-contest should be updated.

NOW, THEREFORE, the Crook County Court adopts the above recitals as its Findings of Fact, and orders that:

Section One: The portion of the County’s drug-free workplace policy entitled “Conviction Notice” is amended to read as follows, with additions **underlined** and deletions in *[italics]*.

Any employee convicted of violating a criminal drug statute must inform the *[County Court]* **County Administrator** and the designated human resources official (including pleas of guilty or pleas of no contest) within five *[working]*

calendar days of the conviction **or plea of no contest**. Failure to inform the County will result in disciplinary action up to and including termination.

Section Two: County staff are authorized to make any pagination, formatting, or other similar changes to the Employee Handbook necessary or useful to effectuate these revisions.

Dated this 21st day of February, 2024.

CROOK COUNTY COURT

Seth Crawford, County Judge

Date: _____

Susan Hermreck, County Commissioner

Date: _____

Brian Barney, County Commissioner

Date: _____



Agenda Item Request

Date:

January 24, 2024

Meeting date desired:

January 31, 2024

Subject:

Discussion regarding solid waste franchise agreement with Republic Services

Background and policy implications:

Crook County has a franchise agreement with Republic Services for solid waste services. The agreement calls for certain services and calls for a six-year notice to terminate. The Crook County Landfill posted a complaint form on the County's website to help with customer feedback to address service deficiencies. Republic has received local complaints and Deschutes County received sufficient complaints that the County Board of Commissioners, after considerable effort, decided to provide notice to terminate their agreement. Deschutes County has a similar six-year notice contract provision.

The discussion today is whether the Court desires staff to spend time currently to initiate a process to develop further information for the Court to consider providing notice to terminate the agreement.

Budget/fiscal impacts:

If the Court desires staff to reallocate time, there will be an opportunity cost in not addressing other matters staff are already fully engaged with. In other words, other priorities will be negatively impacted.

Requested by:

Andy Parks, Contract County Administrator

Presenters:

Discussion item

Attachments:

Memo

Franchise Agreement

Memo:

To: Crook County Court
Via: Andy Parks, Contract County Administrator
From: Jacquie Davis, Landfill Manager
Date: February 2, 2024

Good afternoon.

The landfill was asked to keep track of service issues regarding Republic Services that we receive via phone, at our scale house, or through a submission form on our website that residents can access. The landfill responds to each complaint and does their best to follow through until a resolution is made or there is a plan of action. This email is to provide the Court with information on the issues the landfill receives from customers of Republic Services and to possibly inform the court on items that may need their assistance to be resolved. The attachments for January issues are as follows:

Republic Complaint Log: Customer complaints at the scale house or via the phone.

Form Submissions: These are complaints we received via the form on our website.

PLA 1 Form Submission: This is a form we received from our website (submission form is at the bottom of the attached email from Donna Porter). You can also see some correspondence between myself and Republic. During the inclement weather Republic Services attempted to drop a box in PLA1 for residents to use but were told they could not do so. This box would have served residents in PLA 1 during the times that trucks could not drive every road due to weather. Republic was asking if the county could help facilitate a drop area for future service disruptions. I asked them for the location they tried to drop the box and the name of the person that told them the box could not be dropped there, and that I would bring the information to county court to see if county assistance could be provided, but I received no response on those questions from Republic.

Paulina Transfer: Paulina Transfer Station was closed on 1/13 due to weather. No notice was given to residents. They then rescheduled to be open 1/20. We received communication on 1/19 that Republic would not be servicing Crook County due to inclement weather. I sent emails to Courtney Voss and Meghan McCardell with Republic on 1/19 to ask if that included Paulina. I received confirmation from Courtney Voss on the afternoon of 1/19 that they would not be servicing Paulina on 1/20. I contacted Tyler Groo who was a resident in Paulina who submitted a form regarding the closure on the 13th to let him know they would not be open on the 20th as well. I also contacted Susan Hermreck to see if she could help spread the word in

the Paulina community of the closure. On Monday morning I received an email from Meghan McCardell that they did service Paulina on Saturday the 20th and no one came. I let her know it was more than likely the fact that I was told by Republic that they would not be open, and the county did their best to let residents know. A huge miscommunication between Republic management.

*Paulina has been a hot item this month. The issue here that may need to be addressed (and this has been voiced by residents) is how to get Paulina residents notice of closures. An email/text notice, a sign on the Paulina gate, etc.? I personally have called Republics customer service line and they said they did not service Paulina and that they did not have a place in Paulina to drop garbage. Tyler Groo who also submitted a form told me he spoke to customer service twice and could get no information. Republic needs to educate their customer service department regarding Paulina (hours, days of operations, closures, days rescheduled, etc.). I am suggesting Court investigate options and push Republic to provide a way to notify customers of closures/rescheduled dates and to ensure their call center is trained on Paulina TS and closures that may occur.

Inclement Weather: Several residents I spoke with asked that the county look into the possibility of requesting Republic Services be required to notify customers sooner of inclement weather changes. Notifying customers, the afternoon/evening before that the next day they would not see service due to the weather.

Grizzly Mountain Rd: This was a project that Jeff Hurd was working on when he was here. Grizzly Mountain Rd. was the first road for Republic to discontinue curbside pickup and go to a drop-off depot at the end of the road. Jeff had spoken to them about having the area fenced and secured to detour illegal dumping as it is located along the Madras Hwy and to look better visually. Jeff followed up with Courtney on 9/6/23 as to the plan to have the fence in place and reminded her Seth mentioned it in court also (possible work session???). She responded that day that Ron Shearer with republic had a plan in place and would order slats for the fencing that would take a week or two and then we would see the fence on site. On 1/17/24 I asked Courtney for an update as the fence was not in place. I got no response. That email is attached. I had an employee go take photos on 1/23/24 of the drop off area on that road and those are attached for reference.

* Does Court want to pursue and have Republic follow through on the fencing of the depot?

RE-RECORDING COVER SHEET ORS 205.244

Any errors in this cover sheet DO NOT affect the transactions(s) contained in the instrument itself.

Crook County Official Records
Commissioners' Journal
No Fee

CJ2020-007

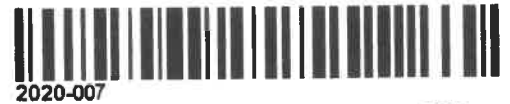
01/31/2020 2:13:37 PM

AFTER RECORDING RETURN TO: ORS 205.234(1)(c)

NAME: Eric Blaine

ADDRESS: _____

CITY/STATE/ZIP: _____



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

Cheryl Seely - County Clerk



RE-RECORDED AT THE REQUEST OF: Crook County Legal

TO CORRECT: signature page

PREVIOUSLY RECORDED IN BOOK: _____ PAGE # _____

OR AS FEE NUMBER: _____

The undersigned hereby certifies the above information to be true and correct.

Regina Paul
SIGNATURE

Regina Paul, Paralegal II

PRINTED NAME & TITLE

SEND TAX STATEMENTS TO: ORS 205.234(1)(e)

DOCUMENT TITLE: Ordinance 316 Amending CCC 8.28 re Solid Waste Franchisee, Emergency
ORS 205.234(1)(a)

NAME(S) of DIRECT party(s): ORS 205.234(1)(b)
(i.e. DEEDS: Seller/Grantor - MORTGAGES: Beneficiary/Lender - LIENS: Creditor/Plaintiff)

County Court

NAME(S) of INDIRECT party(s): ORS 205.234(1)(b)
(i.e. DEEDS: Buyer/Grantee - MORTGAGES: Grantor - LIENS: Debtor/Defendant)

TRUE AND ACTUAL CONSIDERATION \$ _____
ORS 205.234(1) OTHER VALUE: _____

LIEN DOCUMENTS: Amount of lien \$ _____
ORS 205.234(1)(f)

ALL DOCUMENTS REQUIRING A REFERENCE NUMBER: ORS 205.160(6)(7)(j)
Original recording information: BOOK: _____ PAGE: _____ INSTRUMENT# CJ 2020-06

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

AN ORDINANCE AMENDING CROOK
COUNTY CODE CHAPTER 8.28 REGARDING
THE SOLID WASTE FRANCHISEE, AND
DECLARING AN EMERGENCY

ORDINANCE 316

WHEREAS, Crook County has established an exclusive solid waste collections franchise (codified as Chapter 8.28 of the Crook County Code), whereby the designated Franchisee is made the exclusive commercial hauler of solid waste within the unincorporated portion of Crook County, and the franchisee agrees to provide services to all County residents; and

WHEREAS, the current solid waste franchisee, Prineville Disposal, has informed the Crook County Court that it wishes to transfer the franchisee status to Allied Waste Transfer Services of Oregon, LLC, an Arizona limited liability company (dba Republic Services of Oregon); and

WHEREAS, Section 8.28.120 contains a scrivener's error, which warrants removal.

NOW, THEREFORE, the Crook County Court ordains as follows:

Section One: Section 8.28.060 of the Crook County Code is amended to replace the name of the Franchisee, deleting "Prineville Disposal, Inc." and inserting "Allied Waste Transfer Services of Oregon, LLC, dba Republic Services of Oregon." As amended, Section 8.28.060 will read:

Grant of exclusive franchise.

Except as provided in CCC 8.28.040, there is hereby granted to Allied Waste Transfer Services of Oregon, LLC, dba Republic Services of Oregon, the exclusive right, privilege, and franchise to provide service within the county, but not including the area within the city limits of the city of Prineville, as of the date of the ordinance codified in this chapter and any area that may hereafter by annexed to the county and, for that purpose, to utilize the roads and streets of the county.

Section Two: Section 8.28.120, subsection (2) is amended to read as follows, with the deletion in *[Italics]*.

(2) Following the one-year anniversary of the effective date of the ordinance codified in this chapter, and not less than annually thereafter, franchisee may increase each category of its maximum rates for service by a percentage not greater than *[the lesser of]* the last reported U.S. Consumer Price Index. Prior to implementing such rate increase, franchisee shall provide written notice to customers not less than 30 days before mailing billing statements or invoices utilizing

the new rate's bills. Such notice shall clearly explain the relationship between the rate structure and relevant consumer price index. Prior to notifying customers of the rate increase, franchisee shall provide written notice to the county court of intent to increase rates in accordance with this section, and county court shall subsequently acknowledge such rate increase within 60 days of receipt in the form of an order of the county court.

Section Three: Section 8.28.120, subsection (3) is amended to read as follows, with the deletion in *[Italics]*.

(3) In the event franchisee wishes to increase maximum rates for service by a percentage greater than *[the lesser of]* the last reported U.S. Consumer Price Index, franchisee may by May 1st of each calendar year following the adoption of the ordinance codified in this chapter file an application for an adjustment in rates. In support, the franchisee shall provide the county court with all information deemed necessary by the county court with respect to the operations of franchisee in order to make a reasonable and rational decision on the application. In a scheduled public hearing, the county shall act upon such request for rate adjustment no later than 60 days following receipt of request for adjustment. The new rate increase or decrease will begin 30 days following conclusion of the hearing if approval is granted for a rate change. Rates shall be changed by order of the county court.

Section Four: If any portion of this Ordinance 316 is found by a court of competent jurisdiction to be invalid, all other portions of this Ordinance will remain in full force and effect.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

Section Five: Emergency Clause. This Ordinance 316 being necessary for the health, safety, and welfare of the people of Crook County, an emergency is declared to exist, and Ordinance 316 becomes effective immediately upon the second reading.

First Reading: January 8, 2020

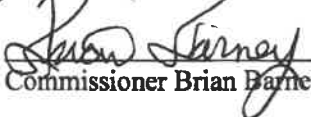
Second Reading: January 22, 2020

DATED this 22nd of January 2020.

CROOK COUNTY COURT

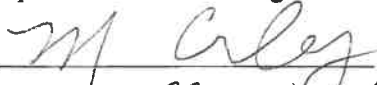

 Judge Seth Crawford


 Commissioner Jerry Brummer



 Commissioner Brian Barney

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

Accepted by Allied Waste Transfer Services of Oregon, LLC, dba Republic Services of Oregon:

Signature: 
 Print Name and Title: Marieke Curley, Area President
 Date: 1/27/2020

Acknowledged by Holliday Enterprises, LLC, dba Prineville Disposal

Signature: 
 Print Name and Title: Stacie Holliday
 Date: 1-28-2020

RECORDING COVER SHEET

Any errors in this cover sheet DO NOT affect the transactions(s) contained in the instrument itself.

AFTER RECORDING RETURN TO:

CLERK'S VAULT

NAME OF TRANSACTION

Agreement between Crook County and Holliday Enterprises, LLC for operation of Paulina Transfer Station

GRANTOR: CROOK COUNTY



STATE OF OREGON } ss 2010027
COUNTY OF CROOK }
I CERTIFY THAT THE WITHIN INSTRUMENT WAS RECEIVED FOR RECORD ON THE 16th DAY OF March, 2010 AT 11:10 AM AND RECORDED IN CJRL RECORDS OF SAID COUNTY MF NO. 2010-027 DEANNA E. BERMAN, CROOK COUNTY CLERK BY Justie Trammell DEPUTY n/c

**AGREEMENT BETWEEN CROOK COUNTY
AND HOLLIDAY ENTERPRISES, LLC FOR OPERATION OF
PAULINA TRANSFER STATION**

RECEIVED

MAR 16 2010

COUNTY ADMINISTRATION

THIS AGREEMENT is made this 3rd day of March, 2010 by and between CROOK COUNTY ("County") and HOLLIDAY ENTERPRISES, LLC ("Holliday Enterprises").

RECITALS

WHEREAS, County owns and operates a licensed sanitary landfill; and

WHEREAS, currently, there is no approved landfill in Paulina; and

WHEREAS, County maintains a collection and Transfer Station for garbage pickup and disposal for the Paulina community and surrounding area;

WHEREAS, Holliday Enterprises transports the drop box in Paulina to the County landfill for a fee; and

WHEREAS, the Department of Environmental Quality ("DEQ") requires County to adopt a management agreement to complete the development of the Paulina Transfer Station Operation Plan; and

WHEREAS, County and Holliday Enterprises desire to ensure disposal of waste in a sanitary and cost-effective manner while meeting all state and federal laws, including execution of the required management agreement.

AGREEMENT

1. Holliday Enterprises is authorized to use approximately three (3) acres of County-owned land for the operation of the Transfer Station site. Said three acres is described as follows:

T17 R23 S4 TL300, Crook County, Oregon

All property, both real and personal located at the site, shall remain on the property of County.

2. Holliday Enterprises will provide equipment and materials as needed for the repair and upkeep of the fence, gate, scales, dumping pad and retaining wall.

3. Holliday Enterprises shall open and staff the Transfer Station at least one day each month. The Transfer Station shall remain open for at least two hours and, at a minimum, be open between the hours of 8:00 a.m. and 10:00 a.m.

4. Except as otherwise provided herein, Holliday Enterprises shall provide all management, supervision, personnel, tools, materials, equipment, services and supplies necessary to operate and maintain the Transfer Station in accordance with the terms and provisions of this Agreement.

5. Cost of Services.

Holliday Enterprises shall retain all revenue from the operation of the Paulina Transfer Station but shall pay to County a fee equivalent to three percent (3%) of the gross operating revenue from the Transfer Station. Gross operating revenue is defined to be the gross revenue before deduction of operating expenses incurred in providing solid waste collection services at the Paulina site. In the event there is an operating loss, Holliday Enterprises may deduct such loss from the franchise fee to County. Such deduction may only be utilized for the year in which the loss is incurred. The fee shall be paid annually, with the payment due at the same time Holliday Enterprises pays the franchise fee payable to County. The fee is in addition to any disposal fees required to be paid to the Crook County Landfill.

6. Term of Agreement.

The term of this Agreement begins on the date of its execution by all parties hereto (the "effective date") and continues until terminated by either party in accordance with paragraph 13 below.

7. Safety of Persons and Property.

Holliday Enterprises will:

(a) Take all reasonable precautions to prevent damage, injury or loss caused by or related to the operation and maintenance of the Transfer Station;

(b) Establish and enforce reasonable safeguards at the site for the safety and protection of persons present at the Transfer Station; and

(c) Comply with all applicable laws, ordinances, rules, regulations and lawful orders relating to the safety of persons or property at the site.

8. Records and Reports.

Holliday Enterprises shall prepare and maintain proper, accurate and complete records and accounts of all transactions related to the Transfer Station. These shall include, but not be limited to, insurance and regulatory inspection records, daily operating log, revenue and expense records, maintenance records, safety and accident reports, and quantities of solid waste and any other materials received.

Holliday Enterprises shall provide County with an annual report, including scheduled operating days, shut-down days, quantities of solid waste and any other materials received, revenues received, expenditures, account balances and a summary of any maintenance activities. Holliday Enterprises shall submit the annual report on or before May 15th of each fiscal year incorporating a summary of the monthly reports for the preceding year.

County shall have the right to inspect all accounts, records and reports maintained by Holliday Enterprises related to the Transfer Station upon twenty-four (24) hours written notice given in advance.

9. Removal and Disposal of Solid Waste.

Holliday Enterprises shall be responsible for the storage, removal and transportation of all solid waste to the Crook County Landfill. Holliday Enterprises shall pay for the cost of transportation and disposal of all solid waste and any other materials received.

10. Weighing Records.

Holliday Enterprises shall maintain the accuracy and calibration of the scales at the Transfer Station in accordance with procedures established by the State of Oregon. Records of all weighing shall be maintained by Holliday Enterprises.

11. Indemnification.

To the extent permitted by Article XI, Sections 7 and 10, of the Oregon Constitution, County and Holliday Enterprises shall each indemnify and hold the other harmless from claims arising from the negligence or wrongful acts or omissions of County and/or Holliday Enterprises.

12. Insurance.

Holliday Enterprises shall maintain liability insurance covering activities and operations of Holliday Enterprises in an amount not less than \$1,000,000 naming

County, its officer, agents and employees as additional insureds. Holliday Enterprises shall provide County with a Certificate of Commercial General Liability insurance naming Crook County as an additional insured.

13. Termination.

Either party may terminate this Agreement at any time, with or without cause, upon thirty (30) days written notice to the other. Any such termination of this Agreement shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

14. Compliance with Laws.

Holliday Enterprises shall comply with all laws and regulations applicable to the operation and maintenance of the Transfer Station, including but not limited to federal and state laws, executive orders, and local regulations and ordinances governing the environment, payment of wages and equal opportunity and fair employment practices and the Paulina Transfer Station Operations Plan. This Agreement is subject to the Standard Provisions attached hereto as Exhibit A.

15. Relationship of the Parties.

Neither party to this Agreement shall have any responsibility to perform services for or to assume contractual obligations which are the obligation of the other party; nothing herein shall render either party a partner, agent or representative of the other party or create any fiduciary relationship between the parties. It is understood and agreed that Holliday Enterprises, while performing services pursuant to this Agreement, is at all times acting and performing as an independent contractor.

16. Amendment.

This document may not be amended except by written agreement signed by the authorized representatives of the parties.

17. Execution of Documents.

This Agreement may be executed in any number of duplicate originals, any of which shall be regarded for all purposes as an original.

/////

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18. Severability.

In the event that any provision of this Agreement shall, for any reason, be determined to be invalid, illegal or unenforceable in any respect, all other terms of this Agreement shall remain in full force and effect.

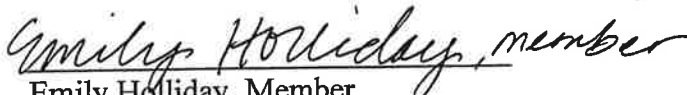
The parties have executed this Agreement on the day and year first above written.

CROOK COUNTY COURT **3-3-2010**

HOLLIDAY ENTERPRISES, LLC



Judge Mike McCabe



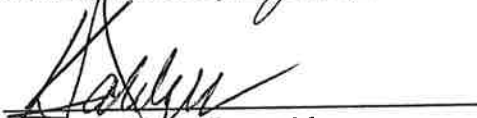
Emily Holliday, Member



Commissioner Lynn Lundquist



Stephen Holliday, Member



Commissioner Ken Fahlgren

NOVATION AGREEMENT

This Novation Agreement (hereinafter "Novation") is made and entered into between Crook County, a political subdivision of the State of Oregon (hereinafter "County"), Holliday Enterprises, LLC (hereinafter "Holliday Enterprises"), and Allied Waste Transfer Services of Oregon, LLC, doing business as Republic Services of Oregon (hereinafter "Republic Services"). County, Holliday Enterprises, and Republic Services may collectively be referred to as "the Parties."

RECITALS

WHEREAS, County and Holliday Enterprises are parties to that certain Agreement for the Operation of the Paulina Transfer Station (hereinafter "Agreement") dated March 3, 2010, for the management and operation of the DEQ-approved solid waste transfer station located in Paulina, Oregon; and

WHEREAS, Holliday Enterprises and Republic Services have agreed to transfer the Crook County solid waste franchise from Holliday Enterprises to Republic Services. That transfer is reflected in Crook County Ordinance 316, which the Parties have each approved; and

WHEREAS, Holliday Enterprises wishes to transfer all rights and duties under the Agreement, and Republic Services wishes to assume those rights and duties.

AGREEMENT

NOW, THEREFORE, in consideration of the matters described above, and of the mutual benefits and obligations set forth in this Novation, the Parties agree as follows:

1. **Recitals:** The above Recitals are incorporated herein as terms of the contract and not mere recitals.
2. **Effective Date:** This Novation shall become effective January 31, 2020.
3. **Substitution of Republic Services for Holliday Enterprises:**
 - (a) Republic Services agrees to perform the obligations of Holliday Enterprises as enumerated under the Agreement, and Republic Services agrees to be bound by all the terms of the Agreement in every way as if an original party thereto. Holliday Enterprises will no longer be a party to the Agreement and has no rights or obligations thereunder. Republic Services will render its performance under the Agreement to the County in every way as if Republic Services was an original party thereto.
 - (b) Notwithstanding the above, the substitution of Republic Services for Holliday Enterprises will not prejudice any right or obligation incurred prior to the Effective Date, including but not limited to, the right of Holliday Enterprises to receive payments for services validly and properly rendered in accordance with the terms of the Agreement.

4. **Integration:** This Novation contains the entire agreement and understanding of the Parties with respect to the subject matter hereof.
5. **Severability:** If any part of this Novation shall be held unenforceable, the rest of this Novation will remain in full force and effect.
6. **Cooperation After Execution:** The Parties agree to cooperate fully, to execute any and all supplemental, but not inconsistent, documents, and to take all additional actions which may be reasonably necessary or appropriate to give full force and effect to the terms and intent of this Novation.
7. **Amendment:** Except as modified by this Novation, the Agreement remains in full force and effect according to its terms.
8. **Counterparts.** This Novation may be executed in one or more counterparts, including electronically transmitted counterparts, which when taken together shall constitute one in the same instrument. Facsimiles and electronic transmittals of the signed document shall be binding as though they were an original of such signed document.

IN WITNESS WHEREOF, Holliday Enterprises, County, and Republic Services consent to all the provisions of this Novation and agree to be bound by its terms.

HOLLIDAY ENTERPRISES

By: Emily Holliday
Signature

EMILY HOLLIDAY
Print Name

Its: MEMBER

Date 1/30/20

402 SW Parrish Ln.
 Address

Powell Butte, OR 97153
 City State Zip

CROOK COUNTY COURT

Seth Crawford
Signature

Seth Crawford, County Judge

Date: 1/31/20

REPUBLIC SERVICES OF OREGON

By: _____
Signature

Print Name

Its: _____

Date _____

 Address

 City State Zip

4. **Integration:** This Novation contains the entire agreement and understanding of the Parties with respect to the subject matter hereof.
5. **Severability:** If any part of this Novation shall be held unenforceable, the rest of this Novation will remain in full force and effect.
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IN WITNESS WHEREOF, Holliday Enterprises, County, and Republic Services consent to all the provisions of this Novation and agree to be bound by its terms.

HOLLIDAY ENTERPRISES

By: _____
Signature

Print Name
 Its: _____
 Date _____

Address _____

 City State Zip

CROOK COUNTY COURT

 Seth Crawford, County Judge
 Date: _____

REPUBLIC SERVICES OF OREGON

By: _____
Signature
 Adrienne Wilhoit
Print Name
 Its: Vice President
 Date January 30, 2020

18500 N. Allied Way
 Address
 Phoenix AZ 85054
 City State Zip



Agenda Item Request

Date:

January 24, 2024

Meeting date desired:

January 31, 2024

Subject:

Consider contract for HRIS Project Management Services

Background and policy implications:

The County issued a Request for Qualifications (RFQ) for a Human Resources Information System (HRIS) to replace its present antiquated HRIS and paper processes. The County received five responses and appointed an evaluation/implementation committee of six employees advised by subject matter experts in Human Resources, Finance and Information Technology.

Per an assessment of our current staff resources, verified by the consulting team conducting an assessment and preparing a Roadmap for our HR department, there is insufficient staff capacity or expertise available to complete the project successfully.

We have identified an individual with twenty years Human Resources experience including implementing HRISs that has adequate capacity to fulfill the Project Manager role and provide limited assistance for other HR matters as needed. The individual is a spouse of a County employee. Eric and I will brief you on our efforts to address the associated ethics issues.

Budget/fiscal impacts:

We budgeted a business analyst position within the IT budget for fiscal year 2023-24. We have not filled this position and have used a limited amount of this funding for consultants to assist with the Enterprise Resource Planning (ERP) implementation. We anticipate the scope and fee for this project to be within the available budgeted resources.

Requested by:

Andy Parks, Contract County Administrator

Presenters:

Andy Parks

Eric Blaine, County Counsel

Attachments:

Draft Scope of Work

Resume

Attachment A

Scope of Work

Human Resources Information Systems (HRIS) Project Manager

February 2024

Project Management

- Oversee the implementation process, coordinate activities, and ensure adherence to timelines and budget.
- Provide regular progress updates and status reports to key stakeholders to track project milestones and address any issues or concerns.
- Ensure performance of the following key elements of the project.

Needs Assessment

- Review the County's HRIS Request for Qualifications requirements and HR Roadmap report.
- Engage with key stakeholders including HR staff, department heads, and IT personnel to ensure current pain points, challenges, and inefficiencies in HR processes and data management are documented.
- Document any changes to specific requirements and objectives for the new HRIS system based on the needs assessment findings.

Vendor Selection

- Ensure selection criteria focuses on functionality, scalability, ease of use, integration capabilities, and vendor support services.
- Assist evaluation committee with the review of proposals received and facilitate vendor demonstrations and interviews.
- Assist evaluation committee with to select the most suitable HRIS vendor based on the evaluation criteria and stakeholder feedback.

System Configuration and Customization

- Collaborate with County IT and the selected HRIS vendor to configure the system according to Crook County's specific requirements and workflows.
- Collaborate with County IT to integrate the HRIS with other relevant systems such as payroll, timekeeping, and benefits administration platforms.

Data Migration

- Develop a data migration plan to transfer existing employee data from legacy systems and paper files to the new HRIS.
- Oversee efforts to cleanse, validate, and map data to ensure accuracy and completeness during the migration process.
- Coordinate with IT to conduct test migrations and validation to identify and address any data integrity issues.

Training and Change Management

- Develop and deliver comprehensive training programs for HR staff and end-users on how to effectively utilize the new HRIS.
- Create training materials, user guides, and documentation to support ongoing learning and adoption.

- Implement change management strategies to facilitate a smooth transition to the new system, including communication plans and stakeholder engagement activities.

Testing and Quality Assurance

- Ensure thorough testing is conducted of the HRIS system to validate functionality, data integrity, and user experience.
- Ensure process is in place to identify and address any bugs, errors, or discrepancies discovered during testing.
- Obtain user feedback and make necessary adjustments to optimize system performance and usability.

Go-Live and Support

- Plan and execute the go-live strategy for deploying the HRIS system across Crook County.
- Provide post-implementation support and troubleshooting assistance to address any issues or questions that arise.
- Establish ongoing support mechanisms and procedures for system maintenance, upgrades, and user support.

Timeline and Budget

- Develop a detailed project timeline and budget based on the scope of work and requirements outlined above.
- Ensure alignment with project milestones and deliverables to meet the agreed-upon timeline and budget constraints.

Draft

KRYSTAL CHELLIS

DIRECTOR OF EMPLOYEE EXPERIENCE

PROFILE

Director of human resources, employee experience, and culture with 20 years comprehensive background including: international experience with global and regional industry leaders, internal culture and brand platform building, recruitment, immigration, compliance, performance management, payroll and benefits, training and development. Proven record in collaborating with executive management in developing and delivering programs, which support strategic direction and company culture.

CONTACT

360 513 1499
krystalchellis@gmail.com
Portland, OR
[linkedin.com/in/krystalchellis](https://www.linkedin.com/in/krystalchellis)

WORK EXPERIENCE

Liquid Agency

Nov 2018 - Present
Remote workforce in 11+ states

Director of Human Resources + People Experience

Responsible for helping to build and foster a progressive, professional, and on brand people experience and ideal culture that supports Liquid employees, while supporting the delivery of the business strategy and culture platform. Lead all HR practices, providing ongoing guidance to agency leaders.

WPP, SET Creative

Aug 2015 - Nov 2018
Portland, LA, New York, Amsterdam, London

Global Director of HR + Talent

Reporting to the CEO, created and led HR practices and objectives that provided an employee-oriented, high performing culture emphasizing empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a top talent workforce.

WPP, AKQA

Feb 2018 - Nov 2018
Portland

Interim HR Director

Provided dual support for WPP Set Creative and AKQA Portland. Led all HR functions for AKQA Portland while partnering with Executive Management and Department heads to advise and provide guidance on employee relations.

Publicis

Oct 2013 - Aug 2015
Seattle, Boise, San Francisco

HR Director

Reporting to the CEO's of the Seattle, Boise and San Francisco offices, with a dotted line to the Chief Talent Officer of Publicis NA, created and led HR practices and objectives. Developed organizational strategies, provided coaching and counseling and oversaw all personnel matters.

Wieden+Kennedy

Dec 2004 - Jun 2013
Shanghai, Portland

HR + Administration Director, Shanghai

Led HR staff in developing and delivering programs supporting W+K culture and strategic direction. Responsible for overseeing all HR + Admin functions including immigration, employee relations, legal compliance, recruitment and staffing, benefits and payroll, and property management.

Senior HR Manager, Shanghai

Principal contact and advisor to business leaders for all human resource issues, including responsibility for employee relations legal compliance, recruitment, policy development and administration, succession planning, performance management, comp administration and payroll.

HR Generalist, Portland

HR Administrator, Portland

Ann Sacks

Aug 2003 - Dec 2004
Portland

Office + Human Resources Administrator

Administrator of human resources, payroll, office supply management, vendor services, and mail-room for manufacturing, distribution, and corporate office.

EDUCATION AND PROFESSIONAL DEVELOPMENT

BA in Management Ops with a focus in HR Management | WASHINGTON STATE UNIVERSITY | MAGNA CUM LAUDE

MBTI Step I and II Instruments | THE MEYERS & BRIGGS FOUNDATION

Insights Discovery Client Practitioner | INSIGHTS

Human Resources Generalist Certification | SOCIETY FOR HUMAN RESOURCE MANAGEMENT

PERSONAL INTERESTS

I'm a dreamer, a baker, and a candlestick maker

Ok, you got me. I'm not a candlestick maker, but I do like to get crafty

DRAFT

Crook County
Justice Center Forecast
February 2024
(amounts in thousands)

	Actual Amounts					Total
	Fiscal Year Ended June 30,			Six Months Ended		
	2021	2022	2023	12/31/23	6/30/24	
Resources						
Intergovernmental	-	-	-	-	16,536	16,536
Transfers	1,000	-	-	-	-	1,000
Debt proceeds	-	42,545	-	-	-	42,545
Charges for services	-	5	-	-	-	5
Interest	-	59	981	274	44	1,358
Total current year resources	1,000	42,609	981	274	16,580	61,444
Expenditures	561	4,053	14,064	11,800	22,151	52,629
Current year resources over (under) expenditures	439	38,556	(13,083)	(11,526)	(5,571)	8,815
Beginning balance	0	439	38,995	25,912	14,386	-
Ending balance	439	38,995	25,912	14,386	8,815	8,815

Data Center Forecast

	Fiscal Year Ending June 30,				
	2024	2025	2026	2027	2028
TAV					
Real property	507,086	522,299	537,968	554,107	570,730
Personal property	398,181	398,181	398,181	398,181	398,181
Total TAV	905,267	920,480	936,149	952,288	968,911
Tax rate					3.8702
Projected property taxes					3,749,880
Debt service - GO Bonds					2,169,419
Estimated amount available					1,580,461
Projected debt service per \$1.0 assumes 20 year, 4.5% interest					76,876
Projected debt capacity with 1.25 debt coverage ratio (millions)					16.45

INITIAL REPORT



**Crook County Facilities Master Plan – Task 1
Task 1: High-Level Program and Space Allocations**

With the advent of the new Justice Center, Crook County is planning to relocate several departments into the new facility. This is providing the opportunity to reevaluate the Crook County system-wide physical plant to improve efficiency, increase effectiveness, and better serve the county residents. Currently, the County operates both leased and owned facilities. This study is limited to a high-level review of eleven of the County's departments, located within six of the county's fifteen facilities. It is a preliminary evaluation of operational needs, opportunities, and constraints for the following departments:

- County Court/Administration
- Finance/Treasurer
- Assessor
- Information Technology
- Human Resources
- Legal
- Clerk
- Community Development
- Facilities
- Health and Human Services
- Public records storage

PROJECT VISION & CHARTER

The first step in the April 18-19, 2023 workshop was a visioning and charter discussion with the project steering committee, comprised of:

- Brian Barney - Commissioner
- Will VanVactor – Community Development Director
- Kate Plumb – Health & Human Services Director
- Andy Parks – County Administrator
- Jeff Deewert – President Kirby Nageheart Construction

The vision for the project is rooted in:

1. Preserving the historic Crook County Courthouse as the seat of county government.
2. Leveraging the Courthouse to illustrate its former uses and history.
3. Adding new building(s) to efficiently serve County functions that can't be accommodated in the historic courthouses.

The purpose, priorities, and process for this effort is to:

1. Understand how the courthouse will be used in the future.
2. Understand how Health & Human Services, Community Development, and County Government physically relate to one another.
3. This high-level study will endeavor to reveal practical information that will inform the next steps for the County.

DRAFT

The study included an intensive two-day on-site workshop, on April 18-19, 2023, to observe the existing programs and facilities, interview program representatives, and collaborate with county leadership. The existing department spaces were generally found to be inefficient, with most space at or above capacity, even as some spaces were found to be under-utilized. With the exception of the Health & Human Services clinical space, spaces and systems were noted as generally beyond useful life and in need of significant renovation to meet current workspace expectations.

The initial findings of this study recommend that the county consolidate departments into a fully renovated historic courthouse, with a new building added to the east on the site of the former police building. This approach will improve effectiveness of the departments, reduce maintenance and operational costs, improve security, and preserve the cultural integrity of the courthouse building. The new building should be sited further as a standalone structure or connected to the existing historic building. Connecting the two buildings on three floors has the potential to offer the advantage of sharing building services, elevators, exit stairs and restrooms for improved space efficiency, reducing cost, improving wayfinding and accessibility, and safety/security through a controlled single point of entry. Further study of the potential to relocate the Facilities department into a renovated version of the building that currently houses Assessor and Finance is also recommended. Health & Human Services needs to consolidate their clinical and outreach operations in a single location that will, overall, provide additional capacity. In responding to broader issues related to the location of other healthcare-related partner organizations, Health & Human Services may or may not elect to be relocated to the courthouse site. If located at the courthouse site, it is presumed that Health & Human Services would occupy the ground floor of the new building. If Health & Human Services elects to locate in a new standalone building elsewhere in Prineville, further study will be required.

The steering committee determined that the following three redevelopment options warrant further study and should be presented to county leadership for approval.

Option 1: Renovate the historic courthouse and construct a new two or three-story building to the east, physically connected at each floor to the existing courthouse to provide building services and to free up space in the courthouse. This approach is expected to provide a single secure entry, universal accessibility, and overall efficiency. Consolidate all departments listed above to the courthouse site, with the exception of facilities which would relocate to the current Finance/Assessor site.

Option 2: The same as Option 1, except construct a two-story addition and construct a new Health & Human Services building elsewhere in Prineville.

Option 3a: Renovate the historic courthouse and add all new building services, a new universally accessible entry, elevators, exit systems, and restrooms to the building so that it functions as a standalone facility and construct a new standalone two or three-story building to the east to serve the program spaces, with the exception of facilities not accommodated in the courthouse. This approach is expected to limit the space efficiency of the courthouse, is likely to be more costly, and require a physical three-story addition to the courthouse to accommodate, at a minimum, a new properly sized elevator.

Option 3b: The same as Option 3a, except that Health and Human Services will in a new building elsewhere in Prineville.

GENERAL EVALUATION OF CURRENT & FUTURE WORKSPACE

This high-level study is meant to be a first step in building consensus around an approach to repurposing the space in the courthouse and enhancing overall staff/departments effectiveness for county residents. Observation of the existing spaces found that most were currently inefficient, with some spaces overly crowded, while some others too spread out. Community Development was particularly crowded and constrained in their current configuration. Health & Human Services was similarly constrained by lack of exam and support space in their clinical operations. Others, such as Legal and Human Resources were limited by too much unusable circulation space dictated by the existing building configuration. The Clerk, Finance, and Assessor were found to struggle with safety and security issues.

While the courthouse is uniformly admired, much of the internal historic fabric has been altered, creating many inefficient room layout and too much circulation. Like some other county properties, the courthouse was also noted as having limited accessibility, inconsistent security, and unwelcoming public entrances. Some of the existing offices are overly generous, while others are literally converted jail cells. Additionally, previous studies indicate significant structural work will be required to upgrade the building to resist an earthquake. Comprehensive renovation of the courthouse could provide the County an opportunity to reinvigorate the centerpiece facility, enhance department effectiveness, and prepare the building to serve the County for the next 100 years. Whether or not the County elects to list the building on the National Register of Historic Places, the Secretary of the Interior Standards should be followed in its renovation.

PROGRAM AREA ANALYSIS

Historic Courthouse Approximate Net Area:
Based on Crook County Facilities' department layouts completed in early 2023, provided existing primary historic circulation remains as currently configured for future re-use, the following approximate net areas are available for office space per floor:

Floor	Net Usable Area	Notes
Ground Floor	6,350 SF	Boiler Room excluded, recaptures Break Room, Storage, and Mail Room
Second Floor	5,350 SF	Restrooms and IT room recaptured
Third Floor	3,000 SF	Courtroom A excluded, recaptures Restrooms and IT
Total	14,700 SF	

DRAFT

Estimated Future Program Needs:

Department	Current Net SF	Est. 10-yr. Growth Factor*	10-yr. Net SF*	Gross Area in SF* Approx. 65% Efficiency
Community Development	5,261	1.5	7,892	12,141
Finance	2,206	1.2	2,647	4,073
County Assessor	1,340	1.2	1,608	2,474
County Clerk	2,006	1.2	2,407	3,703
County Administration	2,220	1.2	2,664	4,098
Legal	605	1.2	726	1,117
Human Resources	500	1.2	600	923
IT	400	2.5	1,000	1,538
GIS	324	2.5	810	1,246
Subtotal				31,314
Health & Human Services	6,565	1.45	9,519	14,645
Veterans' Services	450	1.45	653	1,004
Subtotal				15,649
Facility Management	5,000	1.3	6,500	10,000
Total				56,963

*Further detailed programming, design, and building planning will be required to finalize growth factors, 10-yr. space requirements, and total gross area. The final total gross area required may vary from this initial estimate.

Approximated Program Distribution Per Redevelopment Option:

Redevelopment Option	Historic Courthouse	New Adjacent Building	New Building Elsewhere In Prineville	Facilities Management
Option 1	14,700 SF	32,300-37,100 SF	0 SF	10,000 SF
Option 2	14,700 SF	16,600-19,000 SF	15,650-18,000 SF	10,000 SF
Option 3a	13,000 SF	34,000-39,100 SF	0 SF	10,000 SF
Option 3b	13,000 SF	18,300-21,000 SF	15,650-18,000 SF	10,000 SF

Departmental Distribution Between Historic Courthouse and the New Adjacent Building:
It is presumed in all Options that Crook County Administration and the County Clerk will be located in the historic courthouse and that Community Development will be located in the new adjacent building. Additionally, if Health & Human Services is located at the courthouse site, it will be in the new adjacent building. Contingent on final planning configuration, it may be possible to locate Finance and the Assessor in the historic courthouse along with Administration and the Clerk. Ultimately the departments will need to be mixed and matched between the two buildings based on the configuration of their spaces and practical adjacencies which will differ if the existing courthouse and new building are freestanding from one another. The sizes of the Community Development and Health & Human Services programs may dictate the size of the floor-plates of the new adjacent building. Further study is needed to determine how this will impact the overall square footage and number of stories of the new building.

Construction Sequencing:
Understanding that much of the historic courthouse will empty out in mid-2024, starting construction on the new adjacent building as soon as practical will allow the remaining occupants of the courthouse to relocate to the new building while the courthouse is being renovated. It should be expected that the structural upgrades to the courthouse will be very invasive and will involve extensive work at foundation level, strengthening existing stone walls, and establishing a structural system to resist lateral forces throughout the building. A strategy that minimizes the number of departments that will need to move more than once to get to their final location will be important.

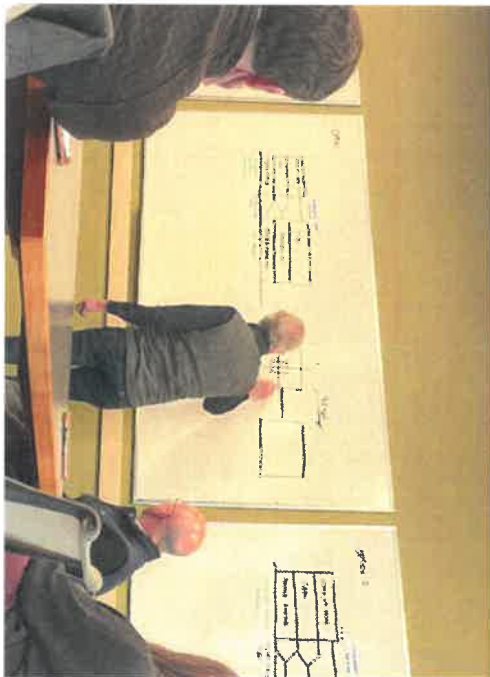
RECOMMENDATIONS
The design team recommended that the steering committee utilize these four principles to organize their strategy to reconfigure and optimize county programs:

1. Consolidate county programs
2. Share support spaces where possible
3. Leverage the historic courthouse
4. Honor the history of Crook County

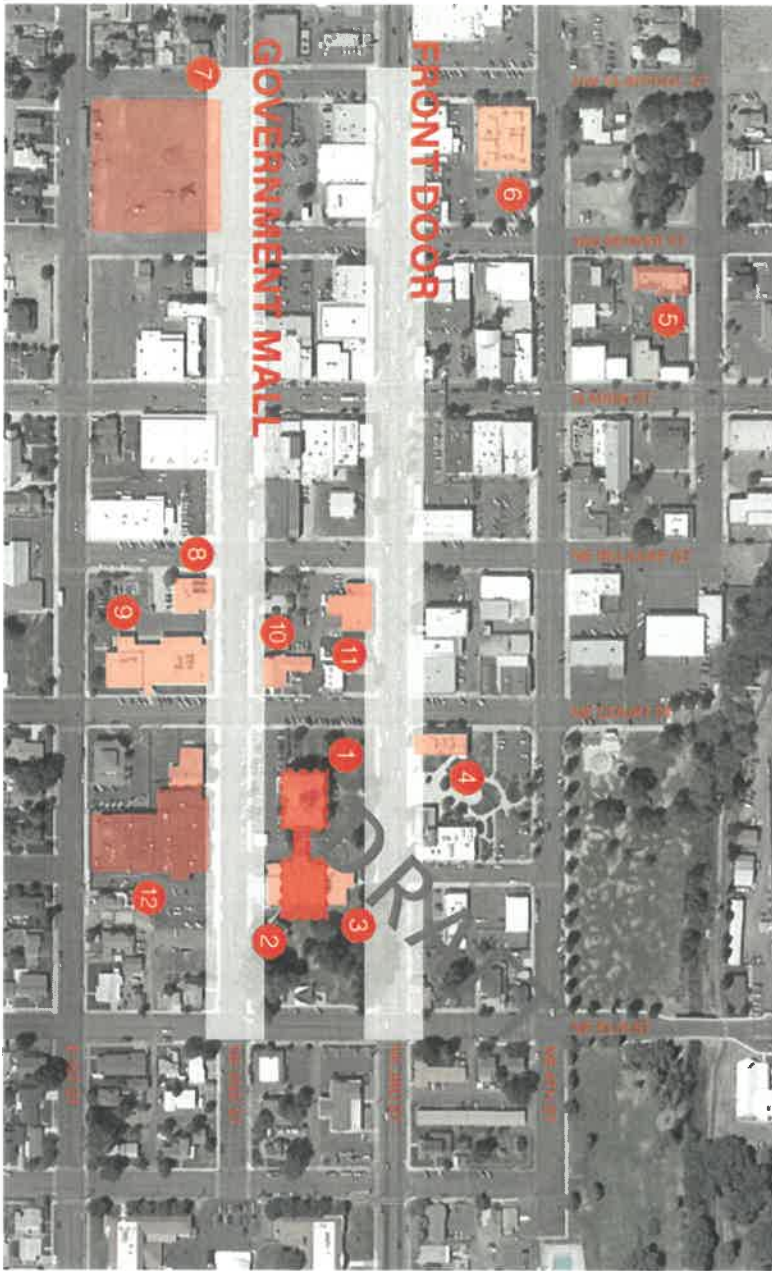
NEXT STEPS
The team recommends that Crook County first determine the most desirable location for Health & Human Services then proceed to conduct further programming and architectural analysis of the Redevelopment Options consistent with that direction.

GRAPHIC EXHIBITS
The following graphic exhibits portray the relationship of County facilities in Downtown Prineville and the approximate relationship and scale of the options discussed above for a new building adjacent to the historic Crook County Courthouse. Additionally, photographic examples of new buildings adjacent and connected to historic buildings are included.

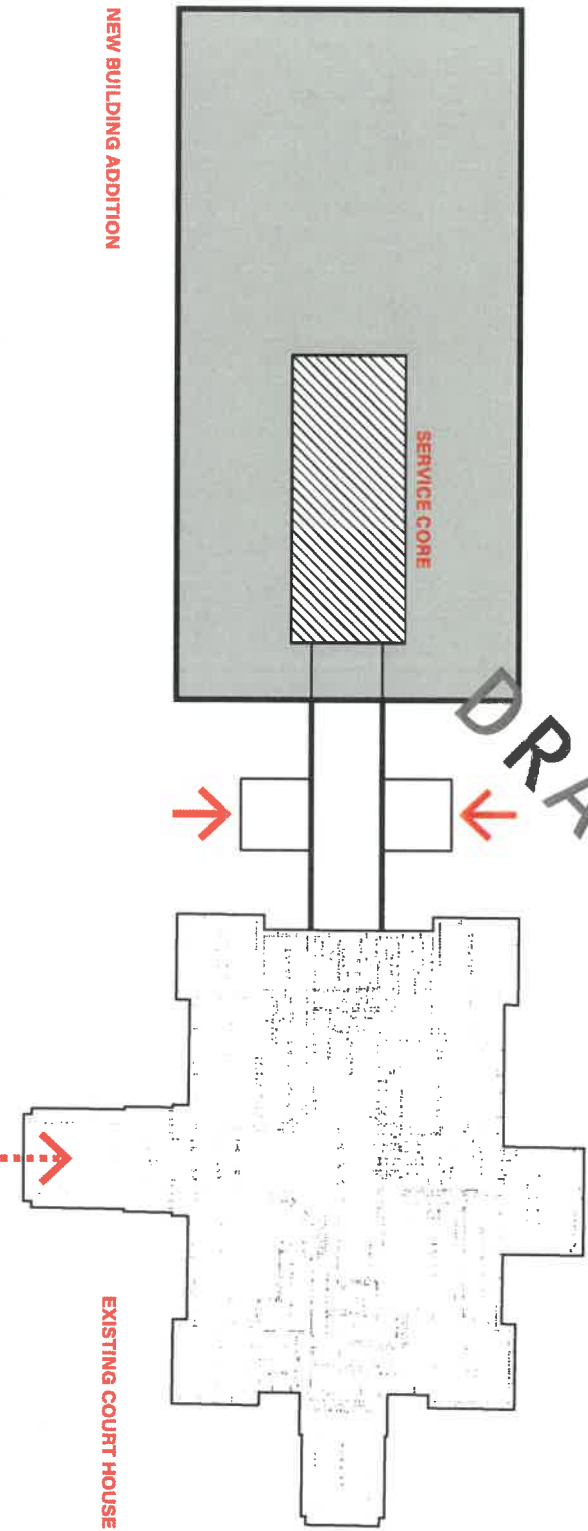
DRAFT

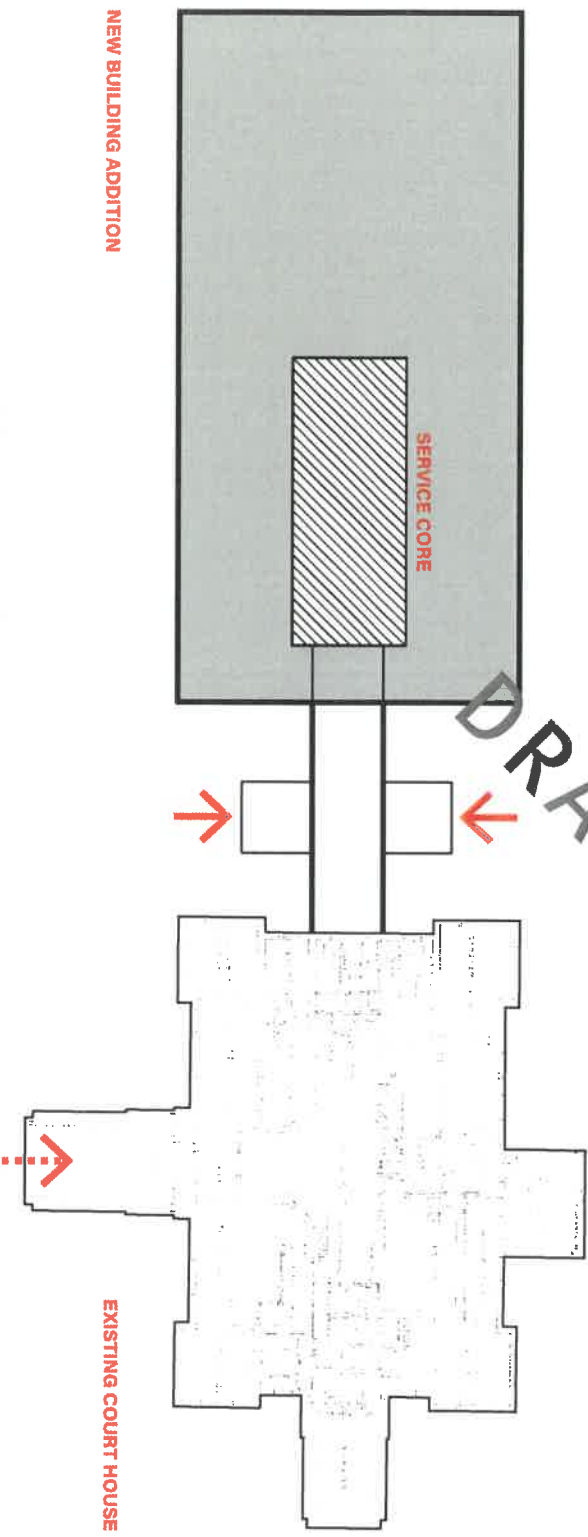


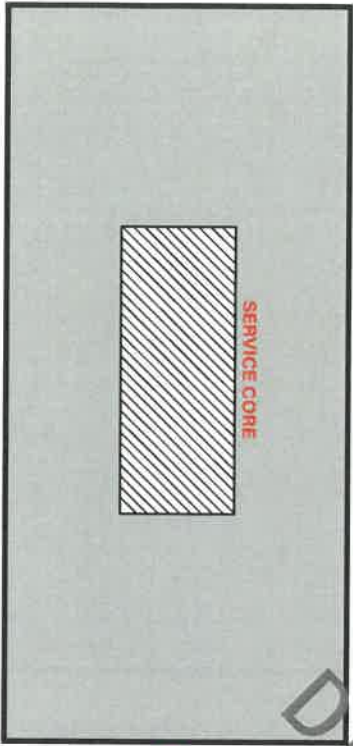
ADDITIONAL INFORMATION
The two day workshop concluded with a series of whiteboard brainstorming. Photos of the whiteboard notes are available if needed.



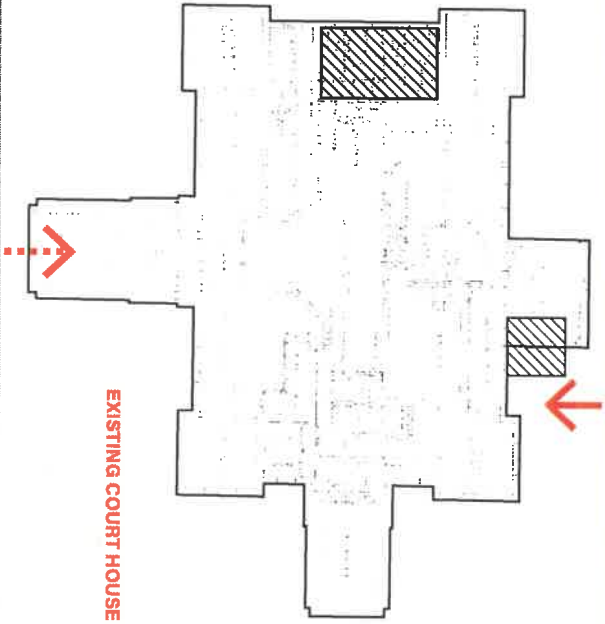
MAP KEY



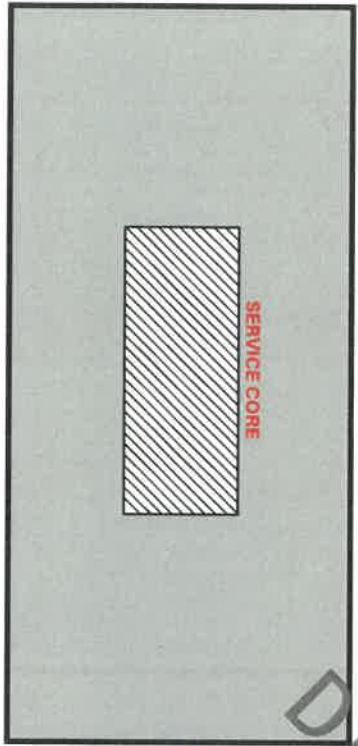




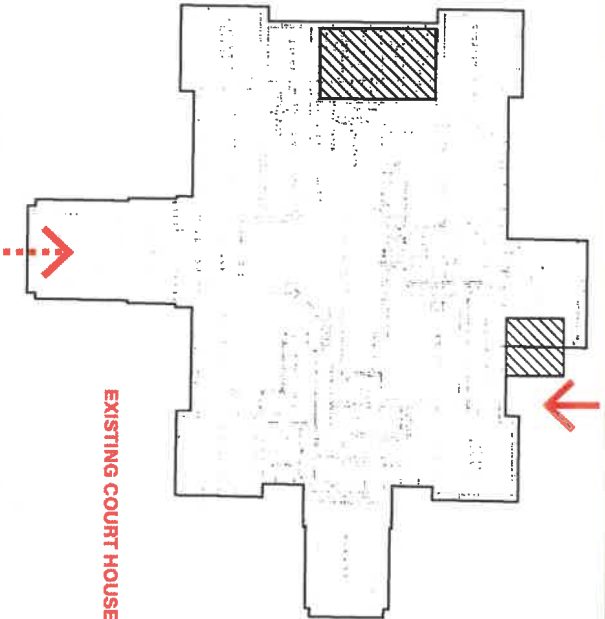
NEW BUILDING ADDITION



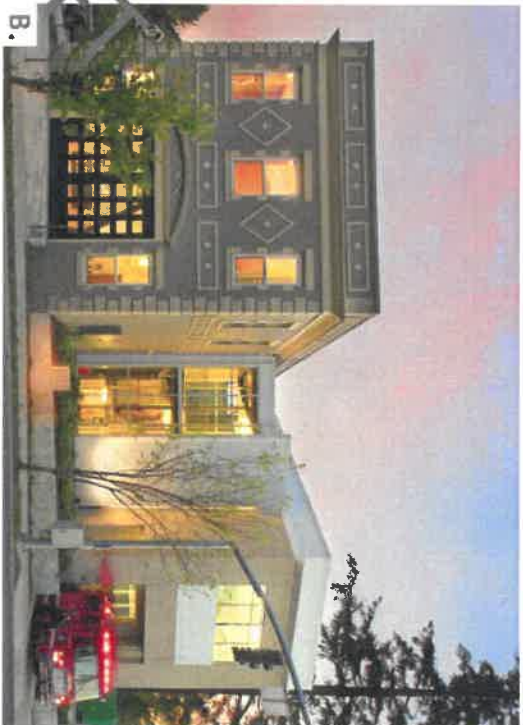
EXISTING COURT HOUSE



NEW BUILDING ADDITION



EXISTING COURT HOUSE



Precedent Studies:

- A. Cabot Elementary School Addition
Newton Massachusetts | 2019
- B. Fire Station 28
Portland Oregon | 2003
- C. Sherman County Courthouse
Moro Oregon | 2019

