



# CROOK COUNTY BOARD OF COMMISSIONERS AGENDA

Wednesday, November 5, 2025 at 9:00 am

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

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

## PUBLIC COMMENT

*Please note that each speaker is limited to a maximum of five (5) minutes. This guideline helps ensure that everyone has an equal opportunity to speak.*

## CONSENT AGENDA

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

- 1. Approve Minutes**
- 2. Approval of Amendment 1 for Central Oregon Janitorial Services, Inc. for the Justice Center**
- 3. Approval of Funding for Four Leased Dump Trucks (Including Two with Sanders)**
- 4. Contract Extension #5 with SMAF Construction for Snow Control**

## DISCUSSION

- 5. Proclamation for #OperationGreenLight**  
Requester: Susan Hermreck  
Presenters:  
Susan Hermreck, County Commissioner  
Katie Plumb, Health and Human Services Director
- 6. Request for Tipping Fee Waiver**  
Requester: Tom Everest

Facilities Manager, Crook County School District

**7. Signature Approval for 2025/2026 VOCA-CFA Grant Application**

Requester: Kari Hathorn  
District Attorney

**8. 2024 Crook County Health Department Triennial Review Report**

Requester: Katie Plumb  
Presenters:  
Katie Plumb, Health and Human Services Director  
Liz Hunt, Acting Local and Tribal Public Health Manager  
Jamie Coleman, Public Health Systems Consultant

**9. Crook County Fair Board Policy for Filling Fair Board Vacancies**

Requester: Susan Hermreck  
County Commissioner

**10. Crook County Budget Committee Policy for Filling Committee Vacancies**

Requester: Jamie Berger  
Presenters:  
Will Van Vactor County Manager  
Eric Blaine, County Counsel  
Jamie Berger, Budget Manager

**11. Funding Request for Contribution to Oregonians for Floodplain Protection**

Requester: Will Van Vactor  
County Manager

**12. Amendment to Order 2025-18**

Requester: Jamie Berger  
Presenters:  
Will Van Vactor County Manager, Budget Officer  
Jamie Berger, Budget Manager

**13. Supplemental Budget Hearing – Order 2025-36 Adopting a Supplemental Budget for Crook County Fiscal Year 2025-26**

Requester: Jamie Berger  
Presenters:  
Will Van Vactor County Manager, Budget Officer  
Jamie Berger, Budget Manager

**14. Second Hearing of Ordinance 355; a zone map amendment**

Requester: John Eisler  
Presenters:  
John Eisler, Community Development Director  
Katie McDonald, Senior Planner

**MANAGER REPORT**

## 15. Regular Board Meeting Schedule

### COMMISSIONER UPDATES

#### PUBLIC COMMENT

*Please note that each speaker is limited to a maximum of five (5) minutes. This guideline helps ensure that everyone has an equal opportunity to speak.*

#### EXECUTIVE SESSION

\*None Scheduled\*

#### NOTICE AND DISCLAIMER

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

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

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#### Additional Items

Additional items may be discussed that arise too late to be included as a part of this notice. For information about adding agenda items, please contact the County Administration office at 541-447-6555. Assistance to handicapped individuals is provided with advance notice.



**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF APRIL 16, 2025, REGULAR MEETING  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a Regular meeting on April 16, 2025, at 9:00 a.m. in the County Annex Meeting Room located at 320 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Brian Barney; Commissioner Susan Hermreck; Commissioner Seth Crawford

Absentees: None

Others Present in Person or Via Zoom: County Counsel Eric Blaine; Executive Assistant /Communications Officer Sarah Puerner; County Manager Will Van Vactor; Administrative Assistant Mona Glade; Finance Director Christina Haron; Health and Human Services Director Katie Plumb; Fairgrounds Manager Casey Daly; Assessor Jon Soliz; Legal Assistant Alex Solterbeck; Modernization Manager Stephanie O’Neal; Clerk Cheryl Seely; HR Director Meghan McKee; Assessment Technician Elsie Ray; Community Development Director John Eisler; Natural Resource Manager Tim Deboodt; Library Director Sarah Beeler; Undersheriff Bill Elliott; Katie McDonald; Aaron Boyce; Russ Deboodt; Kelsey Lucas; Jon Stark; Mike Ervin; Julie Thompson; Joanna Gardner; Adam Mikulski; Karen Mikulski; Greg Lambert; Tawndy Byrd; Lori Desjardins; Brian Carmack; Ken Smith; Denise Smith; Prineville Review; Susan Crawford; and members of the public.

**REGULAR SESSION**

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

**Public Comment:**

Adam Mikulski commented on the EDCO funding request on the agenda. He expressed concern as a taxpayer about increasing public contributions to a non-governmental lobbying organization, noting EDCO is requesting an additional \$10,000 each from the County and City. He questioned the need for more funding, especially when the justification seemed to be retaining one employee and emphasized that many community members are struggling financially. Adam also raised concerns about EDCO’s role in easing regulations, which he believes are in place to protect the public. He stressed the importance of transparency and encouraged more citizens to attend public meetings to understand how taxpayer money is being spent. Commissioner Crawford responded by encouraging community members to participate in meetings.

Ken Smith commented on the proposed biomass facility, expressing concerns about its location near his 150-acre property of productive farmland. He questioned why the city and county would consider removing agricultural land for industrial use, specifically a rock pit and biomass facility. Ken raised concerns about potential health impacts from such a facility and inquired whether financial ties to Knife River or the Stafford family might influence decision-making.

Commissioner Barney clarified that he has no conflicts of interest, and the County has not been approached regarding the biomass project and noted that the area has long been zoned as a rock pit and classified as a Goal 5 resource. Commissioner Crawford disclosed that he owns property in the area. Ken also asked about the approval process, and Commissioner Barney explained that any changes to the Urban Growth Boundary (UGB) would need to go through the city, then be reviewed by the Planning Department, Planning Commission, and ultimately the Board of Commissioners.

Julie Thompson voiced concerns about the Stafford pit and the potential rezoning of nearby agricultural land (currently EFU). She questioned whether the land is truly zoned for industrial use and emphasized that, even with a Conditional Use Permit (CUP), changes to the Urban Growth Boundary (UGB) would significantly alter land use requirements. Julie expressed frustration that CUP conditions are not being followed and raised concerns about the long-term impact of mining on neighboring properties. She noted that there are still seven heavy industrial parcels available and questioned why prime farmland should be converted. Julie also asked whether the property in question is being annexed into the city and who is responsible for sending public notices, clarified by Commissioner Hermreck as a city action.

Commissioner Hermreck suggested waiting until the April 23rd special session when DEQ will present water testing results, but Julie expressed frustration with ongoing delays, stating that DEQ indicated testing could take two years unless \$50,000 is provided to expedite it. She criticized the County for allocating funds to other entities while local environmental concerns remain unresolved.

Julie also requested better public notice procedures, emphasizing that the current 750-foot notification radius is too limited to inform the broader neighborhood. Commissioner Barney confirmed the County would notify residents if the proposal advances and will work on improving communication.

John Eisler, Community Development Director, encouraged residents to be patient with government processes but persistent in raising concerns. He acknowledged that public voices have been heard and noted that the City has tabled the UGB proposal and is returning to the drawing board. John also shared that his office is working on creating an events page for the Community Development Department to improve transparency and public access to updates.

Maureen, a resident of Quail Valley Drive, asked whether the Board of Commissioners was the appropriate body to address concerns about the proposed biomass plant, referring to a previous comment by Commissioner Barney that the project is still in preliminary stages.

Commissioner Barney clarified that the City of Prineville is leading the biomass project and has been involved for several years. While the County supports the concept, particularly for its potential benefits to the agricultural industry and juniper management, the city is spearheading the effort.

In response, Maureen asked whether concerned residents should attend City Council meetings to express their concerns. Julie Thompson added that public input must be

submitted in writing or by email to be officially counted. Community Development Director John Eisler confirmed that, at this stage, comments should be directed to the City. The County would only become involved if the issue progresses to a UGB amendment, at which point it would enter the County's review process.

Mike Ervin provided a reminder that the City Council will be holding a meeting on Tuesday, April 22nd, where the biomass plant may be discussed. He encouraged anyone seeking to learn more or provide input to attend, emphasizing that Commissioner Barney was correct, the City of Prineville is currently the appropriate entity to address related concerns.

**Consent Agenda:**

1. Approve Minutes

**MOTION** to approve the consent agenda. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

**Discussion item #2: Proclamation regarding April as Sexual Assault Awareness Month:**

**Requester:** Joanna Gardner

**Details:** Joanna Gardner, Regional Services Manager for Saving Grace, requested the Board of Commissioners proclaim April as Sexual Assault Awareness Month. Commissioner Barney read the proclamation, which emphasized the widespread impact of sexual violence, the role of systemic oppression in creating barriers to services, and the importance of community accountability and prevention. It honored advocates' efforts and affirmed that sexual violence is preventable through collective action. The Board officially proclaimed April 2025 as Sexual Assault Awareness Month in Crook County and encouraged public participation.

**MOTION** to proclaim April as Sexual Assault Awareness Month and to approve this proclamation. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

**Discussion item #3: EDCO Budget Proposal for Sustainable Economic Development: Addressing Rising Costs with an Indexed Funding Model:**

**Requester:** Kelsey Lucas

**Details:** Kelsey Lucas and Jon Stark from EDCO (Economic Development for Central Oregon) presented a budget request to address rising operational costs and propose a sustainable funding model for long-term stability. They requested a 20% increase to the local Crook County EDCO program, from \$50,000 to \$60,000, and an additional \$10,000 investment for a Platinum membership in EDCO Regional. EDCO also proposed a 3–5% annual indexed increase (COLA/CPI) moving forward to keep pace with inflation and avoid future large funding gaps.

Jon emphasized that EDCO is not a lobbying organization but does engage in advocacy, supports traded-sector industries, and helps attract and retain quality jobs in Crook County. He highlighted measurable impacts, including 52% growth in GDP over the past 3 years, support for large employers like Facebook and Apple, and the creation of a desirable brand for businesses seeking affordable alternatives to Bend.

Commissioners asked for clarification on EDCO's deliverables, regional resource management, and how increased funding would be allocated. Jon responded that maintaining Kelsey Lucas's full-time role is key and that Crook County benefits directly from her efforts.

County Manager Will Van Vactor confirmed the request has not yet been budgeted and noted that any new funding might have an impact on other services. He recommended further review with the Finance Department to determine feasibility.

The Board of Commissioners agreed to further evaluate the request, directing Will to return with a funding proposal. Commissioner Hermreck emphasized the importance of local economic vitality and the need to create job opportunities that will encourage younger residents to stay in the community.

**MOTION** to approve at the 10k local and the 10k regional, subject to budget approval. Motion seconded by Commissioner Hermreck. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

**Discussion item #4: Letter of Support for the Crook County Justice Reinvestment Program Grant Application:**

**Requester:** Aaron Boyce

**Details:** Aaron Boyce from Community Corrections requested a letter of support from the Board of Commissioners for the County's 2025–2027 Justice Reinvestment Program grant application. The grant has been managed locally for the past eight years and currently funds two key positions: a half-time mental health technician/probation officer and a part-time Deputy District Attorney. The letter of support is a requirement for the application, which is due this Friday. Commissioner Barney expressed strong support for the program and thanked Aaron for his continued efforts.

**MOTION** to approve the letter of support for the Justice Reinvestment Grant for 25-27. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

**Discussion item #5: Notification of Fair Board Vacancy:**

**Requester:** Casey Daly

**Details:** Fairgrounds Manager Casey Daly informed the Board of Commissioners of a vacancy on the Crook County Fair Board following the resignation of Stanley Flynn from Position 7, which is set to expire on December 31, 2026. This notice initiates the 30-day recruitment process, with a public advertisement to be published next week. Stanley expressed appreciation for his time on the fair board, stating he is stepping down to



focus on other commitments. The Board of Commissioners thanked Stanley for his many years of dedicated service and contributions to the Crook County Fair.

**Discussion item #6: Public Hearing: First Reading of Ordinance 350 - Crook County Code Flood Damage Prevention code amendment:**

**Requester:** John Eisler

**Details:** Community Development Director John Eisler presented the Public Hearing for the First Reading of Ordinance 350, a proposed amendment to Crook County's Flood Damage Prevention Code. The amendment updates and consolidates language governing development in Special Flood Hazard Areas (SFHA), revising Chapters 18.84 and 15.04 of the Crook County Code, which have not been updated since 2012. The changes aim to establish clear, objective standards for development within the SFHA and come to the Board with a recommendation from the Planning Commission. This marks the first of two required readings for Ordinance 350.

**MOTION** to read by title only. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

Commissioner Barney read the ordinance by title only. The public hearing was opened.

Senior Planner Katie McDonald presented the Planning Commission's recommendation to update Crook County's development code for mapped Special Flood Hazard Areas (SFHA). She outlined three key components: (1) removing outdated irrigation language from the farm use table in Chapter 18.16, originally added during the 2019 model code update; (2) consolidating floodplain development standards, currently split between Chapter 15 (structural requirements) and Chapter 18 (land use regulations), into one section with updated definitions; and (3) aligning the County's code with the State's 2019 model ordinance, already adopted by jurisdictions such as the City of Prineville, to provide greater clarity for staff and applicants. After two work sessions, the Planning Commission has forwarded these recommended updates to the Board for consideration.

Commissioner Crawford asked whether the proposed changes were intended to align with State requirements. Ms. McDonald clarified that no new State rules were being added; the goal is simply to improve clarity by consolidating information that was previously located in two separate sections of the code.

No public comment was received. The public hearing was closed. The next reading for Ordinance 350 will be May 7<sup>th</sup>.

**Manager Report:**

County Manager Will Van Vactor provided several updates to the Board. He noted that the courthouse project is moving forward, with geotechnical analysis scheduled to begin soon. Department heads are currently reviewing draft budgets, and the Budget Committee is set to meet on May 12 and 13. He also announced two upcoming open houses for the Transportation System Plan, with a noon session focused on Juniper Canyon alternatives and an evening session at 6:00 p.m. to review recommended projects countywide. In addition, a Special Session is scheduled for April 23 at 5:30 p.m.

for agencies to present findings from testing at the KR Pit. Finally, with wildfire season approaching, staff will meet in May with Matt Smith to review the 2022 delegation of authority and informally begin fire season preparations.

Commissioner Crawford raised concerns about whether the meeting room would be large enough for the upcoming DEQ meeting and suggested using Carey Foster Hall. Julie Thompson confirmed the current room would not accommodate the expected turnout. John Eisler agreed to follow up with Casey about Carey Foster Hall's availability and, if unavailable, check with Rebecca about the Clover Building. Other options discussed included the school (not feasible due to cost and notice requirements), the jury assembly room at the Justice Center (which would require a sheriff on duty), the Museum, or the Annex. Commissioner Barney emphasized the need for a space with sufficient room and technical capabilities, and the Board agreed that staff would work to secure an appropriate location.

### **Commissioner Updates:**

Commissioner Hermreck reported that the Transportation System Plan meetings are being held today. Commissioner Crawford will attend the Juniper Canyon session, while she will participate in the 6:00 p.m. meeting. She noted that a public notice was not issued in time for all Commissioners to attend but stated this will be addressed more effectively in the future.

Commissioner Crawford reported on a recent site visit with John and representatives from Congressman Cliff Bentz's office to explore potential alternative access routes in Juniper Canyon. Several promising options were identified, and John will conduct further research before presenting a plan. He also noted funding challenges related to halted federal timber sales but highlighted a short-term solution through receiving 25% of activity revenues from the Ochocos, which will benefit the community. Additionally, he discussed concerns raised by Powell Butte residents regarding proposed power lines and stated he will work with County Manager Will Van Vactor to develop a response.

Commissioner Barney reported that geotechnical testing is moving forward and noted ongoing facility issues at the courthouse, including the need to remove vines and address structural problems. He emphasized the importance of continuing with the planned expansion and identifying overall repair costs.

### **Public Comment:**

Community members raised concerns regarding County priorities and permitting processes. Julie Thompson questioned why the Board would consider funding for raises but not for geologist water testing related to ongoing issues at the Stafford pit. She cited repeated complaints about noncompliance with the CUP and pressed the Board on its authority to suspend the permit. Commissioners Crawford and Hermreck, along with County Counsel and staff, emphasized that water and geological matters fall under state agency jurisdiction, though the County has invested significant staff time, legal resources, and outside counsel in the matter. John Eisler noted the County could revoke the CUP, but that would trigger a lengthy process likely resulting in re-approval.

Residents also voiced frustration about transparency, enforcement, and the need for stronger oversight in future land use decisions, particularly with the upcoming UGB expansion. Adam Mikulski expressed opposition to rezoning farmland for a proposed biomass project, citing pollution risks, lack of public understanding, and concerns about urea and toxin emissions. He urged the Board to fully evaluate the impacts without relying solely on consultants or DEQ. Commissioner Crawford clarified that he recused himself from involvement once the project location was determined due to a conflict of interest. The discussion concluded with notes on postponed hearings, Planning Commission applications, and the need for additional agricultural representation.

**MOTION** to adjourn. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 11:08 a.m.**

Respectfully submitted,

**Sarah Puerner**

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF APRIL 30, 2025, WORK SESSION  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a regularly scheduled Work Session on April 30, 2025, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Susan Hermreck; Commissioner Seth Crawford

Absentees: Commissioner Brian Barney

Others Present in Person or Via Zoom: County Counsel Eric Blaine; Executive Assistant Sarah Puerner; County Manager Will Van Vactor; Executive Assistant Breyanna Cupp; Library Director Sarah Beeler; Assessor Jon Soliz; Facilities Director James Preuss; Museum Director Sean Briscoe; Emergency Manager AJ Crawford; Community Development Director John Eisler; Building Official Randy Davis; Landfill Manager Jacquie Davis; Finance Director Christina Haron; Road Superintendent Brad Haynes; Undersheriff Bill Elliott; Legal Assistant Alex Solterbeck; Health and Human Services Director Katie Plumb; Assessment Technician Elsie Ray; Appraiser Stephanie West; HR Director Meghan McKee; Clerk Cheryl Seely; Fairgrounds Manager Casey Daly; Administrative Division Manager Stephanie Wilson; Sheriff Gautney; Natural Resources Manager Tim Deboodt; Linda Pepper; Monty Kurtz; Mike Ervin; Laura York; Jack Rabenberg; Prineville Review; and members of the public.

**WORK SESSION**

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

**Public Comment:** None

**Discussion item #1: Approval to Accept ODHS Grant for Backup Generator Purchase at Crook County Library for \$164,000:**

**Requester:** Sarah Beeler

**Details:** Library Director Sarah Beeler attended the Board of Commissioners Work Session to request approval to accept a \$164,000 ODHS grant for the purchase and installation of a backup generator at the Crook County Library, intended to support emergency heating and cooling needs for the community. The total project cost is estimated at \$180,000, with additional funding to be sought through grants. Facilities Director James Preuss presented bid information and addressed long-term maintenance considerations, noting that the project includes site preparation and fencing. While both Commissioners Hermreck and Crawford commended the library's role and Director Beeler's efforts, they expressed concerns about current budget constraints and the need to prioritize core services and long-term fiscal planning. As a result, the Board chose not to take action on the grant at this time.

**Discussion item #2: CAFFA Grant Status Update and Request for Commissioner Signature Authorization Outside of Meetings:**

**Requester:** Jon Soliz

**Details:** Assessor Jon Soliz attended the Work Session to provide an update on the annual County Assessment Function Funding Assistance (CAFFA) Grant and requested an out-of-court signature from a Commissioner to meet the upcoming submission deadline. The CAFFA Grant, submitted to the state each year, allocates revenue back to counties and is specifically designated to support the Assessment and Taxation (A&T) budget. In Crook County, it helps fund approximately 13% of A&T operations, including contributions to departments such as Finance, IT, GIS, the Clerk, and the Assessor. Jon confirmed the grant is on target with the budgeted estimate for the year.

**MOTION** that Commissioner Crawford or Commissioner Hermreck be authorized to sign the CAFFA Grant outside of the meeting on behalf of the county. Motion seconded by Commissioner Hermreck. No discussion. Commissioner Hermreck votes Aye and Commissioner Crawford votes Aye. Motion carried 2-0.

**Discussion item #3: Crook County Emergency Operations Plan (EOP) Review & Update:**

**Requester:** AJ Crawford

**Details:** Emergency Manager AJ Crawford attended the Work Session to present updates to Crook County's Emergency Operations Plan (EOP), which was last updated and promulgated in 2019. The revisions include changes in governance language from "County Court" to "Board of Commissioners," the addition of the County Manager position, updated mapping and annexes, and general improvements to make the document more user-friendly. AJ noted the importance of catching up on the required two-year update cycle and moving toward a more unified, whole-community approach to emergency planning. Sheriff Gautney joined via Zoom to clarify that the Board of Commissioners must sign the EOP, as they are the authority to declare emergencies, and that the signed plan is required before submission to the State. Following discussion and recommendations from County Manager Will Van Vactor, the Board agreed the plan was ready and directed staff to place it on the next meeting's agenda for approval.

**Discussion item #4: USDA Aphis Wildlife Services Agreement for Landfill:**

**Requester:** Jacquie Davis

**Details:** Landfill Manager Jacquie Davis attended the Work Session to discuss the annual USDA APHIS Wildlife Services agreement specific to the Crook County Landfill. This agreement allows USDA to provide professional wildlife management services to address issues with ravens, starlings, and other wildlife that pose risks to property and public health and safety. The cost for fiscal year 2025 is \$15,300, to be paid from the Landfill Contract Services Fund, not to exceed the stated amount. This agreement is separate from broader USDA services previously presented to the Board and is specific to ongoing landfill operations. The Board agreed to place the item on the next meeting's consent agenda for approval.

**Discussion item #5: Changes to Application Process for Museum Advisory Board:**

**Requester:** Sean Briscoe

**Details:** Museum Director Sean Briscoe attended the Work Session to propose changes to the application process for the Museum Advisory Board, which currently has only three active members and lacks the quorum needed to conduct official business or review new applicants. To address this, Sean requested temporary authorization to recommend applicants for appointment until a quorum is restored. Commissioner Hermreck suggested a collaborative review process involving the Museum Director, County Manager, and the three current board members. County Counsel Eric Blaine confirmed there were no legal issues with this approach and referenced Order 2022-52, which allows the Board of Commissioners to modify appointment procedures when necessary. The Board agreed to move forward with a modified review committee consisting of the current board members, Sean Briscoe, and County Manager Will Van Vactor, who will jointly evaluate applications and make recommendations to the Board of Commissioners.

**MOTION** for this appointment process the manner in which the Board would like it to be handled is that there be a committee composed of the three current Advisory Board members, Museum Director Sean Briscoe, and County Manager Will Van Vactor to review the applications and to make a recommendation to the Board of Commissioners as to who should be appointed to the museum advisory board. Motion seconded by Commissioner Hermreck. Commissioner Crawford added that he would like Will to make sure that best practices with the State are included. Commissioner Hermreck votes Aye and Commissioner Crawford votes Aye. Motion carried 2-0.

**Discussion item #6: Initial Discussion of Order 2025-11 Ordering the fees to be collected by Crook County for fiscal year 2025-2026:**

**Requester:** Christina Haron

**Details:** Finance Director Christina Haron attended the Work Session to present the initial draft of Order 2025-11, which outlines the fees to be collected by Crook County for fiscal year 2025–2026, effective July 1, 2025. The purpose of the order is to establish a uniform fee schedule for county services. Christina reviewed Exhibit A, the proposed final fee schedule, and Exhibit B, an informational document showing prior fees and proposed changes. Notable adjustments include increases to Community Development and Landfill fees. A correction was noted regarding a surcharge listed as \$117 instead of the intended \$100, which will be fixed before final adoption. This item is scheduled for further discussion and a Public Hearing during the May 7<sup>th</sup> Board meeting.

**Discussion item #7: Support Letter for Route D - PacifiCorp's Blueprint South Transmission Line:**

**Requester:** Will Van Vactor

**Details:** County Manager Will Van Vactor attended the Work Session to present a draft support letter endorsing Route D as the preferred alignment for PacifiCorp's Blueprint South Transmission Line project. This large-scale infrastructure initiative aims to address existing transmission system constraints and enhance capacity to support Central Oregon's growing population and the long-term economic development of Crook County. Spanning approximately 180 miles and requiring a 250-foot right-of-

way, the project will cross a range of private lands and areas with scenic, cultural, and wildlife significance. Route D, which follows existing transmission corridors, is viewed as the most practical and efficient alternative. While acknowledging local concerns, the Board concurred that Route D offers the greatest overall benefit in terms of regional impact and future infrastructure resilience. The letter of support is due by May 9<sup>th</sup> and will be placed on the May 7<sup>th</sup> consent agenda for final approval.

**Discussion item #8: Planning Commission Vacancy:**

**Requester:** John Eisler

**Details:** Community Development Director John Eisler attended the Work Session to inform the Board of Commissioners of a new vacancy on the Crook County Planning Commission following the resignation of Shelby Duncan, effective April 23, 2025. Shelby's term began in January and was set to run through December 31, 2028. In accordance with Order 2022-52, the County will advertise the vacancy for a minimum of one month beginning immediately. Mr. Eisler also noted that the recent application period for a separate Planning Commission vacancy closed on April 29, with six complete and highly qualified applications received. Applicants not selected in the current round will have the option to carry their applications forward for consideration in filling this new vacancy.

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

**Requester:** John Eisler

**Details:** Community Development Director John Eisler and Building Official Randy Davis attended the Work Session to provide the Board of Commissioners with the department's monthly update for March. The Building Department issued 186 total permits, including 16 for new homes and 39 for commercial projects, with approximately 173 homes currently under construction and nearly 1,000 inspections conducted monthly. While activity is up compared to last year, it remains relatively slow overall. Notable commercial projects include apartment complexes, the Crooked Tails Veterinary Clinic expansion, and a new taphouse near Gee's. The Planning Department remains busy, with 85 applications received year-to-date and a noticeable increase in activity. Upcoming hearings include Moffat Solar and Lester Zone Map Amendments on May 14, West Prineville on May 21, and TSR North on May 29 and June 18. Code Compliance reported 13 new cases and 6 closed. Mr. Eisler also noted that the Department of Defense is expected to present an update at an upcoming Work Session.

**Manager Report:**

County Manager Will Van Vactor informed the Board that the Association of Oregon Counties (AOC) requested permission to use Crook County's logo on a joint letter opposing Senate Bill 916, which would allow striking union members to collect unemployment benefits. Commissioners Hermreck and Barney had previously submitted individual letters in opposition to the bill, though they were initially unable to upload them to the Oregon Legislative Information System (OLIS) due to timing. Commissioner Hermreck confirmed that Communications Officer Sarah Puerner successfully uploaded the letters earlier in the week. The Board reaffirmed its opposition to SB 916.

**MOTION** to approve the lending of the Crook County seal to AOC for the purpose of a letter in opposition to Senate Bill 916. Motion seconded by Commissioner Hermreck. No discussion. Commissioner Hermreck votes Aye and Commissioner Crawford votes Aye. Motion carried 2-0.

County Manager Will Van Vactor informed the Board that, with Congress now back in session, a new letter in support of Secure Rural Schools (SRS) funding will be prepared for the Board's review next week. He also commended Jamie Berger and Christina Haron for their hard work on the budget, noting that the proposed budget is expected to be released by the end of the week.

Commissioner Updates:

Commissioner Crawford mentioned that the SRS has made it into the reconciliation bill and that it is moving forward. Also, in reconciliation there are 20-year timber contracts in the national forest. Commissioner Crawford has been working hard on the fair dollars and advocating in Salem and every little bit helps.

Commissioner Hermreck informed the Board that she was approached by Mosaic to provide a letter of support for a \$4 million state bond request. The funding would support the development of a new campus in East Bend, with a target completion date by the end of 2026. Commissioner Hermreck emphasized the importance of supporting this initiative, as Mosaic has expressed interest in partnering with Crook County to establish a public health center once the campus is complete. The letter of support will be directed to Senator Lieber and Representative Sanchez.

**MOTION** to sign the letter on behalf of Crook County. Motion seconded by Commissioner Hermreck. No discussion. Commissioner Hermreck votes Aye and Commissioner Crawford votes Aye. Motion carried 2-0.

County Manager Will Van Vactor announced that the Administration Department will be mailing 2,500 postcards to randomly selected residents as part of a community survey designed to gather input for the County's key performance indicators, which will inform the final budget. In addition to the postcards, a live online version of the survey will also be available for any members of the public who wish to participate.

**Public Comment:**

A citizen expressed strong support for the Board's decision to endorse Route D, commending them for recognizing it as the most logical and beneficial alignment. The citizen also informed the Board that Ken Smith had received incorrect information stating the meeting was at the Annex and had been canceled, which led him to leave and return home.

Mike Ervin addressed the Board to commend the strong collaboration and presence of the Crook County Sheriff's Office at Board meetings and praised the Citizen Academy as an excellent program. He raised concern about the recent placement of the Deschutes County Sheriff on the Brady list and asked whether this development could have any impact on Crook County, noting the limitations associated with being on the list.



Commissioner Hermreck acknowledged the question and affirmed the strength and integrity of Crook County's current Sheriff.

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

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**

DRAFT

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF MAY 7, 2025, REGULAR MEETING  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a Regular Meeting on May 7, 2025, at 9:00 a.m. in the County Annex Meeting Room located at 320 NE Court Street, Prineville, Oregon 97754.

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

Absentees: None

Others Present in Person or Via Zoom: County Counsel Eric Blaine; Community Development Director John Eisler; Executive Assistant and Communications Officer Sarah Puerner; County Manager Will Van Vactor; Executive Assistant Breyanna Cupp; Administrative Assistant Mona Glade; Road Superintendent Brad Haynes; Airport Manager Kelly Coffelt; Finance Director Christina Haron; Sheriff Gautney; Health and Human Services Director Katie Plumb; Library Technician Senior Amber Dozier; Library Customer Service Specialist Stephanie Glisson; Craig Kilpatrick; Cathie Tompkins; William Bachelor; Cheryl Ehnisez; Brenda Childers; Karen Jones; Beverly Wolverton; Tom Wolverton; Lisa Cooper; Stan Griggs; Tawndy Byrd; Carol Reinhard; Rich Ellerd; Al Calise; Glenn Hanna; Steve Oberg; Bev Oberg; Ann Malott; Mark Malott; Alden Stehley; Damian Stehley; Logan Blasdell; Stephen Gilday; Frank Hook; Joe Merrill; Clay Woodward; Hunter Neuharth; Jon Belozar; Libby Rodgers; Josh Fishburne; Lucy Fishburne; James Welter; Barclay Wyss; SONDY WYSS; Ted Lester; Traci Utterback; and members of the public.

**REGULAR SESSION**

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

**Public Comment:** Public comments related to agenda items were incorporated at the conclusion of each specific agenda topic.

**Additions/Removals:**

Item #3 – Support Letter for Route D – will be removed from the consent agenda and placed as a Discussion item.

**Consent Agenda:**

1. Crook County Emergency Operations Plan (EOP) Approval
2. USDA Aphis Wildlife Services Agreement for Landfill
3. ~~Support Letter for Route D—PacifiCorp’s Blueprint South Transmission Line~~
4. 2024 ODHA/OHA Single Audit Review

**MOTION** to accept the consent agenda as presented with the removal of item #3. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

**Discussion item #5: May 2025 Milestone Anniversary Recognition:**

**Requester:** Breyanna Cupp

**Details:** Executive Assistant Breyanna Cupp attended the Regular Session to formally recognize employees who reached service milestones in the month of May. This month, six individuals were honored for their dedication to Crook County: Richard Kludt for 25 years of service, Mitch Madden for 15 years, Amber Dozhier for 10 years, and Laura Conner, Brenda Ford, and Lisa Neuberger for completing one year of service. The Board expressed appreciation for their continued commitment and contributions to the County.

**Discussion item #6: Traffic Control Plan Approval in existing Road Crossings:**

**Requester:** Joe Merrill

**Details:** Joe Merrill with King of the Kastle attended the Regular Session to request approval for traffic control measures at existing road crossings related to two upcoming events within the Millican OHV trail system. The events are authorized under a Special Recreation Permit (SRP) issued by the Bureau of Land Management (BLM). Brian from SMAF will assist with managing the road crossings. The event is scheduled to take place on Saturday, June 7, 2025.

**MOTION** to approve the traffic control plan by Joe Merrill for the King of the Kastle. Motion seconded by Commissioner Hermreck. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

**Discussion item #7: 2025 Wolf Grant Agreement for Crook County and ODA:**

**Requester:** Ellie Gage and Commissioner Crawford

**Details:** Commissioner Crawford attended the Regular Session to provide clarity on the 2025 Wolf grant agreement. This item was previously discussed at work session on April 9, 2025, and there were still some unanswered questions. Commissioner Crawford and County Counsel Eric Blaine had a conversation with the state regarding the 10% match. There is no 10% match if there is no administrative help which the wolf committee is not. The committee is asking that the funds be used for compensation for lost animals as well as non-lethal help for the community. This year, ODA prioritized depredation compensation and prevention funding. As a result, all available funds were distributed accordingly, and no counties were denied funding. All but three cents of the available funds were allocated this year. County Counsel Eric Blaine added that he reached out to Sunny Summers at ODA and asked that she put in writing that the match described in agreement applies only to grant type #4 which is the administrative costs. ODA has verified that no match is required for grant types #1 and #3.

**MOTION** for the commissioners to sign the 2025 Wolf Grant Agreement for Crook County and the Oregon Department of Agriculture. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

**Discussion item #8: Discuss and renew contract for wildlife damage management between Belozers Outdoor Enterprises and Crook County:**

**Requester:** Jon Belozer

**Details:** Jon Belozer with Belozers Outdoor Enterprises attended the Regular Session to discuss the renewal of the contract for wildlife damage management. Belozers Outdoor Enterprises has been contracted with Crook County for wildlife damage management services since 2021 and seeks to renew the contract with Crook County. The services include protection of agriculture, health and human safety threats posed by large carnivores, and protection of public and private property. The current contract is in the amount of \$54,000.00 per year and the contract length is for two years.

**Public comment regarding Belozers Outdoor Enterprises:**

Tom Wolverton commented that he and his wife own an 8,000-acre ranch in Post, Oregon and Tom said that they depend on Jon because of the mountain lions and it would be very difficult to run cattle without Jon's help.

Logan Blasdell commented that he is here to represent him and his wife, family, and MS Ranches. Logan said that Jon has never failed them and has called him multiple times when they have had mountain lion issues and have always shown up. Jon has solved the problem every single time. Logan said that he would hate to switch to somebody that doesn't know the people of Crook County, the land in Crook County, and the relationships with the people of Crook County. Logan would like to see Jon stay in the position.

Craig Kilpatrick came to speak on behalf of some of the large ranches in the county and in the state that have relied on these services provided by Jon. All the individuals are impressed with the quality of the work, and this is a good bargain for the county. Craig is in support of the renewal of the contract.

Clay Woodward came to recommend that the county renew the contract with Jon. Clay is in support of Jon and his operation and has done a great job for over 30 years. We can trust him and is the only houndsman that Clay allows on the property.

Ted Lester came today to represent the Mahogany Ranch, and the Poly Creek Ranches which Ted owns and manages. Ted also came today to speak at the request of Matt Smith and the GI Ranch and neighbor Don Vogle. Jon gets the job done, knows the ranchers and he understands and knows how the lions work and what their habits are. Jon is the man for the job, and we support him, added the old saying "if it isn't broke, don't fix it."

Hunter Neuharth spoke about how passionate Jon is and being a master of his own craft. He knows exactly where the cats are going to go and is very valuable to us. Hunter would like to keep Jon around for as long as possible.

Libby Rodgers came today to represent Desert Creek Ranch and being a lifelong resident of Crook County speaking on behalf of all the resources. Libby is very supportive of Jon and his contract and what he has brought to the community and helping ranchers and natural resource managers. Deprivation is a big deal and having someone who can assist when we need it is a big part of our operations. Relationships are important and it takes a long time to build them; Libby is in support of renewing Jon's contract to keep local and helping taxpayers in Crook County.

Josh Fishburne came today to represent Juniper Farm and had Jon out to help with the first cat on the farm. Josh was impressed with Jon's professionalism and is an extension of the county. John is kind and teaching kids and very courteous to them. Josh thanked the county for the service and is in support of renewing the contract.

Commissioner Barney mentioned calls that he received from Joe Papanough, Kurt Lockhart, Ryan Kingsbury, Lucy Woodward, John Dehler, and Bonnie Cesler in favor of the contract renewal.

Commissioner Crawford also mentioned that he received a few calls from citizens that are in favor of renewing the contract and it's clear that the community values Jon and that we need to continue to use him.

**MOTION** to continue the contract with Jon Belozar and Belozar Outdoor Enterprises. Motion seconded by Commissioner Hermreck. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

Commissioner Crawford asked the audience if they had a copy of the PacifiCorp letter and made sure these individuals got a copy at the door.

**Additional Discussion item: Support Letter for Route D - PacifiCorp's Blueprint South Transmission Line:**

**Requester:** Commissioner Brian Barney moved from consent agenda to discussion

**Details:** Crook County Board of Commissioners gave an overview of the letter that was written to PacifiCorp identifying the need for power in Crook County. Commissioner Crawford explained that in the letter the board made it clear that this should not follow the distribution lines and that we should follow current transmission lines. The letter speaks about irrigation and not wanting to lose private property, views, or the ability to beautiful views.

**Public comment PacifiCorp Letter- Blueprint South Transmission Line:**

Annette Colloji appreciates the changes in the letter. Thanked the board for listening to the considerations and making those changes. Annette made a few points to the board about the letter. The first point was that it's not correct to say you're using an existing corridor even if you go down the same path that existing PacifiCorp 230 KV line goes. Annette explained that the existing line is still going to take more of her and the neighbors land that are already burdened because there must be a separation. Annetts second point is not sure why the commission would want to give approval for something

when we don't know so much about the existing plan. Annette would like to ask the commissioners to fight harder for the people in terms of making sure that the benefit and the burden are equal.

Cheryl Enus is glad to see route D off the letter. When Cheryl comes off her property the lines that are there are already zinging and popping. If they put in towers they would be on top of Cheryl's house. Cheryl and her neighbors are against the power transmission line due to most or all of them having cattle. What does this do to our cattle? Before you bring it into Crook County, please think about everyone and how it benefits us.

Ann Malott commented that Crook County is historically an ag community with ranching and farming. Ann feels like there are so many unknowns and there hasn't been good communication and answering specific questions we all have. Ann doesn't feel the need to put out a letter in support of anything at this point because there is still a lot of homework to be done.

Steve Oberg stated that the letter has vastly improved but would echo that it is premature because we heard about this on the news and we weren't contacted about it in any way and that this huge project was in the works for a few years now. We wrote our comments without having all the information and the letter is premature.

Commissioner Crawford stated that the reason the board wanted to move forward with the letter is because of the unknown and the uncertainty. Commissioner Barney commented that he agrees with Seth as to why we need the letter and that there is a deadline. If we don't send something then we are sitting on the sidelines, and we don't have a say to take a stance. Commissioner Hermreck let everyone know that she wants to do site visits and come take a look at the houses, properties, and views they all referred to in their public comment. Commissioner Hermreck agrees that we need to send letter to get a place at the table to open the conversation with PacifiCorp.

Jim Welter appreciates all the comments that have been made and the boards understanding what the problem is. Jim said it looks like to him that the line that runs east and west off the main spur would run straight across the middle of his property. It would take out his home and his horse training operation. Jim asks the board to please look at the property and what damage the project will do. Commissioner Barney added that the board was given a presentation, and it didn't show the houses and people on the ground, so yes, we need to look at that.

Karen Jones was in the power industry for many years, and she understands how these things work. Karen stated that she had never seen at this stage in the planning process a letter of support like this. Karen appreciated the new version of the letter and thinks it's a great improvement but still has serious concerns. Her concerns are about submitting a letter at all at this point. She would like to have an explanation why there is a deadline for the 9<sup>th</sup>, because PacifiCorp is in the process of collecting comments. She is also curious if Deschutes County has submitted anything with the deadline given. Karen has requested from the board that there be a public hearing for these things because the Powell Butte community is just now becoming aware of this.

County Manager Will Van Vactor commented that it depends on the goal of the letter. If the board is in general support of the project, subject to wanting to have ongoing conversations with PacifiCorp about the location, this is an opportunity for the county to state that general support and ensure the sighting of the corridor and the county's vision and the outcome of benefiting from this project. Will's concern is that if the goal is to ensure Crook County receives some of the power, some of the routes identified by PacifiCorp do not come through or to Crook County. This would require additional permitting and additional time and may never get that electricity to Crook County. Crook County needs power for our economic development. Will clarified that the website for this project states that public comment is due by May 9<sup>th</sup>.

William Bachelor bought a ranch from Norand years ago and has had several ranches in Powell Butte. The reason William stayed in Powell Butte was for the scenery and the beauty. William hopes that the other homeowners will join him in filing a list bedance to get their attention. There are 13 million acres in Crook County of BLM land and 2 million acres of forest land. William feels that there's plenty of land to build this type of situation without affecting the taxpayers and the beauty of a town. William stated that if PacifiCorp follows through with this the irrigation rights will be affected.

Alden Stehley commented that she and her husband run cattle, sheep, goats, and farm as complete and entire living in Powell Butte. They have 3 contiguous properties that run under the transmission line that are already there. Alden asked that the commission pause on sending the letter until maybe some more site visits are done.

Glenn Hanna stated that route D on the map would go right by his house headed east. He received a letter from PacifiCorp, and they wanted to take over his place and put a substation in there. This would destroy his place. If the corrido goes through where they want to put it not only will it ruin the views, but it will also reduce the value of all those properties. Glenn hopes that as commissioners they can help the people get PacifiCorp to modify their corridor area.

Lisa Cooper isn't sure how this will affect their property because the map doesn't show, but in 2019 they were approached by Pacific Power because they wanted to improve the line behind their property. Facebook needed more power, and they also needed to put in a substation in. Pacific Power bought the house next to the Cooper's and put up big power lines and blocks their views now. Even though we have fought it they can do what they want by buying up properties. Lisa asks the commission to be careful with whatever they do because it is a large company, we need power, but we need to be careful.

Rich Ellerd commented that he owns property in Powell Butte, and the existing line runs right over his house and his neighbor's house. Rich and his neighbor both have about 6 acres. Rich said that his house will be worthless if they take out the poles and put in the giant ones. Rich and his wife are both 76 years old and if they are unable to sell their property one day that is a significant problem.

The board of commissioners discussed the letter and how they intend on moving forward. Commissioner Crawford asked County Manager Will Van Vactor if the letter gives them any stronger argument when they coming to through the land use process? Commissioner Hermreck had the thought to change the letter to read in support with concerns.

Traci Utterback owns Coldwell Bank Sun Country Realty in Prineville and Madras. The people are not generally ok with any of the routes and not in support of the change to the letter. People are not comfortable with any of the routes.

The board of commissioners discussed amongst themselves amongst the people of the changes they would like to see in the letter and for the people to please trust that these changes will be made and that the letter be signed outside of the meeting.

Steve Oberg added one last comment that if he were on the other end reading this, his eyes go straight to the weasel words, general support, we discourage, minimize disruption. It's not anything decisive about the language and you put yourself on the other side. "well, we got them in the corner." Commissioner Crawford confirms that is a valid point and he is happy to make the necessary changes to make the county's point clearer.

**MOTION** that we move forward with a letter to be signed out of commission with the changes that we've talked about today. Motion seconded by Commissioner Hermreck. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

**Discussion item #9: Community Health Advisory Council Appointments:**

**Requester:** Katie Plumb

**Details:** Health and Human Services Director Katie Plumb attended the Regular Session to make a recommendation to the board of commissioners for appointments to the Community Health Advisory Council. The Community Health Advisory Council (CHAC) is a legislatively mandated advisory body to the Crook County Board of Commissioners regarding behavioral and public health issues. The four individuals that have applied for CHAC are Undersheriff Bill Elliott, Juvenile Director Erika Frickey, Mosaic Health Manager April Fam, and Kimberly Munn with St. Charles. Katie explained the process in which these individuals were selected to be appointed.

Commissioner Crawford asked questions about how these individuals were selected as a recommendation without having a public meeting. Commissioner Crawford wants to make sure that the same process is being followed by boards and committees for the recommendations. Eric Blaine gave his opinion on the appointment of the applicants that the point of this item being on the agenda gives the public an opportunity to object if they don't want the appointments to take place. Eric states that an additional public meeting isn't necessary and feels that the board can move forward with a decision to approve the appointments.



**MOTION** in the matter of the appointments to the community health advisory council to approve order 2025-10. Motion seconded by Commissioner Barney. Commissioner Crawford thinks that the order should be updated to read differently if there is no quorum. Commissioner Crawford feels that the process should be cleaned up. Commissioner Barney added that Katie has come to a body of commissioners to make a choice. We know these people and are great candidates and some of them work for Crook County. Commissioner Hermreck commended Katie on being in a hard spot of no quorum and stated that these are excellent applicants and that's why she made the motion. Commissioner Hermreck votes Aye, Commissioner Barney votes Aye, Commissioner Crawford votes Nae. Motion carried 2-1.

Katie Plumb mentioned that the CHAC received 4 more applicants after the deadline to bring to the board at the same time. Commissioner Hermreck added that she would like to do the same thing the board did with the Museum advisory board where the board modified the process to call a public meeting to review applicants. This would include the County Manager making up for the quorum issue. Eric Blaine mentioned that discussion item #12 on the agenda would cover this suggestion.

**Discussion item #10: Museum Advisory Board Applications for Approval:**

**Requester:** Sean Briscoe

**Details:** Museum Director Sean Briscoe attended the Regular Session to make a recommendation to the board of commissioners for appointments to the museum advisory board. The Museum Advisory Board, Sean Briscoe and Will Van Vactor convened on May 5th to evaluate the two submitted applications to the museum board. The applicants under consideration were Jessica Lay and Laura York. After review and discussion, the committee concluded that both individuals are highly qualified and would add value to the museum advisory board. The museum advisory board voted unanimously to recommend both Jessica Lay and Laura York be appointed to the museum advisory board.

**MOTION** to approve order 2025-14. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

Sean Briscoe announced the Crook County employee Family night at the museum. This is an opportunity for employees and their families to explore the museum.

**Discussion item #11: OSU Snap Ed Lease Agreement:**

**Requester:** Rebecca Keegan

**Details:** County Counsel Eric Blaine attended the Regular Session to provide a proposed lease agreement with OSU. The SnapEd program aids assistance regarding nutrition. Crook County is leasing an office space COCC Open Campus to a SNAP Ed faculty member of OSU. The lease reads that the monthly lease amount is \$300.00 per month equally a total of \$3,600.00 per year. COCC has already signed the lease and opened it for discussion by the board.

**MOTION** to approve the lease agreement for SNAP Ed with COCC. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

**Discussion item #12: Order 2025-12, modifying Order 2022-52, regarding the appointment of members to County committees:**

**Requester:** Eric Blaine

**Details:** County Counsel Eric Blaine attended the Regular Session to present Order 2025-12. At the April 30, 2025, work session, the Board of Commissioners asked to be presented with a process whereby County committees which do not currently have a quorum may recommend applicants to fill vacancies. The attached draft order would establish such a procedure, as an addition to (and not a replacement for) the usual process described in Order 2022-52. Staff members were also interested in adding provisions regarding how the Administration Office would be informed of vacancies, and when they could begin to advertise for the appointment process.

**MOTION** to approve Order 2025-12, modifying Order 2022-52. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

**Discussion item #13: PUBLIC HEARING: Order 2025-11 Ordering the fees to be collected by Crook County for fiscal year 2025-2026:**

**Requester:** Christina Haron

**Details:** Finance Director Christina Haron attended the Regular Session to finalize the fee schedule and conduct the public hearing for future approval. Ordering the fees to be collected by Crook County for fiscal year 2025-2026, beginning July 1, 2025, for performing services, and to establish a uniform fee schedule. Christina explained that attachment Exhibit A is the fee schedule to be adopted in order; Exhibit B is informational and included to show mark ups and changes to fees over the prior fee schedule.

Opened Public Hearing. No comments. Public Hearing Closed.

**Discussion item #14: PUBLIC HEARING: Second Reading of Ordinance 350 - Crook County Code Flood Damage Prevention Code amendment:**

**Requester:** John Eisler

**Details:** Community Development Director John Eisler attended the Regular Session to ask the board for a second reading and to conduct a public hearing. A textual code amendment to update and consolidate the language for development in special flood hazard areas (SFHA) of Crook County. Chapter 18.84 and Chapter 15.04 of the Crook County code have not been updated since 2012 and in an effort to provide clear and objective standards for development in the SFHA, the following ordinance and language has been recommended by the Planning Commission for consideration. Senior Planner Katie McDonald explained the process and that this will better help staff and citizens

better understand the health safety issues and the requirements that go along with development in the flood plain.

**MOTION** to read by title only. Motion seconded by Commissioner Crawford. No Discussion. Commissioner Hermreck votes Aye, Commissioner Barney votes Aye, Commissioner Crawford votes Aye. Motion carried 3-0.

Opened Public Hearing. No comments. Public Hearing Closed.

**MOTION** to approve ordinance 350. Motion seconded by Commissioner Hermreck. No Discussion. Commissioner Hermreck votes Aye, Commissioner Barney votes Aye, Commissioner Crawford votes Aye. Motion carried 3-0.

**Manager Report:**

Will VanVactor- Will provided an update on the IT department. There has been a structural change to IT. The primary contact in the IT department is Blaine Cheney to align with the services, and the CIO position has been eliminated. Budget meetings are scheduled for May 12<sup>th</sup> at the Justice Center and will be an all-day meeting and open to the public. There was a presentation a couple of months ago on the solid waste management plan and this will be coming to the board at the next work session for final review. The transportation system plan is ongoing, and the board is expected to get some final recommendations from the consultant in the next month. They are still working on some issues related to Juniper Canyon.

**Commissioner Updates:**

Commissioner Crawford requested that the board pay the landfill fee of \$235.00 out of the community fund. The fees due are for the cleanup, up Juniper Canyon and totaled 50 bags of garbage. Commissioner Crawford thanked the people who helped and the road department

**MOTION** to take \$235.00 from the community support for garbage landfill costs. Motion seconded by Commissioner Crawford. No Discussion. Commissioner Hermreck votes Aye, Commissioner Barney votes Aye, Commissioner Crawford votes Aye. Motion carried 3-0.

Commissioner Barney had nothing for commissioner update.

Commissioner Hermreck

**Discussion item #15: Boots and Roots Discussion:** The Crooked River Rodeo Foundation puts on Boots and Roots event. Boots and Roots are happening on April 30<sup>th</sup>. All 4<sup>th</sup> graders that are in the Crook County School District attend the event and they participate in activities to teach the western way of life. They feed all the students' lunch, and they have the option to ride horses. Commissioner Hermreck explained all the stations that the kids get to be involved in at this event.

**MOTION** to take \$792.00 out for Boots and Roots. Motion seconded by Commissioner Hermreck. No Discussion. Commissioner Hermreck votes Aye, Commissioner Barney votes Aye, Commissioner Crawford votes Aye. Motion carried 3-0.

**Public Comment:**

Ashley McCormick is checking in because at the last meeting she brought up a letter to the neighbors letting them know what's going to be because we do still have folks without drinking water. Ashley asked if the commissioners have discussed that with OHA or DEQ to see where that's at? Commissioners responded that no they have not, and Commissioner Crawford stated that he would follow up and that he still needs a list of the fines as well.

John Eisler added that he received an email during this meeting that the neighbor sampling is finished. Commissioner Hermreck inquired how long it takes to get the results. Ashley McCormick advised the board that the first round took two months to get the results back.

At 11:18AM the Board of Commissioners convened into Executive Session under the following statute(s): ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions.

**EXECUTIVE SESSION**

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

**MOTION** to object lease and to direct staff to proceed as discussed in the executive session. Motion seconded by Commissioner Hermreck. No discussion. Commissioner Crawford votes Aye, Commissioner Barney votes Aye, Commissioner Hermreck votes Aye. Motion carried 3-0.

**MOTION** to adjourn. Motion seconded by Commissioner Crawford. No discussion. Commissioner Crawford votes Aye, Commissioner Barney votes Aye, Commissioner Hermreck votes Aye. Motion carried 3-0.

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF SEPTEMBER 17, 2025, REGULAR MEETING  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a Regular meeting on September 17, 2025, at 9:00 a.m. in the County meeting room located at 320 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Brian Barney and Commissioner Susan Hermreck

Absentees: Commissioner Seth Crawford

Others Present in Person or Via Zoom: County Counsel Eric Blaine; Assistant County Counsel Bryan Libel; Manager Will Van Vactor; Executive Assistant Breyanna Cupp; Legal Assistant Alex Solterbeck; Landfill Manager Jacquie Davis; Administrative Assistant Mona Glade; Assessment Technician Elise Ray; Emergency Manager AJ Crawford; Public Health Modernization Manager Stephanie O’Neal; Finance Director Christina Haron; Fairgrounds Manager Casey Daly; Undersheriff Bill Elliott; District Attorney Kari Hathorn; Assessor Jon Soliz; County Clerk Cheryl Seely; Natural Resources Manager Tim Deboodt; Prineville Review; Triangle; Victim Assistance Supervisor Cate Duke; Joe Merrill, Julie Thompson; Ashley McCormick; Dick Zimmerlee; and members of the public.

**REGULAR SESSION**

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

**Public Comment:** None

**Additions/Removals:** None

**Consent Agenda:** None

**Discussion item #1: Traffic Control Plan Approval in Existing Road Crossings:**

**Requester:** Joe Merrill

**Details:** Joe Merrill with King of the Kastle attended the Regular Session to request approval of a traffic control plan for existing road crossings related to two upcoming events in the Millican OHV trail system, under an SRP from BLM. He outlined four road crossings—two on George Millican Road and two on Reservoir Road—which are part of a 45-mile race loop. Event staging will take place on Joe’s property in Deschutes County.

**MOTION** to basically traffic control plan approval and existing road crossings for King of the Kastle. Motion seconded by Commissioner Barney. No discussion. Commissioner Hermreck votes Aye and Commissioner Barney votes Aye. Motion carried 2-0.

**Discussion item #2: Axon (Body Camera) Contract:**

**Requester:** Stephanie Wilson

**Details:** Undersheriff Bill Elliott and Axon representative Alex Aguilar presented information to the Board regarding a new body camera system for the Sheriff's Office. The current camera system will become unserviceable at the end of the year, prompting the department to switch to Axon for upgraded body-worn cameras, vehicle cameras, and video retention/redaction tools. Alex explained that with the cost, Axon installs equipment on site and that cost is included. Christina Haron noted that the annual cost of \$89,604 on a 5-year contract will be covered by savings from unfilled vacancies, with funding for FY26 already accounted for in the current budget.

**MOTION** to approve it subject to legal counsel reviewing the documents and ascertain if the notification has been served properly and sign out of court. Motion seconded by Commissioner Hermreck. No discussion. Commissioner Hermreck votes Aye and Commissioner Barney votes Aye. Motion carried 2-0.

**Discussion item #3: Treasurer's Report for August 2025:**

**Requester:** Christina Haron

**Details:** Finance Director Christina Haron attended the Regular Session to provide the board with the treasurer's report for August 2025. The report included details on the county's cash on hand, bank deposit amounts and locations, security provided by each bank, interest rates on deposits, and the status of outstanding warrant indebtedness, including the date through which warrant indebtedness have been redeemed.

**Discussion item #4: Landfill Organization Structure Change:**

**Requester:** Jacquie Davis

**Details:** County Manager Will Van Vactor and Landfill Manager Jacquie Davis attended the Regular Session to present a proposed restructuring of the Landfill. The plan includes creating two new positions: Solid Waste Director and Landfill Operations Manager. This change would shift daily operations and staff supervision to the Operations Manager, while the Director focuses on regulatory compliance and reporting. The existing Recycle Technician and Landfill Manager positions would be removed. There is no change to the total FTEs approved during the budget process, and landfill funds are available to cover the updated personnel costs.

**Discussion item #5: Update re: VOCA Grant Funding:**

**Requester:** Kari Hathorn

**Details:** District Attorney Kari Hathorn attended the Regular Session to update the board on VOCA funding. The DA's Victim Assistance Program is primarily funded through this federal grant, which comes from criminal fines—not taxpayer dollars. For the 2023–2025 grant cycle, the office received \$191,620 (\$95,810 per year). Initially, a 20% reduction was expected for FY26, and \$76,000 was budgeted. However, in August, they were advised to prepare for an 80% reduction, and Crook County has now been allotted just \$37,796 for FY26. Kari emphasized the long-term impact of this defunding on her office and requested the Board's support in advocating for funding at the state level.

**Discussion item #6: Sheriff's Office Monthly Update:**

**Requester:** Bill Elliott

**Details:** Undersheriff Bill Elliott attended the Regular Session to provide an update on Sheriff's Office statistics for July and August 2025, with comparisons to the same months in 2024. His report covered arrest data, jail statistics, calls for service, and Justice Center activity. In July 2025, felony arrests increased by 58% compared to July 2024, while misdemeanor arrests saw a minor increase of 3%. There were no juvenile arrests reported. Total calls for service for the month were 1,656, representing a 5% increase from the previous year. Additionally, 3,578 individuals were scanned in at the Justice Center during July. In August 2025, there was a significant drop in felony arrests, with only one recorded—an 800% decrease from August 2024. There were again no juvenile arrests. The Sheriff's Office responded to 1,586 calls for service in August, reflecting a 7% decrease from the prior year. Justice Center activity for the month included 3,006 individuals scanned in and 63 knives recovered during the screening process.

**Discussion item #7: Consider approval of Amendment 2 to County / Parks and Rec District RV Park operating agreement:**

**Requester:** Eric Blaine

**Details:** County Counsel Eric Blaine attended the Regular Session to present an updated version of Amendment 2 and request the Board's consideration for approval. The amendment relates to an intergovernmental agreement between the County and the local Parks and Recreation District regarding management of the Main Street RV Park. The agreement outlines how the RV park may be used, how its revenue is managed, and limitations on potentially competitive operations. The proposed amendment includes several changes: increasing the maximum value of the reserve fund from \$250,000 to \$750,000; modifying the District's contribution to the reserve fund from 10% of gross revenue or \$10,000 (whichever is less), to a flexible range between \$10,000 and \$25,000, at the District's discretion; updating the permitted uses of the reserve fund; and allowing the County to offer RV spaces at other locations.

Will Van Vactor has reviewed the proposed changes and sent questions to Eric. He feels it would be best to table the matter until the next meeting to allow for further discussion and clarification. Commissioner Barney agreed, recommending the issue be postponed as he wants to speak more with Casey and has concerns about how the changes could impact the county. Commissioner Hermreck also concurred, having already discussed her concerns with Will. Susan expressed a desire to wait until the next meeting before making any decisions.

**Manager Report:**

Will VanVactor announced that the adopted budget is now available on the county website and thanked Christina and her team for their efforts. He shared updates on the start of County College, encouraging remaining enrollments, and highlighted the first session, which included a courthouse tour and an overview of the Administration Department. Will recognized AJ Crawford for his contributions during fire season and,

along with Susan, expressed appreciation to all agencies involved in emergency preparedness. He also thanked Mona for organizing the 9/11 memorial and acknowledged the strong community support.

**Commissioner Updates:**

Commissioner Barney expressed gratitude to fire and emergency service personnel, as well as to the State Department of Forestry for their efforts. He congratulated Casey Daly on a successful fair and shared several highlights, including record-breaking youth sale numbers, 27 new vendors, 25,000 corn dogs sold, the veterans' breakfast, and notable volunteer contributions.

Commissioner Hermreck reported on a recent trip to Washington, D.C., where she and other commissioners met in teams to advocate for PILT (Payment in Lieu of Taxes), a vital funding source for counties with federal lands. She noted that Crook County receives \$2.3 million annually from PILT and SRS (Secure Rural Schools) funds, emphasizing the importance of PILT while expressing concern over the uncertain future of SRS funding.

**Public Comment:**

Julie Thompson stated an email was sent this morning with the sampling plan. Julie apologized for a previous message to Eric, stating it was not intended to be disrespectful. Susan shared that she met a woman named Hayley at yesterday's emergency meeting and is working to schedule a follow-up meeting to discuss potential solutions. Julie also requested clarification on whether there is one or two Conditional Use Permits (CUPs), and Will Van Vactor confirmed that, to his recollection, there is only one CUP.

Dick Zimmerlee raised a question about whether the existing Conditional Use Permit (CUP) includes the settling ponds located on EFU land, noting that significant work is being done there. There was also concern about whether reclamation can be completed without a testing site. It was mentioned that DEQ is also frustrated with the situation and is expecting answers from DOGAMI in the next few days. Additionally, a letter was sent to the White House, and a response was received from the Director of the EPA, indicating that the water issue is being investigated.

**MOTION** to close. Motion seconded by Commissioner Hermreck. No discussion. Commissioner Hermreck votes Aye and Commissioner Barney votes Aye. Motion carried 2-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 1042AM.**

Respectfully submitted,

**Breyanna Cupp**



**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF SEPTEMBER 29, 2025, SPECIAL MEETING  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a Special meeting on September 29, 2025, at 2:00 p.m. in the County meeting room located at 320 NE Court Street, Prineville, Oregon 97754.

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

Absentees:

Others Present in Person or Via Zoom: County Counsel Eric Blaine; Assistant County Counsel Bryan Libel; County Manager Will Van Vactor; Executive Assistant Breyanna Cupp; Legal Assistant Alex Solterbeck; Sheriff John Gautney; Undersheriff Bill Elliott; Administrative Division Manager Stephanie Wilson; Finance Director Christina Haron; Jail Commander Andrew Rasmussen; Patrol Lieutenant Mitch Madden; Community Corrections Lieutenant Aaron Boyce; Kristal Hughes; Civil Tech Deputy Brand Lange; Patrol Sergeant Javier Sanchez; Emergency Manager AJ Crawford; Nigel Ballard; Human Resources; and members of the public.

**SPECIAL SESSION**

The meeting was **called to order at 2:00 p.m.**

**Discussion item #1: Review Sheriff's Office Core Services and Level of Service for Each Division:**

**Requester:** Will Van Vactor

**Details:** County Manager Will Van Vactor attended the Special Session to facilitate an informational discussion regarding the core services of the Crook County Sheriff's Office (SO). The purpose of the meeting was to review and clarify the fundamental functions, responsibilities, and legal obligations of the Sheriff's Office as part of ongoing efforts to ensure organizational alignment and inform future budget development. Will provided an overview of the session's purpose, defined core services, reviewed the Sheriff's Office core functions and division-specific goals, discussed state-mandated services and levels of service, and invited Board input on questions and next steps. Jail Commander Andrew Rasmussen gave a presentation outlining current, ideal, critical, and minimum staffing levels for the jail, offering clarification based on the requirements of ORS 169.076. Patrol Lieutenant Mitch Madden presented staffing levels for the patrol unit, including ideal (green), critical (yellow), and statutory minimum (red) thresholds. Mitch informed the Board that the patrol unit has been operating at critical staffing since September 2, 2025. Community Corrections Lieutenant Aaron Boyce also presented, reviewing the department's ideal staffing levels, current staffing status (yellow), and the minimum required staffing for parole and probation operations. Undersheriff Bill Elliott presented comparative statistics on calls for service between Crook County and other counties, noting that he is still awaiting data from several jurisdictions. He also shared year-to-date statistics from the Justice Center, reporting that 28,142 individuals have been screened. As a result of these screenings, 650 knives, 28 pepper sprays, 2 tasers,

and 7 firearms were turned away. Additionally, 67 cases have been flagged for security concerns this year, and several other incidents have required the presence of an additional deputy.

Commissioner Hermreck asked Community Corrections Lieutenant Aaron Boyce whether the Parole and Probation Division receives any federal funding. Aaron responded that the division does not receive federal grants for supervision, and all current grant funding comes through the state via the Criminal Justice Commission. He noted that he is unaware if any of that funding is federally passed through. County Manager Will Van Vactor provided a summary of the different levels of service. He explained that the minimum level is more reactive, comes with increased compliance risk, and poses higher liability exposure. The current or mid-level service balances mandated responsibilities and provides some public safety presence. The ideal level is proactive, offers greater flexibility, and fosters community partnerships. Will added that the Sheriff's Office had presented this framework earlier in the summer, and tables were created for each division to clearly compare services across all three levels—ideal, current, and minimum—on a single page for easier reference. He emphasized that the session was intended to focus on understanding service levels without discussing costs, encouraging the Board to consider what each level provides before financial decisions are made. He offered to provide additional materials, such as consolidated comparison tables, if it would help the Board better understand core services and service levels.

Commissioner Crawford raised the possibility of looking into the state's potential next steps regarding Parole and Probation. He suggested it would be helpful to understand what changes might be coming and whether there is a risk of significant funding loss or program impact in the future.

Commissioner Barney asked whether there is current data on the amount of time the Sheriff's Office is spending in the courtroom on special cases. Undersheriff Bill Elliott responded that while he may have some statistics, the duration is not consistently tracked, so complete data may not be available. Commissioner Barney also inquired about the level of backup support the Sheriff's Office is receiving from the Oregon State Police.

Undersheriff Bill Elliott recounted the challenges faced during the March Cook Fire, which occurred along a state highway. He stated that although assistance was requested from the Oregon State Police, only one sergeant responded and provided limited support, which raised concerns for firefighter safety. Additionally, he shared that ODOT declined a request to provide additional signage to reduce traffic speeds, citing the need for a traffic study and vehicle count. In response, the County Road Department, with support from Mitch, stepped in to install signage and implement speed reductions to help protect firefighters working on the scene. Despite the limited assistance, Undersheriff Elliott noted that communication with the OSP lieutenant was positive.

Commissioner Barney requested data on the number of accidents occurring on state highways and the amount of time the County spends responding to those incidents. In response, Undersheriff Bill Elliott acknowledged the importance of the question and emphasized the expectations the community has for the Sheriff's Office and the level of service they rely on. He noted that while there have been past conversations about deferring state highway incidents to the Oregon State Police, community expectations often necessitate County involvement regardless of jurisdiction.

Commissioner Crawford asked about the level of support the Sheriff's Office receives from the City Police Department during times of need. Undersheriff Bill Elliott responded that over his 21 years with the County, the relationship with the City Police Department has significantly improved. He stated that the current working relationship is very positive, noting that while the Sheriff's Office is not currently providing 24-hour coverage, the City Police are, and they regularly assist by responding to calls. He emphasized that the cooperation is mutual, with both agencies supporting each other when needed.

Will Van Vactor suggested that one additional special meeting be scheduled to allow staff and the Sheriff's Office time to compile and present the additional information requested during the current session. The purpose would be to give commissioners time to reflect on the levels of service presented—minimum, current, and ideal—and then shift the conversation toward the costs associated with each level. The intent of the current meeting was to focus on understanding the scope and impact of different service levels, without attaching financial considerations just yet. The follow-up meeting, proposed to take place before the October 23<sup>rd</sup> meeting, would include cost discussions and any requested data. Additionally, it was noted that a series of upcoming special meetings will be scheduled over the next few months to review core services for all departments, including upcoming sessions focused on the Health Department and the Library.

Sheriff Gautney expressed appreciation for the comprehensive information provided during the meeting, noting that the key points had been well covered by the subject matter experts. Sheriff Gautney extended gratitude to Will for his efforts in organizing the session, and to the Finance Director Christina Haron for her contributions on the financial side, emphasizing that the progress made would not have been possible without their hard work.

**Public Comment:**

Nigel Ballard who manages the Emergency Operations Center (EOC) and volunteers with Search and Rescue (SAR), shared their perspective on the impact of current staffing levels within the Sheriff's Office. They explained that SAR often responds to remote missions—particularly in areas like the Ochocos—that would otherwise require a deputy, potentially taking up a significant portion of their shift. As unpaid volunteers, SAR helps alleviate the burden on law enforcement. However, some rescue situations evolve into law enforcement matters, requiring a sworn deputy, particularly when individuals involved have criminal history or present safety concerns. The resident emphasized the strain on resources, noting instances where only two deputies are on

duty, and one may be hours away on a call, leaving the county vulnerable. They expressed concern over the staffing shortage and its implications for public and responder safety.

**MOTION** to adjourn the meeting. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 316PM.**

Respectfully submitted,

**Breyanna Cupp**

DRAFT

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF OCTOBER 01, 2025, REGULAR MEETING  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a Regular meeting on October 01, 2025, at 9:00 a.m. in the County meeting room located at 320 NE Court Street, Prineville, Oregon 97754.

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

Absentees:

Others Present in Person or Via Zoom: County Counsel Eric Blaine; Assistant County Counsel Bryan Libel; County Manager Will Van Vactor; Executive Assistant Breyanna Cupp; HR Director Meghan McKee; Legal Assistant Alex Solterbeck; Natural Resources Manager Tim Deboodt; Triangle; Assessment Technician Elise Ray; County Clerk Cheryl Seely; Crook County Community Development John Eisler; Finance Director Christina Haron; Administrative Assistant Mona Glade; Senior Planner Katie McDonald; Emergency Manager AJ Crawford; Undersheriff Bill Elliott; Patrol Lieutenant Mitch Madden; Sheriff John Gautney; Administrative Division Manager Stephanie Wilson; Fairgrounds Manager Casey Daly; Public Health Modernization Manager Stephanie O'Neal; JC; Community Health Worker Shelby Fisher; Julie Thompson; Leean; Mike Ervin; Dick Zimmerlee; Justin Alderman; Russ Deboodt; Duane Porter; Tawndy Byrd; and members of the public.

**REGULAR SESSION**

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

**Public Comment:** None

**Additions/Removals:** None

**Consent Agenda:**

1. Approval of OHA IGA No. 050110, Choice Model program services
2. Approval of OHA 2025-2027 Intergovernmental Agreement Amendment 2
3. Approval of Community Health Advisory Council (CHAC) Bylaws

**MOTION** to approve the consent agenda as presented. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

**Discussion item #4: Letter of Appreciation:**

**Requester:** Mitch Madden

**Details:** Patrol Lieutenant Mitch Madden attended the Regular Session to show his appreciation for the Road Department. The Crook County Road Department has assisted the Sheriff's Office on many incidents over the summer. A letter of appreciation was publicly read on behalf of the Crook County Sheriff's Office, recognizing the Crook County Road Department for their outstanding support during multiple incidents in the summer of 2025. Their teamwork, professionalism, and quick response, especially during the Highland Fire in Juniper Canyon—played a key role in public safety and allowed law enforcement to focus on critical tasks. The Sheriff's Office highlighted the strong interagency collaboration and expressed deep gratitude for the Road Department's dedication, even amid their already demanding workload.

**Discussion item #5: IGA with Multnomah Education Service District (MESD) for Medicaid Administrative Claiming:**

**Requester:** Katie Plumb

**Details:** Commissioner Hermreck, speaking on behalf of Katie Plumb during the Regular Session, explained that Crook County Health Department staff provide Title XIX Medicaid administrative services and seek reimbursement from the Oregon Health Authority. These claims are processed by MESD under the terms outlined in the Intergovernmental Agreement (IGA). MESD has added a 6% COLA and a 10% administrative fee this year. Although concerns about these cost increases have been raised with MESD and the Oregon Health Authority, no alternative provider is available at this time. Despite the added expense, the partnership remains worthwhile to secure the \$150,000 in budgeted reimbursement, and alternative options are being explored for the future.

**MOTION** to approve the IGA with Multnomah Education Service District for Medicaid administrative claiming. Motion seconded by Commissioner Crawford. During the discussion, commissioners acknowledged that Katie had already reviewed the issue in a previous work session and agreed they are in a difficult position with limited options. While they feel somewhat "held hostage" by the current arrangement, they recognized it as the best available solution for now. They appreciated that Katie is actively seeking better alternatives and emphasized the importance of continuing to care for the community in the meantime. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

**Discussion item #6: First Hearing of Ordinance 354: Transportation System Plan:**

**Requester:** John Eisler

**Details:**

Crook County Board of Commissioners convened on Wednesday, October 1, 2025, at 9:07 a.m. to hold the first of two scheduled public hearings on Ordinance 354. This ordinance proposes an update to the Crook County Comprehensive Plan, specifically the Transportation System Plan (TSP), and declares an emergency. The legislative amendment, tied to Land Use Application 217-25-000289-PLNG, aims to replace the existing 2017 TSP in accordance with the state's Transportation Planning Rule.

Community Development Director John Eisler attended the Regular Session to present the 2025 Transportation System Plan (TSP) Update, which has been in development since early 2024. The TSP is a 20-year, data-driven, and community-informed roadmap aimed at improving Crook County's transportation system by addressing safety, congestion, and access needs. Adopting the plan is a crucial step toward securing grant funding and establishing dedicated revenue sources for high-priority projects.

**MOTION** to read by title only. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

Ryan Farncomb of Parametrix presented a PowerPoint covering the Transportation System Plan (TSP), including its purpose, goals, and community engagement efforts. He outlined key issues identified during the planning process, reviewed project costs, and discussed future funding opportunities. The presentation also included an overview of how the TSP aligns with city planning efforts.

Commissioner Crawford raised concerns about challenges rural communities, like Powell Butte, face with farming equipment on roads during certain times. He suggested adding language to the TSP to provide safeguards for active farming areas. Ryan responded that signage is the simplest solution, though not always very effective, but it helps warn drivers of agricultural vehicles. He also mentioned warning beacons as a more advanced option used in some areas, which could be considered for inclusion in the TSP.

The Board of Commissioners discussed with Ryan the importance of including the widening of Juniper Canyon Road in the Transportation System Plan (TSP), agreeing it should be added as a third preferred route to support the area's growth and improve connectivity. Commissioner Crawford questioned any downside to having three route options, and the board agreed it would provide flexibility for future planning and funding. Commissioner Hermreck also raised a citizen's concerns about proposed routes through a gated community, noting the points were valid and should be considered. The letter was shared with John Eisler and Will Van Vactor for review.

Ryan discussed with the board the City of Prineville's TSP projects that relate to county issues. He highlighted key concerns such as congestion at West Y and safety challenges at the 3rd Street and O'Neill Highway intersection with Highway 126, emphasizing how these city projects connect with broader county transportation goals.

John Eisler presented survey response statistics related to the Transportation System Plan (TSP) and addressed planning challenges and citizen concerns, particularly around Juniper Canyon. He explained that the funding process will begin once the capital projects are established, enabling the county to apply for funding.

Commissioner Hermreck emphasized the importance of adopting the Transportation System Plan (TSP), noting that delaying it could lead to further issues. All commissioners agreed the plan is necessary and reflects the need to move forward. Commissioner Barney added that a funding opportunity was missed 20 years ago and stressed the importance of pursuing alternative funding sources now.

**Public Testimony:**

Tim Deboodt expressed a neutral stance but emphasized support for Commissioner Crawford’s points about transportation’s impact on agriculture and commerce in the county. He criticized ODOT and the City of Prineville for narrowing roads and designing infrastructure that hinders the movement of agricultural equipment, especially citing smaller-than-planned roundabouts and barriers in Prineville’s downtown. He contrasted Prineville with Redmond, noting Redmond’s bypass makes narrow streets workable, but Prineville lacks this and needs to maintain its wide streets for easy access. Tim urged that future projects respect the local culture and the vital role of agriculture and commerce and avoid further narrowing roads that impede these industries.

Duane Porter initially came to oppose the plan but now takes a more neutral stance after seeing the thorough vetting process. He thanked the commissioners for their due diligence and expressed concerns about the proposed access between Lower Davis Loop and Highway 20, near his home. He referenced letters from neighbors raising safety and traffic flow issues, especially around the congested fairgrounds area with many youth activities, schools, and parks. Residents fear increased congestion poses safety risks. Duane noted that at a prior Planning Commission meeting, concerns about this access were largely deferred to the city or residents, and he hasn’t seen the city address this in their plans. He worries about steep grades and cliffside construction making the route unsafe, particularly in winter. He also highlighted concerns about the gated community and appreciates some acknowledgement of that issue. While recognizing the importance of the Transportation System Plan (TSP) for securing funding and future projects, Duane feels there hasn’t been enough vetting or data on this access route to fully move forward. He acknowledged survey results showing community support for additional or alternative routes through Juniper Canyon and appreciated the commissioners’ careful consideration of these options. Duane cautioned against labeling access as an emergency route since that may not be accurate. He values transparency and plans to continue following the process, supporting the plan’s approval while urging careful evaluation of all concerns.

**Manager Report:**

Will Van Vactor provided several updates during the regular session. First, he announced the promotion of Jacquie Davis to Landfill Director, effective immediately, recognizing her outstanding leadership and expertise in solid waste operations. He expressed confidence in her continued contributions to this critical area for the County. Will also informed the Board and the public about a series of upcoming special meetings with various County departments. These meetings, to be held over the next few months, will focus on reviewing each department’s core services to ensure organizational



alignment and help guide budget decisions. They will also serve as an opportunity to highlight the valuable services provided to the community. Lastly, the Manager noted that staff are actively monitoring the potential for a federal government shutdown and are working to anticipate and minimize any potential impacts on county operations.

**Commissioner Updates:**

Brian Barney announced that the Justice Center is being honored with the Build a Better Oregon Award, and both Will and Commissioner Barney will be attending the event. The award recognizes the contributions of the business center, and a video highlighting the project has been created and shared. KTBZ also contributed to the award, which is presented by Morgan Realtors.

Susan Hermreck- None

Commissioner Crawford announced that the County will participate in this year's Candy Crawl organized by the Chamber. County departments will gather in the second-floor lobby—where the tile design resembles the outline of the county—to hand out candy. He noted that he and Breyanna estimated the cost of candy at approximately \$750. Commissioners Hermreck and Commissioner Barney each offered to donate \$200 worth of candy for the Candy Crawl event, reducing the remaining amount needed from the community fund to \$350.

**MOTION** to do the community fund for \$350.00 for the candy crawl on Halloween. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

**Public Comment:** None

At 10:25AM the Board of Commissioners convened into Executive Session under the following statute(s): ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection.

**EXECUTIVE SESSION**

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

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

**MOTION** to direct the county's legal counsel to correspond with the counterparties as discussed in the executive session. Motion seconded by Commissioner Crawford. No discussion. Commissioner Crawford votes Aye, Commissioner Barney votes Aye, Commissioner Hermreck votes Aye. Motion carried 3-0.

**MOTION** to adjourn. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 1052AM.**

Respectfully submitted,

**Breyanna Cupp**

DRAFT

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF OCTOBER 14, 2025, SPECIAL MEETING  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a Special meeting on October 14, 2025, at 2:30 p.m. in the County meeting room located at 320 NE Court Street, Prineville, Oregon 97754.

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

Absentees: None

Others Present in Person or Via Zoom: County Manager Will Van Vactor; Executive Assistant Breyanna Cupp; Finance Director Christina Haron; Kristal Hughes; County Clerk Cheryl Seely; HR Director Meghan McKee; Health and Human Services Director Katie Plumb; Administrative Division Manager Stephanie Wilson; Librarian Team Lead Kim Bales; Library Customer Service Specialist Stephanie Glisson; Human Resources; Frank Porfily; Shawna Holland; JC; Michael Stremme; Faye Streier; Bill Zelenka; Beth Peer; Ginger Nedry; and members of the public.

**SPECIAL SESSION**

The meeting was **called to order at 2:30 p.m.**

**Public Comment:** None

**Discussion item #1: Review Core Services for Crook County Health Department and Crook County Library:**

**Requester:** Will Van Vactor

**Details:** County Manager Will Van Vactor attended the Special Session to discuss the core services of the Crook County Library and Health Department. The meeting will ensure a shared understanding of these departments' essential roles within our community. As we continue to review core service descriptions for each department, the conversations will help ensure alignment across the organization on and that future decision making is informed by a collective understanding of the important services provided to our community.

Health and Human Services Director Katie Plumb spoke to the Board of Commissioners about the mission and purpose of the Health Department. She presented the department's Core Services, organized into the following categories: Health Protection, Prevention & Health Promotion, Clinical Access, Family Health, and Mental Health Coordination. For each group, she provided descriptions, key activities, and the overall impact on the community. Katie also discussed state and federal mandates related to health services, including behavioral health services mandated to be provided by the community mental health program. County Manager Will Van Vactor followed with an overview of the Core Services summary table, reinforcing and expanding upon Katie's presentation.

Commissioner Hermreck inquired about how the Health Department is notified when individuals visit the emergency room. Health and Human Services Director Katie Plumb explained that electronic health records are shared between the emergency room and the Health Department, and communication can also occur through direct calls or established referral pathways. Commissioner Hermreck asked about the school-based Health Center (SBHC) process, and Katie responded that the department participates in monthly SBHC meetings, maintains contractual oversight, and conducts regular touchpoints to ensure services are being provided. Susan also expressed concern about funding for the WIC program and nurse home visits. Katie clarified that services only occur when funding is available—federal funds currently support WIC, while nurse home visits are billed services that generate revenue. Susan further asked about data for protected areas, and Katie explained that up-to-date state rates and figures are available on the Oregon Health Authority (OHA) website, which are used for tracking and reporting. Katie also highlighted the department's partnerships with organizations that support incentive-based metrics and the overall community need.

County Manager Will Van Vactor provided an overview of the Health Department's funding structure to the Board. Health and Human Services Director Katie Plumb added that the majority of the department's operations are funded through grants. Additionally, there is a general fund transfer of \$577,000, which represents approximately 15% of the department's overall budget.

Commissioner Hermreck commended the Health Department for its extensive outreach efforts and expressed her appreciation for the wide range of community events and activities the department is involved in. She noted she was very impressed with the work being done in this area.

County Manager Will Van Vactor opened the meeting by explaining its purpose—to provide the Board with information about the Crook County Library. He gave an overview of the library's mission, vision, and core purpose, followed by a presentation on its core services. The library's services are organized into four key areas: Collections, Technology & Connectivity, Programs & Learning, and Engagement & Outreach. For each area, Will provided descriptions, highlighted key activities, and explained the impact these services have on the community.

During the discussion of the Collections service area, Kim provided statistics highlighting the library's usage. She reported physical circulation of 131,179 items, 41,689 digital circulations, and 42,739 interlibrary loan transactions.

During the discussion of the Technology and Connectivity service area, County Manager Will Van Vactor noted that the bookmobile is currently not in operation, as the position of Outreach Specialist is still vacant. He explained that once the core services are fully aligned with community needs, the future of the bookmobile can be reassessed. Commissioner Hermreck asked Library Director Kim Bales whether the community's needs are being met through the current use of the outreach van, given its accessibility. Kim responded that while the van does provide valuable outreach, the maintenance and

upkeep of the bookmobile are significant, and it may not be the most practical or effective option for the library moving forward.

During the discussion of the Programs and Learning service area, Commissioner Seth Crawford inquired about the availability of resources for individuals who have lost their jobs. Commissioner Hermreck and Kim Bales highlighted the success of the recent job fair, noting it was well received by the community. Kim shared that 108 attendees of the job fair were able to secure employment. She also reported that the library hosted a total of 1,623 programs across all age groups, with a total program attendance of 9,312 participants.

The Board of Commissioners, County Manager Will Van Vactor, and Library Director Kim Bales engaged in a discussion regarding the Juniper Canyon project and potential options for moving forward. It was agreed that gathering public input would be important to help guide the direction of the project. Kim also noted that the library saw significant use over the past year, with 102,000 people coming through its doors—highlighting strong community engagement and interest in library services.

County Manager Will Van Vactor provided an overview of the state mandates for Oregon public libraries, outlining the requirements Crook County must meet if it chooses to operate a public library. He also explained the specific details of those mandates, including any applicable exemptions and compliance considerations relevant to the Crook County Library.

Commissioner Hermreck raised concerns about the use and maintenance of the Broughton Room and inquired about ways to improve its upkeep. Commissioner Crawford suggested implementing a deposit requirement for room use. Library Director Kim Bales explained that the Finance Department prefers not to have the library handle money or issue refunds directly. Commissioner Barney recommended starting to monitor the room more closely. Kim added that cameras have recently been installed in the room for security. County Manager Will Van Vactor suggested collaborating to develop a plan of action to address these concerns.

Commissioner Hermreck commended the library staff for their dedication and hard work, expressing appreciation for their efforts.

**MOTION** to adjourn this meeting. Motion seconded by Commissioner Hermreck. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 3:37PM.**

Respectfully submitted,

**Breyanna Cupp**

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF OCTOBER 15, 2025, REGULAR MEETING  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a Regular meeting on October 15, 2025, at 9:00 a.m. in the County meeting room located at 320 NE Court Street, Prineville, Oregon 97754.

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

Absentees:

Others Present in Person or Via Zoom: County Counsel Eric Blaine; Assistant County Counsel Bryan Libel; County Manager Will Van Vactor; Executive Assistant Breyanna Cupp; HR Director Meghan McKee; Legal Assistant Alex Solterbeck; Natural Resources Manager Tim Deboodt; Triangle; Health and Human Services Director Katie Plumb; Katie Slattery; Assessment Technician Elise Ray; County Clerk Cheryl Seely; Crook County Community Development; Finance Director Christina Haron; Community Development Director John Eisler; Senior Planner Katie McDonald; Road Superintendent Brad Haynes; Saving Grace Regional Services Manager Joanna Gardner; Community Corrections Lieutenant Aaron Boyce; Undersheriff Bill Elliott; Administrative Division Manager Stephanie Wilson; Health and Human Services Deputy Director Camille Day; District Attorney Kari Hathorn; Landfill Director Jacquie Davis; Facilities Director James Preuss; Public Health Modernization Manager Stephanie O'Neal; Craig Kilpatrick; Tory; Ashley McCormick; Dick Zimmerlee; JC; Prineville Review; Ryan Farncomb; Terry Dugan; Melissa Pearson; Garry Likens; Brian Carmack; Tawndy Byrd; and members of the public.

**REGULAR SESSION**

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

**Public Comment:** None

**Additions/Removals:** None

**Consent Agenda:**

1. Approval of Amendment 1 for MAT in the Crook County Jail
2. Approval of Appointments to Property Value Appeals Board (PVAB)

**MOTION** to approve the consent agenda as written. Motion seconded by Commissioner Hermreck. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

**Discussion item #3: Proclamation stating that October is recognized as Domestic Violence Awareness Month:**

**Requester:** Joanna Gardner

**Details:** Saving Grace Regional Services Manager Joanna Gardner attended the Regular Session to request that the Board of Commissioners declare October as Domestic Violence Awareness Month in Crook County. The purpose of the declaration is to raise community awareness and support efforts to prevent domestic violence. Commissioner Brian Barney read the official proclamation, formally recognizing October as Domestic Violence Awareness Month in Crook County.

**MOTION** to accept the proclamation of domestic violence awareness month. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

**Discussion item #4: Funding 2025 Puckett Road Overlay:**

**Requester:** Brad Haynes

**Details:** Road Superintendent Brad Haynes attended the Regular Session to update the Board on the funding and progress of the Puckett Road overlay project. The project includes a 3" cold plane removal and 3" overlay, as well as intersection improvements and repairs to the impact panels on the Lone Pine Crooked River Bridge. The project, budgeted under the 2025 Puckett Road Overlay (1TB), received four bids, with the lowest bid of \$473,625.00 submitted by Tri County Paving LLC. The project has been fully budgeted and will not require a budget adjustment.

County Counsel Eric Blaine noted that while the lowest bidder did not use the bond form included in the packet, they did submit a valid bond form. He confirmed that there were no material differences between the forms. Based on this, Eric recommended moving forward with a motion to award the contract to the lowest bidder, with the legal department to follow up by issuing a notice of intent to award.

**MOTION** for the boards of commissioners to find that Tri-County bid form is a minor formality and deem that it is acceptable in response to the county's and request for proposals. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

**MOTION** to award the contract for the Puckett Road Overlay Project to Tri-County Paving as the low bidder. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

**Discussion item #5: Signature for CJC grant for Deflection program for 25-27 budget year:**

**Requester:** Aaron Boyce

**Details:** Community Corrections Lieutenant Aaron Boyce attended the Regular Session to request a signature on the Criminal Justice Commission (CJC) grant for the Deflection Program for the 2025–2027 budget cycle. The Crook County Community Corrections Office is managing the grant for the Crook County Deflection Program, which has been awarded funding by the CJC. The grant will provide continued financial support for the program’s operations. Commissioner Crawford asked if there had been a funding cut, and Aaron clarified that the grant amount remained the same as last time, with no reduction. He explained that this is only the first part of the process, and a second phase of the grant award is still underway and expected to be completed in the coming months.

**MOTION** to approve BHD-27-05 grant agreement with the Criminal Justice Commission for Behavioral Health Deflection Program. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

**Discussion item #6: Treasurer’s Report for September 2025:**

**Requester:** Christina Haron

**Details:** Finance Director Christina Haron attended the Regular Session to present the Treasurer’s Report for September 2025, which covers financial data from August 2025. The report included information on total cash on hand held by the County Treasurer, the banks where county funds are deposited and the amounts in each, the security provided by each bank for those deposits, interest rates earned, and a summary of the County’s outstanding warrant indebtedness, including the date through which warrants have been redeemed. This was a no-action item, intended to keep the board and the public informed about the County’s financial standing.

**Discussion item #7: OHP Assistance & Navigation Grant:**

**Requester:** Katie Plumb

**Details:** Health and Human Services Director Katie Plumb and Deputy Director Camille Day attended the Regular Session to provide an update on a new grant award for the Crook County Health Department. Historically, the department stepped back from offering Oregon Health Plan (OHP) outreach and enrollment services due to insufficient grant funding and the availability of similar services in the community. However, with anticipated federal cuts to Medicare/Medicaid and increased requirements for maintaining coverage, the department applied for renewed funding and has been awarded a \$100,000 grant for the period of July 1, 2025, through June 30, 2027. This grant will support community-based outreach to individuals and families eligible for health coverage through OHP, offering direct enrollment assistance and system navigation, regardless of eligibility status. Unlike previous funding, this grant provides more adequate support, and the implementation strategy has been revised. Multiple staff members will be cross trained in OHP assistance, reducing program costs and improving long-term sustainability.



**MOTION** to approve the Oregon Health Authority grant agreement number PO-44300-00049319. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

**Discussion item #8: First Hearing of Ordinance 355; a zone map amendment:**

**Requester:** John Eisler

**Details:** Community Development Director John Eisler and Senior Planner Katie McDonald attended the Regular Session to present a zone map amendment in the Powell Butte area, which had already been approved by the Planning Commission. They noted that there had been no public comments, letters, or testimony regarding the amendment. The ordinance will implement the approved zone map change, and the county zoning map will be updated following the ordinance's recordation.

Commissioner Barney opened the public hearing at 9:20 a.m. and read Ordinance 355 regarding Zone Map Amendment 1 into the record.

**MOTION** to read by title only. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

Commissioner Barney read the full script for Ordinance 355, a zone map amendment. He then asked the board if any members had conflicts of interest related to the matter and invited members of the public to voice any challenges to the board's participation.

**Public Comment:**

Craig Kilpatrick explained that the matter at hand is a zone map request, originating from work done in 1999 to propose properties for a zone map amendment. He noted that this is a procedural step to establish specific areas under new zoning designations. Katie McDonald confirmed that no additional public comments were received regarding this ordinance.

**Discussion item #9: Second Hearing of Ordinance 354: 2025 Transportation System Plan:**

**Requester:** John Eisler

**Details:** Community Development Director John Eisler attended the Regular Session to provide an update on the County's ongoing work to revise its Transportation System Plan (TSP), a 20-year planning document intended to guide transportation priorities and funding strategies. The County began the update process in early 2024. Eisler presented Ordinance 354, which includes the updated draft TSP as Attachment A. Since the first reading, the TSP has been revised to include the Juniper Canyon Road widening project (JC-3), incorporate language addressing the accommodation of agricultural vehicles, and respond to comments provided by the Oregon Department of Transportation (ODOT).

At 9:34 a.m., Commissioner Barney read the script to begin the second public hearing regarding the update to the Transportation System Plan (TSP) and the declaration of an emergency related to its adoption.

**MOTION** to read by title only. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

Commissioner Barney read the full script for Ordinance 354. He then asked the board if any members had conflicts of interest related to the matter and invited members of the public to voice any challenges to the board's participation.

John Eisler presented to the board during the second public hearing on the Transportation System Plan (TSP), noting that this could serve as the final hearing if the board chooses to proceed. He confirmed that all changes requested by the board during the first hearing had been incorporated into the updated TSP. Ryan from Parametrix reviewed the specific updates made, and it was noted that ODOT had also submitted comments, including an increased cost estimate for the Powell Butte roundabout project. John emphasized that adopting the TSP would open the door for grant opportunities and additional funding. Commissioner Seth thanked the TSP team for including agricultural language in the final version of the plan.

**Public Comment:**

Melissa Pearson spoke in support of the Transportation System Plan (TSP), emphasizing the concerns shared by a large group of residents regarding the intersection at Powell Butte and the Post Office. She highlighted the importance of approving the plan and expressed gratitude to the board, staff, and consultants for their work. Melissa, along with many of her neighbors, supports the TSP and is looking forward to exploring additional funding sources to address local transportation needs.

Garry Likens spoke about the daily traffic challenges on Highway 126, often experiencing delays of 2–10 minutes, especially when turning left toward Redmond. He noted that increased traffic has led many locals to use backroads, like Reif Road, to save time, resulting in higher speeds and congestion on roads not designed for such volume. He mentioned that even the local mail carrier had to change her entire route due to the increased traffic caused by growth in the area. He emphasized the need for action, stating, "the sooner, the better."

Craig Kilpatrick praised the staff for their hard work on the Transportation System Plan (TSP), expressing support for the plan and stating that everyone should be pleased with the progress. He suggested adding agricultural language to the TSP. He also raised a question about the Juniper Canyon area, asking whether any specific routes had been resolved or if they remained in flux. John Eisler responded that there isn't a single resolution to address all the challenges in that area. He explained that the most sensible approach would involve a comprehensive fire evacuation plan. According to a recent survey, the top public request was to widen Juniper Canyon Road. Eisler noted that all three proposed routes are viable, with funding being the next critical step.

Terry Dugan expressed concerns about increasing traffic in the area and referenced a previous plan to build a store, expressing relief that it did not move forward. When asking the Planning Commission about improvements at Reif Road and Highway 126, Terry was told there was no interest. Terry is particularly worried about a proposed daycare, which could add up to 100 extra cars during peak morning and evening hours. He emphasized that any traffic study should reflect current real-world conditions rather than theoretical projections. Terry urged the commissioners to consider the safety of the community, stating that many residents currently feel unsafe. He also encouraged careful consideration of the daycare and community center projects. John Eisler noted that a conditional use permit for the daycare was approved on October 8, and the appeal period is still open, meaning the issue could come before the commissioners. Commissioners Barney and Crawford explained that in order to secure funding, these types of concerns must be identified as priorities and included in an approved plan.

The public hearing was closed at 10:04 a.m., and the Board of Commissioners began deliberations on the Transportation System Plan (TSP). They emphasized to the public that approving the plan is a critical first step toward securing future funding. Commissioner Hermreck made the motion to approve Ordinance 354. Commissioner Crawford expressed appreciation for the process, noting that while it was long and challenging, the necessary changes were made based on public input, and it's now time to move forward. Commissioner Barney also thanked the teams involved and highlighted the importance of the plan for the community's future. John Eisler concluded by thanking Parametrix for their work on the project.

**MOTION** to accept the Planning Commission's recommendation and approve Ordinance 354 and the 2025 Transportation System Plan as presented, to be signed out of the Board of Commissioner meeting. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

**Manager Report:**

Will VanVactor- Congratulations were extended to Blaine Chaney on his promotion from IT Operations Manager to IT Director. Blaine was recognized for his strong leadership in implementing structural changes within the IT department and for being a valuable contributor across the organization. Additionally, two upcoming meetings were highlighted: a special meeting on Friday to continue discussions with the Sheriff's Office regarding core services and service levels, and a Budget Committee meeting scheduled for Thursday, October 23rd, to discuss the upcoming budget and ongoing funding for the Sheriff's Office.

**Commissioner Updates:**

Brian Barney- None

Susan Hermreck- None

Seth Crawford- None

**Public Comment:** None

**EXECUTIVE SESSION**

10. ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions.
11. ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection

Commissioner Barney stated Before moving into the executive session, that the executive item is a real estate matter. It was proposed that, if all agree an executive session was unnecessary, they could delegate authority to County Manager Will Van Vactor to handle the negotiations on behalf of the county.

**MOTION** to delegate authority to the manager Will to negotiate on behalf of the county. Motion seconded by Commissioner Crawford. No discussion. Commissioner Crawford votes Aye, Commissioner Barney votes Aye, Commissioner Hermreck votes Aye. Motion carried 3-0.

Will clarified that the authorization allows him to negotiate with the potential buyer and sign necessary documents. Final decisions would still be returned to the board for approval.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 1012AM.**

**MOTION** to adjourn the meeting. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

Respectfully submitted,

**Breyanna Cupp**

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF OCTOBER 17, 2025, SPECIAL MEETING  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a Special meeting on October 17, 2025, at 1:00 p.m. in the County meeting room located at 320 NE Court Street, Prineville, Oregon 97754.

Court Members Present: Commissioner Brian Barney and Commissioner Seth Crawford

Absentees: Commissioner Susan Hermreck

Others Present in Person or Via Zoom: County Manager Will Van Vactor; Executive Assistant Breyanna Cupp; Sheriff John Gautney; Undersheriff Bill Elliott; Administrative Division Manager Stephanie Wilson; Finance Director Christina Haron; Budget Manager Jamie Berger; Jail Commander Andrew Rasmussen; Community Corrections Lieutenant Aaron Boyce; Kristal Hughes; Patrol Sergeant Javier Sanchez; Emergency Manager AJ Crawford; HR Director Meghan Mckee; Human Resources; Cas Schrunk; Denny Salisbury; Steve Nagorski; Doug Olson; and members of the public.

**SPECIAL SESSION**

The meeting was **called to order at 1:00 p.m.**

**Discussion item #1:** Continue discussion of Sheriff's office core services and level of service options:

**Requester:** Will Van Vactor

**Details:** County Manager Will Van Vactor attended the Special Session to present a structured review of the Sheriff's Office service divisions, outlining three levels of service: Ideal, Critical (Middle), and Minimum. Each division includes a table detailing services provided at each level based on current staffing and budget constraints, along with narrative summaries highlighting functions that are not provided or are at risk. This framework is intended to support future budget discussions and help establish clear service expectations. Will also provided a recap of the previous meeting and explained the purpose of the current session and the information he would be sharing with the board.

Bill Elliott and Stephanie Wilson addressed questions from the commissioners that were raised during the prior meeting. From January 1 to October 10, patrol staff responded 685 times to assist the Oregon State Police (OSP), including providing backup and handling calls for service. Of those 685 responses, 53 were related to traffic accidents occurring on state highways. Additionally, patrol staff have been required to provide extra courthouse security 297 times so far this year. This number does not include coverage provided by the Sheriff, Undersheriff, or Lieutenant Rasmussen.

The Community Corrections Lieutenant explained that budget projections are based on estimated supervision numbers over the next two years, making them difficult to predict. The number of individuals under supervision during specific snapshot periods—such as September, October, and November—heavily influences the budget. Recent major impacts on the budget have stemmed from policy changes. For example, the decriminalization of small amounts of drugs significantly reduced the number of people under supervision, while the recent move to recriminalize certain offenses is now causing those numbers to rise again. As a result, the future remains uncertain.

Commissioner Crawford clarified that their primary concern was whether the state might start paying less per person under supervision, potentially diverting funds to another department. They acknowledged that fluctuations in the number of people arrested—and the resulting budget changes—are understandable and largely out of local control. However, their focus was more on intentional funding shifts rather than natural changes in supervision numbers.

Commissioner Barney shared that he had spoken with the Oregon Judicial Department (OJD) and discussed similar challenges being faced by other counties, emphasizing that the issue is not unique to their county. He noted that court security is mandated by statute and that while the state had considered creating a program to address it, the legislature ultimately voted it down, leaving the responsibility with the counties. Commissioner Barney suggested that moving forward, it would be helpful to track statistics—including efforts by the Sheriff and Undersheriff—to demonstrate the support being provided for court security.

Will Van Vactor presented core services tables designed to show a side-by-side comparison of Ideal, Current/Critical, and Minimum service levels for each division, including Patrol, Jail Services, and Parole & Probation, to provide a clear picture of operational capacity. Stephanie Wilson explained the Administrative Services table using the same format, outlining what each level looks like and identifying key needs. Will also noted that an Excel-based tool is available, which allows users to adjust figures and explore different budget and staffing scenarios.

Kristal Hughes guided the commissioners through the tool, explaining how it works and highlighting the differences across each division. She reviewed the current, critical, ideal, and minimum service levels to demonstrate how the tool represents these scenarios, focusing on where the Sheriff's Office currently stands for FY 2026. Commissioners Crawford asked about how hybrid levels might work and if there could be options between the defined levels. Kristal explained that the board's role involves deciding how much funding is allocated. Seth expressed concern that there aren't enough options between levels, suggesting that the current level might be too high and that additional tools are needed to better understand where service levels stand.

Will emphasized that the tool is intended to provide a general idea of the service levels being offered. Commissioner Barney expressed support for the tool, noting that it aligns with how the sheriff manages and allocates resources within the department.

Will asked the board for any additional feedback and mentioned that the full package of core services for all departments would be brought back to the board in early 2026. Bill Elliott responded to Commissioner Barney's concerns about deferred equipment, noting that he and Stephanie have discussed the issue. Bill also highlighted the high cost of vehicles and the ongoing efforts to manage budget dynamics. Sheriff Gautney thanked the commissioners for their attention and emphasized that the information presented is meant to foster understanding of the department's needs. He stressed that even though the incidents occur on state highways, the citizens are local, and it is the Sheriff's duty to respond. Sheriff Gautney outlined the budget requirements and assured that the funds provided would be spent to best serve the community. Commissioner Barney reiterated his support for assisting citizens but noted that tracking statistics would help clarify the state's obligations, especially given ongoing state budget cuts that shift responsibilities to the counties.

**Public Comment:** None

**MOTION** to adjourn the meeting. Motion seconded by Commissioner Barney. No discussion. Commissioner Crawford votes Aye and Commissioner Barney votes Aye. Motion carried 2-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 142PM.**

Respectfully submitted,

**Breyanna Cupp**

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF OCTOBER 29, 2025, WORK SESSION  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a regularly scheduled Work Session on October 29, 2025, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

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

Absentees:

Others Present in Person or Via Zoom: County Counsel Eric Blaine; Assistant County Counsel Bryan Libel; County Manager Will Van Vactor; Executive Assistant Breyanna Cupp; Community Development Director John Eisler; Building Official Randy Davis; Landfill Director Jacquie Davis; Road Superintendent Brad Haynes; Fairgrounds Manager Casey Daly; Health and Human Services Director Katie Plumb; Sheriff John Gautney; Assessment Technician Elsie Ray; Triangle; Administrative Assistant Mona Glade; HR Director Meghan Mckee; Administrative Division Manager Stephanie Wilson; Chief Behavioral Health Officer Melissa Thompson; Behavioral Health Director Angela Cumming; Ann Beier; Christina Cedric; JJ; and members of the public.

**WORK SESSION**

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

**Public Comment:** None

**Discussion item #1:** BestCare Program & Community Update:

**Requester:** Melissa Thompson

**Details:** Chief Behavioral Health Officer Melissa Thompson and Behavioral Health Director Angela Cumming presented an update on the BestCare Program to the Board of Commissioners. They reported that the CFAA grant is still being negotiated and that local CCOs are facing challenges following Pacific Source's withdrawal from Lane County, which resulted in Medicaid clients being reassigned to Trillium and over 300 Pacific Source employees being laid off. Melissa noted that the end of COVID-related funding has exposed deeper system issues, though BestCare continues to perform well through its partnership with St. Charles. The Child and Family team will relocate to a new facility on 4th Street by year-end, with IT, electrical, and ADA upgrades in progress. Discussion also covered a proposed mental health housing project. Melissa emphasized that the housing would support Crook County residents with mental illness—many of whom grew up locally and are unhoused—by providing stability and rehabilitation opportunities. Commissioners raised concerns about safety, community expectations, and substance use rules; Melissa clarified that while drug and alcohol use is prohibited, enforcement can be challenging. The proposed project includes six units, with typical stays lasting around two years before transition, and is intended as mental health housing rather than sober living.



**Discussion item #2: Regional Fire Specialist WildFire Program Update:**

**Requester:** Rebecca Keegan

**Details:** Regional Fire Specialist Ariel Cowan attended the Work Session and presented on wildfire preparedness efforts in Crook County and the surrounding region. She shared her background in fire ecology and firefighting, emphasizing her passion for helping communities become more fire adapted. The OSU Extension Fire Program, launched in 2020, works statewide to promote fire resilience through education, outreach, and partnerships with local agencies such as Crook County Fire & Rescue, ODF, and the Oregon State Fire Marshal. Ariel highlighted her focus on connecting fragmented wildfire mitigation projects, engaging property owners, and promoting defensible space and home hardening. She discussed community workshops like Wildfire Home Protection Strategies, wildfire preparedness fairs, and publications such as the Fire-Resistant Plants guide. Despite progress, she noted limited local participation in wildfire education and aims to increase outreach through better marketing—such as advertising in local media, using community boards, and collaborating with trusted local figures (“spark plugs”). Upcoming plans include repeating the Juniper Canyon workshop early next year, expanding homeowner education, and training Master Gardeners to help spread fire-resilient landscaping practices. Commissioners encouraged Cowan to emphasize available assistance programs and manpower for residents who need help preparing their properties, and to coordinate outreach through local newspapers and community events to boost engagement.

**Discussion item #3: Signature on CJC Grant for Justice Reinvestment Program for 25-27 budget year:**

**Requester:** Aaron Boyce

**Details:** Administrative Division Manager Stephanie Wilson attended the Work Session to obtain a signature for the CJC Grant supporting the Justice Reinvestment Program for the 2025–2027 budget cycle. The Crook County Community Corrections Office manages this grant and has been awarded approximately \$466,000 by the Oregon Criminal Justice Commission. The funding supports key program components, including a mental health position with PMP, half of a probation officer position, and half of a DEA bill. Wilson noted that the grant had previously been presented to the Board in April and that the signature was needed to finalize and collect the funds.

**MOTION** that we sign the CJC grant for Justice Reinvestment Program for 25-27 budget cycle. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Ayes, and Commissioner Barney votes Aye. Motion carried 3-0.

**Discussion item #4: Funding Approval for Four Leased Dump Trucks (Including Two with Sanders):**

**Requester:** Brad Haynes

**Details:** Road Superintendent Brad Haynes attended the Work Session to request approval to move forward with purchasing four new Western Star dump trucks through a seven-year lease-to-own agreement. The trucks will replace aging vehicles in the county fleet and come equipped with new high-capacity sanders and extended plows to

improve winter road maintenance efficiency. The trucks will also feature four axles for greater hauling capacity, with delivery expected around February. The annual lease cost will be approximately \$149,751, which is lower than initially estimated. Financing has been reviewed by the finance department. Procurement is being handled through SourceWell, eliminating the need for a separate bid process. County Counsel advised confirming that SourceWell's RFP was properly advertised in Oregon to meet statutory requirements. The Board agreed to place the item on next week's agenda for final approval after verifying compliance.

**Discussion item #5: Letter of Support for Goal 5 Update DLCDC Technical Assistance Grant:**

**Requester:** John Eisler

**Details:** Community Development Director John Eisler requested a letter of support from the Commissioners for a DLCDC Technical Assistance Grant to update Crook County's Goal 5 inventory, which hasn't been revised since 1978. The grant application, submitted by the October 10, 2025, deadline, requests \$75,000 for an 18-month project to update the county's natural resources inventory, comprehensive plan, maps, and ordinances, aligning with Eastern Oregon siting rules and improving aggregate and solar development codes. John emphasized the critical need for updated data and public involvement to manage growth pressures, preserve county resources, and create community and agricultural benefit opportunities. The project will include extensive public engagement and be led by Eisler, consultant Ann Beier, and law student volunteer Christina Cedric, who brings prior county planning experience. Ann Beier highlighted the project's long-term value, noting alignment with state initiatives, while Cedric expressed enthusiasm for contributing to Crook County's planning efforts. Commissioners were urged to approve the letter of support immediately to strengthen the grant application and expedite the project, which also supports ongoing county planning needs and future decision-making.

**MOTION** to sign today the letter of support for Goal 5 Update DLCDC Technical Assistant Program. Motion seconded by Commissioner Crawford. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Ayes, and Commissioner Barney votes Aye. Motion carried 3-0.

**Discussion item #6: Community Development Monthly Update:**

**Requester:** John Eisler

**Details:** Community Development Director John Eisler and Building Official Randy Davis attended the Work Session to provide the board with the monthly department update. Building activity remains steady, with 177 houses, 802 other residential, and 320 commercial permits active, averaging 1,000 inspections per month. Rich Evans will return full-time through next July, with HR approval. Planning activity is slightly up from last year, with 23 applications in September (85 year-to-date). Key projects include a daycare in Powell Butte (noticing requirements met despite public concerns), the approved Moffat solar project, and a Verizon tower in Powell Butte with significant public comment. Planning commission work sessions are ongoing for ADUs and accessory structures, and a code update addressing compliance and revenue allocation is scheduled for December. Other updates included City and County TSPs are current, on-

site inspections are up, an IGA with Jefferson County is being updated, and code compliance is performing well. Commissioner Hermreck acknowledged the quality of a letter written by John Eisler regarding water contamination, expressing hope that the recipients would reach out to Eisler directly to share their appreciation. Eisler confirmed that he had already spoken with Dick Zimi, who was very appreciative of the letter and the attention to the issue. John provided an update on the Woodward Conditional Use Permit situation. Knife River has submitted an imported fill plan to bring rock from outside the site to the Woodward property for processing. The situation is complex due to the wording of the Conditional Development Plan (CDP) and issues related to settling ponds on the FB ground. Eisler is coordinating with DOGAMI, which is reviewing the interpretation of certain provisions, and expects a response soon and additionally, Matt Roth from Knife River has reached out to discuss their plans in Crook County. Eisler emphasized that much of this work happens behind the scenes and that progress is ongoing, with the goal of eventually resolving the issues so they no longer affect residents.

**Discussion item #7: Distribution of ODA Grasshopper Funds:**

**Requester:** Susan Hermreck

**Details:** County Commissioner Susan Hermreck attended the Work Session provided an update on the grasshopper mitigation efforts in Crook County. Originally, the county was set to receive \$108,000 for mitigation of grasshoppers that originated from Grant and Harney counties, but at the last moment, Malheur County needed some funds, so Crook County received \$90,000. The county proceeded with spraying, which proved very effective, particularly because the East Timor ranches were proactive. While not all ranches participated, those involved successfully addressed the infestation early, reducing overall costs. Helena Chemical Company managed the pilot program, including mapping and implementation. Only \$59,000 of the grant was spent, leaving roughly \$30,000 in reserve for potential future surveys or mitigation needs. Commissioner Hermreck noted a personal conflict of interest, as one of his ranches was in the affected area, but participation was necessary for effective control.

Commissioner Hermreck stated the following for the record: I will not be participating in any discussion, debate, or voting related to the County's 2025 grant from the Oregon Department of Agriculture for grasshopper and Mormon cricket mitigation. The grant funds are intended to assist the general public in addressing the impact of these insects. Beaver Creek Ranch LLC, of which I am a member and manager, will apply for these funds on the same terms and conditions as all other qualified members of the public. My recusals will include, but are not limited to, discussions on how the County establishes criteria for fund distribution, decisions regarding the amount or timing of any distributions to applicants, and the submission of reports to the Department of Agriculture on behalf of the County.

County Counsel Eric Blaine requested that Commissioner Hermreck's recusal statement be included in the minutes. He clarified that during today's work session, which is a more informal setting, she does not need to physically leave the room, though she should remain "blacked out" from discussions and avoid gestures or engagement to protect both the County and herself. Counsel then reviewed the Department of

Agriculture grant contract and invoice, confirming there were no issues and that the finance department could proceed with payment. He recommended making a formal motion to ratify the execution of the grant to prevent potential issues in the future. While the motion does not need to be made immediately, he suggested it should occur at the next meeting.

**MOTION** to ratify the execution of the Department of Agriculture 2025 Grant number GHMC-2-2025. Motion seconded by Commissioner Barney. No discussion. Commissioner Crawford votes Aye and Commissioner Barney votes Ayes. Commissioner Hermreck recused herself and is abstaining. Motion carried 2-0.

County Counsel Eric Blaine, Commissioner Crawford, and Commissioner Barney discussed how the 2025 Oregon Department of Agriculture grant funds would be distributed to qualifying ranchers. The packet included a chart showing acreages and a \$6 per acre compensation rate, ranging from about \$1,700 to \$400 per ranch. Counsel noted that no prior commitments had been made and that formal approval for distribution had not occurred. They clarified that Helena Chemical had contracted with the ranchers to perform the grasshopper mitigation work, and ranchers would submit invoices for reimbursement. The county's role would be to reimburse the ranchers based on verified invoices, which would reflect the acreage treated. It was agreed that the finance department could manage the process to ensure fair distribution of funds, without the need for detailed additional discussion.

**MOTION** to direct the finance office to implement that system as discussed today. Motion seconded by Commissioner Barney. No discussion. Commissioner Crawford votes Aye and Commissioner Barney votes Ayes. Commissioner Hermreck recused herself and is abstaining. Motion carried 2-0.

**Manager Report:**

Will Van Vactor provided a brief update, noting that the packet includes the quarterly landfill report. The report highlights successes, challenges, upcoming activities, and high-level budget information. The manager emphasized that these quarterly reports would continue to be included with future managers' reports for review and follow-up discussions as needed. Will also recognized Jacquie for her excellent work and contributions to the department.

**Commissioner Updates:**

Commissioner Hermreck reported an update on the SNAP program in Oregon, noting that due to the federal government shutdown, SNAP benefits will end on October 31. Approximately 1 in 6 Oregonians (757,000 people in 450,000 households) participate in SNAP. While EBT cardholders can still use any remaining funds, no new benefits will be issued during the shutdown. Statewide, Oregon could see \$425 million in lost or reduced benefits, \$95 million in increased administrative costs, and may be required to partially fund \$438 million of the program. Impacts include refugees, asylees, human trafficking victims, and other residents losing or receiving reduced benefits. New work requirements for adults aged 18–64 without dependents under 5 include working 20 hours per week, volunteering 20 hours per week, or participating in continuing

education/training to qualify for benefits. While these changes may be disruptive, some community members could benefit from increased work or volunteer opportunities for skill-building, pride, and work experience.

Commissioner Barney reported that he and Will attended the Core3 open house and touring the site. He noted that it was an interesting visit with a roundtable discussion. Key points included limited funding availability, as the state is currently down a billion dollars. While the project is progressing well, there are questions about how to fund both construction and ongoing operations. Commissioner Barney emphasized the county's need to stay engaged and ensure equitable participation for Crook County. Russ Deboodt raised concerns regarding future financing of the project.

Commissioner Crawford reported an update regarding ongoing federal issues related to FEMA and biOp regulations in Oregon. The current federal administration is unlikely to address Oregon-specific concerns, so a new organization has been formed to push back. They are requesting approximately \$5,000 from the county to support this effort, with the city potentially matching the contribution. Commissioner Crawford emphasized the importance of protecting local citizens and the economy from federal overreach and suggested exploring funding through the community development budget. He noted the urgency of the situation, as the organization has retained an attorney experienced in similar cases. No decision was made during the meeting, but the matter may be placed on a future consent agenda after clarifying the funding source and confirming coordination with the city. Commissioner Crawford will follow up with the city and Will volunteered to draft a memo outlining the details of the contribution.

**MOTION** to adjourn the meeting. Motion seconded by Commissioner Barney. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 1054AM.**

Respectfully submitted,

**Breyanna Cupp**

## AGENDA ITEM REQUEST



**Date:**

*October 17, 2025*

**Meeting date desired:**

*November 5, 2025*

**Subject:**

*Amendment to Professional Services Contract with Central Oregon Janitorial Services to extend services at the Justice Center for another year, and then to auto-renew annually.*

**Background and policy implications:**

*Continuation of janitorial services at the Justice Center with no change.*

**Budget/fiscal impacts:**

*None*

**Requested by:**

*Alex Solterbeck, Office Manager, Crook County Counsel  
Breyanna Cupp, Executive Assistant, County Administration*

**Presenters:**

*N/A – Consent Agenda*

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

*Legal drafted*

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

*N/A*

**AMENDMENT 1**  
To Professional Services Contract

This Amendment 1 is entered into by **Central Oregon Janitorial Services, LLC** (hereinafter “Contractor”), and **Crook County**, a political subdivision of the State of Oregon (hereinafter “County”); collectively, Contractor and County may be referred to as “the Parties.”

**RECITALS**

**WHEREAS**, Contractor and County are parties to that certain Professional Services Contract (hereinafter “the Agreement”) effective October 2, 2024, for the provision of janitorial services as more fully described in the Agreement; and

**WHEREAS**, the Parties wish to continue the terms of the Agreement as modified by this Amendment 1.

**AGREEMENT**

**NOW, THEREFORE**, in exchange for the mutual covenants contained below, Contractor and County agree as follows:

Section One: The Recitals listed above are incorporated herein by reference.

Section Two: The duration of the Contract for Services is extended to October 31, 2026, and will thereafter continue for additional one-year terms (November 1 to the following October 31) unless sooner terminated according to its terms.

Section Three: Except as amended by this Amendment 1, all other terms of the Agreement remain in full force and effect.

Section Four: This Amendment 1 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

[SIGNATURE BLOCK ON NEXT PAGE]

IN WITNESS WHEREOF, Contractor and County have executed this Amendment 1 effective October 7, 2025.

CONTRACTOR

COUNTY

**Central Oregon Janitorial Services, LLC**

**Crook County Board of Commissioners**

By: Brady Sanders  
Signature

Seth Crawford, County Commissioner

Brady Sanders  
Print Name

Susan Hermreck, County Commissioner

Owner  
Title

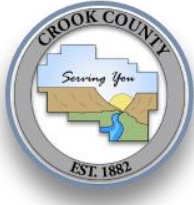
Brian Barney, County Commissioner

Date: 10-16-2025

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



## 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):**

## EXTENSION #5 TO GOODS AND SERVICES CONTRACT

This Extension #5 to Goods and Services Contract (“Extension”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2025, by and between Crook County, a political subdivision of the State of Oregon (hereinafter “County”), and SMAF Construction LLC, an Oregon limited liability company (hereinafter “Contractor”).

### RECITALS

**WHEREAS**, on October 10, 2017, County and Contractor entered into a Goods and Services Contract (“Contract”) for snow removal from designated areas, snow plowing, and sanding services for the 2017-2019 snow seasons; and

**WHEREAS**, on August 7, 2019, the Parties executed Extension #1 to the Contract to extend the term through the 2019-20 and 2020-21 snow seasons; and

**WHEREAS**, on April 21, 2021, the Parties executed Extension #2 to the Contract to extend the term through the 2021-22 and 2022-23 snow seasons; and

**WHEREAS**, on December 21, 2022, the Parties executed Amendment #3 to the Contract to amend the rates for its backhoe, blades, and dump truck services; and

**WHEREAS**, on April 5, 2023, the Parties executed Extension #4 to the Contract to extend the term through the 2023-24 and 2024-25 snow seasons; and

**WHEREAS**, Contractor desires to extend the term of the Contract for the 2025-26 and 2026-27 snow seasons and amend the rates for its backhoe, blades, and dump truck services.

### AGREEMENT

NOW, THEREFORE, in consideration of the promises set forth herein, the parties to this Extension agree as follows:

1. **Term.** Notwithstanding the conclusion of the 2024-25 snow season, Contract is revived and reaffirmed. Paragraph number 2 of the Contract is hereby amended to extend the term of the Contract with services to continue for the 2025-26 and 2026-27 snow seasons, each which generally run from October 1 to April 30.
2. **Fee for Services.** The new rate schedule is as follows:
  - Backhoe: \$180.00/hr.
  - Blade: \$220.00/hr.
  - Dump Truck: \$120.00/hr.

3. Reaffirmation of Construction Contract. Except as modified by this Extension #5, all terms and conditions of the Contract are reaffirmed and remain unmodified and in full force and effect.

The parties have executed this Extension #5 as of the date first written above.

SMAF CONSTRUCTION LLC

CROOK COUNTY BOARD OF  
COMMISSIONERS

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Seth Crawford, County Commissioner

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Susan Hermreck, County Commissioner

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

Date \_\_\_\_\_

\_\_\_\_\_  
Brian Barney, County Commissioner

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

## AGENDA ITEM REQUEST



**Date:**

**Meeting date desired:**

**Subject:**

**Background and policy implications:**

**Budget/fiscal impacts:**

**Requested by:**

**Presenters:**

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

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



# Crook County

Mailing: 300 NE 3<sup>rd</sup> Street • Prineville, Oregon 97754  
Physical: 300 NE 3<sup>rd</sup> Street • Prineville, Oregon 97754  
Phone (541) 447-6555

## **Supporting Operation Green Light for Veterans**

WHEREAS, the residents of Crook County have great respect, admiration, and the utmost gratitude for all the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of those who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Crook County seeks to honor individuals who have made countless sacrifices for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veterans Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, approximately 200,000 service members transition to civilian communities annually; and

WHEREAS, an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, active military service members transitioning from military service are at a high risk of suicide during their first year after military service; and

WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, Crook County appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted; now therefore, be it

RESOLVED, with designation as a Green Light for Veterans County, Crook County hereby declares November 4th through Veterans Day, November 11th, 2025, a time to salute and honor the service and sacrifices of those transitioning from active service; therefore, be it further

RESOLVED, that in observance of Operation Green Light, Crook County will illuminate the historic courthouse and the veteran services office in green to show visible support for veterans and participate in the nationwide Operation Green Light initiative; and

RESOLVED, that Crook County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying green lights in a window of their place of business or residence from November 4th through the 11th, 2025.

Dated: November 5, 2025

X

Brian Barney  
County Commissioner

X

Susan Hermreck  
County Commissioner

X

Seth Crawford  
County Commissioner

## AGENDA ITEM REQUEST



**Date:**

10/27/2025

**Meeting date desired:**

10/28/2025 or 11/5/2025

**Subject:**

Waive tipping fees for grass/leaves/yard debris at County Landfill for Crook County School District.

**Background and policy implications:**

In the past, the school district has stored grass clippings/leaves/yard debris on our grounds, creating a potential combustible issue. As the district has grown, the amount of debris has also increased and does not break down in a timely manner (it builds up). We understand that the County partners with CC Parks & Rec on a reduced tipping fee and would respectfully ask that the School District be granted this same reduced fee.

**Budget/fiscal impacts:**

When recently performing clean up of accumulated debris, the district incurred costs of nearly \$5000 to date this fiscal year. With flat school budgets and increased operation costs, a discounted fee would benefit our students and our community partners, enabling the School District to reserve funds for field and facilities improvements and upgrades.

**Requested by:**

Tom Everest, Facilities Manager, Crook County School District

**Presenters:**

Tom Everest, Facilities Manager, Crook County School District

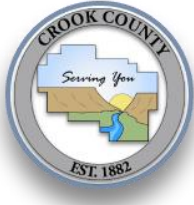
**Legal review (only if requested):**

N/A

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

N/A

## 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):**



**DEPARTMENT OF JUSTICE**  
CRIME VICTIM AND SURVIVOR SERVICES DIVISION

**MEMORANDUM**

DATE: October 1, 2025

TO: 2025-2026 VOCA and CFA Non-Competitive Grant Recipients

FROM: Marjorie Glick and Ben Bradshaw, Fund Coordinators

Attached is your agency's 2025-2026 VOCA and CFA Non-Competitive Grant Agreement. Please download the entire document and have your authorized official sign the following pages:

- The final page of the Grant Agreement;
- Exhibit A – Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace Requirements;
- Exhibit B – Standard Assurances;
- Exhibit C – Single Audit Certification Letter;
- Exhibit D – Certification of Compliance with Regulations, Office for Civil Rights, Office of Justice Programs for Subgrants issued by the Oregon Department of Justice; and
- Exhibit E – 2024 Victims of Crime Act Special Conditions
- Exhibit F – 2025 Victims of Crime Act Special Conditions

Once the Grant Agreement is signed, please upload a copy of the signed Grant Agreement and Exhibits in the “Grantee Signed Grant Agreement” upload field on the “Grant Agreement Upload” page in your application in E-Grants. Once the documents are uploaded and the form page saved, you will need to **change the application status in CVSSD E-Grants to “Agreement Accepted.”**

Once the signed Grant Agreement has been uploaded in E-Grants, a copy of the Grant Agreement signed by both your authorized official and CVSSD Director Shannon Sivell will be uploaded into E-Grants and the status of your application will be changed to “Grant Awarded.” You will find the uploaded copy of your grant agreement under the “Agreement Upload” form on the Forms Menu of your application.

If you have any questions regarding this Agreement, please contact your Fund Coordinator.





**DEPARTMENT OF JUSTICE**  
Crime Victim and Survivor Services Division

**2025-2026 VOCA AND CFA NON-COMPETITIVE  
GRANT AWARD COVER SHEET**

|  |   |
|--|---|
| <p><b>1. Applicant Agency's Name and Address:</b></p> <p>Crook County, acting by and through its District Attorney's Office<br/>300 NE 3rd Street<br/>Prineville, OR 97754-1919</p> <p>Contact Name: Julie Martinez<br/>Telephone: 541-447-4158<br/>E-mail: Julie.Martinez@crookcountyor.gov</p>                     | <p><b>2. Special Conditions:</b><br/>This grant project is approved subject to such conditions or limitations as set forth the attached Grant Agreement.</p>  |
| <p><b>4. Award Number:</b><br/>VOCA/CFA-2025-CrookCo.DAVAP-00016</p>   | <p><b>3. Statutory Authority for Grant:</b><br/><b>VOCA:</b> Federal Victims of Crime Act of 1984, as amended, 42 U.S.C. 1061 ET SEQ and ORS 147.231 (1)<br/><b>CFA:</b> ORS 147.227 and OAR 137-078-0000</p>           |
| <p><b>6. Subrecipient Tax Identification Number:</b><br/>93-6002290</p>  | <p><b>5. Award Date:</b><br/>October 1, 2025</p>  |
| <p><b>8. Type of Party Receiving Funds:</b><br/>x Subrecipient      <input type="checkbox"/> Contractor</p>  | <p><b>7. UEI Number:</b><br/>W2NEWLAM2YM6</p>   |
| <p><b>10. VOCA Category:</b><br/>General Victim Services</p>   | <p><b>9. Project Period:</b><br/>October 1, 2025 – September 30, 2026</p>   |
| <p><b>12. Federal VOCA Award #s</b><br/>15POVC-23-GG-00410-ASSI<br/>15POVC-24-GG-00716-ASSI<br/>15POVC-25-GG-00353-ASSI</p>  | <p><b>11. Total VOCA Grant Award Amount / Match Amount Required:</b><br/>\$ 95,810.00/ \$0.00<br/>CFDA 16-575<br/><b>Match Waiver Approved For:</b> \$ 23,952.50</p>  |
| <p><b>13. Indirect Cost Rate:</b><br/>waived</p>   | <p><b>14. Total CFA Grant Award Amount:</b><br/><b>CFA Allocation:</b> \$ 24,490.00</p>   |
| <p><b>15. VOCA Annual Narrative Report Due Dates:</b><br/>October 31, 2026</p>   | <p><b>16. Total Federal Award Amount:</b><br/>\$ 95,810.00</p>  |
| <p><b>17. VOCA Semi-Annual Narrative Report Due Dates:</b><br/>April 30, 2026<br/>October 31, 2026</p>   | <p><b>18. VOCA and CFA Financial Reports, Common Outcome Measures Report, VOCA PMT Report, and CFA Statistical Report Due Dates:</b><br/>January 31, 2026<br/>April 30, 2026<br/>July 20, 2026<br/>October 31, 2026</p> |
| <p>This award is contingent upon the Subrecipient agreeing to the terms of award for the grant entitled "2025-2026 VOCA/CFA Non-Competitive Grant Request for Applications for Awards". The grant agreement document must be signed by an authorized official in order to validate the acceptance of this award.</p> |   |

**2025-2026 VOCA AND CFA GRANT AWARD  
INTERGOVERNMENTAL GRANT AGREEMENT**

**VOCA/CFA-2025-CrookCo.DAVAP-00016**

**BETWEEN:** State of Oregon, acting by and through (DOJ CVSSD)  
its Department of Justice,  
1162 Court St. NE  
Salem, Oregon 97301-4096

**AND:** Crook County, acting by and through its District Attorney's Office (Subrecipient)  
300 NE 3rd Street  
Prineville, OR 97754-1919

**PROJECT START DATE:** October 1, 2025

**GRANT AWARD PROVISIONS**

**SECTION 1  
LEGAL BASIS OF AWARD**

Section 1.01. Legal Basis of Award.

- (a) Pursuant to the federal Victims of Crime Act of 1984, as amended, 42 U.S.C. 10601 *et.seq.* (“VOCA”) and ORS 147.231(1), DOJ CVSSD is authorized to enter into a grant agreement and to make an award from funds received under VOCA to Subrecipient for the purposes set forth herein.
- (b) Pursuant to ORS 147.227 (1), DOJ CVSSD is authorized to enter into a Grant Agreement and to make an award, from funds in the Criminal Injuries Compensation Account that are received from the Criminal Fine Account (CFA), to Subrecipient for the purposes set forth herein.

Section 1.02. Agreement Parties. This Intergovernmental Grant Award Agreement, hereafter referred to as “Agreement”, is between DOJ CVSSD and the forenamed Subrecipient.

Section 1.03. Effective Date. When all parties have duly executed this Agreement, and all necessary approvals have been obtained, this Agreement shall be effective, and have a Project start date of as of October 1, 2025.

Section 1.04. Agreement Documents. This Agreement includes the following documents listed in descending order of precedence and incorporated into this Agreement. In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control.

- (a) This Agreement without any exhibits.
- (b) Exhibits A through F as described in Section 2.04(c).
- (c) The most current version of the CFA Grant Management Handbook available at <https://www.doj.state.or.us/crime-victims/grant-funds-programs/criminal-fine-account-cfa-funding/>, (“CFA Grant Management Handbook”) and the VOCA Handbook available at the Grantor’s web page under **VOCA Federal Rules and State Guidelines** <https://www.doj.state.or.us/crime-victims/grant-funds-programs/victims-of-crime-act-voca-assistance-fund/#vocafederalrules> (“VOCA Handbook”).
- (d) 2025-2026 VOCA and CFA Grant Funds Request for Applications for Awards (“VOCA and CFA RFA”).
- (e) Subrecipient’s CFA Application from the VOCA and CFA Non-Competitive Application to include the general information for all Subrecipients, (Form A, Cover Page; Form B, Staff, Volunteers and Training Requirements; Form C, Meaningful Access to Effective Services; Form D, Project Collaborations; Form F, Administrative Self-Assessment; Form G, Financial Management Self-Assessment; Form H, Other Attachments; and the Subrecipient’s

CFA Application as defined in Section 1.04 (e) herein and the Subrecipient’s VOCA Application as defined in Section 1.04 (f) herein, are collectively referred to as the “Subrecipient’s VOCA CFA Application.”

- (f) Subrecipient’s CFA Application from the VOCA CFA RFA to include the following and collectively referred to as “Subrecipient’s CFA Application.”
  - (i) Forms J- N, the budget forms (CFA Budget).
- (g) Subrecipient’s VOCA Application from the VOCA CFA RFA to include the following and collectively referred to as “Subrecipient’s VOCA Application.”
  - (i) Form E, VOCA Services.
  - (ii) Form I, VOCA Program Income Narrative (if applicable).
  - (iii) Forms J-N, the budget forms (“VOCA Budget”).

Section 1.05. Requirements for Pass-through Entities. Information required by 2 CFA 200.332 for pass-through entities to include on all subawards is contained herein or available for VOCA at [https://justice.oregon.gov/crime-victims/pdf/2025\\_voca\\_pass\\_through\\_documentation.pdf](https://justice.oregon.gov/crime-victims/pdf/2025_voca_pass_through_documentation.pdf).

## SECTION 2 GRANT AWARD

Section 2.01. Grant. In accordance with the terms and conditions of this Agreement, DOJ CVSSD shall provide Subrecipient with the maximum not-to-exceed amount of **\$120,300.00** (the “Grant”) from CFA to financially support and assist Subrecipient’s implementation of the Subrecipient’s CFA Application (as described in Section 1.04), and all supplemental documents submitted by Subrecipient to DOJ CVSSD, all of which are incorporated herein by this reference and collectively referred to as the “Project”.

| <b>Fund</b> | <b>Total Allocation</b> | <b>Total Maximum Funds</b> |
|-------------|-------------------------|----------------------------|
| VOCA        | \$ 95,810.00            | \$ 95,810.00               |
| CFA         | \$ 24,490.00            | \$ 24,490.00               |

Section 2.02. Grant Award. In accordance with the terms and conditions of this Agreement, Subrecipient shall implement the VOCA and CFA activities as described in the Project.

Section 2.03. Disbursement of Grant Funds.

- (a) CFA Funds: Subject to Sections 2.04, 2.05, and 2.06, DOJ CVSSD shall periodically disburse the CFA Grant funds to Subrecipient. The first installment shall be disbursed as soon as practicable after this Agreement is fully executed by all parties and all required approvals, if any, obtained. Thereafter, the CFA Grant shall be disbursed in amounts to be determined by DOJ CVSSD on or about each following January 31, April 30, July 31, October 31 until the earlier of (i) the entire CFA Grant amount has been disbursed, (ii) the Availability Termination Date as defined in Section 2.06 or, (iii) this Agreement terminates as provided herein.
- (b) VOCA Funds: Subject to Sections 2.04, 2.05, and 2.06, DOJ CVSSD shall disburse the VOCA Grant funds to Subrecipient on a quarterly eligible expense reimbursement basis after this Agreement is fully executed by all parties and all required approvals, if any, obtained and when DOJ CVSSD has received from Subrecipient a quarterly financial report (as described in Section 5.07) appropriately describing the expenses for which the reimbursement is claimed until the earlier of (i) the entire Grant amount has been disbursed, (ii) the Availability Termination Date as defined in Section 2.06 or (ii) this Agreement terminates as provided herein.

Section 2.04. Conditions Precedent to Each Disbursement. Prior to each disbursement, all of the following conditions must be satisfied:

- (a) DOJ CVSSD has received sufficient federal and state funds under VOCA, CFA and the Criminal Injuries Compensation Account to allow DOJ CVSSD, in the reasonable exercise of its administrative discretion, to make the disbursement;
- (b) DOJ CVSSD has received sufficient funding appropriations, limitations, allotments, or other expenditure authorizations to allow DOJ CVSSD, in the reasonable exercise of its administrative discretion, to make the disbursement;
- (c) DOJ CVSSD has received a copy of **Exhibit A**, Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements, **Exhibit B**, Standard Assurances, **Exhibit C**, Single Audit Certification Letter, **Exhibit D**, Certification of Compliance with Regulations, Office for Civil Rights, Office of Justice Programs for Subgrants Issued by the Oregon Department of Justice, **Exhibit E**, 2024 Victims of Crime Act Special Conditions, **Exhibit F**, 2025 Victims of Crime Act Special Conditions and all in the form attached hereto and incorporated herein by this reference, duly executed and delivered on behalf of Subrecipient by an authorized official of Subrecipient.
- (d) Subrecipient certifies it has obtained the required insurance coverage for the duration of this Agreement and acknowledges Subcontractor Insurance Requirements contained in Section 7.07 of this agreement;
- (e) If Subrecipient expends \$1,000,000 or more in federal funds from all sources Grantee has submitted the most recent single organization-wide audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F.
- (f) If Subrecipient agency does not claim an exemption from the Equal Employment Opportunity Plan (“EEOP”) requirement (Subrecipient is an educational, medical or non-profit institution or an Indian Tribe; or Subrecipient has less than 50 employees; or Subrecipient was awarded less than \$25,000 in federal U.S. Department of Justice funds), Subrecipient has prepared, maintained on file, submitted to the Office for Civil Rights or DOJ CVSSD for review (if receiving a single award of \$25,000 or more) an EEOP Utilization Report, and implemented an EEOP;
- (g) Subrecipient is current in all reporting requirements of all active or prior grants administered by DOJ CVSSD;
- (h) No default as described in Section 6.04 has occurred; and
- (i) Subrecipient’s representations and warranties set forth in Section 4 are true and correct on the date of disbursement with the same effect as though made on the date of disbursement.

Section 2.05. Supplemental Grant Disbursement Conditions. If Subrecipient fails to satisfy any of the following conditions, DOJ CVSSD may withhold disbursement:

**Reserved**

Section 2.06. Grant Availability Termination. The availability of Grant funds under this Agreement and DOJ CVSSD’s obligation to disburse Grant funds pursuant to Section 2.03 shall end on **September 30, 2026** (the “Availability Termination Date”). DOJ CVSSD will not disburse any Grant funds after the September 30, 2026, Availability Termination Date. Unless extended or terminated earlier in accordance with its terms, this Agreement shall terminate when DOJ CVSSD accepts Subrecipient’s completed reports, as described in Section 5.07, or on **September 30, 2026**, whichever date occurs first, exclusive of financial and narrative reports which are due no later than 30 days after the Availability Termination Date. Agreement termination shall not extinguish or prejudice DOJ CVSSD’s right to enforce this Agreement with respect to any default by Subrecipient that has not been cured.

### SECTION 3 USES OF GRANT

Section 3.01. Eligible Uses of Grant. Subrecipient's use of the Grant funds is limited to those expenditures necessary to implement the Project. All Grant funds must be for expenses that are eligible under applicable federal and State of Oregon law, and as described in the most recent versions of the VOCA Handbook and the CFA Handbook. Furthermore, Subrecipient's expenditure of Grant funds must be in accordance with the Project VOCA and CFA Budget set forth in the Subrecipient's VOCA CFA Application.

Section 3.02. Ineligible Uses of Grant Funds. Notwithstanding Section 3.01, Subrecipient shall not use the Grant funds for (i) indirect costs defined in 2 CFR 200.1 in excess of a federally-approved Negotiated Indirect Cost Rate, or in excess of fifteen percent (15%) if Subrecipient does not have a federally approved Negotiated Indirect Cost Rate, (ii) unallowable costs as listed in 2 CFR Part 200 and OAR 137-078-0041 (2)(a), (iii) to provide services to persons other than those described in Section 5.18(a), (iv) for any purpose prohibited by any provision of this Agreement, or (v) to retire any debt or to reimburse any person or entity for expenditures made or expenses incurred prior to the date of this Agreement. A detailed list of unallowable costs can be found in the most recent version of the VOCA and CFA Grant Management Handbook.

Section 3.03. Misexpended and Unexpended Grant Funds. If any state Grant funds disbursed to Subrecipient, or any interest earned by Subrecipient on State Grant funds, that is not expended by Subrecipient (i) in accordance with this Agreement ("Misexpended Funds") or (ii) by the earlier of the appropriate Availability Termination Date or the date this Agreement is terminated ("Unexpended Funds") shall be returned to DOJ CVSSD. Notwithstanding the preceding sentence to the contrary, at DOJ CVSSD's discretion and with DOJ CVSSD's prior approval, Subrecipient may request an Amendment to this Agreement to extend the Availability Termination Date.

Subrecipient may, at its option, satisfy its obligation to return Misexpended and Unexpended Funds under this Section 3.03 by paying to DOJ CVSSD the amount of Misexpended and Unexpended Funds or permitting DOJ CVSSD to recover the amount of the Misexpended and Unexpended Funds from future payments to Subrecipient from DOJ CVSSD. If Subrecipient fails to return the amount of the Misexpended and Unexpended Funds within fifteen (15) days after the earlier of written demand from DOJ CVSSD, the appropriate Availability Termination Date or the date this Agreement is terminated, Subrecipient shall be deemed to have elected the deduction option and DOJ CVSSD may deduct the amount demanded from any future payment or payments from DOJ CVSSD to Subrecipient, including but not limited to: (i) any payment to Subrecipient from DOJ CVSSD under this Agreement, (ii) any payment to Subrecipient from DOJ CVSSD under any other contract or agreement, present or future, between DOJ CVSSD and Subrecipient, and (iii) any payment to Subrecipient from the State of Oregon under any other contract, present or future, unless prohibited by state or federal law. DOJ CVSSD shall notify Subrecipient in writing of its intent to recover Misexpended and Unexpended Funds and identify the program or programs from which the deduction or deductions will be made. Subrecipient shall have the right to, not later than fourteen (14) calendar days from the date of DOJ CVSSD's notice, request the deduction be made from a future payment(s) identified by Subrecipient. To the extent that DOJ CVSSD's recovery of Misexpended and Unexpended Funds from the future payment(s) suggested by Subrecipient is feasible, DOJ CVSSD shall comply with Subrecipient's request. In no case without the prior consent of Subrecipient, shall the amount of recovery deducted from any one obligation owing to Subrecipient exceed twenty-five percent (25%) of the amount from which the deduction was taken. DOJ CVSSD may seek recovery from as many future payments as necessary to fully recover the amount of Misexpended and Unexpended Funds. DOJ CVSSD's right to recover Misexpended and Unexpended Funds from Subrecipient under this subsection is not subject to or conditioned on Subrecipient's recovery of money from any subcontractor or subrecipient.

### SECTION 4 SUBRECIPIENT'S REPRESENTATIONS AND WARRANTIES

Subrecipient represents and warrants to DOJ CVSSD that:

Section 4.01. Existence and Power. Subrecipient is a political subdivision of the State of Oregon. Subrecipient has full power and authority to transact the business in which it is engaged and full power, authority, and legal right to execute and deliver this Agreement and incur and perform its obligations hereunder.

Section 4.02. Authority, No Contravention. The making and performance by Subrecipient of this Agreement (a) has been duly authorized by all necessary action of Subrecipient, (b) does not and will not violate any provision of any applicable law, rule, or regulation or order of any court, regulatory commission, board or other administrative agency, any provision of Subrecipient's articles of incorporation or bylaws, or any provision of Subrecipient's charter or other organizational document and (c) does not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Subrecipient is a party or by which Subrecipient or any of its properties are bound or affected.

Section 4.03. Binding Obligation. This Agreement has been duly executed by Subrecipient and when executed by DOJ CVSSD, constitutes a legal, valid, and binding obligation of Subrecipient enforceable in accordance with its terms.

Section 4.04. Approvals. If applicable and necessary, the execution and delivery of this Agreement by Subrecipient has been authorized by an ordinance, order or resolution of its governing body, or voter approval, that was adopted in accordance with applicable law and requirements for filing public notices and holding public meetings; and

Section 4.05. There is no proceeding pending or threatened against Subrecipient before any court or governmental authority that if adversely determined would materially adversely affect the Project or the ability of Subrecipient to carry out the Project.

## SECTION 5 SUBRECIPIENT'S AGREEMENTS

Section 5.01. Project Commencement. Subrecipient shall cause the Project to be operational no later than 60 days from the date of this Agreement. If the Project is not operational by that date, Subrecipient must submit a letter to DOJ CVSSD describing steps taken to initiate the Project, reasons for delay, and the expected Project starting date. If the Project is not operational within 90 days of the date of this Agreement, the Subrecipient must submit a second letter explaining the additional delay in implementation. DOJ CVSSD may, after reviewing the circumstances, consider the Subrecipient in default in accordance with Section 6.04 and may terminate the Agreement in accordance with Section 6.02.

Section 5.02. Project Completion. Subrecipient shall complete the Project no later than **September 30, 2026**; however, if the full amount of the Grant is not available because one or both of the conditions set forth in Sections 2.04(a) and (b) are not satisfied, Subrecipient shall not be required to complete the Project.

Section 5.03. Federal Assurances and Certifications. Subrecipient will comply with all of federal requirements, including, but not limited to, those set forth in Exhibits A – F (Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements; Standard Assurances; Single Audit Certification Letter; Certification of Compliance with Regulations, Office for Civil Rights, Office of Justice Programs for Subgrants Issued by the Oregon Department of Justice; 2024 Victims of Crime Act Special Conditions; and 2025 Victims of Crime Act Special Conditions) attached hereto.

Section 5.04. Civil Rights and Victim Services.

- (a) Subrecipient shall collect and maintain statutorily required civil rights statistics on victim services as indicated in the CVSSD Quarterly Statistical Report.
- (b) Subrecipient shall comply with the following Oregon Department of Justice, Crime Victim and Survivor Services Division ("CVSSD") policies for addressing discrimination complaints,
  - (i) *Procedures for Responding to Discrimination Complaints from Employees of the Oregon Department of Justice, Crime Victim and Survivor Services Division's Subrecipients under U.S. Department of Justice Grant Programs*, available under Policies on DOJ CVSSD's Civil Rights Requirements web page at <https://www.doj.state.or.us/crime-victims/for-grantees/civil-rights-requirements/>; and
  - (ii) *Procedures for Responding to Discrimination Complaints from Clients, Customers, Program Participants, or Consumers of the Oregon Department of Justice, Crime Victim and Survivor Services Division and the Oregon Department of Justice, Crime Victim and Survivor Services Division Subrecipients* available under

Policies on DOJ CVSSD's Civil Rights Requirements web page at <https://www.doj.state.or.us/crime-victims/for-grantees/civil-rights-requirements/>.

- (c) Subrecipient shall complete and certify completion of civil rights training as described under Training on DOJ CVSSD's Civil Rights Requirements web page available at <https://www.doj.state.or.us/crime-victims/for-grantees/civil-rights-requirements/>. Subrecipient shall conduct periodic training for Subrecipient employees on the procedures set forth in the policies referenced in subsection (b) of this Section.
- (d) Subrecipient shall prominently display at locations open to the public and shall include on publications, websites, posters and informational materials a notification that Subrecipient is prohibited from discriminating on the basis of race, color, national origin, religion, sex, gender identity, sexual orientation, age or disability and the procedures for filing a complaint of discrimination as described in the "Civil Rights Fact Sheet" developed by DOJ CVSSD and available under Notification Regarding Program Availability on DOJ CVSSD's Civil Rights Requirements web page at <https://www.doj.state.or.us/crime-victims/for-grantees/civil-rights-requirements/>.

Section 5.05. Volunteers. Subrecipient organization will use volunteers unless a waiver has been obtained from DOJ CVSSD.

Section 5.06. Training Requirements.

- (a) Subrecipient shall ensure that all grant-funded staff and volunteers/interns successfully complete the training outlined in the *Grantee Training Requirements* document on CVSSD's Grant Guidance Documents webpage.
- (b) All grant-funded staff providing direct services are required to attend the CVSSD-sponsored Crime Victims Compensation Training at least once every four years and ensure all direct service staff are appropriately trained.
- (c) Subrecipient shall notify DOJ CVSSD when any staff training is completed by updating the Staff Roster in the CVSSD web-based grant application and reporting system ("CVSSD E-Grants"). Subrecipient shall document training completed by volunteers, interns and members of the board of directors, governing body or designated leaders.
- (d) Subrecipient shall attend all appropriate DOJ CVSSD-sponsored training and fund-specific meetings unless specific written permission excusing attendance has been obtained from DOJ CVSSD.

Section 5.07. Reporting Requirements. Subrecipients have established quarterly reporting requirements that entail the submission of both quarterly, semi-annual, and annual reports. The semi-annual reports alternate throughout the reporting period. These reporting requirements are reflected in the Grant Reporting Date Requirements Across Funds document on the DOJ CVSSD website and are described below.

- (a) Quarterly Client Feedback Form and Outcome Measures Report. Subrecipient agrees to distribute a client feedback form to all victims served by the Project. The client feedback form must include the three CVSSD Common Outcome Measures as designated by DOJ CVSSD in the most recent version of the Grant Management Handbooks as well as collect other data as requested by DOJ CVSSD. Subrecipient shall encourage return of the client feedback form with a survey completion and return rate goal of at least 10%. Subrecipient must report on the responses quarterly no later than 30 days after the end of the calendar quarters ending September 30, December 31, and March 31, and no later than July 20 for the calendar quarter ending June 30. Subrecipient shall use forms satisfactory to DOJ CVSSD.
- (b) Quarterly Financial Reports. Subrecipient shall provide DOJ CVSSD with quarterly financial reports no later than 30 days after the end of the calendar quarters ending September 30, December 31, and March 31, and no later than July 20 for the calendar quarter ending June 30.
- (c) Subrecipient shall submit the following reports as described in the VOCA CFA RFA and in the most recent version of the VOCA Handbook:

- (i) Quarterly Performance Measurement Tool Reports. Subrecipient shall provide Grantor with quarterly performance measurement tool reports no later than 30 days after the end of the calendar quarters ending December 31, March 31, and September 30, and no later than July 20 for the calendar quarter ending June 30.
  - (ii) Semi-Annual Progress Reports. Subrecipient shall prepare and submit to DOJ CVSSD semi-annual narrative reports no later than 30 days after the end of the calendar quarters ending March 31 and September 30.
  - (iii) Annual Narrative Reports. No later than 31 days after the end of each calendar quarter ending September 30, Subrecipient shall prepare and submit to Grantor an Annual Narrative Report for the VOCA Non-Competitive Project covering the reporting period just ended from October 1 through September 30.
- (d) Subrecipient shall submit the following reports as described in the VOCA CFA RFA and in the most recent version of the CFA Handbook:
- (i) Quarterly Statistical Reporting. Subrecipient shall prepare and submit to DOJ CVSSD quarterly statistical reports no later than 30 days after the calendar quarters ending December 31, March 31, and September 30, and no later than July 20 for the calendar quarter ending June 30.

Section 5.08. Procurement Standards. Subrecipient shall follow the same policies and procedures it uses for procurement from any other state or federal funds. Subrecipient shall use its own procurement procedures and regulations, provided that the procurement procedures and regulations conform to applicable federal and state law and standards as noted in 2 CFR 200.317 through 2 CFR 200.327.

Section 5.09. VOCA Matching Funds. DOJ CVSSD exercises its authority to waive matching funds for this VOCA award.

Section 5.10. Program Income. Subrecipient (and any subrecipient at any tier) must seek approval from DOJ CVSSD prior to generating any program income. Without prior approval, program income must be deducted from total allowable costs to determine the net allowable costs. Any program income added to an award must be used to support activities that were approved in the budget and follow the conditions of this Agreement. Program income generated by the Subrecipient must be reported on the quarterly Financial Report in accordance with the addition alternative. Failure to comply with these requirements may result in DOJ CVSSD withholding award funds, disallowing costs, or suspending or terminating the award. The Subrecipient must comply with all program income requirements contained in the Program Income Policy available on the DOJ CVSSD's web page under Grant Guidance Documents: <https://www.doj.state.or.us/crime-victims/for-grantees/grant-guidance-documents/>.

Section 5.11. Nondisclosure of Confidential or Private Information. Subrecipient shall protect the confidentiality and privacy of persons receiving services.

- (a) The term “personally identifying information”, “individual information”, or “personal information” means individually identifying information for or about an individual victim of domestic violence, dating violence, sexual assault, or stalking, including (1) a first and last name; (2) a home or other physical address; (3) contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number); (4) a social security number; and (5) any other information, including date of birth, racial or ethnic background, or religious affiliation, that, in combination with any other non-personally identifying information would serve to identify any individual.
- (b) Subrecipient may share (1) non-personally identifying data in the aggregate regarding services to their clients and non-personally identifying information in order to comply with Federal, State, tribal, or territorial reporting, evaluation, or data collection requirements; (2) court-generated information and law-enforcement generated information contained in secure, governmental registries for protection order enforcement purposes; and (3) law-enforcement and prosecution-generated information necessary for law enforcement and prosecution purposes.
- (c) Subrecipient shall not disclose any personally identifying information or individual information collected in connection with services requested, utilized, or denied through Subrecipient's programs, regardless of whether the information has been encoded, encrypted, hashed or otherwise protected. This applies to:
  - (i) Information requested for a Federal, State, tribal, or territorial grant program; and
  - (ii) Disclosure from the Subrecipient's organization, agency, or government, including victim and non-victim services divisions or components and leadership of the organization, agency or government; and



- (iii) Disclosure from victim services divisions or components of an organization, agency, or government to the leadership of the organization, agency, or government (e.g., executive director or chief executive). Such executive shall have access without releases only in extraordinary and rare circumstances. Such circumstances do not include routine monitoring and supervision.
- (d) Personally identifying information or individual information collected in connection with services requested, utilized, or denied through Subrecipient's programs may be released only if:
  - (i) The victim signs a release as provided below;
  - (ii) Release is compelled by statutory mandate, which includes mandatory child abuse reporting laws; or
  - (iii) Release is compelled by court mandate, which includes a legal mandate created by case law, such as a common-law duty to warn.
- (e) Victim releases must meet the following criteria:
  - (i) Releases must be informed, written, and limited to a reasonable duration. The reasonableness of duration is dependent on the situation. Subrecipient may not use a blanket release and must specify the scope and limited circumstances of any disclosure. Subrecipient must discuss with the victim, and the written release must explain, why the information might be shared, who would have access to the information, and what information could be shared under the release.
  - (ii) Subrecipient may not require consent to release of information as a condition of service.
  - (iii) Releases must be signed by the victim unless the victim is a minor who lacks the capacity to consent to release or is a legally incapacitated person who has a court-appointed guardian. Except as provided in paragraph (e)(iv) of this section, in the case of an unemancipated minor, the release must be signed by the minor and a parent or guardian. A legally-appointed guardian must sign for an incapacitated person. Consent may not be given by the abuser of the minor or incapacitated person or the abuser of the other parent of the minor. If a minor is incapable of knowingly consenting, the parent or guardian may provide consent. If a parent or guardian consents for a minor, the subrecipient or subgrantee should attempt to notify the minor as appropriate.
  - (iv) If the minor or person with a legally appointed guardian is permitted by law to receive services without the parent's or guardian's consent, the minor or person with a guardian may consent to release information without additional consent.
- (f) If release of information described in the previous paragraph is compelled by statutory or court mandate, Subrecipient shall make reasonable attempts to provide notice to victims affected by the disclosure of information. Subrecipient shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.
- (g) Fatality reviews. Subrecipient may share the personally identifying information or individual information of deceased victims that is requested for a fatality review to the extent permitted by their jurisdiction's law and only if the following conditions are met:
  - (i) The underlying objectives of the fatality review are to prevent future deaths, enhance victim safety, and increase offender accountability;
  - (ii) The fatality review includes policies and protocols to protect identifying information, including identifying information about the victim's children, from further release outside the fatality review team;
  - (iii) The Subrecipient makes a reasonable effort to obtain a release from the victim's personal representative (if one has been appointed) and from any surviving minor children or the guardian of such children (but not if the guardian is the abuser of the deceased parent), if the children are not capable of knowingly consenting; and
  - (iv) The information released is limited to that which is necessary for the purposes of the fatality review.
- (h) Breach of Personally Identifying Information. Subrecipient is responsible for taking reasonable efforts to prevent unauthorized releases of personally identifying information or individual information that is collected as described in paragraph (a) of this section. The Subrecipient (and any subgrantee at any tier) must have written procedures in place to respond in the event of an actual or imminent breach (as defined in OMB M-17-12) if it (or a subgrantee), 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of personally identifiable information (PII) (as defined in 2 C.F.R. 200.1) within the scope of a grant-funded program or activity, or 2) uses or operates a Federal information system. The Subrecipient's breach procedures must include a requirement to report

actual or imminent breach of personally identifying information to a CVSSD Fund Coordinator no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

- (i) Subrecipient shall notify DOJ CVSSD promptly after receiving a request from the media for information regarding a recipient of services funded with Grant funds.

Section 5.12. Criminal History Verification. Subrecipient shall obtain a criminal history record check on any employee, potential employee or volunteer working with victims of crime as follows:

- (a) Requiring all applicants for employment or volunteer service to apply for and receive a criminal history check from a local Oregon State Police Office and furnish a copy thereof to Subrecipient; or
- (b) Contacting a local Oregon State Police office for an “Oregon only” criminal history check on the applicant/employee/volunteer; or
- (c) Using another method of criminal history verification that is at least as comprehensive as those described in sections (a) and (b) above.

A criminal record check will indicate convictions of child abuse, offenses against persons, sexual offenses, child neglect, or any other offense bearing a substantial relation to the qualifications, functions or duties of an employee or volunteer scheduled to work with victims of crime.

Subrecipient shall develop a policy or procedures to review criminal arrests or convictions of employees, potential employees, or volunteers. The review will examine: (1) the severity and nature of the crime; (2) the number of criminal offenses; (3) the time elapsed since commission of the crime; (4) the circumstances surrounding the crime; (5) the subject individual’s participation in counseling, therapy, education or employment evidencing rehabilitation or a change in behavior; and (6) the police or arrest report confirming the subject individual’s explanation of the crime.

Subrecipient shall determine after receiving the criminal history check whether the employee, potential employee or volunteer has been convicted of one of the crimes described in this Section, and whether, based upon the conviction, the person poses a risk to working safely with victims of crime. If Subrecipient intends to hire or retain the employee, potential employee, or volunteer, Subrecipient shall confirm in writing the reasons for hiring or retaining the individual. These reasons shall address how the applicant, employee, or volunteer is presently suitable or able to work with victims of crime in a safe and trustworthy manner, based on the policy or procedure described in the preceding paragraph of this Section. Subrecipient will place this explanation, along with the applicant, employee, or volunteer’s criminal history check, in the retained employee or volunteer’s personnel file for permanent retention.

Section 5.13. Determination of Suitability to Interact with Participating Minors. If the purpose of some or all of the activities to be carried out under the VOCA project is to benefit a set of individuals under 18 years of age, Subrecipient must make determinations of suitability, in advance, before individuals may interact with participating minors, regardless of the individual’s employment status. Details of this requirement can be found: (1) on the Office of Justice Programs website at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here. DOJ CVSSD instructions for complying with this requirement can be found on the CVSSD website at: Grant Guidance Documents - Oregon Department of Justice and are incorporated by reference here.

Section 5.14. Employment Eligibility Verification for Hiring. Subrecipient shall ensure that, as part of the hiring process for any position funded with VOCA funds, they will properly verify the employment eligibility of the individual who is being hired, consistent with provisions of 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens. Subrecipient must:

- (a) Notify all staff involved in the hiring process of this requirement;
- (b) Maintain records of all employment eligibility verifications pertinent to compliance with this requirement in accordance with Form I-9 record retention requirements.

For purposes of satisfying the requirement to verify employment eligibility, Subrecipient may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the Subrecipient uses E-Verify to confirm employment eligibility for each hiring for a position that is or will be funded with VOCA funds.

Details of this requirement can be found in Exhibits E and F: Victims of Crime Act Special Conditions (2024 and 2025) and are incorporated by reference here.

Section 5.15. Maintenance, Retention and Access to Records; Audits.

- (a) Maintenance and Retention of Records. Subrecipient must maintain all financial records relating to this Agreement in accordance with generally accepted accounting principles. In addition, Subrecipient must maintain any other records, whether in paper, electronic or other form, pertinent to this Grant in such a manner as to clearly document Subrecipient's performance. All financial records and other records, whether in paper, electronic or other form, that are pertinent to this Agreement, are collectively referred to as "Records." Subrecipient acknowledges and agrees DOJ CVSSD and the Oregon Secretary of State's Office and the federal government and their duly authorized representatives will have access to all Records to perform examinations and audits and make excerpts and transcripts. Subrecipient must retain and keep accessible all Records for a minimum of six (6) years, or such longer period as may be required by applicable law, following termination of this Agreement, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later. It is the responsibility of the Subrecipient to obtain a copy of the DOJ Grants Financial Guide from the OCFO available at <https://ojp.gov/financialguide/DOJ/index.htm> and apprise itself of all rules and regulations set forth.
- (b) Access to Records. DOJ CVSSD, Oregon Secretary of State, the Office of the Comptroller, the General Accounting Office or any of their authorized representatives, shall have the right of access to any pertinent books, documents, papers, or other records of Subrecipient and any contractors or subcontractors of Subrecipient, which are pertinent to this Agreement, in order to make audits, examinations, excerpts, and transcripts. The right of access is not limited to the required retention period but shall last as long as the records are retained. Subrecipient acknowledges that this Agreement and other information related to the performance of this Agreement is a public record under the Oregon Public Records Law, ORS 192.311 to 192.478 and may be subject to mandatory disclosure upon request unless an exemption from disclosure provided under the law applies.
- (c) Audits. Subrecipient shall comply, and require all subcontractors to comply, with applicable audit requirements and responsibilities set forth in this Agreement and applicable state or federal law. If Subrecipient expends \$1,000,000 or more in federal funds (from all sources) in its fiscal year, Subrecipient shall have a single organization-wide audit conducted in accordance with the provisions of 2 CFR Part 200, subpart F. Copies (electronic or URL address) of all audits must be submitted to CVSSD within 30 days of completion. If Subrecipient expends less than \$1,000,000 in its fiscal year, Subrecipient is exempt from federal audit requirements for that year. Records must be available for review or audit by appropriate officials as provided in subsection 5.15(b) above.
- (d) Audit Costs. Audit costs for audits not required in accordance with 2 CFR Part 200, subpart F are unallowable. If Subrecipient did not expend \$1,000,000 or more in federal funds in its fiscal year, but contracted with a certified public accountant to perform an audit, costs for performance of that audit shall not be charged to this Grant.

Section 5.16. Compliance with Laws. Subrecipient shall comply with (and when required cause its subgrantees to comply with) all applicable federal, state, and local laws, regulations, executive orders and ordinances related to expenditure of the Grant funds and the activities financed with the Grant funds. Without limiting the generality of the foregoing, Subrecipient expressly agrees to comply with:

- (a) **Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d et seq.** (prohibiting discrimination in programs or activities on the basis of race, color, and national origin) and the **Omnibus Crime Control and Safe Streets Act of 1968, as amended, 34 U.S.C. §10228(c)(1)** (prohibiting discrimination in employment practices or in programs and activities on the basis of race, color, religion, national origin, age, disability, and sex in the delivery of services).
  - (i) These laws prohibit discrimination on the basis of race, color, religion, national origin, age, disability, and sex in the delivery of services.

- (ii) In the event a federal or state court, or a federal or state administrative agency, makes a finding of discrimination after a due process hearing on the grounds of race, color, national origin, sex, age, or disability against the Subrecipient, the Subrecipient shall forward a copy of the finding to the Oregon Department of Justice, CVSSD, 1162 Court Street N.E., Salem, OR 97301-4096 and the Office for Civil Rights, OJP, U.S.D.O.J. 999 North Capitol Street N.E., Washington D.C. 20531.
- (b) **Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 et. Seq.** (prohibiting discrimination in employment practices or in programs and activities on the basis of disability).
- (c) **Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12131** and ORS 659.425 (prohibiting discrimination in services, programs, and activities on the basis of disability), the **Age Discrimination Act of 1975, 42 U.S.C. § 6101-07** (prohibiting discrimination in programs and activities on the basis of age); and **Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et. seq.** (prohibiting discrimination in educational programs or activities on the basis of gender); as well as all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. These laws prohibit discrimination on the basis of race, color, religion, national origin and sex in the delivery of services. In the event a federal or state court, or a federal or state administrative agency, makes a finding of discrimination after a due process hearing on the grounds of race, color, national origin, sex, age, or disability, against the Subrecipient, the Subrecipient shall forward a copy of the finding to the Oregon Department of Justice, Crime Victim and Survivor Services Division, 1162 Court Street N.E., Salem, Oregon 97301-4096.
- (d) The **Federal Funding Accountability and Transparency Act (FFATA) of 2006**, which provisions include, but may not be limited to, a requirement for Subrecipient to have a Unique Entity Identifier (UEI) number.
- (e) **Partnerships with Faith-Based and Other Neighborhood Organizations**, codified at 28 C.F.R. Part 38, and Executive Order 13279, regarding Equal Protection of the Laws for Faith-Based and Community Organizations (ensuring equal treatment for faith-based organizations and non-discrimination of beneficiaries on the basis of religious belief) ensures that no organization will be discriminated against in a USDOJ funded program on the basis of religion and that services are available to all regardless of religion. Executive Order 13279 ensures a level playing field for the participation of faith-based organizations as well as other community organizations.
- (f) All regulations and administrative rules established pursuant to the foregoing laws, and other regulations as provided at [Civil Rights Office | Home | Office of Justice Programs \(ojp.gov\)](#).
- (g) The **Uniform Administrative Requirements, Cost Principles, and Audit Requirements** in 2 CFR Part 200, as adopted and supplemented by the United States Department of Justice in 2 CFR Part 2800.
- (h) Further, Subrecipient shall not retaliate against any individual for taking action or participating in action to secure rights protected by these laws and agrees to report any complaints, lawsuits, or findings from a federal or state court or a federal or state administrative agency to the Oregon Department of Justice, CVSSD, 1162 Court Street N.E., Salem, OR 97301-4096 and the Office for Civil Rights, OJP, U.S.D.O.J. 999 North Capitol Street N.E., Washington D.C. 20531. Complaints with the Office for Civil Rights can be filed through their website at [Civil Rights Office | Filing a Civil Rights Complaint | Office of Justice Programs \(ojp.gov\)](#) or by sending the complaint verification form and Identity Release Statement to the address listed in the preceding sentence.

Section 5.17. **Grant Eligibility Requirements.** Subrecipient will comply with the federal eligibility criteria established by the Victims of Crime Act of 1984, as amended, and the Office of Justice Programs Financial Guide, in order to receive VOCA funds as described in the Subrecipient's VOCA Application.

Section 5.18. Assurances. The Subrecipient assures that it will:

- (a) Utilize Grant funds only to provide authorized services to victims of crime;
- (b) Obtain prior approval from DOJ CVSSD for:
  1. Movement of funds
    - i. For grant awards totaling \$500,000 or less: Movement of funds that total more than \$3,000 in the Personnel, Services and Supplies, and/or Other Services categories;
    - ii. For grant awards totaling more than \$500,000: Movement of funds that total more than \$5,000 in the Personnel, Services and Supplies, and/or Other Services categories; OR
  2. Adding a budget category or line item that did not exist in the original budget; OR
  3. Deleting an existing category.
- (c) Comply with the requirements of the current version of the Office of Justice Programs, Financial Guide available at: <https://ojp.gov/financialguide/DOJ/index.htm> ; and
- (d) Comply with the terms of the most recent version of the CFA and the VOCA Grant Management Handbooks.

## SECTION 6 TERMINATION AND DEFAULT

Section 6.01. Mutual Termination. This Agreement may be terminated by mutual consent of both parties.

Section 6.02. Termination by Either Party. Either party may terminate this Agreement, for any reason, upon 30 days advance written notice to the other party. In addition, DOJ CVSSD may terminate this Agreement effective immediately upon written notice to Subrecipient, or effective on such later date as may be established by DOJ CVSSD in such notice, under any of the following circumstances: (a) DOJ CVSSD fails to receive sufficient appropriations or other expenditure authorization to allow DOJ CVSSD, in the reasonable exercise of its administrative discretion, to continue making payments under this Agreement, (b) DOJ CVSSD fails to receive sufficient federal or state funds to allow DOJ CVSSD, in the reasonable exercise of its administrative discretion, to continue making payments under this Agreement, (c) there is a change in federal or state laws, rules, regulations or guidelines so that the Project funded by this Agreement is no longer eligible for funding, or (d) Subrecipient is in Default under Section 6.04.

Section 6.03. Effect of Termination. Upon receiving a notice of termination of this Agreement or upon issuing a notice of termination to DOJ CVSSD, Subrecipient shall immediately cease all activities under this Agreement unless, in a notice issued by DOJ CVSSD, DOJ CVSSD expressly directs otherwise.

Section 6.04. Default. Either party (as applicable) shall be in default under this Agreement upon the occurrence of any of the following events:

- (a) Either party fails to perform, observe or discharge any of its covenants, agreements or obligations contained herein or in any Exhibit attached hereto; or
- (b) Any representation, warranty or statement made by Subrecipient herein or in any documents or reports relied upon by DOJ CVSSD to measure progress on the Project, the expenditure of Grant funds or the performance by Subrecipient is untrue in any material respect when made; or
- (c) Subrecipient (i) applies for or consents to the appointment of, or the taking of possession by, a receiver, custodian, trustee, or liquidator of itself or of all of its property, (ii) admits in writing its inability, or is generally unable, to pay its debts as they become due, (iii) makes a general assignment for the benefit of its creditors, (iv) is adjudicated as bankrupt or insolvent, (v) commences a voluntary case under the federal Bankruptcy Code (as now or hereafter in effect), (vi) files a petition seeking to take advantage of any other law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, (vii) fails to controvert in a timely and appropriate manner, or acquiesces in writing to, any petition filed against it in an involuntary case under the federal

Bankruptcy Code (as now or hereafter in effect), or (viii) takes any action for the purpose of effecting any of the foregoing; or

- (d) A proceeding or case is commenced, without the application or consent of Subrecipient, in any court of competent jurisdiction, seeking (i) the liquidation, dissolution or winding-up, or the composition or readjustment of debts, of Subrecipient, (ii) the appointment of a trustee, receiver, custodian, liquidator, or the like of Subrecipient or of all or any substantial part of its assets, or (iii) similar relief in respect to Subrecipient under any law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, and such proceeding or case continues undismissed, or an order, judgment, or decree approving or ordering any of the foregoing is entered and continues unstayed and in effect for a period of sixty (60) consecutive days, or an order for relief against Subrecipient is entered in an involuntary case under the federal Bankruptcy Code (as now or hereafter in effect); or

#### Section 6.05. Remedies.

- (a) DOJ CVSSD Remedies Upon Default. In the event Subrecipient is in default under Section 6.04, and if Subrecipient's default is not cured within fifteen (15) days of written notice thereof to Subrecipient from DOJ CVSSD or such longer period as DOJ CVSSD may authorize in its sole discretion, DOJ CVSSD may, at its option, pursue any or all of the remedies available to it under this Agreement and at law or in equity, including, but not limited to: (i) termination of this Agreement under Section 6.02, (ii) reducing or withholding payment for Project activities or materials that are deficient or Subrecipient has failed to complete by any scheduled deadlines, (iii) requiring Subrecipient to complete, at Subrecipient's expense, additional activities necessary to satisfy its obligations or meet performance standards under this Agreement, (iv) initiation of an action or proceeding for damages, specific performance, or declaratory or injunctive relief, (v) exercise of its right of recovery of overpayments under this section or setoff (under 3.03), or both, or (vi) declaring Subrecipient ineligible for the receipt of future awards from DOJ CVSSD. These remedies are cumulative to the extent the remedies are not inconsistent, and DOJ CVSSD may pursue any remedy or remedies singly, collectively, successively or in any order whatsoever. Subrecipient may, at its option, satisfy its obligation to return such costs under this Section by paying to DOJ CVSSD the amount of the costs or permitting DOJ CVSSD to recover the amount of the funds from future payments to Subrecipient from DOJ CVSSD.
- (b) Subrecipient Remedies. In the event DOJ CVSSD is in default under Section 6.04 and whether or not Subrecipient elects to terminate this Agreement, Subrecipient's sole monetary remedy will be, within any limits set forth in this Agreement, reimbursement of authorized expenses incurred for Project activities completed and accepted by DOJ CVSSD, less any claims DOJ CVSSD has against Subrecipient. In no event will DOJ CVSSD be liable to Subrecipient for any expenses related to termination of this Agreement or for anticipated profits.

### SECTION 7 MISCELLANEOUS

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

Section 7.02. Governing Law; Venue; Consent to Jurisdiction. This Agreement is governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between DOJ CVSSD or any other agency or department of the State of Oregon, or both, and Subrecipient that arises from or relates to this Agreement must be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon. SUBRECIPIENT, BY EXECUTION OF THIS AGREEMENT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURT.

In no event may this Section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, to or from any Claim or from the jurisdiction of any court.

Bankruptcy Code (as now or hereafter in effect), or (viii) takes any action for the purpose of effecting any of the foregoing; or

- (d) A proceeding or case is commenced, without the application or consent of Subrecipient, in any court of competent jurisdiction, seeking (i) the liquidation, dissolution or winding-up, or the composition or readjustment of debts, of Subrecipient, (ii) the appointment of a trustee, receiver, custodian, liquidator, or the like of Subrecipient or of all or any substantial part of its assets, or (iii) similar relief in respect to Subrecipient under any law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, and such proceeding or case continues undismissed, or an order, judgment, or decree approving or ordering any of the foregoing is entered and continues unstayed and in effect for a period of sixty (60) consecutive days, or an order for relief against Subrecipient is entered in an involuntary case under the federal Bankruptcy Code (as now or hereafter in effect); or

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- (b) Subrecipient Remedies. In the event DOJ CVSSD is in default under Section 6.04 and whether or not Subrecipient elects to terminate this Agreement, Subrecipient's sole monetary remedy will be, within any limits set forth in this Agreement, reimbursement of authorized expenses incurred for Project activities completed and accepted by DOJ CVSSD, less any claims DOJ CVSSD has against Subrecipient. In no event will DOJ CVSSD be liable to Subrecipient for any expenses related to termination of this Agreement or for anticipated profits.

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Section 7.02. Governing Law; Venue; Consent to Jurisdiction. This Agreement is governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between DOJ CVSSD or any other agency or department of the State of Oregon, or both, and Subrecipient that arises from or relates to this Agreement must be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon. SUBRECIPIENT, BY EXECUTION OF THIS AGREEMENT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURT.

In no event may this Section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, to or from any Claim or from the jurisdiction of any court.

Section 7.03. Notices. Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, e-mail (with confirmation of delivery, either by return email or by demonstrating through other technological means that the email has been delivered to the intended email address), or mailing the same, postage prepaid to Subrecipient or DOJ CVSSD at the address or number set forth in this Agreement. Any communication or notice so addressed and mailed by regular mail shall be deemed received and effective five days after the postmark date. Any communication or notice delivered by e-mail shall be deemed received and effective on the date sent if sent during normal business hours of the receiving party and on the next business day if sent after normal business hours of the receiving party. Any communication or notice given by personal delivery shall be deemed effective when actually delivered to the addressee. This Section shall survive expiration or termination of this Agreement.

Section 7.04. Amendments. This Agreement may not be altered, modified, supplemented, or amended in any manner except by written instrument signed by both parties or as described and certified through CVSSD E-Grants. No term of this Agreement may be waived unless the party against whom such waiver is sought to be enforced has given its waiver in writing as specified in Section 7.03 of this Agreement. Such amendment, waiver, or consent shall be effective only in the specific instance and for the specific purpose given.

Section 7.05. Subcontracts, Subawards, Successors and Assignments.

- (a) Subrecipient shall not enter into any Subawards, as defined in 2 CFR 200.1, for any of the Project activities required by this Agreement without DOJ CVSSD's prior written consent. Subrecipient shall require any Subrecipients, as defined in 2 CFR 200.1, to comply in writing with the terms and conditions of this Agreement and provide the same assurances as the Subrecipient must in its use of federal funds. DOJ CVSSD's consent to any Subaward shall not relieve Subrecipient of any of its duties or obligations under this Agreement.
- (b) Subrecipient shall not enter into any Contracts, as defined in 2 CFR 200.1, for any of the Project activities required by this Agreement without DOJ CVSSD's prior written consent. Subrecipient shall comply with procurement standards as defined in Section 5.08 when selecting any subcontractor. Subrecipient shall require any subcontractor to comply in writing with the terms of an Independent Contractor Agreement as described in the Minimally Recommended Elements for an Independent Contractor Agreement found at Grant Guidance Documents - Oregon Department of Justice. DOJ CVSSD's consent to any Contract shall not relieve Subrecipient of any of its duties or obligations under this Agreement.
- (c) This Agreement shall be binding upon and inure to the benefit of DOJ CVSSD, Subrecipient, and their respective successors and assigns, except that Subrecipient may not assign or transfer its rights or obligations hereunder or any interest herein without the prior consent in writing of DOJ CVSSD. Any such assignment or transfer, if approved, is subject to such conditions and provisions required by DOJ CVSSD.

Section 7.06. Entire Agreement. This Agreement and all exhibits and attachments, if any, constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement.

Section 7.07. Contribution and Indemnification

- (a) Generally. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a party (the "Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Either party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's liability with respect to the Third Party Claim.
- (b) Third Party Claim; DOJ CVSSD's Joint Liability. With respect to a Third Party Claim for which the DOJ CVSSD is jointly liable with the Subrecipient (or would be if joined in the Third Party Claim ), the DOJ CVSSD shall



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

- (c) **Third Party Claim; Subrecipient's Joint Liability.** With respect to a Third Party Claim for which the Subrecipient is jointly liable with the DOJ CVSSD (or would be if joined in the Third Party Claim), the Subrecipient shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the DOJ CVSSD in such proportion as is appropriate to reflect the relative fault of the Subrecipient on the one hand and of the DOJ CVSSD on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the Subrecipient on the one hand and of the DOJ CVSSD on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The Subrecipient's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.
- (d) **Alternative Dispute Resolution.** Alternative Dispute Resolution. The parties should attempt in good faith to resolve any dispute arising out of this Agreement. This may be done at any management level, including at a level higher than persons directly responsible for administration of the Agreement. In addition, the parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
- (e) **Indemnification by Subcontractors.** Subrecipient shall take all reasonable steps to cause each of its contractors that are not a unit of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon and its officers, employees and agents ("Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including attorneys' fees) arising from a tort (as now or hereafter defined in ORS 30.260) caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Subrecipient's contractor or any of the officers, agents, employees or subcontractors of the contractor ("Claims"). It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the gross negligence or willful acts or omissions of the Indemnitee, be indemnified by the contractor from and against any and all Claims.
- (f) **Subcontractor Insurance Requirements.** Subrecipient shall require each of its first tier contractors that is not a unit of local government as defined in ORS 190.003, if any, to: i) obtain insurance complying with the requirements set forth in Exhibit G, attached hereto and incorporated by reference herein, before the contractor performs under the contract between Subrecipient and the contractor (the "Subcontract"), and ii) maintain such insurance in full force throughout the duration of the Subcontract. The insurance must be provided by an insurance company or entity that is authorized to transact the business of insurance and issue coverage in the State of Oregon and that is acceptable to DOJ CVSSD. Subrecipient shall not authorize contractor to begin work under the Subcontract until the insurance is in full force. Thereafter, Subrecipient shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. Subrecipient shall incorporate appropriate provisions in each Subcontract permitting it to enforce contractor compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. Examples of "reasonable steps" include issuing a stop work order (or the equivalent) until the insurance is in full force or terminating the Subcontract as permitted by the Subcontract, or pursuing legal action to enforce the insurance requirements. In no event shall Subrecipient permit a contractor to work under a Subcontract when the Subrecipient is aware that the contractor is not in compliance with the insurance requirements. As used in this section, a "first tier" contractor is a contractor with which the Subrecipient directly enters into a contract. It does not include a subcontractor with which the contractor enters into a contract.

Section 7.09. False Claims Act. Subrecipient acknowledges the Oregon False Claims Act, ORS 180.750 to 180.785, applies to any “claim” (as defined by ORS 180.750) made by (or caused by) Subrecipient that pertains to this Agreement or to the Project. Subrecipient certifies that no claim described in the previous sentence is or will be a “false claim” (as defined by ORS 180.750) or an act prohibited by ORS 180.755. Subrecipient further acknowledges in addition to the remedies under Section 6.05, if it makes (or causes to be made) a false claim or performs (or causes to be performed) an act prohibited under the Oregon False Claims Act, the Oregon Attorney General may enforce the liabilities and penalties provided by the Oregon False Claims Act against the Subrecipient.

Section 7.10. Time is of the Essence. Subrecipient agrees that time is of the essence with respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Agreement.

Section 7.11. Survival. The following sections shall survive termination of this Agreement: Section 3.03, Unexpended Grant Funds; Section 5.15, Maintenance, Retention and Access to Records; Audits; and Section 7, Miscellaneous. Otherwise, all rights and obligations shall cease upon termination of this Agreement, except for those rights and obligations that by their nature or express terms survive termination of this Agreement. Termination shall not prejudice any rights or obligations accrued to the Parties prior to termination.

Section 7.12. Counterparts. This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

Section 7.13. Severability. If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.

Section 7.14. Relationship of Parties. The parties agree and acknowledge that their relationship is that of independent contracting parties and neither party hereto shall be deemed an agent, partner, joint venturer or related entity of the other by reason of this Agreement.

Section 7.15. Headings. The headings and captions to sections of this Agreement have been inserted for identification and reference purposes only and may not be used to construe the meaning or to interpret this Agreement.

Section 7.16. No Third Party Beneficiaries. DOJ CVSSD and Subrecipient are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons.

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



**STATE OF OREGON**

Acting by and through its Department of Justice

By: \_\_\_\_\_

Name: Shannon L. Sivell

Title: Director, Crime Victim and Survivor Services Division

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

**AUTHORIZED AGENT FOR SUBRECIPIENT**

By: \_\_\_\_\_

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

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

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



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

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## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

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Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations or other cited requirements before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

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### 1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals:

a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals') present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov); for OVW Applicants, to OVW at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov); or for COPS Applicants, to COPS at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov)), unless such disclosure has already been made.

### 3. FEDERAL TAXES

A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov); for OVW Applicants, to OVW at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov); or for COPS Applicants, to COPS at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov)).

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

### 4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

A. The Applicant certifies and assures that it will, or will continue to, provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of any such convicted employee, to: U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.

Notice shall include the identification number(s) of each affected award;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271- 10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

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1. Grantee Name and Address

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2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

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4. Typed Name and Title of Authorized Representative

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5. Signature

6. Date

**STANDARD ASSURANCES**

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

(1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.

(2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.

(3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--

- a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
- b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
- c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.

(4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--

- a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
- c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
- d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

(6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application—

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

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Print Name of Authorized Official

Title

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Signature of Authorized Official

Date



SINGLE AUDIT CERTIFICATION LETTER

October 1, 2025

Julie Martinez  
Crook County, acting by and through its District Attorney's Office  
300 NE 3rd Street  
Prineville, OR 97754-1919

RE: Subrecipient Audit Requirements of 2 CFR Part 200, Subpart F for audits of Grant Agreement between the Oregon Department of Justice and **Crook County, acting by and through its District Attorney's Office** for the period of October 1, 2025 – September 30, 2026 under the VOCA Grant Award/CFDA#16-575 /\$ **95,810.00**.

Dear Julie Martinez,

The Oregon Department of Justice is subject to the requirements of Office of Management and Budget (OMB) 2 CFR Part 200, subpart F. As such, the Oregon Department of Justice is required to monitor our subrecipients of federal awards and determine whether they have met the audit requirements and whether they are in compliance with federal laws and regulations. A copy of 2 CFR Part 200, Subpart F can be found at the following web address: eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Accordingly, we are requesting that you check one of the following, upload all appropriate documentation regarding your organization’s compliance with the audit requirements to the Federal Audit Clearinghouse, sign and date the letter and return this letter along with your Grant Agreement and Exhibits A, B, D, E, and F.

1. \_\_\_\_\_ We have completed our single audit for our most recent fiscal year, ending \_\_\_\_\_ and have uploaded the audit and accompanying documentation to the Federal Audit Clearinghouse at The Federal Audit Clearinghouse (fac.gov). (If material exceptions were noted, the responses and corrective actions taken have also been provided.)
2. \_\_\_\_\_ We expect our single audit for our most recent fiscal year, ending \_\_\_\_\_, to be completed by \_\_\_\_\_. The URL address or an electronic copy of our audit report and a schedule of federal programs by major program will be uploaded to the Federal Audit Clearinghouse at The Federal Audit Clearinghouse (fac.gov) within 30 days of receipt of the report. (If material exceptions are noted, a copy of the responses and corrective actions taken will be included.)
3. \_\_\_\_\_ We are not subject to the single audit requirement because:
  - \_\_\_\_\_ We are a for-profit organization.
  - \_\_\_\_\_ We expend less than \$1,000,000 in federal funds annually.
  - \_\_\_\_\_ Other (please explain) \_\_\_\_\_

\_\_\_\_\_  
Print Name of Fiscal Officer Title

\_\_\_\_\_  
Signature of Fiscal Officer Date

Oregon Department of Justice – Crime Victim and Survivor Services Division  
**CERTIFICATION OF COMPLIANCE WITH REGULATIONS**  
**OFFICE FOR CIVIL RIGHTS, OFFICE OF JUSTICE PROGRAMS**  
**FOR SUBAWARDS ISSUED BY THE OREGON DEPARTMENT OF JUSTICE**

*INSTRUCTIONS: Complete the identifying information, which is found on the Grant Award face sheet, in the table below. Read the form completely, identifying, under "I," the person responsible for reporting civil rights findings; and checking only the one certification under "II" that applies to your agency. Have your Authorized Official sign as appropriate on page 2, forward a copy to the person you identified under "I", keep a copy for your records, and return the original to the Oregon Department of Justice, Crime Victim and Survivor Services Division, 1162 Court Street NE, Salem, OR 97301-4096 along with your Grant Agreement and Exhibits A, B, C, E, and F.*

|   |   |
|---|---|
| <b>Grant Award:</b><br>VOCA/CFA-2025-CrookCo.DAVAP-00016  | <b>Grant Title:</b><br>2025-2026 VOCA and CFA Non-Competitive Grant |
| <b>Subrecipient Name (Funded Entity):</b> Crook County, acting by and through its District Attorney's Office      |   |
| <b>Address:</b> 300 NE 3rd Street, Prineville, OR 97754-1919  |   |
| <b>Project Period:</b> Start Date: July 1, 2025<br>End Date: September 30, 2026                                   | <b>Award Amount:</b> \$120,300.00                                   |
| <b>Contact Name, Phone # &amp; E-mail address:</b> Julie Martinez, 541-447-4158, Julie.Martinez@crookcountyor.gov |   |

**AUTHORIZED OFFICIAL’S CERTIFICATION:** As the Authorized Official for the above Subrecipient, I certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this Certification.

I. **REQUIREMENTS OF SUBAWARD RECIPIENTS:** All subaward recipients (regardless of the type of entity or the amount awarded) are subject to prohibitions against discrimination in any program or activity, and must take reasonable steps to provide meaningful access for persons with limited English proficiency.

◆ I certify that this agency will maintain data (and submit when required) to ensure that: our services are delivered in an equitable manner to all segments of the service population; our employment practices comply with Equal Opportunity Requirements, 28 CFR 42.207 and 42.301 *et seq.*; our projects and activities provide meaningful access for people with limited English proficiency as required by Title VI of the Civil Rights Act, (*See also*, 2000 Executive Order #13166).

◆ I also certify that the person in this agency or unit of government who is responsible for reporting civil rights findings of discrimination will submit these findings, if any, to the Oregon Department of Justice within 45 days of the finding, and/or if the finding occurred prior to the grant award beginning date, within 45 days of receipt of this form. A copy of this Certification will be provided to this person, as identified here:

Person responsible for reporting civil rights findings of discrimination:

I certify that \_\_\_\_\_ [Subrecipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

---

Print or Type Name and Title Signature Date

II. EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) CERTIFICATIONS:

The federal regulations implementing the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, require some recipients of financial assistance from the U.S. Department of Justice subject to the statute's administrative provisions to create, keep on file, submit to the direct Recipient, OR DOJ CVSSD, for review, and implement an Equal Employment Opportunity Plan (EEOP). See 28 C.F.R. pt. 42, subpt. E. Check the box before **ONLY THE ONE APPROPRIATE CERTIFICATION** (A, B, B(1), C, or C(1) below) that applies to this Subrecipient agency during the period of the grant duration noted above.

**CERTIFICATION A: Declaration Claiming Complete Exemption from the EEOP Requirement**

Please check all the following boxes that apply:

- Subrecipient is an educational, medical or non-profit institution or an Indian Tribe; and/or
- Subrecipient has less than 50 employees; and/or
- Subrecipient was awarded less than \$25,000 in federal U.S. Department of Justice funds.

If a subrecipient agency is claiming exemption from the EEOP requirement, then the subrecipient agency must certify they are exempt and provide this certification to OR DOJ CVSSD.

I, \_\_\_\_\_ [authorized official], certify that \_\_\_\_\_ [Subrecipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.

\_\_\_\_\_  
Print or Type Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CERTIFICATION B: Declaration Stating that an EEOP Certification Form and Utilization Report Has Been Submitted to Office for Civil Rights (OCR) for Review**

If a recipient agency has fifty or more employees and is a direct recipient of funding subject to the Safe Streets Act, receiving a single award of \$25,000 or more, then the recipient agency must submit an EEOP certification form and an EEOP Utilization Report to OCR for review. The utilization report should be submitted electronically to OCR through the EEOP Report Builder for DOJ Direct Recipients at [OCR - EEOP \(ojp.gov\)](http://OCR-EEOP(ojp.gov)).

I, \_\_\_\_\_ [authorized official], certify that \_\_\_\_\_ [Subrecipient], which has fifty or more employees and is receiving a single award of \$25,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent an EEOP Utilization Report for review on \_\_\_\_\_ [date] to the OCR.

\_\_\_\_\_  
Print or Type Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CERTIFICATION B(1): Declaration Stating that Certification B Applies and that an EEOP Certification Form and Utilization Report Will Be Submitted to Office for Civil Rights (OCR) for Review**

I, \_\_\_\_\_ [authorized official], certify that \_\_\_\_\_ [Subrecipient], which has fifty or more employees and is receiving a single award of \$25,000 or more, will formulate an EEOP in accordance with 28 CFR pt. 42, subpt. E, and send an EEOP Utilization Report for review to the OCR once the EEOP section of the OCR website is operational.

\_\_\_\_\_  
Print or Type Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CERTIFICATION C: Declaration Stating that an EEOP Certification Form and Utilization Report Has Been Submitted to OR DOJ CVSSD for Review**

*If a subrecipient agency has fifty or more employees and is receiving a single award of \$25,000 or more as a subrecipient, then the subrecipient agency must submit an EEOP certification form and an EEOP Utilization Report to OR DOJ CVSSD for review. The subrecipient may use the EEOP Report Builder tool for DOJ Subrecipients found at [OCR - EEOP \(ojp.gov\)](http://OCR-EEOP.ojp.gov) to create their EEOP Utilization Report. The utilization report should be submitted electronically to OR DOJ CVSSD through the Egrants system.*

I, \_\_\_\_\_ [authorized official],  
certify that \_\_\_\_\_ [Subrecipient],  
which has fifty or more employees and is receiving a single award of \$25,000 or more, has formulated an  
EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent an EEOP Utilization Report for review on  
\_\_\_\_\_ [date] to the Oregon Department of Justice, Crime Victim and Survivor Services Division.

\_\_\_\_\_  
*Print or Type Name and Title*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**CERTIFICATION C(1): Declaration Stating Certification C applies and that an EEOP Certification Form and Utilization Report Will Be Submitted to OR DOJ CVSSD for Review**

I, \_\_\_\_\_ [authorized official],  
certify that \_\_\_\_\_ [Subrecipient],  
which has fifty or more employees and is receiving a single award of \$25,000 or more, will formulate an  
EEOP in accordance with 28 CFR pt. 42, subpt. E, and send an EEOP Utilization Report for review on to the Oregon  
Department of Justice, Crime Victim and Survivor Services Division once the OCR website is operational and the  
*EEOP Report Builder* tool is available.

\_\_\_\_\_  
*Print or Type Name and Title*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\* \* \* \* \*

*This original signed form must be returned to the Oregon Department of Justice, Crime Victim and Survivor Services Division, 1162 Court Street NE, Salem, OR 97301-4096, along with your Grant Agreement and Exhibits A, B, C, E, and F. You must also forward a signed copy to the person you identified under "I" on page 1. Please retain a copy for your records.*

*For more information regarding EEOP requirements, please access the Office for Justice Programs, Office for Civil Rights web page at: <https://ojp.gov/about/ocr/eeop.htm>.*

**2024 VICTIMS OF CRIME ACT SPECIAL CONDITIONS****1. Requirement of the award; remedies for non-compliance or for materially false statements**

The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the Subrecipient that relates to conduct during the period of performance also is a material requirement of this award.

By signing and accepting this award on behalf of the Subrecipient, the authorized official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized official for the Subrecipient, all assurances or certifications by or on behalf of the Subrecipient that relate to conduct during the period of performance.

Failure to comply with any one or more award requirements -- whether a condition set out in full below, a condition incorporated by reference below, an assurance or certification related to conduct during the award period -- may result in the Oregon Department of Justice, Crime Victim and Survivor Services Division ("CVSSD") taking appropriate action with respect to the Subrecipient and the award. Among other things, the CVSSD may withhold award funds, disallow costs, or suspend or terminate the award. The Department of Justice ("DOJ"), including the Office of Justice Programs ("OJP"), also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or unenforceable, such provision shall be deemed severable from this award.

**2. Applicability of Part 200 Uniform Requirements**

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this award.

For more information and resources on the Part 200 Uniform Requirements as they relate to CVSSD awards and subawards ("subgrants"), see the Office of Justice Programs (OJP) website at <http://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the Subrecipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report, unless a different retention period applies -- and to which the Subrecipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the Subrecipient is to contact CVSSD promptly for clarification.

3. Compliance with DOJ Grants Financial Guide

The Subrecipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance.

4. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

5. Requirements related to "de minimis" indirect cost rate

A Subrecipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise CVSSD of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

6. Requirement to report potentially duplicative funding

If the Subrecipient currently has other active awards of federal funds, or if the Subrecipient receives any other award of federal funds during the period of performance for this award, the Subrecipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the Subrecipient must promptly notify the awarding agency (CVSSD and OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the awarding agency, must seek a budget-modification or change-of-project-scope Grant Award Modification (GAM) or grant amendment to eliminate any inappropriate duplication of funding.

7. Requirements related to System for Award Management and Unique Entity Identifiers

The Subrecipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <http://www.sam.gov>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The Subrecipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the Subrecipient) the unique entity identifier required for SAM registration.

The details of the Subrecipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <http://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

8. Requirement to report actual or imminent breach of personally identifiable information (PII)

The Subrecipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)-- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.1) within the scope of a CVSSD grant-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to a CVSSD Fund Coordinator no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

9. Employment eligibility verification for hiring under the award

1. The Subrecipient (and any subrecipient at any tier) must:

- A. Ensure that, as part of the hiring process for any position in the United States that is or will be funded (in whole or in part) with VOCA funds, the Subrecipient (or any subrecipient at any tier) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
- B. Notify all persons associated with the Subrecipient (or any subrecipient) who are or will be involved in activities under this VOCA award of both –
  - 1) This award requirement for verification of employment eligibility, and
  - 2) The associated provisions of 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful to hire (or recruit for employment) certain aliens.
- C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and the associated provisions of 8 U.S.C. 1324a(a)(1).
- D. As part of the recordkeeping for this award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The Subrecipient must monitor subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all Subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the Subrecipient (or any subrecipient) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the Subrecipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

- D. Nothing in this condition shall be understood to authorize or require any Subrecipient, any subrecipient at any tier, or any person or other entity, to violate federal law, including any applicable civil rights or nondiscrimination law.
- E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any Subrecipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). E-Verify employer agents can email E-Verify at [E-VerifyEmployerAgent@dhs.gov](mailto:E-VerifyEmployerAgent@dhs.gov).

Questions about the meaning or scope of this condition should be directed to CVSSD before award acceptance.

10. All subawards ("subgrants") must have specific federal authorization

The Subrecipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <http://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award Condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

11. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The Subrecipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>. Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

12. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and CVSSD authority to terminate award)

The Subrecipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of the Subrecipient, subrecipients at any tier ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the Subrecipient or of any subrecipient ("subgrantees").

The details of the Subrecipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.



13. Determination of suitability to interact with participating minors

SCOPE: This condition applies to this award if it is indicated – in the application for the award (or in the application for any subaward, at any tier), or the CVSSD solicitation -- that the purpose of some or all of the activities to be carried out under this VOCA award (whether by Subrecipient or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age:

The Subrecipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

14. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The Subrecipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

15. Requirement for data on performance and effectiveness under the award

The Subrecipient must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to CVSSD in the manner (including within the timeframes) specified by CVSSD in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

16. OJP Training Guiding Principles

Any training or training materials that the Subrecipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with CVSSD award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

17. Effect of failure to address audit issues

The Subrecipient understands and agrees that the awarding agency may withhold award funds, or may impose other related requirements, if (as determined by the awarding agency) the Subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of CVSSD awards.

18. Potential imposition of additional requirements

The Subrecipient agrees to comply with any additional requirements that may be imposed by CVSSD during the period of performance for this award, if the Subrecipient is designated as "high risk" for purposes of the DOJ high-risk grantee list.

19. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The Subrecipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

20. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The Subrecipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

21. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The Subrecipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to Subrecipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients and subgrantees that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

22. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a Subrecipient (or subrecipient at any tier) would or might fall within the scope of this prohibition, the Subrecipient is to contact CVSSD for guidance, and may not proceed without the express prior written approval of CVSSD.

23. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2022)

The Subrecipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a Subrecipient (or a subrecipient at any tier) would or might fall within the scope of an appropriations-law restriction, the Subrecipient is to contact CVSSD for guidance, and may not proceed without the express prior written approval of CVSSD.

24. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

The Subrecipient and any subrecipients at any tier ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave, NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881(fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

25. Restrictions and certifications regarding non-disclosure agreements and related matters

No Subrecipient or subrecipient at any tier ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the Subrecipient --
  - a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
  - b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
2. If the Subrecipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--
  - a. it represents that--

- (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
  - (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
- b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

26. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The Subrecipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The Subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the Subrecipient is to contact CVSSD for guidance.

27. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages Subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

28. Requirement to disclose whether Subrecipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the Subrecipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to CVSSD by email to [shannon.l.sivell@doj.oregon.gov](mailto:shannon.l.sivell@doj.oregon.gov). For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the Subrecipient's past performance, or other programmatic or financial concerns with the Subrecipient. The Subrecipient's disclosure must include the following: 1. The federal awarding agency that currently designates the Subrecipient high risk, 2. The date the Subrecipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

## 29. Discrimination Findings

The Subrecipient assures that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this award, the Subrecipient will forward a copy of the findings to CVSSD.

## 30. Subrecipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS

Subrecipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, Subrecipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

The details of Subrecipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <http://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.

## 31. Meaningful Access for Limited English Proficiency Persons

Subrecipients must ensure that Limited English Proficiency persons have meaningful access to the services under this program. National origin discrimination includes discrimination on the basis of limited English Proficiency (LEP). To ensure compliance with Title VI of the Safe Streets Act, Subrecipients are required to take reasonable steps to ensure that LEP persons have meaning full access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice had issued guidance for Subrecipients to help them comply with Title VI requirements, with he guidance document able to be accessed on the internet at [www.lep.gov](http://www.lep.gov). The USDOJ has temporarily suspended the operations of lep.gov, pending an internal review. Those materials will be replaced when new guidance is issued.

## 32. VOCA Requirements

The Subrecipient, and any subrecipient at any tier ("subgrantee"), must comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required. Specifically, the Subrecipient certifies that funds under this award will:

- a) be subawarded only to eligible victim assistance organizations, 34 U.S.C. 20103(a)(2);
- b) not be used to supplant State and local public funds that would otherwise be available for crime victim assistance, 34 U.S.C. 20103(a)(2), if a government-based organization; and
- c) be allocated in accordance with program guidelines or regulations implementing 34 U.S.C. 20103(a)(2)(A) and 34 U.S.C. 20103(a)(2)(B) to, at a minimum, assist victims in one or more of the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes as identified by CVSSD.

## 33. The Subrecipient agrees to submit (and, as necessary, require subgrantees to submit) quarterly financial reports and semi-annual performance reports on the performance metrics identified by CVSSD, and in the manner required by

CVSSD. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

34. The Subrecipient understands and agrees that it has a responsibility to monitor its subrecipients' ("subgrantees") compliance with applicable federal civil rights laws.

**CERTIFICATION:** I certify that I have read and reviewed the above assurances and links to referenced Award Conditions and certify that the Subrecipient will comply with all provisions of the Victims of Crime Act of 1984 (VOCA), as amended, and all other applicable Federal laws.

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Print Name of Authorized Official Title

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Signature of Authorized Official Date

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Print Name of Fiscal Officer Title

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Signature of Fiscal Officer Date

## 2025 VICTIMS OF CRIME ACT SPECIAL CONDITIONS

1. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2025)

The subrecipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated at <https://ojp.gov/funding/Explore/FY25AppropriationsRestrictions.htm> and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of DOJ CVSSD.

2. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The subrecipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the subrecipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)) and are incorporated by reference here.

3. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The subrecipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38.

Among other things, 28 C.F.R. Part 38 states that recipients may not use direct Federal financial assistance from the Department of Justice to support or engage in any explicitly religious activities except when consistent with the Establishment Clause of the First Amendment to the U.S. Constitution and any other applicable requirements. An organization receiving Federal financial assistance also may not, in providing services funded by the Department of Justice or in outreach activities related to such services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to subrecipient organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to subrecipients that are faith-based or religious organizations. In addition, Part 38 states that a faith-based organization that participates in a Department of Justice funded program retains its independence from the Government and may continue to carry out its mission consistent with religious freedom and conscience protections in Federal law.

Subrecipients that provide social services under this award must give written notice to beneficiaries and prospective beneficiaries prior to the provision of services (if practicable) which shall include language substantially similar to the language in 28 CFR Part 38, Appendix C, sections (1) through (4). A sample written notice may be found at <https://www.ojp.gov/program/civil-rights-office/partnerships-faith-based-and-other-neighborhood-organizations>.

In certain instances, a faith-based or religious organization may be able to take religion into account when making hiring decisions, provided it satisfies certain requirements. For more information, see "Nondiscrimination

provisions and the Religious Freedom Restoration Act," accessible at <https://www.ojp.gov/funding/explore/legaloverview2025/civilrightsrequirements>.

#### 4. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

**Limited Exceptions.** In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that a legal notice regarding award requirements is necessary or that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such notice or exception regarding enforcement, including any such notice or exception made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" ([ojp.gov/funding/Explore/LegalNotices-AwardReqts.htm](http://ojp.gov/funding/Explore/LegalNotices-AwardReqts.htm)), and incorporated by reference into the award.

By signing and accepting this award on behalf of the subrecipient, the authorized subrecipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized subrecipient official, all assurances or certifications submitted by or on behalf of the subrecipient that relate to conduct during the period of performance.

Failure to comply with one or more award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in DOJ CVSSD taking appropriate action with respect to the subrecipient and the award. Among other things, DOJ CVSSD may withhold award funds, disallow costs, or suspend or terminate the award. DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

#### 5. Effect of failure to address audit issues

The subrecipient understands and agrees that DOJ CVSSD may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

#### 6. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") including, without limitation, the provisions regarding termination of 2 C.F.R. 200.340, apply to this award from OJP.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.



Record retention and access: Records pertinent to the award that the subrecipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the subrecipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the subrecipient is to contact OJP promptly for clarification.

#### 7. Reporting potential fraud, waste, and abuse, and similar misconduct

The subrecipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Fraud Detection Office, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

#### 8. Requirements related to "de minimis" indirect cost rate

A subrecipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

#### 9. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The subrecipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

#### 10. Requirement for data on performance and effectiveness under the award

The subrecipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to DOJ and DOJ CVSSD in the manner (including within the timeframes) specified in the program solicitation or other applicable written guidance. Data collection supports compliance with

the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

#### 11. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The subrecipient agrees to comply with the DOJ Grants Financial Guide.

#### 12. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The subrecipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including 28 C.F.R. § 42.106(d), 28 C.F.R. § 42.405(c), and 28 C.F.R. § 42.505(f) which contain certain notice requirements that covered subrecipient must follow regarding the dissemination of information regarding federal nondiscrimination requirements.

#### 13. Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ CVSSD)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the subrecipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The subrecipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

#### 14. Requirement to disclose whether subrecipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the subrecipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the subrecipient must disclose that fact and certain related information to OJP by email at [OJP.ComplianceReporting@ojp.usdoj.gov](mailto:OJP.ComplianceReporting@ojp.usdoj.gov). For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the subrecipient's past performance, or other programmatic or financial concerns with the subrecipient. The subrecipient's disclosure must include the following: 1. The federal awarding agency that currently designates the subrecipient high risk, 2. The date the subrecipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

#### 15. Employment eligibility verification for hiring under the award

##### 1. The subrecipient (and any subrecipient at any tier) must--

- A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the subrecipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).

- B. Notify all persons associated with the subrecipient (or any subrecipient) who are or will be involved in activities under this award of both--
- (1) this award requirement for verification of employment eligibility, and
  - (2) the associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

## 2. Monitoring

The subrecipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

## 3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

## 4. Rules of construction

### A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all subrecipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

### B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the subrecipient (or any subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any subrecipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any subrecipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). E-Verify employer agents can email E-Verify at [E-VerifyEmployerAgent@dhs.gov](mailto:E-VerifyEmployerAgent@dhs.gov).

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

16. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

17. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

18. Restrictions and certifications regarding non-disclosure agreements and related matters

No subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the subrecipient --

- a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the subrecipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the subrecipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

#### 19. OJP Training Guiding Principles

Any training or training materials that any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

#### 20. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The subrecipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

#### 21. Requirement to report potentially duplicative funding

If the subrecipient currently has other active awards of federal funds, or if the subrecipient receives any other award of federal funds during the period of performance for this award, the subrecipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the subrecipient must promptly notify DOJ CVSSD in writing of the potential duplication, and, if so requested by DOJ CVSSD, must seek a budget-modification or change-of-project-scope Grant Award Modification (GAM) to eliminate any inappropriate duplication of funding.

#### 22. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The subrecipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination

against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the subrecipient is to contact DOJ CVSSD for guidance.

### 23. Potential imposition of additional requirements

The subrecipient agrees to comply with any additional requirements that may be imposed by DOJ CVSSD during the period of performance for this award, if the subrecipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

### 24. Requirement to report actual or imminent breach of personally identifiable information (PII)

The subrecipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The subrecipient's breach procedures must include a requirement to report actual or imminent breach of PII to DOJ CVSSD no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

### 25. Requirements related to System for Award Management and Universal Identifier Requirements

The subrecipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The subrecipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the subrecipient) the unique entity identifier required for SAM registration.

The details of the subrecipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

### 26. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the subrecipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the subrecipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or

cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a or subrecipient would or might fall within the scope of these prohibitions, the subrecipient is to contact DOJ CVSSD for guidance, and may not proceed without the express prior written approval of DOJ CVSSD.

27. All subawards ("subgrants") must have specific federal authorization

The subrecipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

28. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 54

The subrecipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

Among other items, 28 C.F.R. § 54.140 contains notice requirements that covered subrecipient must follow regarding the dissemination of information regarding federal nondiscrimination requirements.

29. Discrimination Findings

The subrecipient assures that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a subrecipient of victim assistance formula funds under this award, the subrecipient will forward a copy of the findings to DOJ CVSSD and the Office for Civil Rights of OJP.

30. The subrecipient agrees that it will submit (and as necessary, require subgrantees to submit) quarterly financial reports and quarterly performance reports on the performance metrics identified by CVSSD, and in the manner required by CVSSD. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction

31. Subrecipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS

The subrecipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, subrecipient of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

The details of subrecipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <https://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.

32. The Subrecipient understands and agrees that it has a responsibility to monitor its subrecipients' ("subgrantees") compliance with applicable federal civil rights laws.

**CERTIFICATION:** I certify that I have read and reviewed the above assurances and links to referenced Award Conditions and certify that the subrecipient will comply with all provisions of the Victims of Crime Act of 1984 (VOCA), as amended, and all other applicable Federal laws.

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Print Name of Authorized Official Title

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Signature of Authorized Official Date

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Print Name of Fiscal Officer Title

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Signature of Fiscal Officer Date



## SUBCONTRACTOR INSURANCE REQUIREMENTS

Subcontractor shall obtain at Subcontractor's expense the insurance specified in this section prior to performing under this Agreement and shall maintain it in full force and at its own expense throughout the duration of this Agreement. Subcontractor shall obtain the following insurance from insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to DOJ CVSSD.

### **WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY**

Subcontractor shall provide workers' compensation insurance coverage for subject workers as required by federal, state, or Tribal law, as applicable. Subcontractor must require and ensure that each of its subcontractors that employ subject workers as defined in ORS 656.027, shall comply with ORS 656.017, and provide Workers' Compensation Insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Subcontractor shall require and ensure that each of its subcontractors complies with these requirements. If Subrecipient is a subject employer, as defined in ORS 656.023, Subrecipient shall also obtain Employers' Liability insurance coverage with limits not less than \$500,000 each accident.

If Subcontractor is an employer subject to any other state's workers' compensation law, Contactor shall provide Workers' Compensation Insurance coverage for its employees as required by applicable workers' compensation laws including Employers' Liability Insurance coverage with limits not less than \$500,000 and shall require and ensure that each of its out-of-state subcontractors complies with these requirements.

As applicable, Subcontractor shall obtain coverage to discharge all responsibilities and liabilities that arise out of or relate to the Jones Act with limits of no less than \$5,000,000 and/or the Longshoremen's and Harbor Workers' Compensation Act.

### **COMMERCIAL GENERAL LIABILITY**

Subcontractor shall provide Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverage that are satisfactory to the State of Oregon. This insurance must include personal and advertising injury liability, products and completed operations, contractual liability coverage for the indemnity provided under this Grant Agreement, and have no limitation of coverage to designated premises, project, or operation. Coverage must be written on an occurrence basis in an amount of not less than \$1,000,000 per occurrence and not less than \$1,000,000 annual aggregate limit.

### **AUTOMOBILE LIABILITY INSURANCE**

Subcontractor shall provide Automobile Liability Insurance covering Subcontractor's business use including coverage for all owned, non-owned, or hired vehicles with a combined single limit of not less than \$1,000,000 for bodily injury and property damage. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for Commercial General Liability and Automobile Liability). Use of personal Automobile Liability insurance coverage may be acceptable if evidence that the policy includes a business use endorsement is provided.

### **PROFESSIONAL LIABILITY**

Subcontractor shall provide Professional Liability Insurance covering any damages caused by an error, omission or any negligent acts related to the services to be provided under this Grant Agreement by the Subcontractor and Subcontractor's subcontractors, agents, officers or employees in an amount not less than \$1,000,000 per claim and not less than \$1,000,000 annual aggregate limit.

If coverage is provided on a claims made basis, then either an extended reporting period of not less than 24 months shall be included in the Professional Liability insurance coverage, or the Subcontractor shall provide Continuous Claims Made coverage as stated below.

### **EXCESS/UMBRELLA INSURANCE**

A combination of primary and Excess/Umbrella Insurance may be used to meet the required limits of insurance. When used, all of the primary and Excess or Umbrella policies must provide all of the insurance coverages required herein, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. The Excess or Umbrella or policies must be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, must be called upon to contribute to a loss until the Subrecipient's primary and excess liability policies are exhausted.

If Excess/Umbrella Insurance is used to meet the minimum insurance requirement, the Certificate of Insurance must include a list of all policies that fall under the Excess/Umbrella insurance.

### **ADDITIONAL INSURED**

All liability insurance, except for Workers' Compensation, Professional Liability, Pollution Liability and Network Security and Privacy Liability (if applicable), required under this Grant Agreement must include an Additional Insured endorsement specifying the State of Oregon, its officers, employees, and agents as Additional Insureds, but only with respect to Subcontractor's activities to be performed under this Grant Agreement. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Regarding Additional Insured status under the General Liability policy, DOJ CVSSD requires Additional Insured status with respect to liability arising out of ongoing operations and completed operations, but only with respect to Subcontractor's activities to be performed under this Grant Agreement. The Additional Insured endorsement with respect to liability arising out of Subcontractor's ongoing operations must be on, or at least as broad as, ISO Form CG 20 10 and the Additional Insured endorsement with respect to completed operations must be on, or at least as broad as, ISO form CG 20 37.

### **WAIVER OF SUBROGATION**

Subcontractor shall waive rights of subrogation which Subcontractor or any insurer of Subcontractor may acquire against the DOJ CVSSD or State of Oregon by virtue of the payment of any loss. Subcontractor shall obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not DOJ CVSSD has received a Waiver of Subrogation endorsement from the Subcontractor or the Subcontractor's insurer(s).

### **CONTINUOUS CLAIMS MADE COVERAGE**

If any of the required liability insurance is on a claims made basis and does not include an extended reporting period of at least 24 months, then Subcontractor shall maintain continuous claims made liability coverage, provided the effective date of the continuous claims made coverage is on or before the effective date of the Grant Agreement, for a minimum of 24 months following the later of:

- (i) Subcontractor's completion and DOJ CVSSD's acceptance of all Services required under the Grant Agreement, or
- (ii) DOJ CVSSD or Subrecipient termination of this Grant Agreement, or
- (iii) The expiration of all warranty periods provided under this Grant Agreement.

### **CERTIFICATE(S) AND PROOF OF INSURANCE**

Subcontractor shall provide to Subrecipient Certificate(s) of Insurance for all required insurance before delivering any goods and performing any Services required under this Grant Agreement. The Certificate(s) of Insurance must list the State of Oregon, its officers, employees, and agents as a Certificate holder and as an endorsed Additional Insured. The Certificate(s) of insurance must also include all required endorsements or copies of the applicable policy language effecting coverage required by this Grant Agreement. If Excess/Umbrella Insurance is used to meet the minimum insurance requirement, the Certificate(s) of Insurance must include a list of all policies that fall under the Excess/Umbrella Insurance. As proof of insurance, DOJ CVSSD has the right to request copies of insurance policies and endorsements relating to the insurance requirements in this section.

**NOTICE OF CHANGE OR CANCELLATION**

Subcontractor or its insurer must provide at least 30 calendar days' written notice to Subrecipient before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

**INSURANCE REQUIREMENT REVIEW**

Subcontractor agrees to periodic review of insurance requirements by Subrecipient under this Grant Agreement and to provide updated requirements as mutually agreed upon by Subrecipient and DOJ CVSSD.

**STATE ACCEPTANCE**

All insurance providers are subject to DOJ CVSSD acceptance. If requested by Subrecipient, Subcontractor shall provide complete copies of insurance policies, endorsements, self-insurance documents and related insurance documents to DOJ CVSSD's representatives responsible for verification of the insurance coverages required under this Section.

## AGENDA ITEM REQUEST



**Date:** 10/13/2025

**Meeting date desired:** 11/5/2025

**Subject:** 2024 Crook County Health Department Triennial Review Report

**Background and policy implications:**

The Oregon Health Authority conducts triennial reviews of all local public health authorities (LPHAs) to assess compliance, program effectiveness, and recommend modifications. These reviews are a contract administration tool that helps address OHA's auditing and monitoring requirements.

The goal of the triennial review is to identify strengths, gaps, opportunities, and needs for additional training for both OHA and LPHAs to serve Oregonians better. The review process includes Program Review Forms, which document compliance with Oregon Law and contractual obligations.

The review of 12 program areas resulted in nine compliance findings within three program areas. The OHA and CCHD have resolved and documented all compliance findings.

**Budget/fiscal impacts:**

None, although contract compliance is critical to sustainable funding

**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):**



OREGON  
**HEALTH**  
AUTHORITY

November 5, 2025

# Local Public Health Authority Triennial Review

Liz Hunt, MPH  
Acting Local and Tribal Public Health Manager  
Office of the State Public Health Director

# THANK YOU!

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# Overview

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- Responsibilities of LPHAs
- Responsibilities of LPHA Governing Bodies
- Local Public Health Administrator Role
- Agreements with OHA and Triennial Review
- Modernizing Oregon's Public Health System
- Questions

# What is an LPHA?

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- LPHA = Local public health authority
  - A county government
  - A health district formed under ORS 431.443 by two or more contiguous counties (different from hospital-related health district)
  - Intergovernmental entity formed for the purpose of providing public health services pursuant to an agreement under ORS 190.010





# Local Public Health Authority Responsibilities

# LPHA Statutory Responsibilities (1)

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- Accept reportable disease, outbreak or epidemic reports and investigate
- Issue or petition for isolation and quarantine orders
- Make immunizations available (or assure that availability)
- Perform duties and activities related to Indoor Clean Air Act enforcement
- Ensure access to family planning and birth control services
- License food, pool, tourist accommodations and recreational facilities, if delegated (currently delegated)
- Regulate public water systems, if delegated (not currently delegated)
- Enforcement of public health laws

# LPHA Statutory Responsibilities (2)

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- Adopt and update as necessary a local PH modernization assessment (recently updated)
- Submit local PH modernization plan to OHA and update as needed (due 12/31/2025)
- Coordinate with CCOs and Early Learning Hubs
- Impose civil penalties related to public health law enforcement



# LPHA Governing Bodies

# LPHA Governing Body

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- The governing body of a county;
- A public health district board; or
- Board of an intergovernmental entity formed through an ORS 190 agreement for the purpose of providing public health services.

The governing body is dependent on whether the LPHA is the county government or another intergovernmental entity.

# LPHA Governing Body Responsibilities

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- Appoint a qualified LPH administrator (must be at least PT salaried LPHA employee)
- Adopt ordinances/rules as needed for LPHA to administer PH programs and responsibilities
- Adopt civil penalties for public health law enforcement
- Review and make recommendations on the public health modernization plan (due 12/31/2025)
- Monitor progress of LPHA in meeting statewide and local PH goals
- May adopt schedule of fees for PH services



# LPH Administrator

# LPH Administrator Responsibilities

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- LPH Administrator can be physician but not required. If not physician, responsible for employing or contracting for LPH officer services
- Appoint or employ necessary staff to carry out public health services in jurisdiction
- Provide LPHA information concerning PH activities and submit annual budget to governing body
- Act as agent of OHA in enforcing state PH laws
- Perform any other duty required by law





# PH Agreements with OHA Triennial Review Results

# Triennial Review & OHA/LPHA IGAs

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These agreements are part of the Triennial Review:

- Intergovernmental Agreement for Public Health Services  
Most funding from OHA for public health services
- Environmental Health Intergovernmental Agreement  
Food, pool, lodging licensure, inspections and enforcement

# Triennial Review

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- Based on Public Health Intergovernmental Agreement and Environmental Intergovernmental Agreement between LPHA and state.
- Ensure compliance with state and federal regulations and requirements related to public health funding
- 12 different areas reviewed
- Review is for the years of 2021-2024
- All reviews took place July - September 2024
- Opportunity to identify areas for improvement and areas of strength

# Programs Reviewed

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- Administrative
- Babies First!
- Civil Rights
- Communicable Disease
- Drinking Water Services
- Fiscal
- Food, Pool, Lodging Health & Safety
- Health Officer
- Immunizations
- Public Health
- Emergency Preparedness & Response
- Tuberculosis
- Vital Records



# Program Strengths

# Areas of Strength

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- Administration, Civil Rights, and Health Officer
  - CCHD is a respected leader in their community and a trusted resource of information for the public's health and safety
  - Active and supportive partner through regional work as well as at the state level with participation in the Conference of Local Health Officials (CLHO)
- Babies First!
  - Dedicated staff – two nurse home visitors and an interim supervisor
  - During the review period, this program served over 40 clients with 191 visits

# Areas of Strength

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- Communicable Disease
  - Strong collaborative partnerships with regional epidemiologist, neighboring counties, and Environmental staff
  - During the review period, they processed 138 electronic laboratory reports, interviewed 46 cases of reportable disease, and had one outbreak investigation which they worked on with neighboring Deschutes County
- Drinking Water Services
  - Professional and hardworking Environmental Health Specialists
  - Work cooperatively with state staff to assure safe drinking water

# Areas of Strength

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- Fiscal
  - Comprehensive and robust internal controls in place
  - Well organized, monitored, and efficient operations
- Immunizations
  - Greatest strength is their amazing staff – persistent and help make connections wherever they can.
  - Focused on vulnerable populations, including students and seniors
  - Participate in Immunization Quality Improvement for Providers (IQIP)



# Areas of Strength

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- Public Health Emergency Preparedness (PHEPR)
  - Supportive leadership who prioritize the work of PHEPR
  - Strong local, regional, and state partnerships
- Tuberculosis (TB)
  - New staff learned quickly, attended necessary trainings, and demonstrate interest and commitment to ensuring patients well care for.
- Vital Records
  - Staff stay up to date with changes, implement new requirements quickly and accurately.
  - Improved efficiency by scanning order forms and other documentation and attaching it into the electronic system (OVERS)



# Areas for Improvement

# Areas for Improvement

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## Communicable Disease

- Review Blood Borne Pathogen (BBP)/ exposure plan and update annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions and occupational exposure. **Resolved: 5/27/2025**
- Assess vaccination status of proportion of identified hepatitis B and hepatitis A contacts. **Resolved: 2/26/2025**
- Attempt interview of all cases requiring interview within 4 days. **Resolved: 2/26/2025**

# Areas for Improvement

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## Fiscal

- Submit written process to ensure personnel expenses are supported by documentation that reflects the actual expense. Submit 3 employee time sheets for the period 07/01/2024-07/31/2024 that includes multiple program elements. Submit detailed general ledger and personnel summary to support the personnel expense to each program element for the time period. **Resolved: 2/13/2025**
- Submit written process to ensure travel expenses are supported by valid documentation such as receipts, invoices, or agendas which clearly shows the nature, amount, and purpose of the expense as it pertains to the specific program element. **Resolved: 2/13/2025**
- Submit written process for the following: 1) Internal controls to review and verify submitted documentation to ensure the travel and food expenses are allowable for the program element. 2) The record-keeping process for expense reports and related documents. **Resolved: 2/13/2025**

# Areas for Improvement

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## Fiscal

- Submit updated property management/inventory policy to include the following:
  - A description of the property. Information on the source of funding. The title holder of the property. The acquisition date. The cost of the property. The percentage of the federal agency's contribution toward the original purchase. Details on the location, use, and condition of the property. Disposition process including notification to the state. **Resolved: 2/13/2025**
- Submit written process to ensure expenses submitted for reimbursement are allowable for the program element. **Resolved: 2/13/2025**

# Areas for Improvement

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## Food, Pool, Lodging Health & Safety

- Licensed facilities must receive a minimum of one complete inspection for every 6 months of operation or fraction thereof. Seasonal organizational camps and pools must receive a minimum of one complete inspection during their operating season. **Resolved: 12/31/2024**
- Inspection reports must be filled out completely and must include all required information. **Resolved: 12/31/2024**
- Recheck inspections need to be conducted to ensure timely verification of corrective actions for all noted priority & priority foundation violations, and public health hazards are in compliance. **Resolved: 12/31/2024**



# Crook County Public Health Modernization

# Public Health Modernization

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- 2025-2027 work plan is clear, thorough and ambitious.
- Strong commitment to collaboration and partnerships.
- LPHA Administrator Katie Plumb is a strong champion for this work and gives a lot of their time to help with improving and moving modernization forward on a statewide level. Her partnership and time is greatly appreciated.
- For smaller LPHAs it is common to have staff juggle multiple programs and roles, although this is true for Crook we also commend CCHD in dedicating staff to modernization work and roles, it really comes through in their workplan and deliverables.
- The Crook, Jefferson and Deschutes regional modernization partnership is a standout model in Oregon. Their regional workplan reflects equity, community and highlights a collaborative and innovative partnership. A great example of how we can expand our resources, access and impact when we work together.





# Questions/Discussion

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# For more information

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[www.healthoregon.org/modernization](http://www.healthoregon.org/modernization)

[www.healthoregon.org/lhd](http://www.healthoregon.org/lhd)

# Crook County

## 2024 Triennial Review Governing Body Report

**Prepared by:**

Oregon Health Authority

Public Health Division

Local and Tribal Public Health Team

[lpha.tribes@oha.oregon.gov](mailto:lpha.tribes@oha.oregon.gov)

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# Overview

This report summarizes results of the **2024** triennial review of public health services provided by **Crook County Health Department** conducted by **Oregon Health Authority's Public Health Division** (OHA-PHD). The Local Public Health Administrator, **Katie Plumb**, will receive the full results from each participating program. We urge you to review this report in its entirety as it contains important information about your public health programs.

## Programs

The 2024 triennial review covered **12** program areas. This section contains a description of those programs, and a summary of accomplishments, compliance findings, corrective actions, and due dates identified during the review.

## Administrative, Civil Rights, and Health Officer

The Crook County Health Department (CCHD) provides an array of public health services within the foundational program areas of communicable disease control, environmental public health, prevention of injury and disease and health promotion, and access to clinical preventive services. At the time of this review, Katie Plumb is the Local Public Health Administrator and Dr. Natalie Good is the Health Officer.

### Accomplishments

- CCHD is a respected leader in their community and a trusted resource of information for the public's health and safety.
- CCHD continues to provide unique opportunities in their community through partnerships with the local high school and giving opportunities for students to gain work experience and learn about public health careers.
- CCHD has been growing their workforce since the pandemic and has brought on multiple staff in a short time frame.

- CCHD is a very active and supportive partner in regional work with Jefferson and Deschutes counties.
- Administrator Katie Plumb continues to participate at a broader state level of leadership through the Conference of Local Health Officials (CLHO), is the co-chair for the CLHO Systems and Innovation Committee as well as a member of other CLHO subcommittees. Her dedication and commitment to systems improvement in not only her county, but for all communities in Oregon, is a benefit to the state public health system.

## Compliance Findings

Crook County had **no** compliance findings for the Administrative, Civil Rights, and Health Officer reviews.

## Babies First!

Maternal and Child Health (MCH) services are provided by Crook County through two programs, Babies First! and CaCoon (CaCoon is reviewed separate from the triennial review). Title V programming is also provided by Crook County but is reviewed separately. Home visiting services are provided by 2 RNs who provide a total of 0.4 FTE (Supervisor would provide another 0.1 FTE of client services, bringing the program into compliance with the 0.5FTE minimum requirement). Between July 2021 and June 2024, Crook County served at least 40 clients and made 191 visits in Babies First!. Crook County Nurse Home Visiting focuses on enrolling prenatal clients, and as such are able to enroll children in early infancy, with 63% of children enrolled within three months of birth.

## Accomplishments

- The two nurse home visitors are dedicated to the families and support each other in the absence of a dedicated Nurse Supervisor.

- Interim Supervisor and home visitors are open to strategizing on how they may expand services to more non-English speaking clients.
- Focus on enrolling clients prenatally for healthy pregnancies and positive birth outcomes.

### Compliance Findings

Crook County had **no** compliance findings for the Babies First! review.

## Communicable Disease

Communicable disease (CD) reporting and control fall under the purview of the Health and Human Services in Crook County. Staff include Kim Fox and Jo McCabe with new staff Alanna Spry. Max Hamblin is the Environmental Health Specialist and has been with them many years. They have support from their regional epidemiologist Sarah Mannion as well as Adrienne Hoyt. Currently Dan Daniluk, OHA regional epidemiologist is assisting with case investigations as their long time CD investigator Karen Yeargin retired. Dan is training Alanna the new main CD investigator. They login to Orpheus on a regular basis to review cases and new reports. They ensure coverage for CD when staff resources are low and have reached out to OHA regional epidemiologists to fill that role. The period of review was March 2022 through June 2024. They processed 139 electronic laboratory reports and interviewed 46 cases of reportable disease. They had one outbreak investigation which was led by Kelly Coyle in Deschutes County. They readily reach out to their neighboring health departments for assistance when their resources are low.

### Accomplishments

All staff that support communicable disease prevention are dedicated to their citizens and go the extra yard to educate and prevent disease transmission. When they are able to reach cases for interview, they do a thorough and complete job and enter the necessary data into Orpheus. They have a strong and longstanding relationship with Max Hamblin, Environmental Health

Specialist. They are rebuilding their team after retirement of their main CD investigator with a commitment to health equity. Their population is increasing, and they also are seeing an increase in homeless camps in Juniper Canyon. They have a policy to call cases for interview three times. They have a strong relationship with the infection prevention community. They meet monthly with trauma, emergency medical services and mental health to provide updates and information sharing.

## Compliance Findings

Crook County had **three** compliance findings for the Communicable Disease review and must do the following to comply with program requirements.

1. Review Blood Borne Pathogen (BBP)/ exposure plan and update annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions and occupational exposure.
  - **Resolved:** 5/27/2025
2. Assess vaccination status of proportion of identified hepatitis B and hepatitis A contacts.
  - **Resolved:** 2/26/2025
3. Attempt interview of all cases requiring interview within 4 days.
  - **Resolved:** 2/26/2025

## Drinking Water Services

The drinking water program provides technical services and support to public water systems. These services include responding to water quality alerts, requests from water system operators, drinking water contamination events, responding to spills, emergencies, and inspection of water system facilities. The drinking water services provided to water systems result in reduced health risk and increased compliance with drinking water standards. The drinking water



program reports data to Oregon Health Authority, Drinking Water Services (DWS) as necessary for program management and to meet federal Environmental Protection Agency (EPA) Safe Drinking Water Act program requirements.

### Accomplishments

- The Drinking Water Program is in the hands of professional and hardworking Environmental Health Specialists.
- The program works cooperatively with state Drinking Water Services staff to help assure safe drinking water for the active public water systems it supervises.

### Compliance Findings

Crook had **no** compliance findings for the Drinking Water Services review.

## Fiscal

Crook County has a finance and administrative services unit responsible for the custody of all public funds directed to public health, focusing on accountability to the public and compliance with rules and requirements of funders and partner organizations.

This triennial fiscal compliance review is conducted per requirements imposed under state and federal awards, cost principles and audit rules, under 2 CFR Part 200 and local policies and procedures.

This review aims to provide assurances that Crook County complied with federal and state rules and regulations and that its fiscal operations are sound to ensure the proper use of federal and state funds to execute the listed health programs.

### Accomplishments

- Crook County has comprehensive and robust internal controls to adequately safeguard assets, to detect and prevent errors in a timely manner. The

operation is well organized, monitored, and efficient with a commitment to quality, fairness, and accuracy.

- For FY2023, Crook County received \$ 2,246,756.52 in federal funds, \$215,028.70 in other funds, and \$536,044.04 in state funds from the OHA Public Health Division for the period July 01, 2022, through June 30,2023 to implement the program elements reviewed.

## Compliance Findings

Crook County had **5** compliance findings for the Fiscal review and must do the following to comply with program requirements.

1. Submit written process to ensure personnel expenses are supported by documentation that reflects the actual expense. Submit 3 employee time sheets for the period 07/01/2024-07/31/2024 that includes multiple program elements be sure to include one employee with time spent in PE42-03, PE42-04, PE42-11, PE42-12. Submit detailed general ledger and personnel summary to support the personnel expense to each program element for the time period 07/01/2024-09/30/2024.
  - **Resolved:** 2/13/2025
2. Submit written process to ensure travel expenses are supported by valid documentation such as receipts, invoices, or agendas which clearly shows the nature, amount, and purpose of the expense as it pertains to the specific program element.
  - **Resolved:** 2/13/2025
3. Submit written process for the following: 1) Internal controls to review and verify submitted documentation to ensure the travel and food expenses are allowable for the program element. 2)The record-keeping process for expense reports and related documents.
  - **Resolved:** 2/13/2025

4. Submit updated property management/inventory policy to include the following:

- A description of the property.
- Information on the source of funding
- The title holder of the property.
- The acquisition date.
- The cost of the property.
- The percentage of the federal agency's contribution toward the original purchase.
- Details on the location, use, and condition of the property.
- Disposition process including notification to the state.
  - **Resolved:** 2/13/2025

5. Submit written process to ensure expenses submitted for reimbursement are allowable for the program element.

- **Resolved:** 2/13/2025

## Food, Pool and Lodging Health and Safety

Crook County Environmental Health is doing a good job of providing Environmental Health services to the community.

Environmental Health works in partnership with OHA and the industry to protect public health by licensing, inspecting, and enforcing health and safety regulations in food, pool and lodging facilities. These facilities include restaurants, mobile food units, temporary food booths at public events, public pools and spas, hotels and motels, bed and breakfasts and organizational camps.

Considering the challenges presented by the COVID-19 pandemic, OHA did not hold LPHAs responsible for meeting inspection quotas for food, pool, and tourist accommodation inspections through the end of 2022. Because of this, the Food,

Pool and Lodging Health and Safety Program conducted a modified triennial review because of the COVID-19 emergency.

In lieu of the traditional review that looks at the EH Intergovernmental Agreement (IGA) requirements, field inspection protocols and inspection frequencies and documentation, we only reviewed the administrative standards in the IGA and conducted the field review with all inspectors. In addition, reviewer(s) requested the LPHA's Environmental Health Supervisor provide a brief written summary of the LPHA's COVID-related activities since the start of the pandemic (contact tracing, COVID enforcement/consultation, etc.) that were conducted in lieu of inspections as well as their action plan to have inspection rates back in compliance starting January 1, 2023. This will complete the review for this three-year cycle.

### Compliance Findings

Crook County had **three** compliance findings for the Food, Pool and Lodging Health and Safety review and must do the following to comply with program requirements.

1. Licensed facilities must receive a minimum of one complete inspection for every 6 months of operation or fraction thereof. Seasonal organizational camps and pools must receive a minimum of one complete inspection during their operating season.
  - **Resolved:** 12/31/2024
2. Inspection reports must be filled out completely and must include all required information.
  - **Resolved:** 12/31/2024
3. Recheck inspections need to be conducted to ensure timely verification of corrective actions for all noted priority & priority foundation violations, and public health hazards are in compliance.
  - **Resolved:** 12/31/2024

## Immunization

Crook County has a great staff working tirelessly on reaching their community with immunizations. Their staff is relatively new, with Kim and Meagan having only joined in the last 3 years. However, they have done an excellent job of learning their program operations and creating new and ambitious goals to keep them moving forward. On top of their normal services, they have also been working with us on an Immunization Quality Improvement for Providers (IQIP) project for the past two years and have seen growth in their rates despite some challenges. They have had a lot of staffing shortages in recent months but overall are still managing to do lots of great works serving their community.

### Accomplishments

Their programs greatest strengths of course are their amazing staff. Despite seeing a rise in vaccine hesitation, they continue to be persistent in showing up and making connections wherever they can. They have reported resistance from schools in having them attend back to school events as some families are quite outspoken against vaccines but for now are still able to be part of those events. They also have a project focused on providing vaccines to seniors at long-term care facilities and in their homes and thankfully they have a mobile vaccine unit that makes this possible. On top of their Vaccine For Children (VFC) goals, their IQIP project has them working hard to reach patients who are behind on their vaccines and building a better library of vaccine resources to offer their patients.

### Compliance Findings

Crook County had **no** compliance findings for the Immunization review.

## Public Health Emergency Preparedness

Crook County currently funds a .70 FTE Public Health Emergency Preparedness (PHEP) Coordinator and a .05 Modernization Manager from Program Element 12. For much of the review period they did not have a dedicated PHEP Coordinator due to turnover in that role multiple times. The Modernization

Manager supported required activities during much of the review period, but the PHEP Coordinators also contributed significant work towards requirements when they were in the role.

### Accomplishments

Crook County has always had a strong PHEP program due to having dedicated staff in those roles, despite the turnover. The Local Public Health Administrator has always been supportive of the work and goals of PHEP staff. The Modernization Manager has also continued to move the program forward despite turnover in the coordinator role. The leadership team has helped to strengthen the program. CCHD also works excellently with local, regional, and state partners to further PHEP work and better prepare the community.

### Compliance Findings

Crook County had **no** compliance findings for the PHEP review.

## Tuberculosis

Crook County Tuberculosis (TB) incidence typically is very low and in the three-year review period there were no TB cases. Crook County Health Department has staff who are new to TB work. They have learned quickly about TB, attended TB trainings, demonstrated interest in TB during the review and a commitment to ensuring patients are well cared for. All required documents were in place for the review.

### Accomplishments

Crook County is learning quickly about the management of TB disease and associated contact investigation. They are well organized and prepared to manage a TB case. The clinic environment is warm and friendly at Crook Co demonstrating their commitment to patient care.

### Compliance Findings

Crook had **no** compliance findings for the TB review.

## Vital Records

Navigating complex vital records laws, rules, and procedures is not an easy task – especially when it's not the only subject you need to be an expert in. Crook County vital record staff manage this feat admirably. They stay up to date with changes by reviewing newsletters and attending trainings. When procedures for collecting the identification of applicants were recently updated, they implemented the new requirements quickly and accurately. They maintain their 24-hour Notice of Receipt of Body queue exceptionally well, ensuring every decedent is accounted for.

Crook County Vital Records staff have also found ways to improve beyond what is required. They are scanning order forms and other documentation and attaching it in the electronic vital records system (OVERS) which improves efficiency and eliminates the need for storage of large amounts of paper documents.

Crook County Vital Records staff serve their community and maintain the vital records system with distinction.

### Compliance Findings

Crook County had **no** compliance findings for the Vital Records review.

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## AGENDA ITEM REQUEST



**Date:**

*October 23, 2025*

**Meeting date desired:**

*November 5, 2025*

**Subject:**

*Crook County Fair Board Policy for Filling Fair Board Vacancies*

**Background and policy implications:**

*This policy was adopted pursuant to Crook County Board of Commissioners Order No. 2022-52, which establishes procedures for advertising and applying for board vacancies, and considering and recommending applicants for appointment.*

**Budget/fiscal impacts:**

*None*

**Requested by:**

*Item Request Form drafted by Alex Solterbeck, Office Manager, Crook County Counsel on behalf of Gail Merritt, Fair Board President*

**Presenters:**

*N/A – Consent Agenda*

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

*N/A*

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

*N/A*



**Crook County Fair Board**  
**Policy for Filling Fair Board Vacancies**  
**Pursuant to Crook County Board of Commissioners Order No. 2022-52**

**1. Purpose**

The purpose of this policy is to establish a consistent, transparent process for filling vacancies on the Crook County Fair Board in accordance with Crook County Board of Commissioners Order No. 2022-52.

**2. Authority**

This policy is adopted pursuant to the Crook County Board of Commissioners Order No. 2022-52, which establishes procedures for advertising and applying for board vacancies, and considering and recommending applicants for appointment.

**3. Applicability**

This policy applies to all vacancies, whether scheduled (e.g., term expirations) or unscheduled (e.g., resignations, removals), on the Crook County Fair Board.

**4. Process for Filling Vacancies**

**a. Announcement of Vacancy**

Upon notice of a vacancy, staff or the Board shall coordinate with the Crook County Administration Office to ensure the vacancy is publicly announced and that applications are solicited through the County's position vacancy advertising procedure.

**b. Appointment of Interviewers**

Once the applications for the vacant position(s) have been received, the Fair Board President shall appoint three (3) Fair Board members to interview the applicants.

- Each appointed member will individually interview the applicants.

- The interviews shall be conducted separately; no two members may interview applicants together.
- The appointed members shall not discuss applicants with one another outside of a properly noticed public meeting.

**c. Interview Process**

Each appointed member may take notes during interviews, including personal impressions, opinions, and commentary. These notes are considered personal working notes and are not shared or discussed until the public meeting.

**d. Reporting and Recommendation**

At the next regularly scheduled public meeting of the Fair Board, each appointed member shall report on their knowledge and impressions of the applicants.

- Following discussion, the full Fair Board shall deliberate in public session and determine which applicant(s) to recommend to the Crook County Board of Commissioners for appointment.

**e. Submission to Board of Commissioners**

The Fair Board’s recommendation(s) shall be forwarded in writing to the Crook County Board of Commissioners for final consideration and appointment.

**5. Compliance with Public Meetings Law**

All deliberations and decision-making by the Fair Board regarding applicant recommendations shall occur in a public meeting in compliance with Oregon’s Public Meetings Law (ORS 192.610–192.690).

**6. Effective Date**

This policy shall take effect upon adoption by the Crook County Fair Board and acknowledgment by the Crook County Board of Commissioners.

**Adopted by the Crook County Fair Board on October 20, 2025.**

**Acknowledged by the Crook County Board of Commissioners on:** \_\_\_\_\_



**Gail Merritt**  
Fair Board President



## Agenda Item Request

**Date:**

*October 30, 2025*

**Meeting date desired:**

*November 5, 2025 – Regular Board of Commissioners Meeting – Discussion Item*

**Subject:**

*Consideration of specific procedure for filling a forthcoming vacancy on the Crook County Budget Committee*

**Background and policy implications:**

*There is one current position on the Budget Committee which will expire at the end of the current calendar year. Under Order 2022-52, the County established a standard process for filling vacancies on committees like the Budget Committee, but also specifically states that the Board reserves the authority to adopt different procedures, either for individual committees, or for individual instances. The question for the Board is whether there is good cause to modify the standard process for the Budget Committee.*

*As described in Order 2022-52, the usual process involves:*

- The County administration office advertises for current or expected vacancies in County committees.*
- Members of the public who are interested in serving on County committees would submit a completed application form to the County administration office.*
- Members of the committee would meet to discuss the applicants and possibly conduct interviews. Thereafter, the committee would submit a recommendation to the Board of Commissioners.*
- The Board of Commissioners would then meet to consider the recommendation and the possible appointment.*

*Because the members of the Budget Committee include the 3 members of the Board of Commissioners and 3 citizen members, the question for the Board of Commissioners is whether it feels that the normal processes should be followed (all 6 members of the Budget Committee – including the Board of Commissioners – meet to review applications and make a recommendation to the Board of Commissioners), or whether and how the process may be modified in this instance or ongoing for this individual committee.*

*Last year, the Board decided at the December 4, 2024 regular session to modify the process by having a subcommittee meet publicly to review the applications. The subcommittee consisted of the citizen members of the Budget Committee and a Crook County staff member. This subcommittee then made the recommendation for appointment for the Budget Committee vacancy for the Board to consider.*

**Budget/fiscal impacts:**

*The discussion on whether to modify the usual process is not expected to incur material expenses*

**Requested by:**

*Jamie Berger*

*541-447-6554*

[\*jamie.berger@co.crook.or.us\*](mailto:jamie.berger@co.crook.or.us)

**Presenters:**

*Will Van Vactor*

*County Manager*

*Eric Blaine*

*County Counsel*

*Jamie Berger*

*Budget Manager*

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

*N/A*

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

*N/A*

## 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):**



# Memorandum

**To:** Crook County Board of Commissioners  
**From:** Will VanVactor, County Manager  
**Date:** October 29, 2025  
**RE:** Funding Request—\$5,000 Contribution to Oregonians for Floodplain Protection

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## Purpose

To provide information and options regarding a \$5,000 contribution to Oregonians for Floodplain Protection for legal action opposing the Oregon Biological Opinion (BiOp), and to recommend the most appropriate county fund source.

## Summary of Request

Oregonians for Floodplain Protection seeks a \$5,000 contribution from Crook County to support litigation aimed at halting BiOp implementation. See attached. Affected BiOp changes could impact landowners' development options and costs, including both rural areas and lands within city limits. Successful opposition would benefit Crook County residents.

## Options

### A. Community Support Fund (General Fund) – Option

- **Intent:** Broad discretion for Board-driven community priorities and support; general benefit or countywide impact is appropriate.
- **Prior Use:** Funds are regularly used for outside agency support and initiatives to benefit the county at large.
- **Flexibility & Budget:** Unallocated balance should be confirmed, but the full \$100,000 annual allocation offers substantial capacity for one-time contributions of this nature.
- **Status:** For FY26, the Board has distributed approximately \$25,000 to date. We are approximately 1/3 of the way through the fiscal year.

### B. Community Development Fund – Option

- **Intent:** Typically supports Community Development Department (Planning/Building) work, with a nexus to development projects or planning efforts.
- **Workload Link:** BiOp implementation would directly increase Planning workload, making CDD a possible fund source to consider.

- **Budget Constraints:** This would be an unbudgeted expense for CDD. Need confirmation from CDD leadership on available funds, potential impacts on current and forecast work plans, and operational flexibility.

### **C. Hybrid Option (Shared Funding)**

- **Description:** Split the \$5,000 cost between the Community Benefit Fund (e.g., \$2,500) and the Community Development Fund (e.g., \$2,500).
- **Rationale:** Recognizes both the countywide general benefit and the Planning nexus.
  - Eases fiscal impact on either fund.
  - Requires coordination on respective balances and Board direction.

### **Discussion**

While there is a departmental connection to Community Development, the broader general benefit to landowners, property rights, and economic competitiveness supports use of the Community Support Fund. Community Development Director John Eisler notes that the request is for membership in a 501(c)(4) organization rather than direct litigation funding, and that the existing BiOp suit is currently stayed, pending settlement discussions that may resolve the matter without further legal action. Finance Director Christina Haron also notes that the contribution would fit the Community Support Fund as it not a County led lawsuit.

Although use of either funding source can be justified, for the above reasons, I recommend the Community Support Fund be used in this instance.

### **Recommendation:**

- **Primary:** Approve the \$5,000 contribution from the Community Benefit Fund.
- **Alternative:** Given nexus to Planning and Building, it is reasonable for the Board to either direct Community Development Fund dollars to the contribution, or a hybrid of the two.





Oregonians for Floodplain Protection Contribution and Membership Form
Advocating for sustainable floodplain development policies

1. Participating Entity

- The Organization or Jurisdiction listed below
Individual

For Organizations/Jurisdictions:

Organization/Jurisdiction:
Mailing Address:
Website:

2. Contact Information

Name: Title (if applicable):
Contact Email: Contact Phone #:

3. Contribution (contributions are not tax deductible)

I/the above listed entity will contribute the following:

- \$1,000 \$15,000 \$100,000
\$2,500 \$20,000 Other \$
\$5,000 \$25,000
\$10,000 \$50,000

Oregonians for Floodplain Protection is a 501C4 not-for-profit social welfare organization. Membership is optional and subject to approval by the Board of Directors. Members are authorized to vote for the organization's Directors and on other fundamental matters in accordance with the organization's policies. Neither members nor non-member contributors are publicly disclosed unless the box is checked below approving use of name/logo. Annual minimum membership contribution for individuals is \$10. Annual minimum membership contribution for cities and counties is based on jurisdiction population. The minimum amounts are \$1000 for jurisdictions with populations under 500 people, \$2500 for jurisdictions with populations between 500-999 people, \$5000 for jurisdictions with populations between 1000 - 4,999 people and \$10,000 for jurisdictions with populations between over 5000 people.

4. Additional Support (Non-financial)

Please select the additional ways that you or your entity would like to contribute:

- You can use my/our name/logo on your website
I/we will contact our members of Congress and legislators
I/we will engage my/our own lists of constituents/members in Calls for Action and other grassroots activities
I/we am/are interested in organizing a meeting in my/our community to educate citizens about FEMA's plan
I/we will help identify the specific impacts of FEMA's plan on my community and share with OFP
I/we will help identify impacted property owners to tell their story on the coalition website and in other venues
I/we are interested in committing expertise (legal, marketing, administrative support, government affairs, etc.)
Other:

Please return this form to info@floodplainprotection.org. Upon receipt an invoice will be sent to the contact information above. If you have additional questions about the coalition and use of funds please contact us at info@floodplainprotection.org. Thank you for your support!



## **New FEMA rules could hinder future construction**

Published 8:59 am Tuesday, October 14, 2025

By **MATHIAS LEHMAN-WINTERS**



Hoffman Construction provides information to visitors about the new Seaside High School construction site. (Colin Murphey/The Daily Astorian)

## Impending federal regulation may ‘devastate’ local economy

A potential sea change in federal regulation may soon make the cost of new construction skyrocket in Clatsop County.

The Federal Emergency Management Agency’s incoming Biological Opinion is likely not something on most residents’ minds — but its impact could be titanic.

In response to a 2009 lawsuit by conservation groups, FEMA must implement new policies for communities that participate in the National Flood Insurance Program — policies which prioritize the protection of endangered species.

## Trending

### **Sewage overflows into ocean at Cannon Beach**

(<https://dailyastorian.com/2025/10/27/sewage-overflows-into-ocean-at-cannon-beach/>)

### **Four contenders vie for Warrenton Commission seat**

(<https://dailyastorian.com/2025/10/27/four-contenders-vie-for-warrenton-commission-seat/>)

“The new rules would require communities to require mitigation when people develop their property,” said Gail Henrikson, Clatsop County director of community development. “So if you build a 1000-square-foot house on your property (and) say it is five feet below the base flood elevation ... you’re going to mitigate 5000 cubic feet of area.”

Henrikson said this “mitigation” for the new house would have to resemble a new pond or “hole in the ground” to make up for the construction.

Similar mitigations would be required for tree removal or paving a new driveway. If someone were to pave a new driveway, they would be required to create an equally sized area where water could settle in the dirt. Mitigation requirements would vary based on the location of the property.

Henrikson gave a hypothesis of how the required mitigation could negatively impact a landowner. For example, she said if a landowner poured concrete for a new driveway, making that section of land impervious to rainwater, then they could then be required to create an equally sized area of land that could naturally receive water. That could mean removing a patio or an old foundation. And, if that could not be done on the landowner’s property, they would need to purchase other property located in the flood hazard area that could be substituted for the mitigation or work with another landowner to restore a portion of their property.

Communities that do not abide by this rule would not be eligible for the National Flood Insurance Program.

“None of that makes any sense,” said Warrenton Mayor Henry Balensifer. “The way FEMA is writing it, is as if dry ground that has never flooded ... needs to be a salmon habitat for the three hours that the water may — in the event of a bajillion-year flood — go underneath a crawl space.”

## Trending

### **Port of Astoria workshop gets down to business**

(<https://dailyastorian.com/2025/10/25/port-of-astoria-workshop-gets-down-to-business/>)

### **Soccer, volleyball roundup: Seaside takes Clatsop Clash, Astoria posts ‘picture perfect’ season and more**

[\(https://dailyastorian.com/2025/10/25/soccer-volleyball-roundup-seaside-takes-clatsop-clash-astoria-posts-picture-perfect-season-and-more/\)](https://dailyastorian.com/2025/10/25/soccer-volleyball-roundup-seaside-takes-clatsop-clash-astoria-posts-picture-perfect-season-and-more/)

Balensifer said Warrenton in particular would be negatively impacted by this change because of new draft FEMA flood risk maps that would “double the amount of people in the city of Warrenton that are in the floodplain” if implemented.

“If you thought that the (FEMA BiOp) is no big deal, and it’s like, ‘I don’t pay flood insurance, why should I care?’ It’s probably going to make you care,” Balensifer said. “Because in about two years, when they implement those maps, you’re going to be included in that.”

The new maps putting much of Warrenton into a flood-risk zone would not only increase insurance costs but also make property owners in the area subject to the FEMA BiOp regulations.

“This isn’t just about housing, this is about infrastructure costs,” said Balensifer. “When the state and the Feds keep adding and chipping away at our ability to pay for things by adding unfunded mandates and costs, it all gets passed back down to the taxpayer.”

Clatsop County Commissioner Mark Kujala agreed and said the added regulations would paint a dire future for the area’s economy.

“The cost of the mitigation in order to do any type of development in a floodplain is going to be so expensive that nobody will be able to; it will kill development,” said Kujala. “(And it will be) absolutely devastating to the economy of Clatsop County.”

Henrikson said if the new requirements move forward, the cost of new development would “dramatically” increase.

“(Developers) are going to have extensive mitigation requirements that could either reduce the size of the project or just completely halt it,” said Henrikson. “And no development might occur because people just can’t afford to meet the mitigation requirements.”

### **FEMA miscalculations**

In FEMA’s Draft Environmental Impact Statement, county officials found the federal agency greatly overestimated the population, geographic size, and number of housing units in the county.

A list of some of FEMA’s miscalculations are as follows:

- FEMA overestimated the population of Clatsop County by 13,034.
- FEMA reported 8% of the county’s unincorporated population lives in a special flood hazard area — the true number is 16%.
- FEMA overestimated the number of housing units in Clatsop County by 58,365 units.
- FEMA over-reported the county’s unincorporated total land area by 713,163 acres.
- FEMA incorrectly stated that 7% of the land in Astoria is in the special flood hazard area — the true number is 21%.
- FEMA reports 34% of Warrenton is in the special flood hazard area — the true number is 47%.

Henrikson said FEMA’s incorrect numbers minimize the impact the BiOp will have on Clatsop County. “Those impacts will be much greater, because we don’t have that large of a population,” Henrikson said. “We have not identified how they came to those numbers.”

Mayor Balensifer did not mince words regarding FEMA’s many errors.

“They could have Wikipedia’d this better than they put it together,” said Balensifer. “I have no clue where they got their data, other than to say that it seems so incompetent that it almost looks intentional.”

Thompson shared Balensifer’s concerns and said she worries not enough people are aware of the looming changes.

“This is a big deal for a lot of people — but it isn’t on most people’s radar,” said Thompson. “If you can’t have accurate data when you’re establishing public policy, how does that inspire trust or confidence?”

### What comes next?

On Oct. 6, the deadline for public comment to FEMA on the BiOp closed. The agency is currently considering three different options for the BiOp, referred to as “alternatives.” However, there is no clear timeline from FEMA for answers.

Alternative 1 does nothing and maintains the status quo; Alternative 2 creates some project-specific exceptions; Alternative 3 would result in full implementation with no exceptions.

Should an alternative be selected that is not Alternative 1, Kujala said the county may sue — and it would not stand alone. Thirty of Oregon’s 36 counties stand to be impacted by the FEMA BiOp decision.

“When you can’t get the basic demographics of the county right, then there’s just no way that can stand,” said Kujala. “I would absolutely believe a legal challenge would succeed.”

Balensifer said he thinks whatever decision FEMA makes will be implemented next year. He also said he recognizes the environmental perspective, but said FEMA is pushing its bounds.

“We live and die by salmon out here, because salmon is a big industry,” said Balensifer. “So it’s not like Warrenton is anti-salmon. But this is ... this is a bridge too far.”

## Marketplace



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# News Release

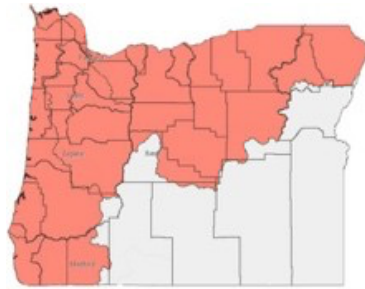
October 3, 2025

FEMA is proposing major new requirements for communities that want to remain in the National Flood Insurance Program (NFIP). Under this new plan for Oregon, FEMA would change the primary focus of the NFIP to protecting floodplain habitat for fish, rather than mitigating risks to life and property and providing flood insurance. **The deadline to submit written comments to FEMA is Monday, October 6, 2025 at 8:59 pm (Oregon time).**

FEMA's proposed rules include a "no net loss" standard for floodplain development that cities and counties must meet to remain in the NFIP. Any loss of flood storage (e.g. building of structures or storing equipment in the floodplain), addition of pervious surface (e.g. pavement), or removal of vegetation must be offset.

Here are some of the new rules and their potential impacts:

- A typical new single-family house could require a second piece of land to be kept undeveloped as "mitigation."
- The cost of construction for homes and new commercial development could increase by nearly 30 percent. The cost of your new home could go up more than \$7500 a year in mortgage/interest to pay for complying with the new requirements.
- Remodeling or expanding existing developed commercial and industrial land could require a different or more expensive design.
- If a farmer wants to build a new agricultural building in the floodplain, the cost could increase by about 12 per cent.
- For port projects subject to the new standards, the land required to be set aside for mitigation would be substantial, potentially adding hundreds of thousands of dollars to project costs.
- Counties and cities in Oregon would face substantial administrative costs implementing the new standards, totaling \$23 million to \$47 million for the full Oregon plan area.



The new requirements would apply to all NFIP mapped areas within the highlighted areas of the state – affecting 31 counties and 230 communities that participate in the NFIP. If a community refuses to adopt these new standards, FEMA can kick them out of the NFIP, making all residents ineligible for federal flood insurance and disaster aid. Flood insurance is required for federally-backed mortgages.

**In short, these stringent new rules would significantly burden not only new business and home development, but also existing homeowners and businesses by making small additions, sheds, or driveways into major mitigation projects. A remodel or repair of your house from storm damage now will become too costly to repair, even under NFIP coverage—which insufficiently covers the cost of compliance with these new regulations.**

FEMA released a Draft Environmental Impact Statement with three Alternatives and is accepting public comment. Oregonians for Floodplain Protection is urging people to tell FEMA to adopt Alternative 1, the No-Action Alternative. Oregon has existing rules to protect endangered species, and FEMA is using nearly 10-year-old data to make these rules. There is only a short time left to comment on these rules. **The deadline for comments is Monday night (10-6-2025) at 8:59 pm.**

More information is available on our website, <https://floodplainprotection.org>.

Michael Desmond, OFP

(503) 974-4745

## OFP's Board:

**Jeremy Rogers, Oregon REALTORS®; Ryan Krabill, Oregon Farm Bureau; Sarah Absher, Tillamook County Community Development Director; Former State Senator Betsy Johnson; Former Vernonia Mayor and Columbia County Commissioner Tony Hyde; Warrenton Mayor Henry Balensifer and Oregon Homebuilders Association CEO Jodi Hack.**





## Agenda Item Request

**Date:**

*October 23, 2025*

**Meeting date desired:**

*November 5, 2025 – Regular Board of Commissioners Meeting – Discussion Item*

**Subject:**

*Amendment to Order 2025-18*

**Background and policy implications:**

*Correction of a scrivener's error on the order adopting the Crook County budget for fiscal year 2026, beginning July 1, 2025*

**Budget/fiscal impacts:**

*No change in budgeted amounts, only the correction of an appropriation category*

**Requested by:**

*Jamie Berger*

*541-416-6554*

*[jamie.berger@crookcountyor.us](mailto:jamie.berger@crookcountyor.us)*

**Presenters:**

*Will Van Vactor*

*County Manager, Budget Officer*

*Jamie Berger*

*Budget Manager*

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

*NA*

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

*NA*

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

**IN THE MATTER OF**

**ORDER # 2025-18 AMENDMENT 1**

Adopting the Crook County fiscal year 2026 budget, beginning July 1, 2025, making appropriations, and imposing and categorizing ad valorem taxes.

**Whereas**, Order 2025-18 adopting the Fiscal Year 2025-2026 budget, making appropriations, and imposing and categorizing ad valorem taxes, was adopted by the Crook County Board of Commissioners on June 11, 2025, with an effective date of July 1, 2025; and

**Whereas**, the Order contained a scrivener’s error. The portion addressing Title III funds reads as follows:

| <u>Title III Fund</u> | <u>Approved<br/>Budget</u> | <u>Adjustments</u> | <u>Adopted<br/>Budget</u> |
|-----------------------|----------------------------|--------------------|---------------------------|
| Materials & Services  | \$ 60,000                  | -                  | \$ 60,000                 |
| Contingency           | 17,000                     | -                  | 17,000                    |
| Total                 | \$ 77,000                  | -                  | \$ 77,000                 |

; and

**Whereas**, the word “Contingency” as used in that portion of the Order should read “Capital Outlay;” and

**Whereas**, this scrivener’s error merits correction, but is not substantive, and does not require the adoption of a new budget Order or otherwise require the modification of the amounts apportioned and taxes categorized by the Order.

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

Section One: The portion of Order 2025-18 regarding Title III Funds is amended to read as follows, with the effective date of the revision being July 1, 2025, nunc pro tunc:

| <b>Title III Fund</b> | <b>Approved Budget</b> | <b>Adjustments</b> | <b>Adopted Budget</b> |
|-----------------------|------------------------|--------------------|-----------------------|
| Materials & Services  | \$ 60,000              | -                  | \$ 60,000             |
| Capital Outlay        | 17,000                 | -                  | 17,000                |
| Total                 | \$ 77,000              | -                  | \$ 77,000             |

Section Two: County staff members are authorized to make this correction on all necessary or useful documents and records without the need for further authorization from the Board of Commissioners. This includes, subject to the approval of the County Clerk, the recordation of any document to reflect the change described in this Order 2025-18 Amendment 1.

Section Three: Except for the correction of the scrivener’s error as modified by this Order 2025-18 Amendment 1, all other provisions of Order 2025-18 remain in full force and effect and unmodified. This Order 2025-18 Amendment 1 does not operate to rescind, revise, supplement, or otherwise change any appropriations or categorizations previously adopted according to Order 2025-18.

Section Four: If a court of competent jurisdiction should invalidate any portion of this Order 2025-18 Amendment 1, the remaining portions will continue in full force and effect.

Section Five: **BE IT SO ORDERED** that the Crook County Board of Commissioners hereby adopts the budget for Crook County for the fiscal year beginning July 1, 2025 in the total amount of \$132,182,000, including \$91,721,000 in appropriations and \$40,461,000 in reserved funds, and makes the following appropriations, effective back to July 1, 2025, nunc pro tunc:

| <b>Fund</b>                             | <b>Approved Budget</b> | <b>Adjustments</b> | <b>Adopted Budget</b> |
|---|------------------------|--------------------|-----------------------|
| General Fund                            |                        |                    |                       |
| Administration & Board of Commissioners | \$ 1,348,000           | -                  | \$ 1,348,000          |
| Assessor's Office                       | 1,513,000              | -                  | 1,513,000             |
| County Clerk                            | 753,000                | -                  | 753,000               |
| District Attorney                       | 3,362,000              | -                  | 3,362,000             |
| Finance                                 | 1,934,000              | -                  | 1,934,000             |
| Human Resources                         | 772,000                | -                  | 772,000               |
| Information Technology                  | 2,045,000              | -                  | 2,045,000             |
| Juvenile                                | 1,337,000              | -                  | 1,337,000             |
| Legal Counsel                           | 664,000                | -                  | 664,000               |
| Natural Resources                       | 74,000                 | -                  | 74,000                |
| Non-Departmental                        | 469,000                | -                  | 469,000               |
| Special Payments                        | 976,000                | -                  | 976,000               |
| Transfers                               | 2,833,000              | -                  | 2,833,000             |
| Contingency                             | 7,000,000              | -                  | 7,000,000             |
| Total                                   | \$ 25,080,000          | -                  | \$ 25,080,000         |

| <b>Fund</b>                           | <b>Approved<br/>Budget</b> | <b>Adjustments</b> | <b>Adopted<br/>Budget</b> |
|---------------------------------------|----------------------------|--------------------|---------------------------|
| <b>Road Fund</b>                      |                            |                    |                           |
| Road Operations                       | \$ 6,106,000               | -                  | \$ 6,106,000              |
| Contingency                           | 1,000,000                  | -                  | 1,000,000                 |
| <b>Total</b>                          | <b>\$ 7,106,000</b>        | <b>-</b>           | <b>\$ 7,106,000</b>       |
| <b>Sheriff's Office Fund</b>          |                            |                    |                           |
| Sheriff's Office                      | \$ 6,501,000               | -                  | \$ 6,501,000              |
| Jail                                  | 5,970,000                  | -                  | 5,970,000                 |
| Emergency & Special Services          | 472,000                    | -                  | 472,000                   |
| Parole & Probation                    | 2,292,000                  | -                  | 2,292,000                 |
| Contingency                           | 4,083,000                  | -                  | 4,083,000                 |
| <b>Total</b>                          | <b>\$ 19,318,000</b>       | <b>-</b>           | <b>\$ 19,318,000</b>      |
| <b>Community Development Fund</b>     |                            |                    |                           |
| Building                              | \$ 2,095,000               | -                  | \$ 2,095,000              |
| Code Enforcement                      | 185,000                    | -                  | 185,000                   |
| Electrical                            | 434,000                    | -                  | 434,000                   |
| On-Site                               | 333,000                    | -                  | 333,000                   |
| Planning                              | 722,000                    | -                  | 722,000                   |
| Transfers                             | 74,000                     | -                  | 74,000                    |
| Contingency                           | 819,000                    | -                  | 819,000                   |
| <b>Total</b>                          | <b>\$ 4,662,000</b>        | <b>-</b>           | <b>\$ 4,662,000</b>       |
| <b>Health and Human Services Fund</b> |                            |                    |                           |
| Public Health                         | \$ 3,902,000               | -                  | \$ 3,902,000              |
| Environmental Health                  | 173,000                    | -                  | 173,000                   |
| Mental Health                         | 122,000                    | -                  | 122,000                   |
| Contingency                           | 489,000                    | -                  | 489,000                   |
| <b>Total</b>                          | <b>\$ 4,686,000</b>        | <b>-</b>           | <b>\$ 4,686,000</b>       |
| <b>Library Fund</b>                   |                            |                    |                           |
| Library Operations                    | \$ 1,872,000               | -                  | \$ 1,872,000              |
| Contingency                           | 881,000                    | -                  | 881,000                   |
| <b>Total</b>                          | <b>\$ 2,753,000</b>        | <b>-</b>           | <b>\$ 2,753,000</b>       |
| <b>Fairgrounds Fund</b>               |                            |                    |                           |
| Fairgrounds Operations                | \$ 1,816,000               | -                  | \$ 1,816,000              |
| Contingency                           | 327,000                    | -                  | 327,000                   |
| <b>Total</b>                          | <b>\$ 2,143,000</b>        | <b>-</b>           | <b>\$ 2,143,000</b>       |
| <b>Veterans Services Fund</b>         |                            |                    |                           |
| Veterans Services Operations          | \$ 397,000                 | -                  | \$ 397,000                |
| Contingency                           | 140,000                    | -                  | 140,000                   |
| <b>Total</b>                          | <b>\$ 537,000</b>          | <b>-</b>           | <b>\$ 537,000</b>         |

| <b>Fund</b>  | <b>Approved<br/>Budget</b> | <b>Adjustments</b> | <b>Adopted<br/>Budget</b> |
|--|----------------------------|--------------------|---------------------------|
| <b>Clerk Special Revenue Fund</b>                  |                            |                    |                           |
| Notary   | \$ 34,000                  | -                  | \$ 34,000                 |
| Recording  | 145,000                    | -                  | 145,000                   |
| Archive  | 67,000                     | -                  | 67,000                    |
| <b>Total</b>                                       | <b>\$ 246,000</b>          | <b>-</b>           | <b>\$ 246,000</b>         |
| <b>Community College Education<br/>Center Fund</b> |                            |                    |                           |
| Special Payment                                    | \$ 340,000                 | -                  | \$ 340,000                |
| <b>Total</b>                                       | <b>\$ 340,000</b>          | <b>-</b>           | <b>\$ 340,000</b>         |
| <b>Crook County School Fund</b>                    |                            |                    |                           |
| Special Payment                                    | \$ 400,000                 | -                  | \$ 400,000                |
| <b>Total</b>                                       | <b>\$ 400,000</b>          | <b>-</b>           | <b>\$ 400,000</b>         |
| <b>Risk Management Fund</b>                        |                            |                    |                           |
| Materials & Services                               | \$ 175,000                 | -                  | \$ 175,000                |
| Contingency  | 200,000                    | -                  | 200,000                   |
| <b>Total</b>                                       | <b>\$ 375,000</b>          | <b>-</b>           | <b>\$ 375,000</b>         |
| <b>Special Transportation Fund</b>                 |                            |                    |                           |
| Materials & Services                               | \$ 1,171,000               | -                  | \$ 1,171,000              |
| Contingency  | 509,000                    | -                  | 509,000                   |
| <b>Total</b>                                       | <b>\$ 1,680,000</b>        | <b>-</b>           | <b>\$ 1,680,000</b>       |
| <b>Surveyor Fund</b>                               |                            |                    |                           |
| Materials & Services                               | \$ 83,000                  | -                  | \$ 83,000                 |
| Contingency  | 180,000                    | -                  | 180,000                   |
| <b>Total</b>                                       | <b>\$ 263,000</b>          | <b>-</b>           | <b>\$ 263,000</b>         |
| <b>Taylor Grazing Fund</b>                         |                            |                    |                           |
| Materials & Services                               | \$ 50,000                  | -                  | \$ 50,000                 |
| <b>Total</b>                                       | <b>\$ 50,000</b>           | <b>-</b>           | <b>\$ 50,000</b>          |
| <b>Title III Fund</b>                              |                            |                    |                           |
| Materials & Services                               | \$ 60,000                  | -                  | \$ 60,000                 |
| Capital Outlay                                     | 17,000                     | -                  | 17,000                    |
| <b>Total</b>                                       | <b>\$ 77,000</b>           | <b>-</b>           | <b>\$ 77,000</b>          |
| <b>Tourism Fund</b>                                |                            |                    |                           |
| Materials & Services                               | \$ 50,000                  | -                  | \$ 50,000                 |
| Contingency  | 96,000                     | -                  | 96,000                    |
| <b>Total</b>                                       | <b>\$ 146,000</b>          | <b>-</b>           | <b>\$ 146,000</b>         |
| <b>Video Lottery Fund</b>                          |                            |                    |                           |
| Materials & Services                               | \$ 95,000                  | -                  | \$ 95,000                 |
| Transfers  | 210,000                    | -                  | 210,000                   |
| Contingency  | 119,000                    | -                  | 119,000                   |
| <b>Total</b>                                       | <b>\$ 424,000</b>          | <b>-</b>           | <b>\$ 424,000</b>         |

| Fund                                      | Approved<br>Budget   | Adjustments | Adopted<br>Budget    |
|---|----------------------|-------------|----------------------|
| Capital Projects Fund                     |                      |             |                      |
| Materials & Services                      | \$ 77,000            | -           | \$ 77,000            |
| Courthouse                                | 1,000,000            | -           | 1,000,000            |
| Total                                     | \$ 1,077,000         | -           | \$ 1,077,000         |
| Capital Asset Reserve Fund                |                      |             |                      |
| Transfers                                 | \$ 1,192,000         | -           | \$ 1,192,000         |
| Contingency                               | 4,143,000            | -           | 4,143,000            |
| Total                                     | \$ 5,335,000         | -           | \$ 5,335,000         |
| Debt Service Fund                         |                      |             |                      |
| Debt Service                              | \$ 629,000           | -           | \$ 629,000           |
| Total                                     | \$ 629,000           | -           | \$ 629,000           |
| Landfill Fund                             |                      |             |                      |
| Landfill Operations                       | \$ 3,584,000         | -           | \$ 3,584,000         |
| Contingency                               | 2,000,000            | -           | 2,000,000            |
| Total                                     | \$ 5,584,000         | -           | \$ 5,584,000         |
| Airport Fund                              |                      |             |                      |
| Airport Operations                        | \$ 1,646,000         | -           | \$ 1,646,000         |
| Debt Service                              | 412,000              | -           | 412,000              |
| Contingency                               | 1,482,000            | -           | 1,482,000            |
| Total                                     | \$ 3,540,000         | -           | \$ 3,540,000         |
| Weed Control Fund                         |                      |             |                      |
| Weed Control Operations                   | \$ 245,000           | -           | \$ 245,000           |
| Contingency                               | 212,000              | -           | 212,000              |
| Total                                     | \$ 457,000           | -           | \$ 457,000           |
| Facilities Internal Service Fund          |                      |             |                      |
| Facilities Operations                     | \$ 3,346,000         | -           | \$ 3,346,000         |
| Debt Service                              | 181,000              | -           | 181,000              |
| Contingency                               | 1,286,000            | -           | 1,286,000            |
| Total                                     | \$ 4,813,000         | -           | \$ 4,813,000         |
| <b>Total Appropriations for all funds</b> | <b>\$ 91,721,000</b> | <b>-</b>    | <b>\$ 91,721,000</b> |
| Reserved for Future Expenditure           |                      |             |                      |
| Road Fund                                 | \$ 13,590,000        | -           | \$ 13,590,000        |
| Community Development Fund                | 7,110,000            | -           | 7,110,000            |
| Capital Projects Fund                     | 9,746,000            | -           | 9,746,000            |
| Capital Asset Reserve Fund                | 4,550,000            | -           | 4,550,000            |
| Landfill Fund                             | 5,465,000            | -           | 5,465,000            |
| Total Reserved for Future<br>Expenditure  | \$ 40,461,000        | -           | \$ 40,461,000        |
| <b>Total Requirements</b>                 | <b>\$132,182,000</b> | <b>-</b>    | <b>\$132,182,000</b> |

**Imposing Ad Valorem Property Taxes**

BE IT SO ORDERED that the Crook County Board of Commissioners hereby imposes the taxes provided for in the adopted budget at the rate of \$3.8702 per \$1,000 of assessed value for the County's permanent rate tax; and in the amount of \$673,000 for debt service on general obligation bonds, effective back to July 1, 2025, nunc pro tunc.

**Categorizing the Taxes**

The taxes imposed are hereby categorized for the purposes of Article XI section 11b as follows for fiscal year 2026, effective back to July 1, 2025, nunc pro tunc:

|  |  |
|--|--|
| Subject to the General Government Limitation | Excluded from Limitation                             |
| Permanent Rate Tax ..... \$3.8702 / \$1,000  | General Obligation Bond Debt Service ..... \$673,000 |

The above Order is hereby approved, SIGNED and SEALED on this 5th day of November, 2025.

CROOK COUNTY BOARD OF COMMISSIONERS:

\_\_\_\_\_  
BRIAN BARNEY, County Commissioner, Board Chair

\_\_\_\_\_  
SETH CRAWFORD, County Commissioner

\_\_\_\_\_  
SUSAN HERMRECK, County Commissioner

| <u>Vote:</u>   | Aye | Nay | Abstain | Excused |
|----------------|-----|-----|---------|---------|
| Seth Crawford  | ___ | ___ | ___     | ___     |
| Susan Hermreck | ___ | ___ | ___     | ___     |
| Brian Barney   | ___ | ___ | ___     | ___     |



## Agenda Item Request

**Date:**

*October 23, 2025*

**Meeting date desired:**

*November 5, 2025 – Regular Board of Commissioners Meeting – Discussion Item*

*(Note: The included required budget hearing notice form is scheduled to be published in the Central Oregonian on 10/28/2025)*

**Subject:**

*Supplemental Budget Hearing – Order 2025-36 Adopting a Supplemental Budget for Crook County Fiscal Year 2025-26*

**Background and policy implications:**

*This resolution proposes a supplemental budget for Crook County to accept revenue, change related appropriations, authorize appropriation transfer, and adjust expenditure budget appropriations for County funds for Fiscal Year 2025-26.*

**Budget/fiscal impacts:**

*Will not have needed appropriation authority for certain County funds through June 30, 2026 unless the supplemental budget is adopted*

**Requested by:**

*Jamie Berger*

*541-447-6554*

*[jamie.berger@co.crook.or.us](mailto:jamie.berger@co.crook.or.us)*

**Presenters:**

*Jamie Berger*

*Budget Manager*

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

*NA*

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

*NA*



**BY THE BOARD OF COMISSIONERS IN THE STATE OF OREGON  
FOR THE COUNTY OF CROOK**

**IN THE MATTER OF** **RESOLUTION # 2025-36**  
**A Resolution Adopting a Supplemental Budget for Fiscal Year 2025-2026**

**WHEREAS,** This resolution proposes a supplemental budget for Crook County to accept revenue, change related appropriations, authorize appropriation transfer, and adjust expenditure budget appropriations for County funds for Fiscal Year 2025-2026.

**WHEREAS,** This resolution is made in accordance with ORS 294.463(1) which provides that the County may transfer appropriations within funds and ORS 294.471(1)(a) which provides that the County may make a supplemental budget for an occurrence or condition that is not ascertained when preparing the original budget for the current year that requires a change in financial planning.

**Title III Fund (Fund 313)**

| <b>Resources:</b>                   | <b>Adopted</b> | <b>Changes</b> | <b>Adjusted</b> |
|-------------------------------------|----------------|----------------|-----------------|
| Fund Balance                        | 75,000         | 139,000        | 214,000         |
| Other Adopted Resources             | 2,000          |                | 2,000           |
| <b>Fund 313 Resources Total</b>     | <b>77,000</b>  | <b>139,000</b> | <b>216,000</b>  |
| <b>Appropriations:</b>              |                |                |                 |
| Materials & Services                | 60,000         | (60,000)       | -               |
| Capital Outlay                      | 17,000         | (17,000)       | -               |
| Title III Projects                  |                | 216,000        | 216,000         |
| <b>Fund 313 Appropriation Total</b> | <b>77,000</b>  | <b>139,000</b> | <b>216,000</b>  |

Supplemental budget needed to appropriate carryover resources (Fund Balance) so that prior year approved qualifying projects whose completion was delayed, in particular the Sheriff's Office mobile command outpost unit and vehicle upfit for Search and Rescue, can be completed in Fiscal Year 2026 instead.

**County Lands / Foreclosure Fund (Fund 687)**

| <b>Resources:</b>                   | <b>Adopted</b> | <b>Changes</b> | <b>Adjusted</b> |
|-------------------------------------|----------------|----------------|-----------------|
| Fund Balance                        | -              | 33,000         | 33,000          |
| <b>Fund 687 Resources Total</b>     | <b>-</b>       | <b>33,000</b>  | <b>33,000</b>   |
| <b>Appropriations:</b>              |                |                |                 |
| Foreclosures                        | -              | 33,000         | 33,000          |
| <b>Fund 687 Appropriation Total</b> | <b>-</b>       | <b>33,000</b>  | <b>33,000</b>   |

Supplemental budget needed to appropriate carryover resources (Fund Balance) for operating and maintenance costs associated with foreclosures of county-owned property.

**NOW, THEREFORE BE IT RESOLVED** that the Crook County Board of Commissioners hereby adopts this Resolution for the purposes detailed above for the fiscal year ending June 30, 2026.

DATED this 5th day of November 2025.

CROOK COUNTY BOARD OF COMMISSIONERS:

---

BRIAN BARNEY, County Commissioner, Board Chair

---

SUSAN HERMRECK, County Commissioner

---

SETH CRAWFORD, County Commissioner

**Notice of Supplemental Budget Hearing**  
Oregon Department of Revenue

• Use for supplemental budget proposing a change in any fund’s expenditures by more than 10 percent.

A public hearing on a proposed supplemental budget for Crook County, for the current fiscal year, will be  
(District name)

held at 320 NE Court St, Prineville, OR 97754.  
(Location)

The hearing will take place on 11/5/2025 at 9:00  a.m.  p.m. The purpose  
(Date) (Time)

of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after 10/28/2025 at  
(Date)

200 NE 2nd St, Prineville, OR 97754, between the hours of 8:00  a.m.  p.m. and 4:30  a.m.  p.m.  
(Location)

**SUMMARY OF PROPOSED BUDGET CHANGES**

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: Title III Fund (Fund 313)

|    | Resource                            | Amount            | Expenditure—indicate<br>Org. unit / Prog. & Activity, and Object class. | Amount            |
|----|-------------------------------------|-------------------|---|-------------------|
| 1. | Fund Balance                        | \$ 214,000        | 1. Title III Projects (M&S)   | \$ 60,000         |
| 2. |                                     |                   | 2. Title III Projects (Cap Outlay)                                      | \$ 156,000        |
| 3. |                                     |                   | 3.  |                   |
|    | <b>Revised Total Fund Resources</b> | <b>\$ 216,000</b> | <b>Revised Total Fund Requirements</b>                                  | <b>\$ 216,000</b> |

Explanation of changes:

Due to timing issues and delays, less was spent on approved Title III projects in Fiscal Year 2025 than planned. This created a larger carryover into Fiscal Year 2026 than was budgeted. The carryover needs to be appropriated through this supplemental budget so that the approved projects, in particular the Sheriffs Office mobile command outpost unit and vehicle upfit for Search and Rescue, can be completed in Fiscal Year 2026 instead.

FUND: County Lands / Foreclosure Fund (Fund 687)

|    | Resource                            | Amount           | Expenditure—indicate<br>Org. unit / Prog. & Activity, and Object class. | Amount           |
|----|-------------------------------------|------------------|---|------------------|
| 1. | Fund Balance                        | \$ 33,000        | 1. Foreclosures (M&S)   | \$ 33,000        |
| 2. |                                     |                  | 2.  |                  |
| 3. |                                     |                  | 3.  |                  |
|    | <b>Revised Total Fund Resources</b> | <b>\$ 33,000</b> | <b>Revised Total Fund Requirements</b>                                  | <b>\$ 33,000</b> |

Explanation of changes:

Need to appropriate carryover resources for operating and maintenance costs associated with foreclosures of county-owned property.

## AGENDA ITEM REQUEST



**Date:**

*10/29/2025*

**Meeting date desired:**

*11/5/2025*

**Subject:**

*Second reading of Ordinance 355; a zone map amendment*

**Background and policy implications:**

*Ordinance to implement zone map amendment that has been approved through the Planning Commission. County zoning map will be updated after the recordation of the Ordinance.*

**Budget/fiscal impacts:**

*N/A*

**Requested by:**

*John Eisler; Community Development  
John.Eisler@CrookCountyOR.gov  
541-447-3211*

**Presenters:**

*Katie McDonald  
John Eisler*

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

*N/A*

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

**BEFORE THE BOARD OF COMMISSIONERS  
CROOK COUNTY, OREGON**

An Ordinance Amending the                    )  
Crook County Zoning  
Map to Adopt a Zone                            )  
Change for mtl 1614110001200               )  
and Declaring an Emergency                 )

**ORDINANCE NO. 355**

**WHEREAS**, Bishara Revocable Trust, Edwar Bishara, Trustee filed land use application (217-25-000250-PLNG) to change the zoning designation for the property identified on Crook County Assessor’s map 16S14E11, taxlot 1200, and legally described on the Attached Exhibit A (the “Property”) from Exclusive Farm Use Zone, EFU-3 (Powell Butte Area) to Rural Residential, R10 on the County’s Zoning Map.

**WHEREAS**, the County provided notice in accordance with applicable law, the public hearing was held before the Crook County Planning Commission on October 8, 2025; and

**WHEREAS**, the Planning Commission after receiving public comment and fully deliberating the matter, voted in approval to change the zoning in alignment with the Comprehensive Plan, Powell Butte Study adopted ordinances, amendments and policies, with reference of this property as included in Ordinance 127, Amendment 1;

**NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF CROOK COUNTY, OREGON ORDAINS AS FOLLOWS:**

**Section 1.** The findings of fact and conclusions of law contained in the recitals above, and in the Planning Commission decision attached hereto as Exhibit B are hereby adopted and incorporated herein.

**Section 2.** The conditions of approval for File no 217-25-000250-PLNG attached hereto as Exhibit B are hereby adopted and incorporated herein.

**Section 3.** The County’s Zoning Map is hereby amended to change the zoning designation for the Property from Exclusive Farm Use Zone, EFU-3 to Rural Residential, R-10 as shown on the attached Exhibit C.

**Section 4.** Staff shall provide the required notice to those who are entitled to notice of the Map Amendment, with a notice of this Ordinance.

**Section 5:** If any court of competent authority invalidates a portion of this Ordinance 355, the remaining portions will continue in full force and effect.

**Section 6:** This Ordinance 355 being immediately necessary for the health, welfare, and safety of the people of Crook County, an emergency is hereby declared to exist, and this Ordinance 355 shall become effective upon signing.

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Commissioner Brian Barney

\_\_\_\_\_  
Commissioner Seth Crawford

\_\_\_\_\_  
Commissioner Susan Hermreck

| Vote:          | Aye | Nay | Excused |
|----------------|-----|-----|---------|
| Brian Barney   | ___ | ___ | _____   |
| Seth Crawford  | ___ | ___ | _____   |
| Susan Hermreck | ___ | ___ | _____   |

EXHIBIT A

**Legal Description of the Subject Parcel**

**Township 16 South, Range 14 East of the WM. Section 11, taxlot 1200**

**CROOK COUNTY  
Real Legal Descriptions**

**Account #** 1912  
**Map** 16141100 01200

**Effective Date**

**Disclaimer** This information is maintained for assessment and taxation purposes only. The county is not responsible for possible errors, omissions, misuse, or misinterpretation. The legal description shown will not show any changes and/or modifications thereto subsequent to the EFFECTIVE DATE.

| <b>Subdivision</b> | <b>Block</b> | <b>Lot</b> | <b>Direction</b> | <b>Part</b> | <b>Part Type</b> |
|--------------------|--------------|------------|------------------|-------------|------------------|
|--------------------|--------------|------------|------------------|-------------|------------------|



EXHIBIT B

**Decision from the Planning Commission**



**Crook County Community Development  
Planning Division**  
300 NE 3<sup>rd</sup> Street, Room  
12, Prineville Oregon  
97754  
541-447-3211  
[plan@crookcountyor.gov](mailto:plan@crookcountyor.gov)  
[www.co.crook.or.us](http://www.co.crook.or.us)

**THE CROOK COUNTY PLANNING COMMISSION  
DECISION for ZONE MAP AMENDMENT  
217-25-000250-PLNG**

**October 9, 2025**

**Applicant:** Bishara Revocable Trust, Edwar Bishara, Trustee  
61563 Range Place  
Bend, OR 97702

**Agent:** Kilpatrick Consulting LLC  
Craig Kilpatrick  
13790 NW O’Neil Hwy  
Redmond, OR 97756

**Subject Property:** Tax Lot: 1614110001200

**I. PROCEDURE**

The application for a zone map amendment was submitted to the planning department on July 15, 2025. The Planning Commission’s evidentiary hearing was held on October 8, 2025. The Commission heard from staff, the applicant, and property owner. Per the Crook County Code the amendment will go before the Board of County Commissioners with an Ordinance to record and finalize the zone amendment.

**The Commission voted in favor of the zone map amendment;                      5-0-1**

**II. PROPOSAL**

The Applicant proposes to amend the Crook County Zone Map to rezone approximately 20 acres from Exclusive Farm Use Zone, EFU-3 (Powell Butte area) to Rural Residential, R10.

### III. BASIC FINDINGS

#### A. Location

The subject property is located on SW Reif Rd in Powell Butte, approximately 3 miles south of Highway 126. It is identified on the County Assessor's maps as map tax lot number 1614110001200. The entirety of the property is proposed to be rezoned to R10.

#### B. Site Characteristics

The subject property is listed as 20 acres with the Crook County Assessor's office. There are no structures on the property. The property is not in farm use and not located within an irrigation district. The property is covered in native grasses, brush and Juniper trees.

#### C. Access

The property is adjacent to SW Reif Road, there is existing easement MF 79405. Any development of the property will be subject to access standards.

#### D. Other Information

The property is not in a mapped special flood hazard area. The application is for a zone map change only.

### IV. Applicable Criteria:

*Crook County Code:*

*Title 18, Chapter 18.12 Establishment of zones, Boundaries*

*Section 18.12.020 Location of Zones, lists zones established in Crook County*

*Section 18.12.030 Zoning Map. Map is amended by authority of the Planning Commission*

*Title 18, Chapter 18.92 Rural Residential Zone, R-10, describes zone requirements*

*Title 18, Chapter 18.170 Quasi-Judicial Amendments*

*Section 18.170.010 Quasi-Judicial amendment standards*

*Title 18, Chapter 18.172 Administration Provisions*

*Section 18.172.010 Quasi-judicial hearing authority*

*Section 18.172.010 Application*

*Section 18.172.010 Notice of Public Hearing*

*Crook County Comprehensive Plan  
Crook County Ordinance 127, Amendment 1*

**V. FINDINGS**

*Title 18, Chapter 18.12 Establishment of zones, Boundaries*

*18.12.020 Location of Zones*

*The boundaries of the zones listed in this title are indicated on the Crook County zoning map, which is hereby adopted by reference. The boundaries shall be modified in accordance with zoning map amendments, which shall be adopted by reference.*

**Finding:** The Applicant is requesting a rezoning (zone map amendment) to an established zone indicated on the Crook County zoning map, which is Rural Residential, R-10. Crook County Code Title 18, Chapter 18.92.

*18.12.030 Zoning Map.*

*A zoning map or zoning map amendment adopted by CCC [18.12.020](#) or by an amendment thereto shall be prepared by authority of the planning commission or be a modification by the county court of a map or map amendment so prepared. The map or map amendment shall be dated with the effective date of the ordinance that adopts the map or map amendment. A certified print of the adopted map or map amendment shall be maintained in the office of the county clerk as long as this title remains in effect.*

**Finding:** Map is amended by authority of the Planning Commission. The subsequent Ordinance shall be recorded with an attachment of the amended zone and maintained in the office of the County Clerk.

*Title 18, Chapter 18.170 Quasi-Judicial Amendments*

*18.170.010 Quasi-judicial amendment standards.*

*An applicant requesting a quasi-judicial amendment must satisfy the following factors for quasi-judicial amendments:*

*(2) Zone Map Change.*

*(a) That the zone change conforms with the Crook County comprehensive plan, and the change is consistent with the plan's statement and goals.*

*(b) That the change in classification for the subject property is consistent with the purpose and intent of the proposed amendment.*

**Finding:** The subject property is currently zoned Exclusive Farm Use Zone, EFU-3 and has been designated as Irrevocably Committed to use other than exclusive farm use, through the adoption of the Powell Butte Study Policies into the County’s Comprehensive Plan.

The area of Powell Butte is addressed in the Comprehensive Plan as referenced and explored through the Powell Butte Study. There were multiple adopted ordinances, amendments, and policies associated with this area. The requested zone change conforms with the policies (as have been enacted) established by the study as well as consistent with the intent of the proposed amendment to have the property rezoned as it was included in Area 2-4 recorded in Ordinance 127, Amendment 1.

*(c) That the amendment will presently serve the public health, safety and welfare considering the following factors:*

*(i) The availability and efficiency of providing necessary public services and facilities.*

**Finding:** The availability and efficiency of public services and facilities will be addressed at the time the property is divided and/or subsequently developed. The subject property is currently served with access easements and power is available to the property. Wells are the subject of Oregon Water Resources, and the property has an approved onsite system for septic.

*(ii) The impacts on surrounding land use will be consistent with the specific goals and policies contained within the Crook County comprehensive plan.*

**Finding:** The area surrounding the subject property was included in the Powell Butte Study as area 2-4. Attachment C is a map showing the 2-4 area as it was designated in Ordinance 219, Amendment 1. Staff has reviewed properties surrounding the subject property, four of which are zoned EFU3; two have approved nonfarm dwellings. The other parcels have already been rezoned either Powell Butte Residential, PBR20 or Rural Residential, R10. Figure 1 (below)<sup>i</sup> is a visual representation of the surrounding area. The green coloring is zoned Exclusive Farm Use Zone, EFU-3, the yellow is Powell Butte Residential 20, PBR20, and the red is zoned Rural Residential, R10. The small green circles are residential addresses.

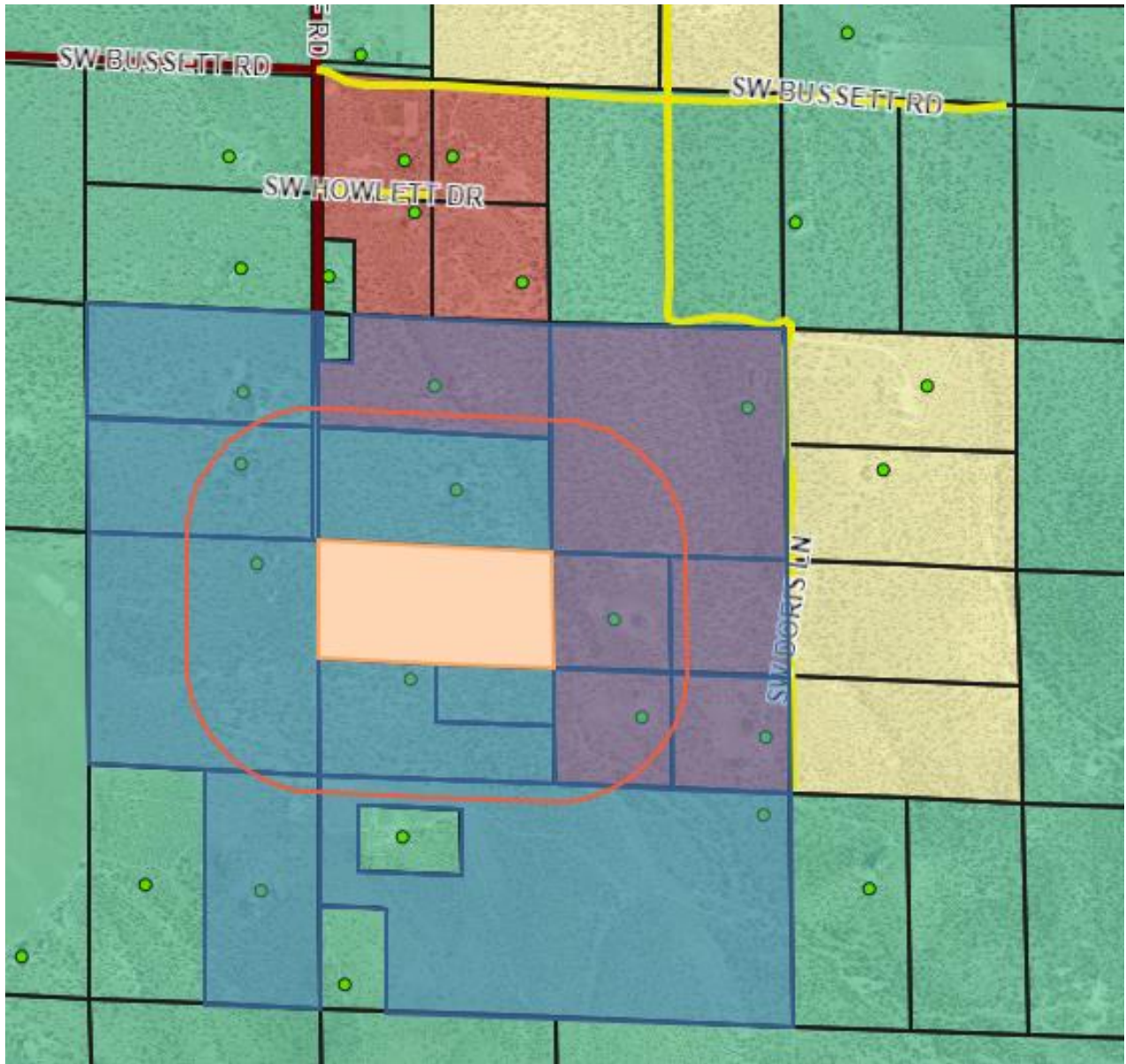


Figure 1

*(d) That there has been a change in circumstances since the property was last zoned, or a mistake was made in the zoning of the property in question.*

**Finding:** The request is to rezone the property to a R10 designation as was recorded in Ordinance 127, Amendment 1. The rezoning is optional for property owners. The property was included in the adopted area 2-4 for rezoning through the Powell Butte study as Irrevocably Committed to uses other than exclusive farm use which was the previous zoning of EFU3.

## VI. PROCEDURAL STATUS

The Applicant submitted an application for this map amendment on July 15, 2025. The Planning Commission is tasked with making a decision of approval or denial for the proposed Zone Map Amendment as outlined in CCC18.172.010.

The required Post Acknowledgement Plan Amendment notice was sent to the Department of Land Conservation and Development on August 29, 2025 (DLCD File No. 004-25). Newspaper notice of the first evidentiary hearing was published in the Central Oregonian on September 16, 2025. Neighbor notice of the first evidentiary hearing was mailed on September 18, 2025.

### Comprehensive Plan/Powell Butte Study

#### A. Powell Butte Study, Crook County Comprehensive Plan

The Comprehensive Plan includes a summary of the Powell Butte Study which identified lands in the Powell Butte area that were approved through the exceptions process. There were a number of policies that were adopted into the Comprehensive Plan, however as the mandate for periodic review of County Comprehensive Plan stopped, the implementation for some of the adopted policies did not happen. Language from the Comprehensive Plan is below.

*“In 1997 and 1998, the County commissioned a general study of the Powell Butte area in southwestern Crook County. The result of that study was the adoption of a series of amendments to the Comprehensive Plan in Ordinances No. 126, 127, 128, 130, 131, 132, 133, and 134, as individual sections of the Powell Butte area were redesignated from Exclusive Farm Use to other land uses through the exceptions process. These amendments were challenged in the Land Use Board of Appeals by interested parties and the Land Use Board of Appeals remanded a number of the ordinances back to the County for further work. This resulted in a number of minor amendments, including Ordinance No. 127, Amendment #1; Ordinance No. 131, Amendment #1; Ordinance No. 132, Amendment No. 1; Ordinance No. 133, Amendment #1, which resulted in the outright appeal of Ordinances No. 131, 133, and 134, and some modified policies governing the Powell Butte area which are reproduced below.*

*The following policies are adopted as a part of the Crook County Comprehensive Plan. These policies supplement and amend the Powell Butte Study to the extent that the Study is inconsistent with these policies and the Agreement. To the extent that there is any conflict between the Study and these policies or the Agreement, the Study shall automatically be modified to the extent necessary to conform the Study with these policies and the Agreement.*

*1. The Comprehensive Plan as amended provides that rural residential and nonresource development shall occur south of Highway 126 and generally north of Powell Buttes, and west of Stillman Road and east of Study Area 2-2. **[Subject property meets this policy]***

*The specific areas to be reclassified and rezoned are those areas designated as Areas 1-2, 2-1 (as amended), 2-2 (as amended), 2-3 (as amended), and 2-4 (as amended). These areas are specifically described in Ordinances 126 (Area 2-3); 127 (Area 2-4); 128 (Area 2-1); 130 (Area 1-2); and 132 (Area 2-2). The land contained within these areas is hereinafter referred to as “the Area to be rezoned.”* **[Subject property meets this policy]**

*Except of uses permitted outright and by conditional use in the EFU-3 Zone, other lands shall be maintained as exclusive farm uses consistent with Policy 2 below. Rezoning of land other than “the Area to be rezoned” are inconsistent with the Comprehensive Plan. In this regard, Ordinances 131 (Area 1-1) and Ordinance 133 (Area 3-1) are repealed by separate ordinances because the rezoning of that land is inconsistent with this provision of the Comprehensive Plan. Ordinance No. 134 which pertains to Area 3-2 is being repealed as that area is being reserved for the City of Prineville’s future industrial growth.* **[NA]**

*2. The County will not initiate additional exceptions or nonresource designations within the Powell Butte Study Area until the next periodic review. The foregoing does not create an expectation that rezonings will necessarily occur at the next periodic plan review and does not create an obligation on the part of the County to rezone any EFU land at any time. The County may, however, consider a proposal(s) to expand the urban growth boundary of the City of Prineville in conjunction with an annexation into Area 3-2 for the purpose of providing an adequate supply of industrial land prior to the next periodic review.* **[NA]**

*3. The land north of Highway 126 shall be retained as exclusive farm use as that land is composed of large parcels and contains less rural residential development than the area south of the highway. For the purpose of this policy, all of Area 1-2 is deemed to be located south of the Highway 126, notwithstanding that a small portion of Area 1-2 is physically located to the north of that Highway.* **[NA]**

*4. The County shall adopt a new rural residential zoning district for Area 2-3 which imposes a minimum lot size and density consistent with Section Two of this Ordinance.* **[NA]**

*5. The zoning ordinance for Area 2-3 shall contain a 250-foot setback requirement from adjacent exclusive farm use zoned land.* **[NA]**

*This setback shall not apply when the adjacent land is owned by a governmental entity, e.g. the Bureau of Land Management, or is adjacent to land already approved for non-farm use.* **[NA]**

*In those cases, the minimum setback shall be the setback already established for dwellings in an EFU zone or if no such setback has been established, then the setback shall be and hereby is established as one hundred (100) feet.* **[NA]**



*The 250 foot setback shall be adopted simultaneously with adopting the new zoning ordinance. If the imposition of this setback makes land undevelopable, then Crook County shall require the maximum achievable setback. [NA]*

*The County shall investigate declaring an ordinance violation to be a “nuisance” thereby allowing a private party to bring suit enforcing the county’s ordinance provisions. [NA]*

*6. The County shall require, as a condition of development approval, that all new rural residential development in the Powell Butte area pay system development charges (SDC’s) necessitated by Powell Butte rural residential development. The County currently funds road improvements from the earnings it receives from invested timber receipts. Prior to using property tax receipts for road improvements, the County shall adopt SDC’s sufficient to cover one hundred percent (100%) of the applicable road capital improvements required to support new rural residential development in Powell Butte.*

*In this regard, the County shall promptly adopt a system development charge ordinance to assess a road system development charge on new development. The amount of this system development charge shall be sufficient to recover a significant portion of the capital costs of road improvements required as a result of rural residential development in Powell Butte. Nothing in this ordinance shall preclude the County from applying system development charges to other classes of property or in other areas of Crook County. In the event that a developer desires to proceed with development prior to the adoption of the system development charge ordinance, he or she shall pay the sum of \$2,000 per single family dwelling at the time of building permit issuance. In the event that the adopted system development charge is less than \$2,000, the difference shall be refunded to the developer without interest. In the event that the adopted system development charge exceeds \$2,000, the developer shall be obligated to pay the difference. **[policy not implemented]***

*7. The County shall comply with the transportation planning rule when it adopts the zoning ordinances. **[The adopted Transportation System Plan adheres to the transportation planning rule]***

*8. The zoning ordinances shall require developers to execute covenants of nonremonstrance in respect to all farm operations in favor of adjacent EFU land. These covenants shall be in the form of equitable servitudes and shall be binding on all heirs, devisees, legatees, vendees, and successors in interest of the developers. The County shall require such covenants to be executed and recorded at the time the building permit is issued. **[This will be a condition of approval for any subdivision of the parcel and upon development]***

*9. The County will develop its zoning and land development ordinances utilizing the Gannet Study (“Groundwater Availability In The Powell Buttes Area, Central Oregon” Groundwater Report No. 32) recommendations on accessibility of groundwater in the Powell Butte Areas, and will require access to the regional water supply as a condition of*

*development, or use of water from a district or public utility. Private exempt wells in existence prior to March 1, 2000 shall be exempt from the requirements contained in the zoning and land development ordinances pertaining to wells.” (pages 66-69) [This provision is currently codified in the PBR20 zone only.]*

## VII. CONCLUSION

The Planning Commission determined that the Applicant met the burden of proof necessary to change the zoning of the subject property from Exclusive Farm Use, EFU3 to Rural Residential, R10, through effectively demonstrating compliance with the applicable criteria.

Dated this 9<sup>th</sup>, day of October, 2025.

DocuSigned by:  
*Michael Warren II*  
4EDCCC4061D5441...

Michael Warren, Planning Commission Chair



Katie McDonald, Senior Planner

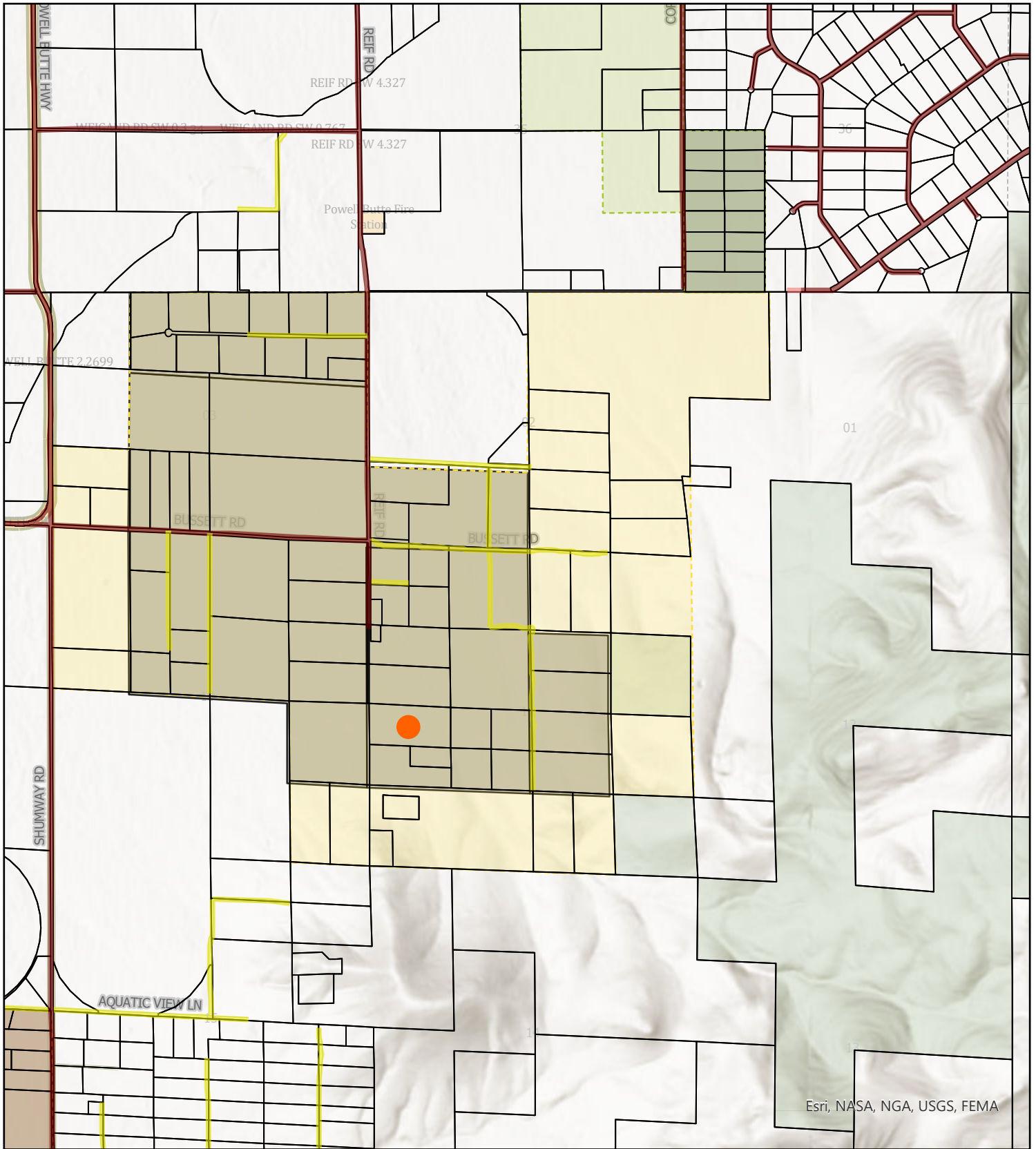
Crook County Planning Department

### Attachments

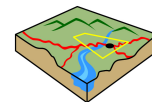
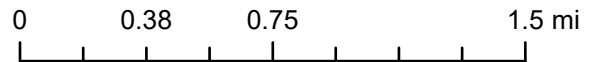
- A. Vicinity Map
- B. Crook County Ordinance No. 127 and Amendment No. 1
- C. Powell Butte Study of Area 2-4

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Figure 1 prepared via Crook County GIS.



Disclaimer: CROOK COUNTY MAKES NO WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR ANY OTHER MATTER. THE COUNTY IS NOT RESPONSIBLE FOR POSSIBLE ERRORS, OMISSIONS, MISUSE, OR MISINTERPRETATION. COUNTY DIGITAL INFORMATION IS PREPARED FOR REFERENCE PURPOSES ONLY AND SHOULD NOT BE USED, AND IS NOT INTENDED FOR, SURVEY OR ENGINEERING PURPOSES OR THE AUTHORITATIVE AND/OR PRECISE LOCATION OF BOUNDARIES, FIXED HUMAN WORKS, AND/OR THE SHAPE AND CONTOUR OF THE EARTH. NO REPRESENTATION IS MADE CONCERNING THE LEGAL STATUS OF ANY APPARENT ROUTE OF ACCESS IDENTIFIED IN DIGITAL OR HARDCOPY MAPPING OF GEOSPATIAL INFORMATION OR DATA. DATA FROM THE CROOK COUNTY ASSESSOR'S OFFICE MAY NOT BE CURRENT. DATA IS UPDATED AS SCHEDULES AND RESOURCES PERMIT. PLEASE NOTIFY CROOK COUNTY GIS OF ANY ERRORS (541) 416-3930.



Attachment B

## ORDINANCE NO. 127 Amend. No. 1

AN ORDINANCE OF THE CROOK COUNTY COURT TO ADOPT AMENDMENTS TO THE COUNTY'S COMPREHENSIVE PLAN CONCERNING POWELL BUTTE AND TO AMEND ORDINANCE NO. 127 IN ACCORDANCE WITH THE FINAL DECISION BY THE LAND USE BOARD OF APPEALS REMANDING ORDINANCE NO. 127, AND DECLARING AN EMERGENCY.

WHEREAS, over a period of years, Crook County has conducted a comprehensive study of proper land use classifications for lands in Powell Butte; and

WHEREAS, in December 1998 and February 1999, the County Court adopted eight ordinances reclassifying different areas of Powell Butte from exclusive farm use to either a nonresource or rural residential classification. One of those ordinances was Ordinance No. 127 which provided for the redesignation of Area 2-4 from exclusive farm use to rural residential zoning;

WHEREAS, all eight ordinances were appealed to LUBA separately and by multiple parties. The appeals of Ordinance No. 127 were given Case Nos. 98-221 and 98-224;

WHEREAS, all of the appeals were submitted to mediation pursuant to ORS 197.860 among the parties to the appeal;

WHEREAS, as a result of the mediation process, the parties have reached an agreement as to all the appeals, ("the Agreement"), and have thereby agreed that Ordinance No. 127 should be amended in the manner set forth in this ordinance and LUBA has adopted the parties' agreement remanding Ordinance No. 127 with instructions to adopt the below amendments;

NOW, THEREFORE, this 26<sup>TH</sup> day of JULY, 2000, the Crook County Court ordains as follows:

Section One. The Agreement including all its exhibits is hereby adopted by reference and is included herein as if fully set forth.

The Crook County Comprehensive Plan is amended to designate the land within Area 2-4 as an exception to Statewide Planning Goal 3. Area 2-4 consists of the land as depicted on the map attached to this Ordinance as Exhibit "1" and as more specifically described as follows:

Legal Description "B" -- Zone NR-20

Lands located in Sections 2, 3 and 10, Township 16 South, Range 14 East, W.M., Crook County, Oregon, more particularly described as follows: Beginning at the ¼ corner common to Sections 2 and 3, thence South along the East line of said Section 3 to the Northwest corner of the South one-half of the Southwest one-quarter (S½ SW¼) of said Section 2; thence East along the North line of said S½ SW¼ to the Northeast corner thereof; thence South along the East line of said S½ SW¼ to the ¼ corner common to Sections 2 and 11; thence West along the South line of said Section 2 to the corner common to Sections 2, 3 10 and 11; thence South along the East line of said Section 10 to the Southeast corner of the Northeast one-

MF 156817  
(5pgs)

quarter of the Southeast one-quarter (NE $\frac{1}{4}$  SE $\frac{1}{4}$ ); thence West along the South line of said NE $\frac{1}{4}$  SE $\frac{1}{4}$  to the Southwest corner thereof; thence North along the West line of said NE $\frac{1}{4}$  SE $\frac{1}{4}$  to the Northwest corner thereof; thence West along the South line of the North one-half (N $\frac{1}{2}$ ) of said Section 10 to the Southwest corner of the East one-half of the Northwest one-quarter (E $\frac{1}{2}$  NW $\frac{1}{4}$ ); thence North along the West line of said E $\frac{1}{2}$  NW $\frac{1}{4}$  to the Northwest corner thereof; thence North on the West line of the East one-half of the Southwest one-quarter (E $\frac{1}{2}$  SW $\frac{1}{4}$ ) of said Section 3 to the Northwest corner thereof; thence East along the North line of the South one-half (S $\frac{1}{2}$ ) of said Section 3 to the Point of Beginning.

**Legal Description "C" – Zone NR-20**

Lands located in Section 11, Township 16 south, Range 14 East, W.M., Crook County, Oregon, more particularly described as follows: Beginning at the Southwest corner of the Southwest one-quarter of the Northeast one-quarter (SW $\frac{1}{4}$  NE $\frac{1}{4}$ ) of said Section 11, thence North along the West line of said SW $\frac{1}{4}$  NE $\frac{1}{4}$  to the Northwest corner thereof; thence East along the North line of said SW $\frac{1}{4}$  NW $\frac{1}{4}$  to the Northeast corner thereof; thence south along the East line thereof to the Southeast corner thereof; thence South along the East line of the Northwest one-quarter of the Southeast one-quarter (NW $\frac{1}{4}$  SE $\frac{1}{4}$ ) to the Southeast corner thereof; thence West along the South line of said NW $\frac{1}{4}$  SE $\frac{1}{4}$  to the Southwest corner thereof; thence North along the West line of said NW $\frac{1}{4}$  SE $\frac{1}{4}$  to the Point of Beginning.

**Legal Description "I" – Zone NR-10**

Lands located in Section 3, Township 16 South, Range 14 East, W.M., Crook County, Oregon, more particularly described as follows: Beginning at the North section corner common to Sections 2 and 3, thence South along the East line of said Section 3 to the Southeast corner of Government Lot 1; thence West along the South line of Government Lots 1, 2 and 3 to the Southwest corner of Government Lot 3; thence North along the West line of said Government Lot 3 to the Northwest Corner of said Government Lot 3; thence East along the North line of said Section 3 to the Point of Beginning.

**Legal Description "J" – Zone NR-10**

Lands located in Section 11, Township 16 South, Range 14 East, W.M., Crook County, Oregon, more particularly described as follows: Beginning at the corner common to Sections 2, 3 10 and 11, thence East along the North line of said Section 11 to the Northeast corner of the West one-half (W $\frac{1}{2}$ ) of said Section 11; thence South along the East line of said W $\frac{1}{2}$  to the Southeast corner of the North one-half of the South one-half (N $\frac{1}{2}$  S $\frac{1}{2}$ ) of said Section 11; thence West along the South line of said N $\frac{1}{2}$  S $\frac{1}{2}$  to the Southwest corner thereof; thence North along the West line of Section 11 to the Point of Beginning.

**Section Two.** The residential density and minimum lot size for Area 2-4 shall be one (1) single family dwelling per twenty (20) gross acres in legal descriptions B and C and shall be one (1) single family dwelling per ten (10) gross acres in legal description I and J.

**Section Three.** The following policies are adopted as a part of the Crook County Comprehensive Plan. These policies supplement and amend the Powell Butte Study to the extent that the Study is inconsistent with these policies and the Agreement. To the extent that there is any conflict between the Study and these policies or the Agreement, the Study shall automatically be modified to the extent necessary to conform the Study with these policies and the Agreement.

1. The Comprehensive Plan as amended provides that rural residential and nonresource development shall occur south of Highway 126 and generally north of Powell Buttes, and west of Stillman Road and east of Study Area 2-2.

The specific areas to be reclassified and rezoned are those areas designated as Areas 1-2, 2-1 (as amended), 2-2 (as amended), 2-3 (as amended), and 2-4 (as amended). These areas are specifically described in Ordinances 126 (Area 2-3); 127 (Area 2-4); 128 (Area 2-1); 130 (Area 1-2); and 132 (Area 2-2). The land contained within these areas is hereinafter referred to as "the Area to be rezoned."

Except for uses permitted outright and by conditional use in the EFU-3 Zone, other lands shall be maintained as exclusive farm use consistent with Policy 2 below. Rezoning of land other than "the Area to be rezoned" are inconsistent with the Comprehensive Plan. In this regard, Ordinances 131 (Area 1-1) and Ordinance 133 (Area 3-1) are repealed by separate ordinances because the rezoning of that land is inconsistent with this provision of the Comprehensive Plan. Ordinance No. 134 which pertains to Area 3-2 is being repealed as that area is being reserved for the City of Prineville's future industrial growth.

2. The County will not initiate additional exceptions or nonresource designations within the Powell Butte Study Area until the next periodic review. The foregoing does not create an expectation that rezonings will necessarily occur at the next periodic plan review and does not create an obligation on the part of the County to rezone any EFU land at any time. The County may, however, consider a proposal(s) to expand the urban growth boundary of the City of Prineville in conjunction with an annexation into Area 3-2 for the purpose of providing an adequate supply of industrial land prior to the next periodic review.

3. The land north of Highway 126 shall be retained as exclusive farm use as that land is composed of large parcels and contains less rural residential development than the area south of the highway. For the purpose of this policy, all of Area 1-2 is deemed to be located south of the Highway 126, notwithstanding that a small portion of Area 1-2 is physically located to the north of that Highway.

4. The County shall adopt a new rural residential zoning district for Area 2-4 which imposes a density and minimum lot size consistent with Section Two of this Ordinance.

5. The zoning ordinance for Area 2-4 shall contain a 250-foot setback requirement from adjacent exclusive farm use zoned land.

This setback shall not apply when the adjacent land is owned by a governmental entity, e.g. the Bureau of Land Management, or is adjacent to land already approved for non-farm use.

In those cases, the minimum setback shall be the setback already established for dwellings in an EFU zone or if no such setback has been established, then the setback shall be and hereby is established as one hundred (100) feet.

The 250 foot setback shall be adopted simultaneously with adopting the new zoning ordinance. If the imposition of this setback makes land undevelopable, then Crook County shall require the maximum achievable setback.

The County shall investigate declaring an ordinance violation to be a "nuisance" thereby allowing a private party to bring suit enforcing the county's ordinance provisions.

6. The County shall require, as a condition of development approval, that all new rural residential development in the Powell Butte area pay system development charges (SDC's) necessitated by Powell Butte rural residential development. The County currently funds road improvements from the earnings it receives from invested timber receipts. Prior to using property tax receipts for road improvements, the County shall adopt SDC's sufficient to cover one hundred percent (100%) of the applicable road capital improvements required to support new rural residential development in Powell Butte.

In this regard, the County shall promptly adopt a system development charge ordinance to assess a road system development charge on new development. The amount of this system development charge shall be sufficient to recover a significant portion of the capital costs of road improvements required as a result of rural residential development in Powell Butte. Nothing in this ordinance shall preclude the County from applying system development charges to other classes of property or in other areas of Crook County. In the event that a developer desires to proceed with development prior to the adoption of the system development charge ordinance, he or she shall pay the sum of \$2,000 per single family dwelling at the time of building permit issuance. In the event that the adopted system development charge is less than \$2,000, the difference shall be refunded to the developer without interest. In the event that the adopted system development charge exceeds \$2,000, the developer shall be obligated to pay the difference.

7. The County shall comply with the transportation planning rule when it adopts the zoning ordinances.

8. The zoning ordinances shall require developers to execute covenants of nonremonstrance in respect to all farm operations in favor of adjacent EFU land. These covenants shall be in the form of equitable servitudes and shall be binding on all heirs, devisees, legatees, vendees, and successors in interest of the developers. The County shall require such covenants to be executed and recorded at the time the building permit is issued.

9. The County will develop its zoning and land development ordinances utilizing the Gannet Study ("Groundwater Availability In The Powell Buttes Area, Central Oregon" Groundwater Report No. 32) recommendations on accessibility of groundwater in the Powell Butte Areas, and will require access to the regional water supply as a condition of development, or use of water from a water district or public utility. Private exempt wells in existence prior to March 1, 2000 shall be exempt from the requirements contained in the zoning and land development ordinances pertaining to wells.

Section Four. This ordinance shall serve as the County's decision on remand from LUBA Case Nos. 98-221 and 98-224.

Section Five. This ordinance shall become effective immediately as an emergency exists.

CROOK COUNTY



*Fred W. Rodgers*  
Judge Fred Rodgers

*Mike McCabe*  
Commissioner Mike McCabe

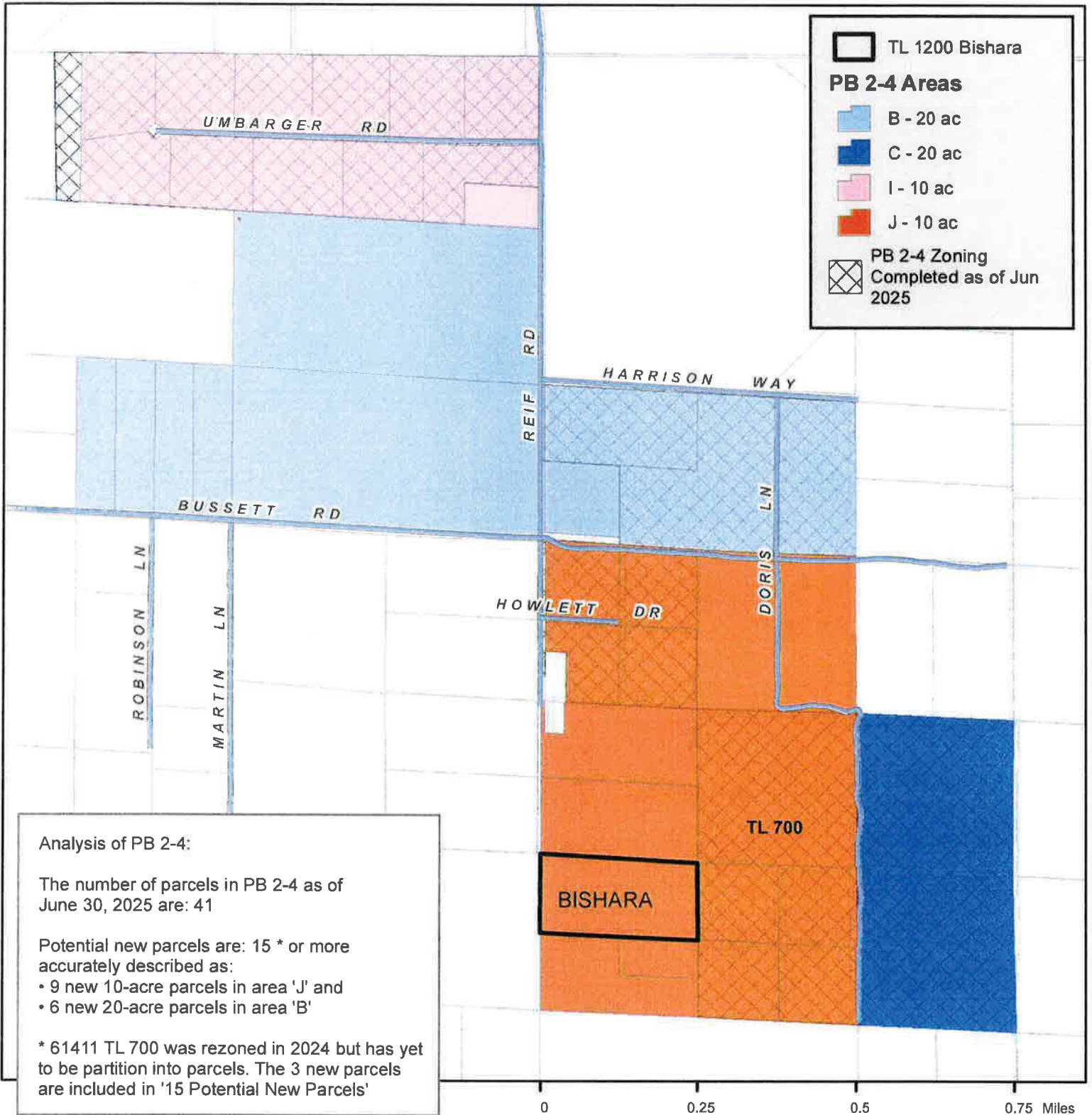
*Jerry Crafton*  
Commissioner Jerry Crafton



KEY PUNCHED  
JUL 31 2000

STATE OF OREGON } ss 156817  
COUNTY OF CROOK }  
I CERTIFY THAT THE WITHIN INSTRUMENT WAS  
RECEIVED FOR RECORD ON THE 27th DAY OF  
July, 2000 AT 9:00 A. M.  
AND RECORDED IN CJRNL  
RECORDS OF SAID COUNTY MF NO. 156817  
DEANNA E. BERMAN, CROOK COUNTY CLERK  
BY *Deanna E. Berman* DEPUTY  
N/C

# EXHIBIT C - POWELL BUTTE 2-4 w/ INVENTORY



Note: This information is prepared for reference purposes only and should not be used, and is not intended for, survey or engineering purposes. Kilpatrick Consulting LLC is not responsible for outsourced data accuracy. This exhibit by Kilpatrick Consulting and does not represent any legal opinion.



## BISHARA EDWAR TRUSTEE

161411 TL 1200 - 20.00 ac.  
 Located West of Powell Buttes  
 in Crook County, Oregon

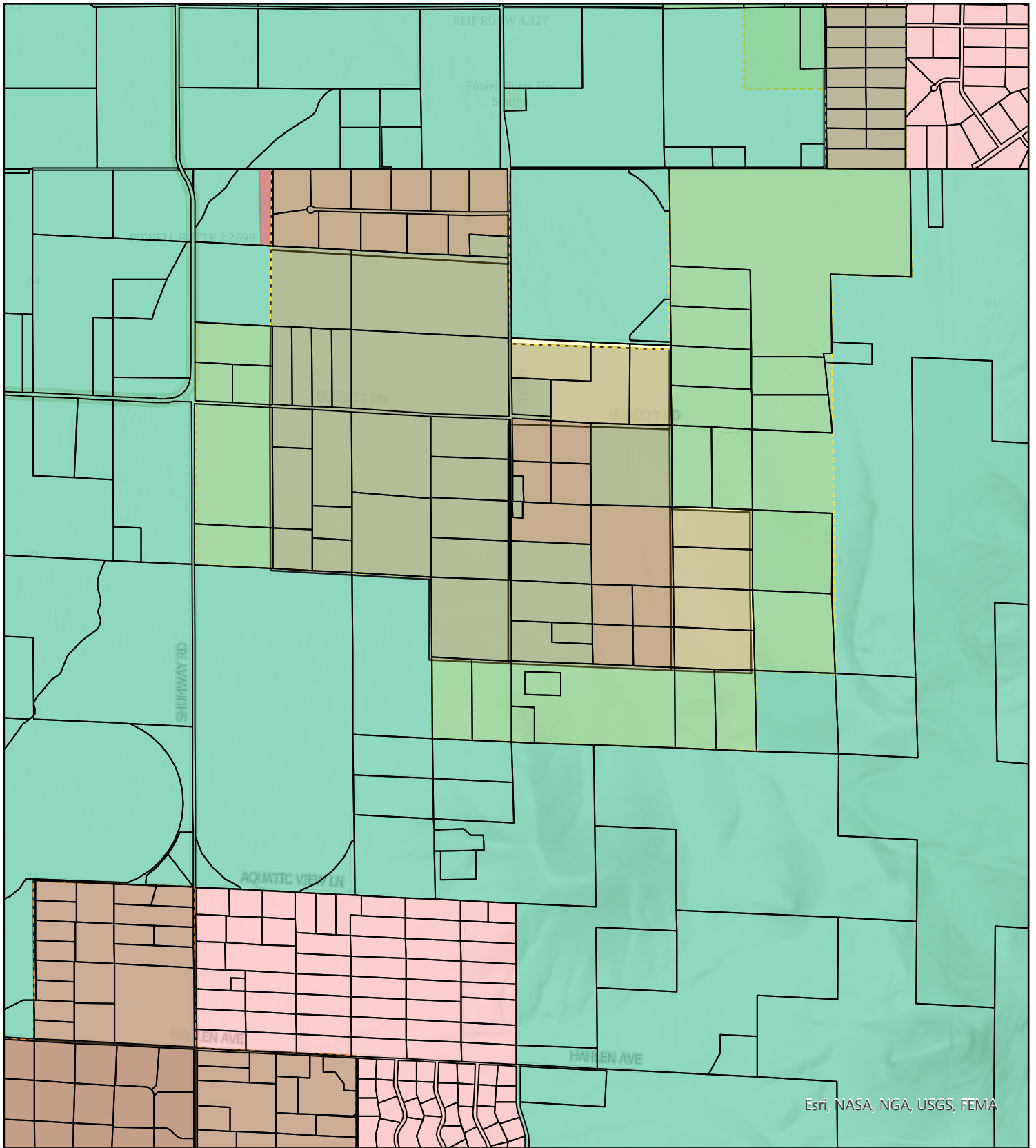
*Kilpatrick*  
**CONSULTING, LLC**  
 LAND USE CONSULTING SERVICES  
 GIS MAPPING SERVICES

6/30/2025  
 Page 218  
 OFFICE:  
 541.447.2724

EXHIBIT C

**Zoning Map**

# Crook County, Oregon



Disclaimer: CROOK COUNTY MAKES NO WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR ANY OTHER MATTER. THE COUNTY IS NOT RESPONSIBLE FOR POSSIBLE ERRORS, OMISSIONS, MISUSE, OR MISINTERPRETATION. COUNTY DIGITAL INFORMATION IS PREPARED FOR REFERENCE PURPOSES ONLY AND SHOULD NOT BE USED, AND IS NOT INTENDED FOR, SURVEY OR ENGINEERING PURPOSES OR THE AUTHORITATIVE AND/OR PRECISE LOCATION OF BOUNDARIES, FIXED HUMAN WORKS, AND/OR THE SHAPE AND CONTOUR OF THE EARTH. NO REPRESENTATION IS MADE CONCERNING THE LEGAL STATUS OF ANY APPARENT ROUTE OF ACCESS IDENTIFIED IN DIGITAL OR HARDCOPY MAPPING OF GEOSPATIAL INFORMATION OR DATA. DATA FROM THE CROOK COUNTY ASSESSOR'S OFFICE MAY NOT BE CURRENT. DATA IS UPDATED AS SCHEDULES AND RESOURCES PERMIT. PLEASE NOTIFY CROOK COUNTY GIS OF ANY ERRORS (541) 416-3930.

