

# AGENDA

JEFFERSON COUNTY  
BOARD OF COMMISSIONERS MEETING  
NOVEMBER 29, 2023  
COMMISSION MEETING ROOM  
8:15 AM

*This meeting has the option of attending via teleconference. The meeting is open for onsite attendees. The teleconference allows for listening to the meeting, but will be muted for incoming participation, except during “citizen comments” that will occur at approximately 9:00am.*

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the above referenced meeting; however, the agenda does not limit the ability of the County Commission to consider additional subjects. Meetings are subject to cancellation without notice. Other than hearings, which are publicly noticed, the time schedule is approximate and may vary for individual agenda items. The Board reserves the right to place a time limit on public testimony on any agenda item. The meeting place is handicapped accessible. Those needing assistance should contact the Commission office two (2) days in advance of the meeting by calling (541) 475-2449.

**All agenda items shall be taken up between scheduled (time specific) appointments, action items, or public hearings when time permits.**

CONFERENCE CALL LINE: (301) 715-8592 MEETING ID: 898 1666 4155 PASSCODE: 2449  
<https://us06web.zoom.us/j/89816664155?pwd=RkNKeTM0T1YvWDA3Q2U3QmIwMytGdz09>

1. Administrative Session (8:15) (The items discussed during Administrative Session are intended to have staff present updates/reports or routine items to the Board. The Second Wednesday of the month is an Elected Official/Department Director Meeting)
  - 1.1 County Surveyor Annual Update.
  - 1.2 Community Development Department Planning Update.
  - 1.3 Finance Department - 2023-24 First Quarter Report.
  - 1.4 County Treasurer Monthly Financial Report & Investment Committee.  
[1.4.pdf](#)
2. Call to Order/Pledge of Allegiance/Invocation
3. Presentations/Awards
4. Changes to the Agenda (Consideration of Submission of Late Items)
  - 4.1 Salary Order for Javier Medina, Buildings & Grounds Maintenance Tech II, Grade 15D, Step 8 - signed by Commission.  
[4.1.pdf](#)

5. 9:00 A.M. - Citizen Comments

6. Consent Agenda *(The items on the Consent Agenda are considered routine and will all be adopted in one motion unless a Board member or person in the audience requests, before the vote on the motion, to have the item considered separately. If any item is removed from the Consent Agenda, the item will be taken up immediately following the vote on the remaining items)*

6.1 November 2023 Accounts Payable Paid November 2023 in the amount of \$430,104.37 - signed by Commission.

[6.1.pdf](#)

6.2 November 2023 Accounts Payable Paid November 2023 in the amount of \$80,281.60 - signed by Commission.

[6.2.pdf](#)

6.3 November 2023 Accounts Payable Paid November 2023 in the amount of \$248,964.34 - signed by Commission.

[6.3.pdf](#)

6.4 October 2023 Credit Card Payable Paid November 2023 in the amount of \$186,111.76 - signed by Commission.

[6.4.pdf](#)

6.5 Certificate of Right to Burial, Certificate No. GB190, GB 191, 2087 & 2088 - signed by Commission.

[6.5.pdf](#)

6.6 Action Minutes for November 8, 2023 - signed by Commission.

[6.6.pdf](#)

7. Scheduled Appointments, Action Items, and Public Hearings

7.1 9:30 a.m. - County Broadband Efforts - Nick Snead, City of Madras.

[7.1.pdf](#)

7.2 11:00 a.m. - Executive Session, ORS 192.660(2)(h) - Advice of Counsel.

8. Action Items

8.1 Oregon Department of Emergency Management Homeland Security Grant Program, State Homeland Security Program CFDA #97.067 - signed by Commission Chair.

[8.1.pdf](#)

8.2 Salary Change Order for Mitch Turner - signed by Commission.

[8.2.pdf](#)

8.3 Employment Agreement for Ben Toops, Patrol Sergeant - signed by Commission Chair.

[8.3.pdf](#)

8.4 Salary Order for Barry D. Wilson, Patrol/Narcotics Detective, Grade 7, Step 7 plus 7.5% -

signed by Commission.

[8.4.pdf](#)

8.5 Salary Order for Jacob Snow, Community Corrections Adult Parole and Probation Officer I, Grade POI, Step D - signed by Commission.

[8.5.pdf](#)

8.6 Updated Lease Agreement between Jefferson County and Pacific Office Automation for Public Health - signed by Commission Chair.

[8.6.pdf](#)

8.7 Fourth Amendment to Oregon Health Authority 2023-2025 Intergovernmental Agreement for the Financing of Public Health Services, #180015 - signed by Commission Chair.

[8.7.pdf](#)

8.8 GlaxoSmithKline Consumer Healthcare Customer Registration & Credit Application - signed by Commission Chair.

[8.8.pdf](#)

8.9 Salary Change Order for Alexa Gassner - signed by Commission.

[8.9.pdf](#)

8.10 Health Campus Condominium Plat Map - signed by Commission Chair.

8.11 Certification of Plat Execution (Health Campus Condominium), replacing previously signed Certification M-222-23 - signed by Commission.

[8.11.pdf](#)

8.12 Wide Area Mower Repairs Increase - signed by Commission.

[8.12.pdf](#)

8.13 Intergovernmental Partnership Agreement, ePermit System and Services - signed by Commission Chair.

[8.13.pdf](#)

9. Elected Official Report(s)/Request(s)

9.1 Waiver of 90-days for Victim Assistance Director.

10. Department Heads Report(s)/Request(s)

11. County Counsel Report(s)/Request(s)

12. County Administrative Officer Report(s)/Request(s)

13. Commission Discussion Items

13.1 Continued discussion regarding American Rescue Plan (ARPA) & CARES Act Funding Programs.

13.2 CORE3 IGA Discussion.

[13.2.pdf](#)

13.3 Commission Appointment to ODOT US 97, High Bridge to Madras Safety Study Committee.

13.4 Commission Appointment to COIC Regional Housing Council.

14. Announcements/Notification of additional Commission Meetings

15. Executive Session

15.1 11:00 a.m. - Executive Session, ORS 192.660(2)(h) - Advice of Counsel.

16. Adjourn

# Jefferson County

## Monthly Treasurer Report October 2023

Date Prepared: 11/20/23

Date Presented: 11/29/23

### Report Prepared By:

Kate Knop

Treasurer

66 SE D Street, Suite E

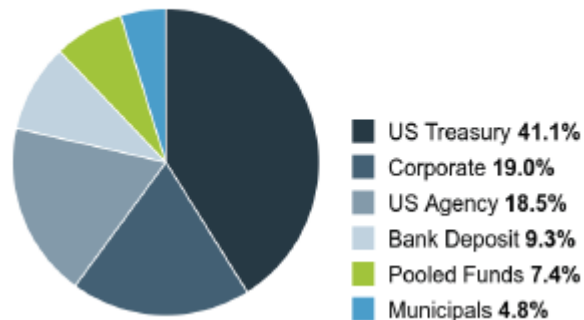
Madras, OR 97741

[Kknop@jeffco.net](mailto:Kknop@jeffco.net)

P: 541-325-5014

This period's total portfolio balance increased by \$2,365,848.81. The total portfolio is primarily in the US Treasury (41.1%).

### Allocation by Asset Class



## PERFORMANCE

**(\$2,127,451.97)**

Current Portfolio Unrealized LOSS

**0.12%**

Umpqua Bank Interest Rate

**5.00%**

LGIP Interest Rate (pool)

**2.47%**

GPA Core Portfolio Yield Rate

## INTEREST

## SPREAD

**\$127,969.08**

(\$6,042.25 or 4.72% more than the prior month.)



## ACCOUNT BALANCE

Total Original Cost	\$ 61,074,255.06
Cost Accrued Interest	234,044.20
Total Combined Cash Basis Funds GPA	<u>\$61,308,299.26</u>

Cash Combined Balance of General Ledger	\$ 61,349,086.70
The variance between GL and GPA Totals Report	<u>\$ &lt;40,787.44&gt;</u>

Variance is attributed to "Deposits in Transit" in the general account that amount to \$395,342.16 and ZBA balances that total \$354,554.72 checks we have processed from our accounting system. However, they have not yet cleared the bank.

Note that the attached Monthly Investment Report from GPA Financial is presented on the period-end accrual basis with market-based totals that differ from the County's general ledger.

## INVESTMENT TRANSACTIONS

There were no maturities or purchases.

# Monthly Investment Report Jefferson County

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October 31, 2023

Total Aggregate Portfolio

### Month End Commentary - October 2023

Longer-term yields inched higher in October while shorter-dated rates were largely unchanged as the Federal Reserve remained on hold while incoming data continued to show a solid underlying economy. Risk assets stabilized after a difficult September with the S&P 500 advancing by 1.34% while credit and agency spreads ended the month modestly higher.

The domestic economy continues to chug along at a solid pace with a resilient consumer offsetting weakness in housing and manufacturing. Third quarter GDP came in at 4.9% led by a sizeable rebound in consumption, which advanced at a steamy 4% annualized rate, while private fixed investment came in below trend at a 0.8% pace showing signs of tight monetary policy. Stripping out the noise around trade and inventory changes, final sales to domestic purchasers advanced 3.3%, which is well above the 2%-2.5% that is widely believed to be our sustainable trend rate. While the economy remains robust, price pressures continue to abate with year-over-year CPI at 3.7%, well below the 9.1% high seen a year ago, while measures excluding housing show inflation back near the upper end of the Fed's target range of 2%. We continue to expect inflation to moderate in the coming months, especially as lagged housing data enters the series.

The Federal Reserve stayed on pause again at the end of their November 1st meeting. Market pricing places low odds they will move again with a 15% chance of one last hike in the cycle before we start talking about rate cuts. We think they are done. Supporting this view was a cooler read on labor markets with a more tepid jobs report for October showing an economy that added 150 thousand jobs and downward revisions to prior months. Wage growth also showed signs of moderating with both average hourly earnings and the employment cost index showing annual wage gains of around 4%.

We grow in conviction on our desire to be long duration compared to strategic targets as we see the Fed as done with their cycle and believe their current stance to be too tight for the economy to handle going forward. We remain neutral in corporate credit and see good value in the agency market where spreads are attractive.

### Treasury Curve Total Returns Last 12 Months

Treasuries	Total Return
3 month bill	4.77%
1 year note	4.07%
2 year note	2.03%
3 year note	2.09%
5 year note	0.47%

### Treasury Benchmark Total Returns In Month

Benchmark	Period Return	YTM	Duration (Years)
ICE BAML 90 Day Bill	0.45%	5.45%	0.22
ICE BAML 0-1 Year Treasury	0.44%	5.51%	0.49
ICE BAML 0-3 Year Treasury	0.38%	5.26%	1.35
ICE BAML 0-5 Year Treasury	0.19%	5.15%	2.06

### Changes In The Treasury Market (Absolute Yield Levels)

Treasuries	10/31/2022	08/31/2023	09/30/2023	10/31/2023	1 Month Change	12 Month Change
3 month bill	4.06%	5.44%	5.45%	5.46%	0.02%	1.41%
6 month bill	4.54%	5.50%	5.54%	5.57%	0.03%	1.03%
2 year note	4.48%	4.86%	5.04%	5.09%	0.04%	0.61%
3 year note	4.44%	4.55%	4.80%	4.93%	0.13%	0.49%
5 year note	4.23%	4.25%	4.61%	4.85%	0.25%	0.63%
10 year note	4.05%	4.11%	4.57%	4.93%	0.36%	0.88%

# Compliance Report

Jefferson County | Total Aggregate Portfolio

Category	Policy Limit	Actual Value*	Status
<b>Policy Diversification Constraint</b>			
US Treasury Obligations Maximum % of Holdings	100.000	41.215	Compliant
US Agency Callable Securities Maximum % of Total Portfolio	25.000	0.000	Compliant
US Agency FFCB Issuer Concentration	35.000	0.000	Compliant
US Agency FHLB Issuer Concentration	35.000	11.536	Compliant
US Agency FHLMC Issuer Concentration	35.000	0.842	Compliant
US Agency FNMA Issuer Concentration	35.000	6.039	Compliant
US Agency Obligations - All Other Issuers Combined	35.000	0.000	Compliant
US Agency Obligations Issuer Concentration	35.000	11.536	Compliant
US Agency Obligations Maximum % of Holdings	100.000	18.418	Compliant
Municipal Bonds Issuer Concentration	5.000	1.718	Compliant
Municipal Bonds Maximum % of Holdings	25.000	4.759	Compliant
Municipal Bonds Outside OR, CA, ID, WA	0.000	0.000	Compliant
Corporate Notes & Commercial Paper Maximum % of Holdings	35.000	18.876	Compliant
Corporate Notes & Commercial Paper Single Issuer %	5.000	3.293	Compliant
Certificates of Deposit Issuer Concentration	5.000	0.000	Compliant
Certificates of Deposit Maximum % of Holdings	20.000	0.000	Compliant
Banker's Acceptance Issuer Concentration	5.000	0.000	Compliant
Banker's Acceptance Maximum % of Holdings	10.000	0.000	Compliant
LGIP-Oregon Short Term Fund Maximum	59,847,000.000	4,364,249.340	Compliant
Bank Time Deposits/Savings Accounts Issuer Concentration	10.000	9.095	Compliant
Bank Time Deposits/Savings Accounts Maximum % of Holdings	20.000	9.342	Compliant
No 144A or 4(2)	0.000	0.000	Compliant

1) Actual values are based on market value.

2) The compliance report allows for resolutions to be documented if an actual value exceeds a limit. The specific resolution can be found on the client portal site.



# Compliance Report

Jefferson County | Total Aggregate Portfolio

Category			
<b>Policy Maturity Structure Constraint</b>	<b>Policy Limit</b>	<b>Actual %</b>	<b>Status</b>
Maturity Constraints Under 30 days Minimum % of Total Portfolio	10.000	20.106	Compliant
Maturity Constraints Under 1 year Minimum % of Total Portfolio	25.000	42.567	Compliant
Maturity Constraints Under 5.25 years Minimum % of Total Portfolio	100.000	100.000	Compliant
<b>Policy Maturity Constraint</b>	<b>Policy Limit</b>	<b>Actual Term</b>	<b>Status</b>
US Treasury Maximum Maturity At Time of Purchase (years)	5.250	4.984	Compliant
US Agency Maximum Maturity At Time of Purchase (years)	5.250	4.973	Compliant
Municipals Maximum Maturity At Time of Purchase (years)	5.250	4.625	Compliant
Corporate Maximum Maturity At Time of Purchase (years)	5.250	5.172	Compliant
Commercial Paper Maximum Maturity At Time of Purchase (days)	270.000	0.000	Compliant
Certificates of Deposit Maximum Maturity At Time of Purchase (years)	5.250	0.000	Compliant
Banker's Acceptance Maximum Maturity At Time of Purchase (days)	180.000	0.000	Compliant
Weighted Average Maturity (years)	2.000	1.713	Compliant
<b>Policy Credit Constraint</b>			<b>Status</b>
Municipal Bonds Ratings Minimum AA-/Aa3/AA- (Rated by 1 NRSRO)			Compliant
Corporate Notes Ratings Minimum AA-/Aa3/AA- (Rated by 1 NRSRO)			Compliant
Commercial Paper Ratings Minimum A1/P1/F1 (Rated by 1 NRSRO)			Compliant
Banker's Acceptance Ratings Minimum A1/ P1/F1 (Rated by 1 NRSRO)			Compliant

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# Summary Overview

Jefferson County | Total Aggregate Portfolio

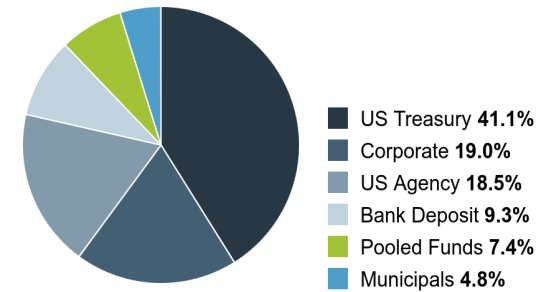


October 31, 2023

## Portfolio Characteristics

Metric	Value
Cash and Cash Equivalents	9,881,115.20
Investments	49,442,840.33
Book Yield	2.43%
Market Yield	4.88%
Effective Duration	1.55
Years to Maturity	1.72
Avg Credit Rating	AA+

## Allocation by Asset Class



## Strategic Structure

Account	Par Amount	Book Value	Original Cost	Market Value	Net Unrealized Gain (Loss)	Accrued	Yield at Cost	Effective Duration	Benchmark Duration	Benchmark
JEFF-Investment Core	51,750,000.00	51,303,343.13	51,193,139.86	49,175,891.15	(2,127,451.97)	266,949.17	2.47%	1.86	2.06	ICE BofA 0-5 Year US Treasury Index
JEFF-Liquidity	9,881,115.20	9,881,115.20	9,881,115.20	9,881,115.20	0.00	0.00	2.27%	0.01	0.08	ICE BofA US 1-Month Treasury Bill Index
<b>Total</b>	<b>61,631,115.20</b>	<b>61,184,458.33</b>	<b>61,074,255.06</b>	<b>59,057,006.36</b>	<b>(2,127,451.97)</b>	<b>266,949.17</b>	<b>2.43%</b>	<b>1.55</b>	<b>0.47</b>	

# Portfolio Activity

Jefferson County | Total Aggregate Portfolio



October 31, 2023

## Accrual Activity Summary

	Month to Date	Fiscal Year to Date (07/01/2023)
Beginning Book Value	58,805,246.89	61,702,272.65
Maturities/Calls	0.00	(3,750,000.00)
Purchases	0.00	0.00
Sales	0.00	(2,479,060.42)
Change in Cash, Payables, Receivables	2,365,848.81	5,648,609.51
Amortization/Accretion	13,362.62	65,644.91
Realized Gain (Loss)	0.00	(3,008.33)
Ending Book Value	61,184,458.33	61,184,458.33

## Fair Market Activity Summary

	Month to Date	Fiscal Year to Date (07/01/2023)
Beginning Market Value	56,702,112.85	59,592,997.03
Maturities/Calls	0.00	(3,750,000.00)
Purchases	0.00	0.00
Sales	0.00	(2,479,060.42)
Change in Cash, Payables, Receivables	2,365,848.81	5,648,609.51
Amortization/Accretion	13,362.62	65,644.91
Change in Net Unrealized Gain (Loss)	(24,317.93)	(18,176.34)
Net Realized Gain (Loss)	0.00	(3,008.33)
Ending Market Value	59,057,006.36	59,057,006.36

Maturities/Calls	Market Value
Month to Date	0.00
Fiscal Year to Date	(3,750,000.00)

Purchases	Market Value
Month to Date	0.00
Fiscal Year to Date	0.00

Sales	Market Value
Month to Date	0.00
Fiscal Year to Date	(2,479,060.42)

# Return Management-Income Detail

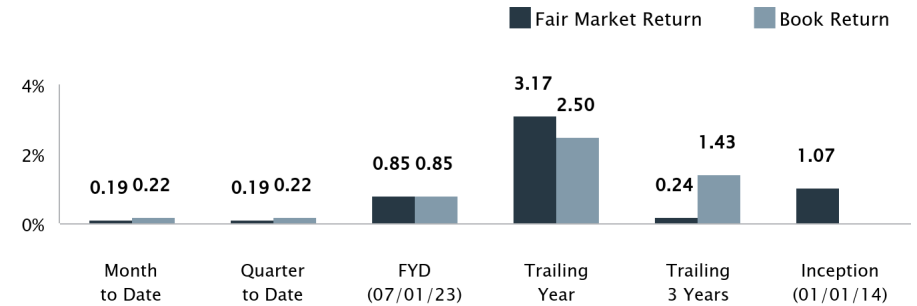
Jefferson County | Total Aggregate Portfolio

## Accrued Book Return

	Month to Date	Fiscal Year to Date (07/01/2023)
Amortization/Accretion	13,362.62	65,644.91
Interest Earned	118,398.12	438,961.77
Realized Gain (Loss)	0.00	(3,008.33)
Book Income	131,760.75	501,598.35
Average Portfolio Balance	56,727,437.25	56,936,862.97
Book Return for Period	0.22%	0.85%

## Return Comparisons

Periodic for performance less than one year. Annualized for performance greater than one year.



## Fair Market Return

	Month to Date	Fiscal Year to Date (07/01/2023)
Market Value Change	(37,680.55)	(83,821.26)
Amortization/Accretion	13,362.62	65,644.91
Interest Earned	118,398.12	438,961.77
Fair Market Earned Income	94,080.20	420,785.42
Average Portfolio Balance	56,727,437.25	56,936,862.97
Fair Market Return for Period	0.19%	0.85%

## Interest Income

	Month to Date	Fiscal Year to Date (07/01/2023)
Beginning Accrued Interest	251,540.85	276,015.00
Coupons Paid	111,739.80	448,027.59
Purchased Accrued Interest	0.00	0.00
Sold Accrued Interest	0.00	0.00
Ending Accrued Interest	266,949.17	266,949.17
Interest Earned	118,398.12	438,961.77

Notation: Book and Fair Market Returns are not annualized

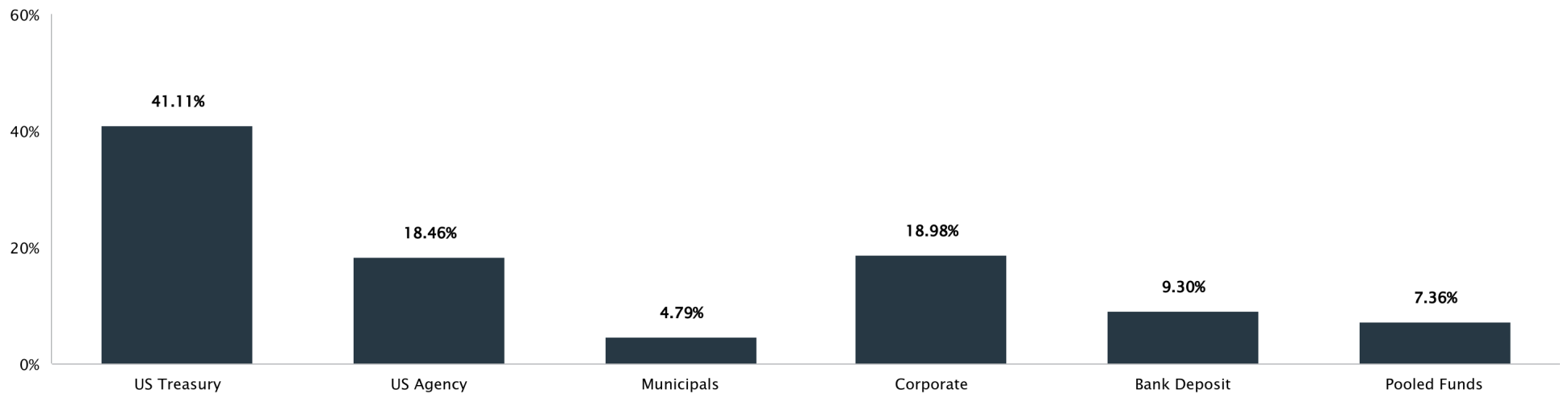
# Security Type Distribution

Jefferson County | Total Aggregate Portfolio

## Security Type Distribution

Security Type	Par Amount	Book Yield	Market Value + Accrued	% of Market Value + Accrued
US Treasury	25,750,000.00	1.40%	24,387,738.85	41.11%
US Agency	11,250,000.00	3.35%	10,954,064.23	18.46%
Municipals	3,000,000.00	4.20%	2,838,863.22	4.79%
Corporate	11,750,000.00	3.47%	11,262,174.02	18.98%
Bank Deposit	5,516,865.86	0.12%	5,516,865.86	9.30%
Pooled Funds	4,364,249.34	5.00%	4,364,249.34	7.36%
<b>Total</b>	<b>61,631,115.20</b>	<b>2.43%</b>	<b>59,323,955.53</b>	<b>100.00%</b>

## Security Type Distribution



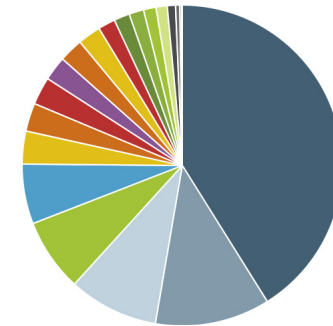
# Risk Management-Credit/Issuer

Jefferson County | Total Aggregate Portfolio

## Credit Rating S&P/Moody's/Fitch

	Market Value + Accrued	%
<b>S&amp;P</b>		
A	4,287,723.25	7.23
A-	3,113,762.48	5.25
AA	2,563,565.78	4.32
AA+	37,450,642.37	63.13
AA-	740,736.97	1.25
AAA	1,286,409.47	2.17
NA	9,881,115.20	16.66
<b>Moody's</b>		
A1	9,084,736.51	15.31
Aa1	1,802,471.00	3.04
Aa3	740,736.97	1.25
Aaa	37,814,895.84	63.74
NA	9,881,115.20	16.66
<b>Fitch</b>		
AA+	36,628,212.56	61.74
AA-	9,084,736.51	15.31
NA	13,611,006.46	22.94
<b>Total</b>	<b>59,323,955.53</b>	<b>100.00</b>

## Issuer Concentration



- United States 41.1%
- Federal Home Loan Banks 11.6%
- COLUMBIA BANK DEPOSIT 9.1%
- Oregon Short Term Fund 7.4%
- Federal National Mortgage Association 6.0%
- The Toronto-Dominion Bank 3.3%
- Amazon.com, Inc. 2.8%
- JPMorgan Chase & Co. 2.8%
- Bank of America Corporation 2.4%
- Apple Inc. 2.4%
- Royal Bank of Canada 2.3%
- San Francisco City & County of 1.7%
- The Bank of New York Mellon Corporation 1.6%
- San Bernardino Community College District 1.5%
- Colgate-Palmolive Company 1.2%
- San Ramon Valley Unified School District 1.1%
- Federal Home Loan Mortgage Corporation 0.8%
- State of Oregon 0.4%
- US BANK DEPOSIT - INMATE 0.2%
- US BANK DEPOSIT- PAYROLL 0.0%
- Other 0.0%

# Risk Management-Maturity/Duration

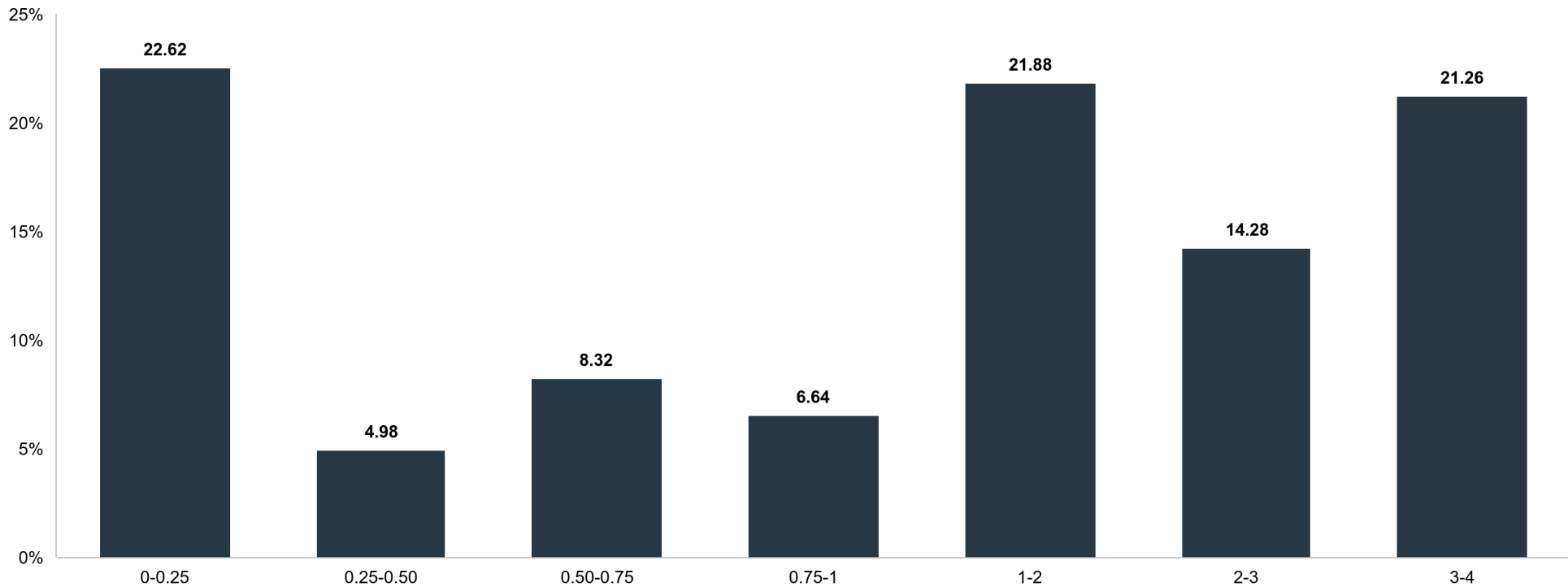
Jefferson County | Total Aggregate Portfolio



October 31, 2023

<b>1.55 Yrs</b>	<b>Effective Duration</b>	<b>1.72 Yrs</b>	<b>Years to Maturity</b>	<b>627</b>	<b>Days to Maturity</b>
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## Distribution by Effective Duration



# Holdings by Maturity & Ratings



Jefferson County | Total Aggregate Portfolio

October 31, 2023

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
JEFF_COL_D EP	5,370,994.88	COLUMBIA BANK DEPOSIT	0.120%	10/31/2023		5,370,994.88	0.00	5,370,994.88	0.12%	0.12%	9.05	0.01	0.01	NA NA NA
OSTF_LGIP	4,364,249.34	OREGON SHORT TERM FUND	5.000%	10/31/2023		4,364,249.34	0.00	4,364,249.34	5.00%	5.00%	7.36	0.01	0.01	NA NA NA
JEFF_PETTY	210.00	PETTY CASH	0.010%	10/31/2023		210.00	0.00	210.00	0.01%	0.01%	0.00	0.01	0.01	NA NA NA
JEFF_USB_D EP_INMATE	125,695.98	US BANK DEPOSIT - INMATE	0.010%	10/31/2023		125,695.98	0.00	125,695.98	0.01%	0.01%	0.21	0.01	0.01	NA NA NA
JEFF_USB_D EP_PAYROLL	19,965.00	US BANK DEPOSIT- PAYROLL	0.010%	10/31/2023		19,965.00	0.00	19,965.00	0.01%	0.01%	0.03	0.01	0.01	NA NA NA
68607DUZ6	250,000.00	OREGON ST DEPT TRANSN HWY USER TAX REV	0.414%	11/15/2023		249,540.00	477.25	250,017.25	0.41%	5.14%	0.42	0.04	0.04	AAA Aa1 AA+
3135G06H1	1,750,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION	0.250%	11/27/2023		1,743,445.39	1,871.53	1,745,316.92	0.26%	5.45%	2.94	0.07	0.07	AA+ Aaa AA+
3137EAFA2	500,000.00	FEDERAL HOME LOAN MORTGAGE CORP	0.250%	12/04/2023		497,500.85	510.42	498,011.27	0.22%	5.73%	0.84	0.09	0.09	AA+ Aaa AA+
91282CBE0	1,000,000.00	UNITED STATES TREASURY	0.125%	01/15/2024		989,375.00	370.24	989,745.24	0.18%	5.32%	1.67	0.21	0.20	AA+ Aaa AA+
91282CBM2	1,000,000.00	UNITED STATES TREASURY	0.125%	02/15/2024		984,882.81	264.95	985,147.76	0.19%	5.40%	1.66	0.29	0.29	AA+ Aaa AA+
91282CBR1	1,000,000.00	UNITED STATES TREASURY	0.250%	03/15/2024		981,015.62	322.80	981,338.42	0.28%	5.43%	1.65	0.37	0.37	AA+ Aaa AA+
91282CBV2	1,000,000.00	UNITED STATES TREASURY	0.375%	04/15/2024		977,382.81	174.18	977,556.99	0.41%	5.45%	1.65	0.46	0.45	AA+ Aaa AA+
91282CCC3	1,000,000.00	UNITED STATES TREASURY	0.250%	05/15/2024		972,343.75	1,154.89	973,498.64	0.32%	5.51%	1.64	0.54	0.53	AA+ Aaa AA+
89114QCA4	1,000,000.00	TORONTO- DOMINION BANK	2.650%	06/12/2024		979,729.16	10,231.94	989,961.10	0.48%	6.06%	1.67	0.62	0.59	A A1 AA-



# Holdings by Maturity & Ratings

Jefferson County | Total Aggregate Portfolio



October 31, 2023

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
3130ATVC8	2,000,000.00	FEDERAL HOME LOAN BANKS	4.875%	06/14/2024		1,990,204.36	37,104.17	2,027,308.53	4.58%	5.68%	3.42	0.62	0.59	AA+ Aaa AA+
912828Y87	1,000,000.00	UNITED STATES TREASURY	1.750%	07/31/2024		972,617.19	4,422.55	977,039.74	0.33%	5.52%	1.65	0.75	0.73	AA+ Aaa AA+
912828YE4	1,000,000.00	UNITED STATES TREASURY	1.250%	08/31/2024		965,742.19	2,129.12	967,871.31	0.39%	5.51%	1.63	0.84	0.81	AA+ Aaa AA+
3130ATVD6	2,000,000.00	FEDERAL HOME LOAN BANKS	4.875%	09/13/2024		1,989,032.72	13,000.00	2,002,032.72	4.43%	5.52%	3.37	0.87	0.83	AA+ Aaa AA+
912828YH7	1,000,000.00	UNITED STATES TREASURY	1.500%	09/30/2024		964,921.88	1,311.48	966,233.36	0.40%	5.48%	1.63	0.92	0.89	AA+ Aaa AA+
91282CDH1	1,500,000.00	UNITED STATES TREASURY	0.750%	11/15/2024		1,429,687.50	5,197.01	1,434,884.51	0.85%	5.44%	2.42	1.04	1.01	AA+ Aaa AA+
912828Z52	1,500,000.00	UNITED STATES TREASURY	1.375%	01/31/2025		1,428,808.59	5,212.30	1,434,020.89	0.91%	5.35%	2.42	1.25	1.21	AA+ Aaa AA+
91282CED9	2,000,000.00	UNITED STATES TREASURY	1.750%	03/15/2025		1,907,031.24	4,519.23	1,911,550.47	4.07%	5.30%	3.22	1.37	1.33	AA+ Aaa AA+
06406RAN7	1,000,000.00	BANK OF NEW YORK MELLON CORP	1.600%	04/24/2025	03/24/2025	938,021.23	311.11	938,332.34	2.23%	6.04%	1.58	1.48	1.42	A A1 AA-
912828ZT0	1,000,000.00	UNITED STATES TREASURY	0.250%	05/31/2025		925,351.56	1,051.91	926,403.47	1.00%	5.23%	1.56	1.58	1.54	AA+ Aaa AA+
91282CEU1	750,000.00	UNITED STATES TREASURY	2.875%	06/15/2025		723,105.46	8,189.04	731,294.50	3.13%	5.21%	1.23	1.62	1.54	AA+ Aaa AA+
91282CAB7	1,000,000.00	UNITED STATES TREASURY	0.250%	07/31/2025		918,789.06	631.79	919,420.85	1.02%	5.16%	1.55	1.75	1.70	AA+ Aaa AA+
91282CAM3	1,000,000.00	UNITED STATES TREASURY	0.250%	09/30/2025		912,695.31	218.58	912,913.89	1.03%	5.09%	1.54	1.91	1.86	AA+ Aaa AA+
3135G06G3	2,000,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION	0.500%	11/07/2025		1,823,257.38	4,833.33	1,828,090.71	3.99%	5.17%	3.08	2.02	1.95	AA+ Aaa AA+

# Holdings by Maturity & Ratings

Jefferson County | Total Aggregate Portfolio



October 31, 2023

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
91282CAZ4	1,000,000.00	UNITED STATES TREASURY	0.375%	11/30/2025		908,437.50	1,577.87	910,015.37	1.08%	5.06%	1.53	2.08	2.02	AA+ Aaa AA+
91282CBQ3	1,000,000.00	UNITED STATES TREASURY	0.500%	02/28/2026		902,148.44	851.65	903,000.09	1.11%	5.00%	1.52	2.33	2.26	AA+ Aaa AA+
3130AUU36	1,000,000.00	FEDERAL HOME LOAN BANKS	4.125%	03/13/2026		980,113.01	5,500.00	985,613.01	3.71%	5.02%	1.66	2.36	2.21	AA+ Aaa AA+
46647PBH8	1,000,000.00	JPMORGAN CHASE & CO	2.005%	03/13/2026	03/13/2025	943,258.02	2,673.33	945,931.35	1.54%	6.40%	1.59	2.36	1.31	A- A1 AA-
91282CBW0	1,000,000.00	UNITED STATES TREASURY	0.750%	04/30/2026		902,265.62	20.60	902,286.22	1.13%	4.95%	1.52	2.50	2.42	AA+ Aaa AA+
91282CCJ8	1,000,000.00	UNITED STATES TREASURY	0.875%	06/30/2026		900,781.25	2,948.37	903,729.62	1.14%	4.89%	1.52	2.66	2.57	AA+ Aaa AA+
06051GLA5	1,000,000.00	BANK OF AMERICA CORP	4.827%	07/22/2026	07/22/2025	974,453.05	13,274.25	987,727.30	5.05%	6.41%	1.66	2.72	1.60	A- A1 AA-
799408Z93	750,000.00	SAN RAMON VALLEY CALIF UNI SCH DIST	1.034%	08/01/2026		670,200.00	1,938.75	672,138.75	4.37%	5.24%	1.13	2.75	2.64	AA+ Aa1 NA
91282CCW9	1,000,000.00	UNITED STATES TREASURY	0.750%	08/31/2026		891,093.75	1,277.47	892,371.22	1.15%	4.92%	1.50	2.83	2.74	AA+ Aaa AA+
91282CDG3	1,000,000.00	UNITED STATES TREASURY	1.125%	10/31/2026		896,015.62	30.91	896,046.53	1.16%	4.89%	1.51	3.00	2.88	AA+ Aaa AA+
3130AQF65	750,000.00	FEDERAL HOME LOAN BANKS	1.250%	12/21/2026		669,544.92	3,385.42	672,930.34	4.15%	4.98%	1.13	3.14	2.99	AA+ Aaa AA+
78016EYV3	1,000,000.00	ROYAL BANK OF CANADA	2.050%	01/21/2027		885,374.82	5,694.44	891,069.26	2.62%	6.01%	1.50	3.22	3.02	A A1 AA-
46647PBA3	750,000.00	JPMORGAN CHASE & CO	3.960%	01/29/2027	01/29/2026	714,856.94	7,590.00	722,446.94	4.58%	6.23%	1.22	3.25	2.08	A- A1 AA-
023135CF1	1,000,000.00	AMAZON.COM INC	3.300%	04/13/2027	03/13/2027	937,217.00	1,650.00	938,867.00	3.47%	5.32%	1.58	3.45	3.18	AA A1 AA-

# Holdings by Maturity & Ratings

Jefferson County | Total Aggregate Portfolio

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
037833CR9	1,000,000.00	APPLE INC	3.200%	05/11/2027	02/11/2027	935,442.34	15,111.11	950,553.45	3.69%	5.23%	1.60	3.53	3.21	AA+ Aaa NA
3130A3VD3	750,000.00	FEDERAL HOME LOAN BANKS	2.625%	06/11/2027		691,486.53	7,656.25	699,142.78	3.21%	5.01%	1.18	3.61	3.34	AA+ Aaa AA+
797646NE2	1,000,000.00	SAN FRANCISCO CALIF CITY & CNTY	5.750%	06/15/2027		1,014,670.00	21,722.22	1,036,392.22	4.77%	5.30%	1.75	3.62	3.17	AAA Aaa AA+
796720NT3	1,000,000.00	SAN BERNARDINO CALIF CMNTY COLLEGE DIST	1.610%	08/01/2027		876,290.00	4,025.00	880,315.00	4.47%	5.29%	1.48	3.75	3.54	AA Aa1 NA
91282CFH9	1,000,000.00	UNITED STATES TREASURY	3.125%	08/31/2027		939,414.06	5,322.80	944,736.86	3.31%	4.88%	1.59	3.83	3.53	AA+ Aaa AA+
91282CFU0	2,000,000.00	UNITED STATES TREASURY	4.125%	10/31/2027		1,946,406.24	226.65	1,946,632.89	3.66%	4.87%	3.28	4.00	3.64	AA+ Aaa AA+
023135CP9	750,000.00	AMAZON.COM INC	4.550%	12/01/2027	11/01/2027	730,165.04	14,218.75	744,383.78	4.32%	5.28%	1.25	4.08	3.57	AA A1 AA-
89115A2M3	1,000,000.00	TORONTO-DOMINION BANK	5.156%	01/10/2028		965,026.49	15,897.67	980,924.16	5.23%	6.11%	1.65	4.19	3.64	A A1 AA-
78016FZW7	500,000.00	ROYAL BANK OF CANADA	4.900%	01/12/2028		480,018.32	7,418.06	487,436.38	4.85%	5.99%	0.82	4.20	3.67	A A1 AA-
194162AR4	750,000.00	COLGATE-PALMOLIVE CO	4.600%	03/01/2028	02/01/2028	734,986.97	5,750.00	740,736.97	3.68%	5.12%	1.25	4.33	3.81	AA- Aa3 NA
3130ATS57	500,000.00	FEDERAL HOME LOAN BANKS	4.500%	03/10/2028		492,430.46	3,187.50	495,617.96	3.97%	4.89%	0.84	4.36	3.88	AA+ Aaa AA+
037833ET3	500,000.00	APPLE INC	4.000%	05/10/2028	04/10/2028	476,647.08	9,500.00	486,147.08	3.98%	5.17%	0.82	4.53	3.97	AA+ Aaa NA
06051GGR4	500,000.00	BANK OF AMERICA CORP	3.593%	07/21/2028	07/21/2027	452,666.61	4,990.28	457,656.89	5.02%	6.49%	0.77	4.72	3.36	A- A1 AA-
<b>Total</b>	<b>61,631,115.20</b>		<b>2.187%</b>			<b>59,057,006.36</b>	<b>266,949.17</b>	<b>59,323,955.53</b>	<b>2.43%</b>	<b>4.88%</b>	<b>100.00</b>	<b>1.72</b>	<b>1.55</b>	

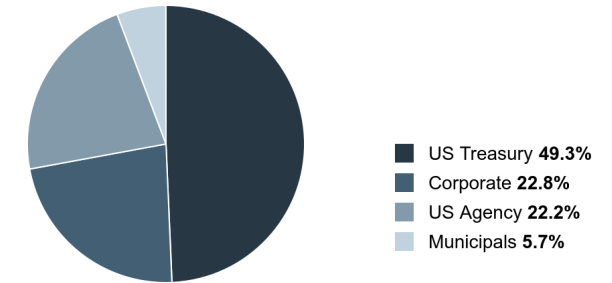
# Summary Overview

Jefferson County | Investment Core

## Portfolio Characteristics

Metric	Value
Investments	49,442,840.33
Book Yield	2.47%
Market Yield	5.40%
Effective Duration	1.86
Years to Maturity	2.06
Avg Credit Rating	AA+

## Allocation by Asset Class



## Strategic Structure

Account	Par Amount	Book Value	Original Cost	Market Value	Net Unrealized Gain (Loss)	Accrued	Yield at Cost	Effective Duration	Benchmark Duration	Benchmark
JEFF-Investment Core	51,750,000.00	51,303,343.13	51,193,139.86	49,175,891.16	(2,127,451.97)	266,949.17	2.47%	1.86	2.06	ICE BofA 0-5 Year US Treasury Index
<b>Total</b>	<b>51,750,000.00</b>	<b>51,303,343.13</b>	<b>51,193,139.86</b>	<b>49,175,891.16</b>	<b>(2,127,451.97)</b>	<b>266,949.17</b>	<b>2.47%</b>	<b>1.86</b>	<b>2.06</b>	

# Portfolio Activity

Jefferson County | Investment Core



October 31, 2023

## Accrual Activity Summary

	Month to Date	Fiscal Year to Date (07/01/2023)
Beginning Book Value	51,298,730.50	57,469,766.96
Maturities/Calls	0.00	(3,750,000.00)
Purchases	0.00	0.00
Sales	0.00	(2,479,060.42)
Change in Cash, Payables, Receivables	(8,750.00)	0.00
Amortization/Accretion	13,362.62	65,644.91
Realized Gain (Loss)	0.00	(3,008.33)
Ending Book Value	51,303,343.13	51,303,343.13

## Fair Market Activity Summary

	Month to Date	Fiscal Year to Date (07/01/2023)
Beginning Market Value	49,195,596.46	55,360,491.34
Maturities/Calls	0.00	(3,750,000.00)
Purchases	0.00	0.00
Sales	0.00	(2,479,060.42)
Change in Cash, Payables, Receivables	(8,750.00)	0.00
Amortization/Accretion	13,362.62	65,644.91
Change in Net Unrealized Gain (Loss)	(24,317.93)	(18,176.34)
Net Realized Gain (Loss)	0.00	(3,008.33)
Ending Market Value	49,175,891.16	49,175,891.16

Maturities/Calls	Market Value
Month to Date	0.00
Fiscal Year to Date	(3,750,000.00)

Purchases	Market Value
Month to Date	0.00
Fiscal Year to Date	0.00

Sales	Market Value
Month to Date	0.00
Fiscal Year to Date	(2,479,060.42)

# Return Management-Income Detail

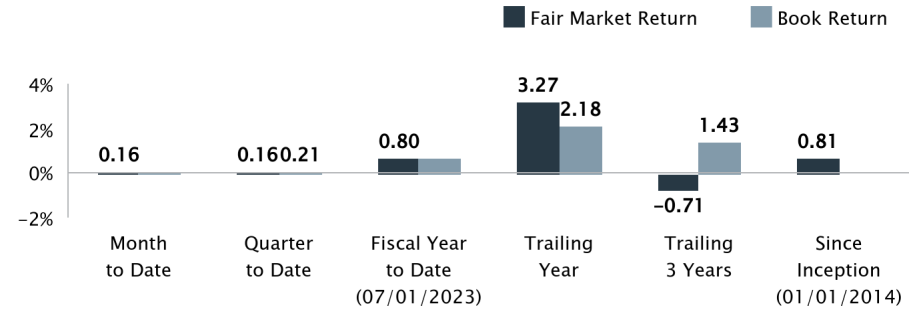
Jefferson County | Investment Core

## Accrued Book Return

	Month to Date	Fiscal Year to Date (07/01/2023)
Amortization/Accretion	13,362.62	65,644.91
Interest Earned	92,408.32	369,894.60
Realized Gain (Loss)	0.00	(3,008.33)
Book Income	105,770.95	432,531.18
Average Portfolio Balance	49,144,320.90	51,491,414.68
Book Return for Period	0.21%	0.81%

## Return Comparisons

Periodic for performance less than one year. Annualized for performance greater than one year.



## Fair Market Return

	Month to Date	Fiscal Year to Date (07/01/2023)
Market Value Change	(24,317.93)	(18,176.34)
Amortization/Accretion	13,362.62	65,644.91
Interest Earned	92,408.32	369,894.60
Fair Market Earned Income	68,090.40	351,718.25
Average Portfolio Balance	49,144,320.90	51,491,414.68
Fair Market Return for Period	0.16%	0.80%

## Interest Income

	Month to Date	Fiscal Year to Date (07/01/2023)
Beginning Accrued Interest	251,540.85	276,015.00
Coupons Paid	77,000.00	378,960.42
Purchased Accrued Interest	0.00	0.00
Sold Accrued Interest	0.00	0.00
Ending Accrued Interest	266,949.17	266,949.17
Interest Earned	92,408.32	369,894.60

Notation: Book and Fair Market Returns are not annualized

# Return Management-Performance

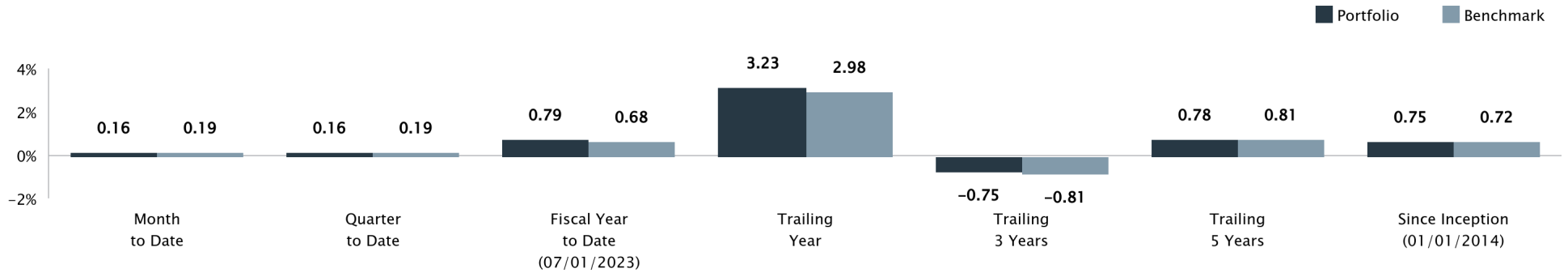
Jefferson County | Investment Core



October 31, 2023

## Performance Returns Net of Fees

Periodic for performance less than one year. Annualized for performance greater than one year.



## Historical Returns

Period	Month to Date	Quarter to Date	Fiscal Year to Date (07/01/2023)	Trailing Year	Trailing 3 Years	Trailing 5 Years	Since Inception (01/01/2014)
Return (Net of Fees)	0.161%	0.161%	0.786%	3.228%	(0.746%)	0.777%	0.746%
Return (Gross of Fees)	0.165%	0.165%	0.803%	3.271%	(0.710%)	0.813%	0.807%
ICE BofA 0-5 Year US Treasury Index	0.187%	0.187%	0.683%	2.978%	(0.813%)	0.813%	0.718%

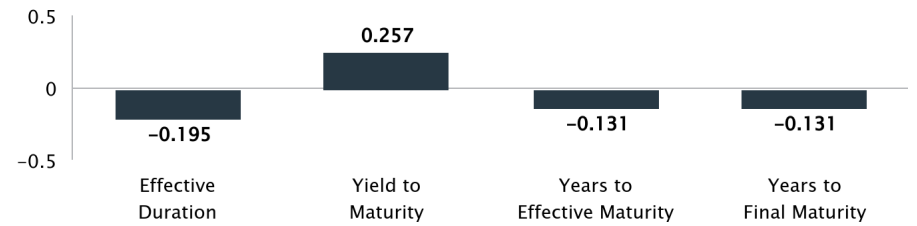
# Risk Management-Relative to Benchmark

Jefferson County | Investment Core

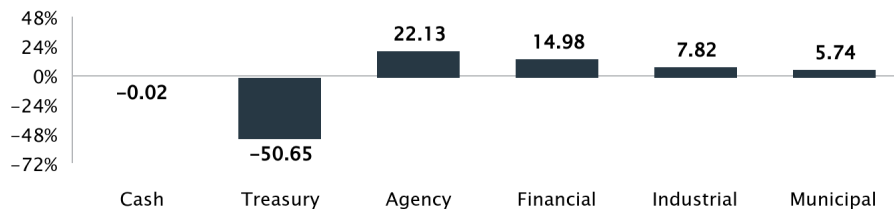
## Benchmark Comparison Summary

Risk Metric	Portfolio	Benchmark	Difference
Effective Duration	1.86	2.06	(0.19)
Yield to Maturity	5.41	5.15	0.26
Years to Effective Maturity	2.06	2.19	(0.13)
Years to Final Maturity	2.06	2.19	(0.13)
Avg Credit Rating	AA+	AA+	---

## Benchmark Comparison Summary



## Benchmark vs. Portfolio Variance-Market Sector



## Benchmark Comparison-Market Sector

Market Sector	Portfolio	Benchmark	Difference
Cash	0.00	0.02	(0.02)
Treasury	49.33	99.98	(50.65)
Agency	22.13	0.00	22.13
Financial	14.98	0.00	14.98
Industrial	7.82	0.00	7.82
Municipal	5.74	0.00	5.74



# Risk Management-Maturity/Duration

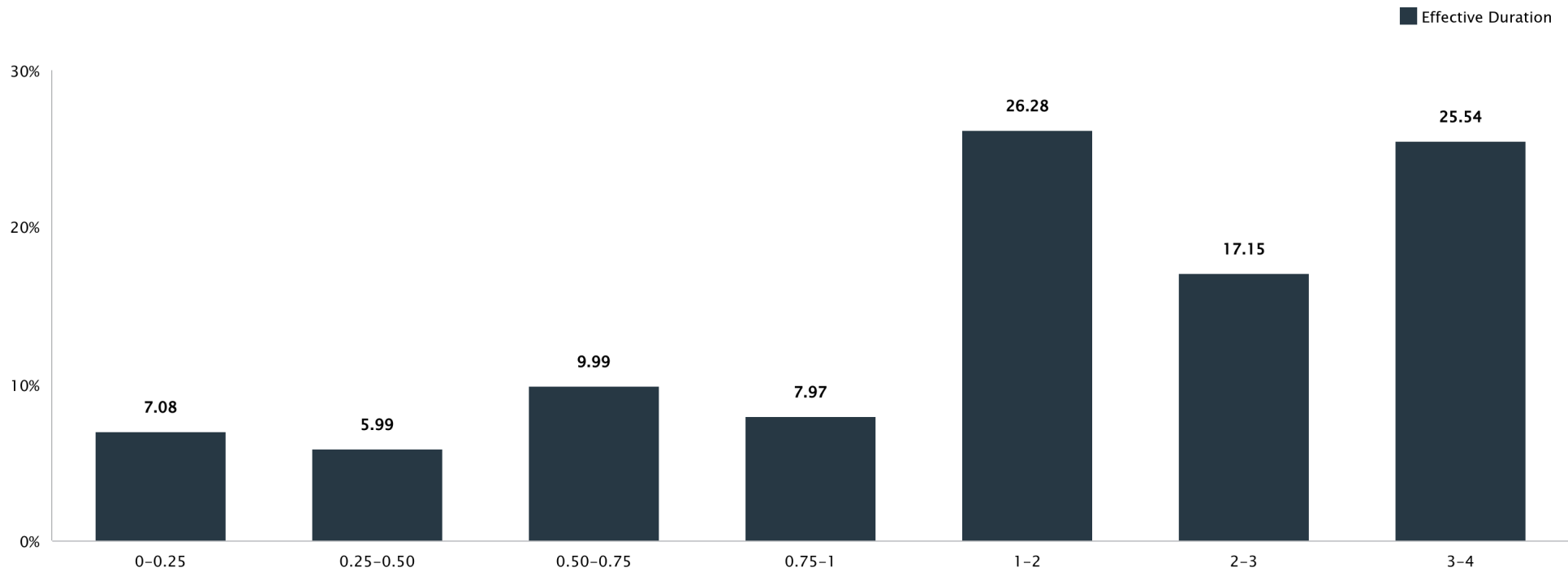
Jefferson County | Investment Core



October 31, 2023

<b>1.86 Yrs</b>	<b>Effective Duration</b>	<b>2.06 Yrs</b>	<b>Years to Maturity</b>	<b>753</b>	<b>Days to Maturity</b>
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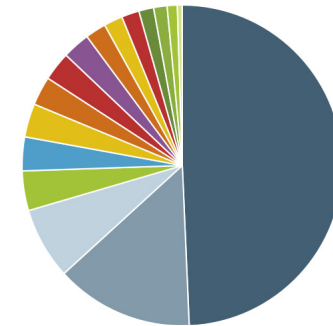
## Distribution by Effective Duration



## Credit Rating S&P/Moody's/Fitch

	Market Value + Accrued	%
<b>S&amp;P</b>		
A	4,287,723.25	8.67
A-	3,113,762.48	6.30
AA	2,563,565.78	5.18
AA+	37,450,642.37	75.75
AA-	740,736.97	1.50
AAA	1,286,409.47	2.60
<b>Moody's</b>		
A1	9,084,736.51	18.37
Aa1	1,802,471.00	3.65
Aa3	740,736.97	1.50
Aaa	37,814,895.84	76.48
<b>Fitch</b>		
AA+	36,628,212.56	74.08
AA-	9,084,736.51	18.37
NA	3,729,891.26	7.54
<b>Total</b>	<b>49,442,840.33</b>	<b>100.00</b>

## Issuer Concentration



- United States **49.3%**
- Federal Home Loan Banks **13.9%**
- Federal National Mortgage Association **7.2%**
- The Toronto-Dominion Bank **4.0%**
- Amazon.com, Inc. **3.4%**
- JPMorgan Chase & Co. **3.4%**
- Bank of America Corporation **2.9%**
- Apple Inc. **2.9%**
- Royal Bank of Canada **2.8%**
- San Francisco City & County of **2.1%**
- The Bank of New York Mellon Corporation **1.9%**
- San Bernardino Community College District **1.8%**
- Colgate-Palmolive Company **1.5%**
- San Ramon Valley Unified School District **1.4%**
- Federal Home Loan Mortgage Corporation **1.0%**
- State of Oregon **0.5%**

# Holdings by Maturity & Ratings

Jefferson County | Investment Core



October 31, 2023

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
68607DUZ6	250,000.00	OREGON ST DEPT TRANSN HWY USER TAX REV	0.414%	11/15/2023		249,540.00	477.25	250,017.25	0.41%	5.14%	0.51	0.04	0.04	AAA Aa1 AA+
3135G06H1	1,750,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION	0.250%	11/27/2023		1,743,445.39	1,871.53	1,745,316.92	0.26%	5.45%	3.53	0.07	0.07	AA+ Aaa AA+
3137EAFA2	500,000.00	FEDERAL HOME LOAN MORTGAGE CORP	0.250%	12/04/2023		497,500.85	510.42	498,011.27	0.22%	5.73%	1.01	0.09	0.09	AA+ Aaa AA+
91282CBE0	1,000,000.00	UNITED STATES TREASURY	0.125%	01/15/2024		989,375.00	370.24	989,745.24	0.18%	5.32%	2.00	0.21	0.20	AA+ Aaa AA+
91282CBM2	1,000,000.00	UNITED STATES TREASURY	0.125%	02/15/2024		984,882.81	264.95	985,147.76	0.19%	5.40%	1.99	0.29	0.29	AA+ Aaa AA+
91282CBR1	1,000,000.00	UNITED STATES TREASURY	0.250%	03/15/2024		981,015.62	322.80	981,338.42	0.28%	5.43%	1.98	0.37	0.37	AA+ Aaa AA+
91282CBV2	1,000,000.00	UNITED STATES TREASURY	0.375%	04/15/2024		977,382.81	174.18	977,556.99	0.41%	5.45%	1.98	0.46	0.45	AA+ Aaa AA+
91282CCC3	1,000,000.00	UNITED STATES TREASURY	0.250%	05/15/2024		972,343.75	1,154.89	973,498.64	0.32%	5.51%	1.97	0.54	0.53	AA+ Aaa AA+
89114QCA4	1,000,000.00	TORONTO- DOMINION BANK	2.650%	06/12/2024		979,729.16	10,231.94	989,961.10	0.48%	6.06%	2.00	0.62	0.59	A A1 AA-
3130ATVC8	2,000,000.00	FEDERAL HOME LOAN BANKS	4.875%	06/14/2024		1,990,204.36	37,104.17	2,027,308.53	4.58%	5.68%	4.10	0.62	0.59	AA+ Aaa AA+
912828Y87	1,000,000.00	UNITED STATES TREASURY	1.750%	07/31/2024		972,617.19	4,422.55	977,039.74	0.33%	5.52%	1.98	0.75	0.73	AA+ Aaa AA+
912828YE4	1,000,000.00	UNITED STATES TREASURY	1.250%	08/31/2024		965,742.19	2,129.12	967,871.31	0.39%	5.51%	1.96	0.84	0.81	AA+ Aaa AA+
3130ATVD6	2,000,000.00	FEDERAL HOME LOAN BANKS	4.875%	09/13/2024		1,989,032.72	13,000.00	2,002,032.72	4.43%	5.52%	4.05	0.87	0.83	AA+ Aaa AA+
912828YH7	1,000,000.00	UNITED STATES TREASURY	1.500%	09/30/2024		964,921.88	1,311.48	966,233.36	0.40%	5.48%	1.95	0.92	0.89	AA+ Aaa AA+

# Holdings by Maturity & Ratings

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Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
91282CDH1	1,500,000.00	UNITED STATES TREASURY	0.750%	11/15/2024		1,429,687.50	5,197.01	1,434,884.51	0.85%	5.44%	2.90	1.04	1.01	AA+ Aaa AA+
912828Z52	1,500,000.00	UNITED STATES TREASURY	1.375%	01/31/2025		1,428,808.59	5,212.30	1,434,020.89	0.91%	5.35%	2.90	1.25	1.21	AA+ Aaa AA+
91282CED9	2,000,000.00	UNITED STATES TREASURY	1.750%	03/15/2025		1,907,031.24	4,519.23	1,911,550.47	4.07%	5.30%	3.87	1.37	1.33	AA+ Aaa AA+
06406RAN7	1,000,000.00	BANK OF NEW YORK MELLON CORP	1.600%	04/24/2025	03/24/2025	938,021.23	311.11	938,332.34	2.23%	6.04%	1.90	1.48	1.42	A A1 AA-
912828ZT0	1,000,000.00	UNITED STATES TREASURY	0.250%	05/31/2025		925,351.56	1,051.91	926,403.47	1.00%	5.23%	1.87	1.58	1.54	AA+ Aaa AA+
91282CEU1	750,000.00	UNITED STATES TREASURY	2.875%	06/15/2025		723,105.46	8,189.04	731,294.50	3.13%	5.21%	1.48	1.62	1.54	AA+ Aaa AA+
91282CAB7	1,000,000.00	UNITED STATES TREASURY	0.250%	07/31/2025		918,789.06	631.79	919,420.85	1.02%	5.16%	1.86	1.75	1.70	AA+ Aaa AA+
91282CAM3	1,000,000.00	UNITED STATES TREASURY	0.250%	09/30/2025		912,695.31	218.58	912,913.89	1.03%	5.09%	1.85	1.91	1.86	AA+ Aaa AA+
3135G06G3	2,000,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION	0.500%	11/07/2025		1,823,257.38	4,833.33	1,828,090.71	3.99%	5.17%	3.70	2.02	1.95	AA+ Aaa AA+
91282CAZ4	1,000,000.00	UNITED STATES TREASURY	0.375%	11/30/2025		908,437.50	1,577.87	910,015.37	1.08%	5.06%	1.84	2.08	2.02	AA+ Aaa AA+
91282CBQ3	1,000,000.00	UNITED STATES TREASURY	0.500%	02/28/2026		902,148.44	851.65	903,000.09	1.11%	5.00%	1.83	2.33	2.26	AA+ Aaa AA+
3130AUU36	1,000,000.00	FEDERAL HOME LOAN BANKS	4.125%	03/13/2026		980,113.01	5,500.00	985,613.01	3.71%	5.02%	1.99	2.36	2.21	AA+ Aaa AA+
46647PBH8	1,000,000.00	JPMORGAN CHASE & CO	2.005%	03/13/2026	03/13/2025	943,258.02	2,673.33	945,931.35	1.54%	6.40%	1.91	2.36	1.31	A- A1 AA-
91282CBW0	1,000,000.00	UNITED STATES TREASURY	0.750%	04/30/2026		902,265.62	20.60	902,286.22	1.13%	4.95%	1.82	2.50	2.42	AA+ Aaa AA+

# Holdings by Maturity & Ratings

Jefferson County | Investment Core

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
91282CCJ8	1,000,000.00	UNITED STATES TREASURY	0.875%	06/30/2026		900,781.25	2,948.37	903,729.62	1.14%	4.89%	1.83	2.66	2.57	AA+ Aaa AA+
06051GLA5	1,000,000.00	BANK OF AMERICA CORP	4.827%	07/22/2026	07/22/2025	974,453.05	13,274.25	987,727.30	5.05%	6.41%	2.00	2.72	1.60	A- A1 AA-
799408Z93	750,000.00	SAN RAMON VALLEY CALIF UNI SCH DIST	1.034%	08/01/2026		670,200.00	1,938.75	672,138.75	4.37%	5.24%	1.36	2.75	2.64	AA+ Aa1 NA
91282CCW9	1,000,000.00	UNITED STATES TREASURY	0.750%	08/31/2026		891,093.75	1,277.47	892,371.22	1.15%	4.92%	1.80	2.83	2.74	AA+ Aaa AA+
91282CDG3	1,000,000.00	UNITED STATES TREASURY	1.125%	10/31/2026		896,015.62	30.91	896,046.53	1.16%	4.89%	1.81	3.00	2.88	AA+ Aaa AA+
3130AQF65	750,000.00	FEDERAL HOME LOAN BANKS	1.250%	12/21/2026		669,544.92	3,385.42	672,930.34	4.15%	4.98%	1.36	3.14	2.99	AA+ Aaa AA+
78016EYV3	1,000,000.00	ROYAL BANK OF CANADA	2.050%	01/21/2027		885,374.82	5,694.44	891,069.26	2.62%	6.01%	1.80	3.22	3.02	A A1 AA-
46647PBA3	750,000.00	JPMORGAN CHASE & CO	3.960%	01/29/2027	01/29/2026	714,856.94	7,590.00	722,446.94	4.58%	6.23%	1.46	3.25	2.08	A- A1 AA-
023135CF1	1,000,000.00	AMAZON.COM INC	3.300%	04/13/2027	03/13/2027	937,217.00	1,650.00	938,867.00	3.47%	5.32%	1.90	3.45	3.18	AA A1 AA-
037833CR9	1,000,000.00	APPLE INC	3.200%	05/11/2027	02/11/2027	935,442.34	15,111.11	950,553.45	3.69%	5.23%	1.92	3.53	3.21	AA+ Aaa NA
3130A3VD3	750,000.00	FEDERAL HOME LOAN BANKS	2.625%	06/11/2027		691,486.53	7,656.25	699,142.78	3.21%	5.01%	1.41	3.61	3.34	AA+ Aaa AA+
797646NE2	1,000,000.00	SAN FRANCISCO CALIF CITY & CNTY	5.750%	06/15/2027		1,014,670.00	21,722.22	1,036,392.22	4.77%	5.30%	2.10	3.62	3.17	AAA Aaa AA+
796720NT3	1,000,000.00	SAN BERNARDINO CALIF CMNTY COLLEGE DIST	1.610%	08/01/2027		876,290.00	4,025.00	880,315.00	4.47%	5.29%	1.78	3.75	3.54	AA Aa1 NA
91282CFH9	1,000,000.00	UNITED STATES TREASURY	3.125%	08/31/2027		939,414.06	5,322.80	944,736.86	3.31%	4.88%	1.91	3.83	3.53	AA+ Aaa AA+

# Holdings by Maturity & Ratings

Jefferson County | Investment Core

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
91282CFU0	2,000,000.00	UNITED STATES TREASURY	4.125%	10/31/2027		1,946,406.24	226.65	1,946,632.89	3.66%	4.87%	3.94	4.00	3.64	AA+ Aaa AA+
023135CP9	750,000.00	AMAZON.COM INC	4.550%	12/01/2027	11/01/2027	730,165.04	14,218.75	744,383.78	4.32%	5.28%	1.51	4.08	3.57	AA A1 AA-
89115A2M3	1,000,000.00	TORONTO-DOMINION BANK	5.156%	01/10/2028		965,026.49	15,897.67	980,924.16	5.23%	6.11%	1.98	4.19	3.64	A A1 AA-
78016FZW7	500,000.00	ROYAL BANK OF CANADA	4.900%	01/12/2028		480,018.32	7,418.06	487,436.38	4.85%	5.99%	0.99	4.20	3.67	A A1 AA-
194162AR4	750,000.00	COLGATE-PALMOLIVE CO	4.600%	03/01/2028	02/01/2028	734,986.97	5,750.00	740,736.97	3.68%	5.12%	1.50	4.33	3.81	AA- Aa3 NA
3130ATS57	500,000.00	FEDERAL HOME LOAN BANKS	4.500%	03/10/2028		492,430.46	3,187.50	495,617.96	3.97%	4.89%	1.00	4.36	3.88	AA+ Aaa AA+
037833ET3	500,000.00	APPLE INC	4.000%	05/10/2028	04/10/2028	476,647.08	9,500.00	486,147.08	3.98%	5.17%	0.98	4.53	3.97	AA+ Aaa NA
06051GGR4	500,000.00	BANK OF AMERICA CORP	3.593%	07/21/2028	07/21/2027	452,666.61	4,990.28	457,656.89	5.02%	6.49%	0.93	4.72	3.36	A- A1 AA-
<b>Total</b>	<b>51,750,000.00</b>		<b>2.170%</b>			<b>49,175,891.16</b>	<b>266,949.17</b>	<b>49,442,840.33</b>	<b>2.47%</b>	<b>5.40%</b>	<b>100.00</b>	<b>2.06</b>	<b>1.86</b>	

# Holdings by Security Type

Jefferson County | Investment Core

Settlement Date	Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Book Yield	Market Yield	Market Value + Accrued	Net Unrealized Gain (Loss)	% Asset	Eff Dur
<b>US Treasury</b>												
02/16/2021	91282CBE0	1,000,000.00	United States	0.125%	01/15/2024		0.18%	5.32%	989,745.24	(10,514.76)	2.00	0.20
02/16/2021	91282CBM2	1,000,000.00	United States	0.125%	02/15/2024		0.19%	5.40%	985,147.76	(14,931.73)	1.99	0.29
05/26/2021	91282CBR1	1,000,000.00	United States	0.250%	03/15/2024		0.28%	5.43%	981,338.42	(18,886.53)	1.98	0.37
09/28/2021	91282CBV2	1,000,000.00	United States	0.375%	04/15/2024		0.41%	5.45%	977,556.99	(22,449.85)	1.98	0.45
05/26/2021	91282CCC3	1,000,000.00	United States	0.250%	05/15/2024		0.32%	5.51%	973,498.64	(27,268.14)	1.97	0.53
06/11/2021	912828Y87	1,000,000.00	United States	1.750%	07/31/2024		0.33%	5.52%	977,039.74	(37,972.43)	1.98	0.73
08/02/2021	912828YE4	1,000,000.00	United States	1.250%	08/31/2024		0.39%	5.51%	967,871.31	(41,340.59)	1.96	0.81
08/02/2021	912828YH7	1,000,000.00	United States	1.500%	09/30/2024		0.40%	5.48%	966,233.36	(45,018.60)	1.95	0.89
12/03/2021	91282CDH1	1,500,000.00	United States	0.750%	11/15/2024		0.85%	5.44%	1,434,884.51	(68,763.41)	2.90	1.01
12/03/2021	912828Z52	1,500,000.00	United States	1.375%	01/31/2025		0.91%	5.35%	1,434,020.89	(79,838.99)	2.90	1.21
12/16/2022	91282CED9	2,000,000.00	United States	1.750%	03/15/2025		4.07%	5.30%	1,911,550.47	(32,898.26)	3.87	1.33
12/03/2021	912828ZT0	1,000,000.00	United States	0.250%	05/31/2025		1.00%	5.23%	926,403.47	(63,087.23)	1.87	1.54
06/30/2022	91282CEU1	750,000.00	United States	2.875%	06/15/2025		3.13%	5.21%	731,294.50	(23,974.50)	1.48	1.54
12/03/2021	91282CAB7	1,000,000.00	United States	0.250%	07/31/2025		1.02%	5.16%	919,420.85	(67,966.53)	1.86	1.70
12/03/2021	91282CAM3	1,000,000.00	United States	0.250%	09/30/2025		1.03%	5.09%	912,913.89	(72,684.86)	1.85	1.86
12/03/2021	91282CAZ4	1,000,000.00	United States	0.375%	11/30/2025		1.08%	5.06%	910,015.37	(77,248.16)	1.84	2.02
12/03/2021	91282CBQ3	1,000,000.00	United States	0.500%	02/28/2026		1.11%	5.00%	903,000.09	(84,038.37)	1.83	2.26
12/03/2021	91282CBW0	1,000,000.00	United States	0.750%	04/30/2026		1.13%	4.95%	902,286.22	(88,622.26)	1.82	2.42
12/03/2021	91282CCJ8	1,000,000.00	United States	0.875%	06/30/2026		1.14%	4.89%	903,729.62	(92,466.23)	1.83	2.57
12/03/2021	91282CCW9	1,000,000.00	United States	0.750%	08/31/2026		1.15%	4.92%	892,371.22	(98,015.70)	1.80	2.74
12/03/2021	91282CDG3	1,000,000.00	United States	1.125%	10/31/2026		1.16%	4.89%	896,046.53	(103,054.00)	1.81	2.88
09/06/2022	91282CFH9	1,000,000.00	United States	3.125%	08/31/2027		3.31%	4.88%	944,736.86	(54,130.22)	1.91	3.53
12/16/2022	91282CFU0	2,000,000.00	United States	4.125%	10/31/2027		3.66%	4.87%	1,946,632.89	(87,043.55)	3.94	3.64
<b>Total</b>		<b>25,750,000.00</b>					<b>1.40%</b>	<b>5.21%</b>	<b>24,387,738.85</b>	<b>(1,312,214.89)</b>	<b>49.33</b>	<b>1.62</b>
<b>US Agency</b>												
12/01/2020	3135G06H1	1,750,000.00	Federal National Mortgage Association	0.250%	11/27/2023		0.26%	5.45%	1,745,316.92	(6,545.43)	3.53	0.07
12/18/2020	3137EAF2	500,000.00	Federal Home Loan Mortgage Corporation	0.250%	12/04/2023		0.22%	5.73%	498,011.27	(2,513.19)	1.01	0.09
12/16/2022	3130ATVC8	2,000,000.00	Federal Home Loan Banks	4.875%	06/14/2024		4.58%	5.68%	2,027,308.53	(13,140.11)	4.10	0.59
12/16/2022	3130ATVD6	2,000,000.00	Federal Home Loan Banks	4.875%	09/13/2024		4.43%	5.52%	2,002,032.72	(18,272.71)	4.05	0.83
12/16/2022	3135G06G3	2,000,000.00	Federal National Mortgage Association	0.500%	11/07/2025		3.99%	5.17%	1,828,090.71	(45,003.00)	3.70	1.95

# Holdings by Security Type

Jefferson County | Investment Core

Settlement Date	Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Book Yield	Market Yield	Market Value + Accrued	Net Unrealized Gain (Loss)	% Asset	Eff Dur
04/06/2023	3130AUU36	1,000,000.00	Federal Home Loan Banks	4.125%	03/13/2026		3.71%	5.02%	985,613.01	(29,008.06)	1.99	2.21
11/23/2022	3130AQF65	750,000.00	Federal Home Loan Banks	1.250%	12/21/2026		4.15%	4.98%	672,930.34	(18,292.85)	1.36	2.99
06/30/2022	3130A3VD3	750,000.00	Federal Home Loan Banks	2.625%	06/11/2027		3.21%	5.01%	699,142.78	(43,902.05)	1.41	3.34
03/20/2023	3130ATS57	500,000.00	Federal Home Loan Banks	4.500%	03/10/2028		3.97%	4.89%	495,617.96	(17,958.76)	1.00	3.88
<b>Total</b>		<b>11,250,000.00</b>					<b>3.35%</b>	<b>5.35%</b>	<b>10,954,064.23</b>	<b>(194,636.17)</b>	<b>22.16</b>	<b>1.37</b>
<b>Municipals</b>												
09/17/2020	68607DUZ6	250,000.00	State of Oregon	0.414%	11/15/2023		0.41%	5.14%	250,017.25	(460.00)	0.51	0.04
01/17/2023	799408Z93	750,000.00	San Ramon Valley Unified School District	1.034%	08/01/2026		4.37%	5.24%	672,138.75	(16,768.30)	1.36	2.64
11/23/2022	797646NE2	1,000,000.00	San Francisco City & County of	5.750%	06/15/2027		4.77%	5.30%	1,036,392.22	(16,756.28)	2.10	3.17
12/16/2022	796720NT3	1,000,000.00	San Bernardino Community College District	1.610%	08/01/2027		4.47%	5.29%	880,315.00	(27,644.94)	1.78	3.54
<b>Total</b>		<b>3,000,000.00</b>					<b>4.20%</b>	<b>5.27%</b>	<b>2,838,863.22</b>	<b>(61,629.53)</b>	<b>5.74</b>	<b>2.88</b>
<b>Corporate</b>												
06/11/2021	89114QCA4	1,000,000.00	The Toronto-Dominion Bank	2.650%	06/12/2024		0.48%	6.06%	989,961.10	(33,478.06)	2.00	0.59
02/28/2022	06406RAN7	1,000,000.00	The Bank of New York Mellon Corporation	1.600%	04/24/2025	03/24/2025	2.23%	6.04%	938,332.34	(52,947.49)	1.90	1.42
12/03/2021	46647PBH8	1,000,000.00	JPMorgan Chase & Co.	2.005%	03/13/2026	03/13/2025	1.54%	6.40%	945,931.35	(62,892.03)	1.91	1.31
12/16/2022	06051GLA5	1,000,000.00	Bank of America Corporation	4.827%	07/22/2026	07/22/2025	5.05%	6.41%	987,727.30	(20,794.65)	2.00	1.60
02/28/2022	78016EYV3	1,000,000.00	Royal Bank of Canada	2.050%	01/21/2027		2.62%	6.01%	891,069.26	(97,450.72)	1.80	3.02
04/06/2023	46647PBA3	750,000.00	JPMorgan Chase & Co.	3.960%	01/29/2027	01/29/2026	4.58%	6.23%	722,446.94	(22,239.42)	1.46	2.08
05/11/2022	023135CF1	1,000,000.00	Amazon.com, Inc.	3.300%	04/13/2027	03/13/2027	3.47%	5.32%	938,867.00	(57,272.25)	1.90	3.18
09/06/2022	037833CR9	1,000,000.00	Apple Inc.	3.200%	05/11/2027	02/11/2027	3.69%	5.23%	950,553.45	(48,892.13)	1.92	3.21
01/17/2023	023135CP9	750,000.00	Amazon.com, Inc.	4.550%	12/01/2027	11/01/2027	4.32%	5.28%	744,383.78	(25,918.29)	1.51	3.57
06/08/2023	89115A2M3	1,000,000.00	The Toronto-Dominion Bank	5.156%	01/10/2028		5.23%	6.11%	980,924.16	(32,061.23)	1.98	3.64
05/22/2023	78016FZW7	500,000.00	Royal Bank of Canada	4.900%	01/12/2028		4.85%	5.99%	487,436.38	(20,808.74)	0.99	3.67
04/06/2023	194162AR4	750,000.00	Colgate-Palmolive Company	4.600%	03/01/2028	02/01/2028	3.68%	5.12%	740,736.97	(41,732.21)	1.50	3.81
05/22/2023	037833ET3	500,000.00	Apple Inc.	4.000%	05/10/2028	04/10/2028	3.98%	5.17%	486,147.08	(23,834.52)	0.98	3.97
05/19/2023	06051GGR4	500,000.00	Bank of America Corporation	3.593%	07/21/2028	07/21/2027	5.02%	6.49%	457,656.89	(18,649.65)	0.93	3.36
<b>Total</b>		<b>11,750,000.00</b>					<b>3.47%</b>	<b>5.86%</b>	<b>11,262,174.02</b>	<b>(558,971.38)</b>	<b>22.78</b>	<b>2.60</b>



# Holdings by Security Type

Jefferson County | Investment Core

Settlement Date	Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Book Yield	Market Yield	Market Value + Accrued	Net Unrealized Gain (Loss)	% Asset	Eff Dur
<b>Portfolio Total</b>		51,750,000.00					2.47%	5.40%	49,442,840.33	(2,127,451.97)	100.00	1.86

# Transactions

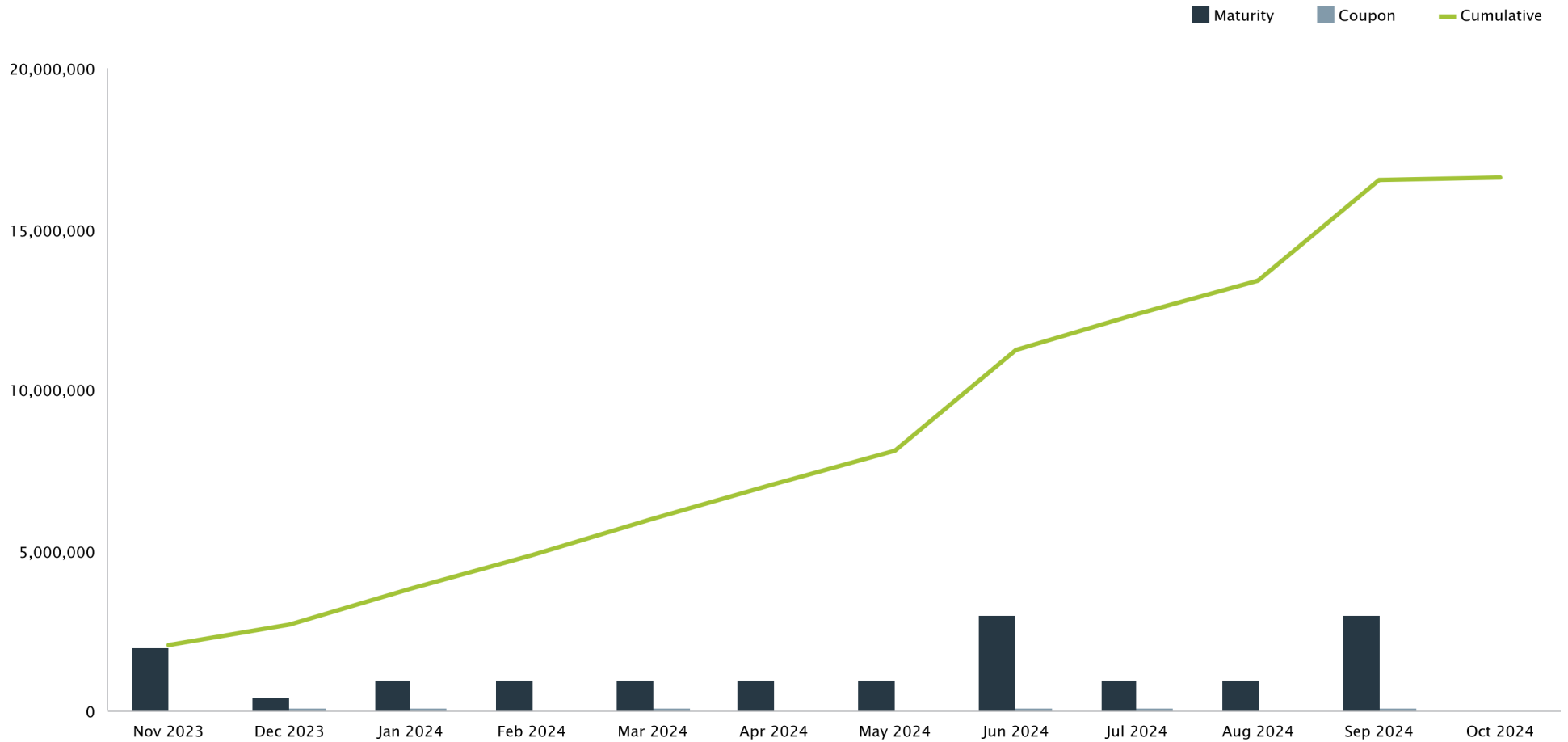
Jefferson County | Investment Core

Cusip	Security	Trade Date	Settlement Date	Coupon Payment	Price	Par Amount	Principal Amount	Accrued Amount	Total Amount	Broker
<b>Coupon</b>										
023135CF1	AMAZON.COM 3.300 04/13/27 '27	10/13/2023	10/13/2023	16,500.00		0.00	0.00	0.00	16,500.00	
91282CBV2	US TREASURY 0.375 04/15/24	10/15/2023	10/15/2023	1,875.00		0.00	0.00	0.00	1,875.00	
06406RAN7	BONY MELLON 1.600 04/24/25 '25 MTN	10/24/2023	10/24/2023	8,000.00		0.00	0.00	0.00	8,000.00	
91282CBW0	US TREASURY 0.750 04/30/26	10/31/2023	10/31/2023	3,750.00		0.00	0.00	0.00	3,750.00	
91282CDG3	US TREASURY 1.125 10/31/26	10/31/2023	10/31/2023	5,625.00		0.00	0.00	0.00	5,625.00	
91282CFU0	US TREASURY 4.125 10/31/27	10/31/2023	10/31/2023	41,250.00		0.00	0.00	0.00	41,250.00	
<b>Total</b>				<b>77,000.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>77,000.00</b>	
<b>Cash Transfer</b>										
CCYUSD	US DOLLAR	10/02/2023	10/02/2023	0.00		8,750.00	(8,750.00)	0.00	(8,750.00)	
CCYUSD	US DOLLAR	10/16/2023	10/16/2023	0.00		18,375.00	(18,375.00)	0.00	(18,375.00)	
CCYUSD	US DOLLAR	10/24/2023	10/24/2023	0.00		8,000.00	(8,000.00)	0.00	(8,000.00)	
CCYUSD	US DOLLAR	10/31/2023	10/31/2023	0.00		50,625.00	(50,625.00)	0.00	(50,625.00)	
<b>Total</b>				<b>0.00</b>		<b>85,750.00</b>	<b>(85,750.00)</b>	<b>0.00</b>	<b>(85,750.00)</b>	

# Cash Flow Forecasting

Jefferson County | Investment Core

## One Year Projection



# Shock Analysis

Jefferson County | Investment Core

Account	Market Value	Duration	+10 BP FMV Change	+25 BP FMV Change	+50 BP FMV Change	+100 BP FMV Change
JEFF-Investment Core	49,175,891.16	1.861	(48,261.86)	(120,654.65)	(241,309.29)	(914,033.24)
Total	49,175,891.16	1.861	(48,261.86)	(120,654.65)	(241,309.29)	(914,033.24)

The changes in market values displayed represent approximations of principal changes given an instantaneous increase in interest rates. Changes in interest rates over longer periods would most likely mitigate the impact of an instantaneous change through the addition of the interest income received on the investments within the portfolio. Additional impacts to consider when estimating future principal changes also include, but are not limited to, changes in the shape of the yield curve, changes in credit spreads.

# Summary Overview

Jefferson County | Liquidity

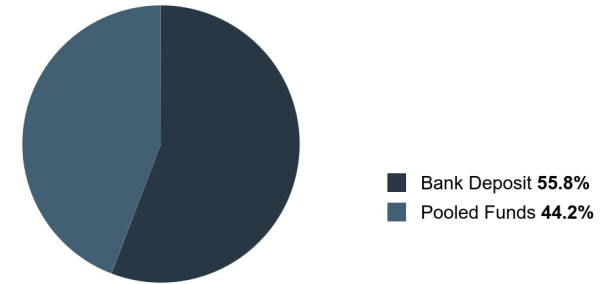


October 31, 2023

## Portfolio Characteristics

Metric	Value
Cash and Cash Equivalents	9,881,115.20
Book Yield	2.27%
Market Yield	2.27%
Effective Duration	0.01
Years to Maturity	0.01
Avg Credit Rating	NA

## Allocation by Asset Class



## Strategic Structure

Account	Par Amount	Book Value	Original Cost	Market Value	Net Unrealized Gain (Loss)	Accrued	Yield at Cost	Effective Duration	Benchmark Duration	Benchmark
JEFF-Liquidity	9,881,115.20	9,881,115.20	9,881,115.20	9,881,115.20	0.00	0.00	2.27%	0.01	0.08	ICE BofA US 1-Month Treasury Bill Index
<b>Total</b>	<b>9,881,115.20</b>	<b>9,881,115.20</b>	<b>9,881,115.20</b>	<b>9,881,115.20</b>	<b>0.00</b>	<b>0.00</b>	<b>2.27%</b>	<b>0.01</b>	<b>0.08</b>	

# Return Management-Income Detail

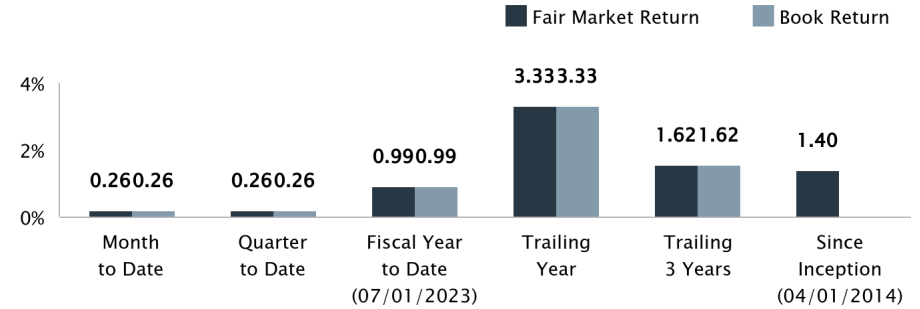
Jefferson County | Liquidity

## Accrued Book Return

	Month to Date	(07/01/2023)
Interest Earned	25,989.80	69,067.17
Book Income	25,989.80	69,067.17
Average Portfolio Balance	7,583,116.35	5,445,448.29
Book Return for Period	0.26%	0.99%

## Return Comparisons

Periodic for performance less than one year. Annualized for performance greater than one year.



## Interest Income

	Month to Date	Fiscal Year to Date (07/01/2023)
Beginning Accrued Interest	0.00	0.00
Coupons Paid	25,989.80	69,067.17
Purchased Accrued Interest	0.00	0.00
Sold Accrued Interest	0.00	0.00
Ending Accrued Interest	0.00	0.00
Interest Earned	25,989.80	69,067.17

Notation: Book and Fair Market Returns are not annualized

# Holdings by Security Type

Jefferson County | Liquidity

Settlement Date	Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Book Yield	Market Yield	Market Value + Accrued	Net Unrealized Gain (Loss)	% Asset	Eff Dur
<b>Bank Deposit</b>												
	JEFF_COL_DEP	5,370,994.88	COLUMBIA BANK DEPOSIT	0.120%	10/31/2023		0.12%	0.12%	5,370,994.88	0.00	54.36	0.01
06/30/2023	JEFF_PETTY	210.00	PETTY CASH	0.010%	10/31/2023		0.01%	0.01%	210.00	0.00	0.00	0.01
	JEFF_USB_DEP_INMATE	125,695.98	US BANK DEPOSIT - INMATE	0.010%	10/31/2023		0.01%	0.01%	125,695.98	0.00	1.27	0.01
	JEFF_USB_DEP_PAYROLL	19,965.00	US BANK DEPOSIT-PAYROLL	0.010%	10/31/2023		0.01%	0.01%	19,965.00	0.00	0.20	0.01
	<b>Total</b>	<b>5,516,865.86</b>					<b>0.12%</b>	<b>0.12%</b>	<b>5,516,865.86</b>	<b>0.00</b>	<b>55.83</b>	<b>0.01</b>
<b>Pooled Funds</b>												
	OSTF_LGIP	4,364,249.34	Oregon Short Term Fund	5.000%	10/31/2023		5.00%	5.00%	4,364,249.34	0.00	44.17	0.01
	<b>Total</b>	<b>4,364,249.34</b>					<b>5.00%</b>	<b>5.00%</b>	<b>4,364,249.34</b>	<b>0.00</b>	<b>44.17</b>	<b>0.01</b>
	<b>Portfolio Total</b>	<b>9,881,115.20</b>					<b>2.27%</b>	<b>2.27%</b>	<b>9,881,115.20</b>	<b>0.00</b>	<b>100.00</b>	<b>0.01</b>

# Transactions

Jefferson County | Liquidity

Cusip	Security	Trade Date	Settlement Date	Coupon Payment	Price	Par Amount	Principal Amount	Accrued Amount	Total Amount	Broker
<b>Buy</b>										
JEFF_USB_DEP_INMATE	US BANK DEPOSIT - INMATE	10/31/2023	10/31/2023	0.00	1.00	3,223.01	3,223.01	0.00	3,223.01	Direct
JEFF_COL_DEP	COLUMBIA BANK DEPOSIT	10/31/2023	10/31/2023	0.00	1.00	4,177,217.41	4,177,217.41	0.00	4,177,217.41	Direct
<b>Total</b>				<b>0.00</b>		<b>4,180,440.42</b>	<b>4,180,440.42</b>	<b>0.00</b>	<b>4,180,440.42</b>	
<b>Sell</b>										
JEFF_USB_DEP_PAYROLL	US BANK DEPOSIT- PAYROLL	10/31/2023	10/31/2023	0.00	1.00	35.00	35.00	0.00	35.00	Direct
OSTF_LGIP	OREGON SHORT TERM FUND	10/31/2023	10/31/2023	0.00	1.00	1,805,806.61	1,805,806.61	0.00	1,805,806.61	Direct
<b>Total</b>				<b>0.00</b>		<b>1,805,841.61</b>	<b>1,805,841.61</b>	<b>0.00</b>	<b>1,805,841.61</b>	
<b>Interest Income</b>										
OSTF_LGIP	OREGON SHORT TERM FUND	10/31/2023	10/31/2023	25,846.85		0.00	25,846.85	0.00	25,846.85	
JEFF_COL_DEP	COLUMBIA BANK DEPOSIT	10/31/2023	10/31/2023	142.95		0.00	142.95	0.00	142.95	
<b>Total</b>				<b>25,989.80</b>		<b>0.00</b>	<b>25,989.80</b>	<b>0.00</b>	<b>25,989.80</b>	



This report is for general informational purposes only and is not intended to provide specific advice or recommendations. Government Portfolio Advisors (GPA) is an investment advisor registered with the Securities and Exchange Commission and is required to maintain a written disclosure statement of our background and business experience.

**Questions About an Account:** GPA's monthly & quarterly reports are intended to detail the investment advisory activity managed by GPA. The custodial bank maintains the control of assets and settles all investment transactions. The custodial statement is the official record of security and cash holdings and transactions. GPA recognizes that clients may use these reports to facilitate record keeping and that the custodial bank statement and the GPA report should be reconciled, and differences documented.

**Trade Date versus Settlement Date:** Many custodial banks use settlement date basis and post coupons or maturities on the following business days when they occur on weekend. These items may result in the need to reconcile due to a timing difference. GPA reports are on a trade date basis in accordance with GIPS performance standards. GPA can provide all account settings to support the reason for any variance.

**Bank Deposits and Pooled Investment Funds Held in Liquidity Accounts Away from the Custodial Bank are Referred to as Line Item Securities:** GPA relies on the information provided by clients when reporting pool balances, bank balances and other assets that are not held at the client's custodial bank. GPA does not guarantee the accuracy of information received from third parties. Balances cannot be adjusted once submitted however corrective transactions can be entered as adjustments in the following months activity. Assets held outside the custodial bank that are reported to GPA are included in GPA's oversight compliance reporting and strategic plan.

**Account Control:** GPA does not have the authority to withdraw or deposit funds from or to any client's custodial account. Clients retain responsibility for the deposit and withdrawal of funds to the custodial account. Our clients retain responsibility for their internal accounting policies, implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

**Custodial Bank Interface:** Our contract provides for the ability for GPA to interface into our client's custodial bank to reconcile transactions, maturities and coupon payments. The GPA client portal will be available to all clients to access this information directly at any time.

**Market Price:** Generally, GPA has set all securities market pricing to match custodial bank pricing. There may be certain securities that will require pricing override due to inaccurate custodial bank pricing that will otherwise distort portfolio performance returns. GPA may utilize Refinitiv pricing source for commercial paper, discount notes and supranational bonds when custodial bank pricing does not reflect current market levels. The pricing variances are obvious when market yields are distorted from the current market levels.

**Performance Calculation:** Historical returns are presented as time-weighted total return values and are presented gross and net of fees.

**Amortized Cost:** The original cost on the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discounts or premiums are amortized on a straight-line basis on all securities. This can be changed at the client's request.

**Callable Securities:** Securities subject to redemption in whole or in part prior to the stated final maturity at the discretion of the security's issuer are referred to as "callable". Certain call dates may not show up on the report if the call date has passed or if the security is continuously callable until maturity date. Bonds purchased at a premium will be amortized to the next call date while all other callable securities will be amortized to maturity. If the bond is amortized to the call date, amortization will be reflected to that date and once the call date passes, the bond will be fully amortized.

**Duration:** The duration is the effective duration. Duration on callable securities is based on the probability of the security being called given market rates and security characteristics.

**Benchmark Duration:** The benchmark duration is based on the duration of the stated benchmark that is assigned to each account.

**Rating:** Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed.

**Coupon Payments and Maturities on Weekends:** On occasion, coupon payments and maturities occur on a weekend or holiday. GPA's report settings are on the accrual basis so the coupon postings and maturities will be accounted for in the period earned. The bank may be set at a cash basis, which may result in a reconciliation variance.

**Cash and Cash Equivalents:** GPA has defined cash and cash equivalents to be cash, bank deposits, LGIP pools and repurchase agreements. This may vary from your custodial bank which typically defines cash and equivalents as all securities that mature under 90 days. Check with your custodial bank to understand their methodology.

**Account Settings:** GPA has the portfolio settings at the lot level, if a security is sold our setting will remove the lowest cost security first. First-in-first-out (FIFO) settings are available at the client's request.

**Historical Numbers:** Data was transferred from GPA's legacy system, however, variances may exist from the data received due to a change of settings on Clearwater. GPA is utilizing this information for historical return data with the understanding the accrual settings and pricing sources may differ slightly.

**Financial Situation:** In order to better serve you, GPA should be promptly notified of any material change in your investment objective or financial situation.

**No Guarantee:** The securities in the portfolio are not guaranteed or otherwise protected by GPA, the FDIC (except for non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested.

JEFFERSON COUNTY  
 COMBINED CASH INVESTMENT  
 JULY 31, 2023

COMBINED CASH ACCOUNTS

999-001-1101011	UMPQUA BANK CHECKING	1,422,917.35
999-001-1101013	PETTY CASH/CASH DRAWERS	210.00
999-001-1101014	UMPQUA BANK ROAD CHECKING	87.50
999-001-1103011	US NATIONAL BANK	.00
999-001-1103019	LGIP-BNSF	.00
999-001-1103020	LGIP-CENTURY	247,734.96
999-001-1103021	LGIP-PACIFICORP	720,791.85
999-001-1103022	LGIP-GAS NW	405,765.49
999-001-1103061	SWANSON-BANKER-SHERIFF/INMATE	.00
999-001-1103616	UMPQUA BANK FAIRBOARD	66,336.38
999-001-1103717	UMPQUA BANK- PAYROLL	20,000.00
999-001-1103919	UMPQUA BANK- INMATE	121,258.84
999-001-1105011	LGIP	1,160,572.78
999-001-1105018	LGIP - ROAD AGENCY - 6496	337,223.64
999-001-1112011	ZION - GPA INVESTMENTS	56,623,365.21
999-001-1113515	UMPQUA- ZBA TREASURER	( 9,882.20)
999-001-1113616	UMPQUA- ZBA FINANCE	( 801,699.38)
999-001-1117000	CASH CLEARING - A/R	.00
999-001-1118000	CAPITAL ASSETS CLEARING	.00
	TOTAL COMBINED CASH	60,314,682.42
999-001-1101500	CASH ALLOCATED TO OTHER FUNDS	( 60,314,682.42)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

101	ALLOCATION TO GENERAL FUND	4,851,506.27
202	ALLOCATION TO ROAD FUND	3,023,086.69
203	ALLOCATION TO FED.STATE & CO.ROAD CONST	344,445.11
204	ALLOCATION TO ROAD EQUIP PURCHASE FUND	1,347,154.98
205	ALLOCATION TO NOXIOUS WEED PROGRAM	60,815.52
208	ALLOCATION TO ENFORCEMENT FUND	.00
209	ALLOCATION TO ANIMAL CONTROL	47,556.35
210	ALLOCATION TO EMERGENCY COMMUNICATIONS	461,973.00
212	ALLOCATION TO FOOTPATHS & BICYCLE TRAIL	125,135.98
213	ALLOCATION TO LAW LIBRARY	72,121.91
214	ALLOCATION TO JUVENILE DEPENDENCY DA	.00
215	ALLOCATION TO MT JEFFERSON MEMORIAL PARK	70,075.70
216	ALLOCATION TO MT JEFFERSON MEMORIAL PARK PC	145,849.24
217	ALLOCATION TO SELF INS FUND	1,645,983.91
218	ALLOCATION TO COUNTY FAIR	285,302.51
219	ALLOCATION TO VICTIM'S ASSISTANCE	162,749.60
220	ALLOCATION TO COUNTY SCHOOL	641.87
221	ALLOCATION TO NT AND PHONE SERVICES	337,775.74
222	ALLOCATION TO TRANSIENT OCCUPANCY TAX	588,377.76
223	ALLOCATION TO SPECIAL TRANSPORTATION FUND	76,257.89
224	ALLOCATION TO COUNTY FAIR BUILDING	501,792.74
225	ALLOCATION TO CENTRAL OREGON HEALTH BOARD	603,383.12
226	ALLOCATION TO PUBLIC LAND CORNER PRES	36,321.37
229	ALLOCATION TO COUNTY PROJECTS	163,430.69
230	ALLOCATION TO DISTRICT ATTORNEY GRANT FUND	12,030.70
231	ALLOCATION TO JEFF CO BUSINESS LOAN FND	1,008,154.81
232	ALLOCATION TO SPECIAL TRANS IMPROV FUND STIF	619,790.16
236	ALLOCATION TO SMOKE MANAGEMENT FUND	61,636.94
238	ALLOCATION TO CORRECTIONS & DRUG PROGRAM	52,685.36

JEFFERSON COUNTY  
 COMBINED CASH INVESTMENT  
 JULY 31, 2023

239	ALLOCATION TO HEALTH DEPT - GRANT FUND	1,484,173.93
240	ALLOCATION TO AMERICAN RESCUE FUND	5,003,923.68
241	ALLOCATION TO COUNTY CLERK RECORDS FUND	75,857.59
243	ALLOCATION TO ODVA VETERANS PROGRAM	7,336.74
244	ALLOCATION TO MH ALCOHOL & DRUG PLAN	605,285.03
245	ALLOCATION TO COUNTY VETERANS PROGRAM	35,741.97
246	ALLOCATION TO DEVELOPMENTAL DISABILITIES	833.47
247	ALLOCATION TO COMMUNITY HEALTH IMP PROGRAM	74,588.71
248	ALLOCATION TO DEPT OF COM JUST-JUV CUSTODY	145,119.42
249	ALLOCATION TO PARKS DEVELOPMENT FUND	111,815.56
250	ALLOCATION TO ECONOMIC DEVELOPMENT	697,861.37
253	ALLOCATION TO COMMUNITY HEALTH RESERVE	1,564,349.66
254	ALLOCATION TO ADULT COMMUNITY CORRECTIONS	2,452,621.87
255	ALLOCATION TO DEP OF COM JUST-JUV CRIME PLAN	.00
256	ALLOCATION TO GEOGRAPHICAL INFORMATION SYSTM	193,930.23
257	ALLOCATION TO CONCILIATION-MEDIATION FUND	62,753.32
258	ALLOCATION TO DISASTER RELIEF RESERVE FUND	331,365.42
259	ALLOCATION TO COUNTY SPECIAL LITIGATION FUND	134,020.14
265	ALLOCATION TO JAIL OPERATIONS	1,583,245.59
266	ALLOCATION TO SHERIFF GRANT FUNDS	( 28,180.03)
267	ALLOCATION TO CODE ENFORCEMENT FUND	166,849.62
308	ALLOCATION TO CORR FACILITY CONST FUND	454,096.39
310	ALLOCATION TO PAID LEAVE OREGON	43,071.32
311	ALLOCATION TO CAPITAL IMPROVEMENT PROJ	5,613,163.96
313	ALLOCATION TO SDC COUNTY ROADS	453,551.83
314	ALLOCATION TO SDC CRR ROADS	303,690.38
315	ALLOCATION TO SDC COUNTY PARKS	89,060.52
316	ALLOCATION TO SDC CRR PARKS	10,658.97
320	ALLOCATION TO COURTHOUSE BOND/CONSTRUCTION	.00
321	ALLOCATION TO J STREET CONSTRUCTION BOND	.00
322	ALLOCATION TO PUBLIC HEALTH BOND/CONSTRUCT.	.00
325	ALLOCATION TO LANDFILL CLOSURE	790,795.59
401	ALLOCATION TO JAIL BOND	171.77
403	ALLOCATION TO COURTHOUSE DEBT RESERVE FUND	206,291.85
404	ALLOCATION TO COURTHOUSE FFCO BOND	64,592.85
405	ALLOCATION TO PUBLIC HEALTH DEBT RESERV FUND	.00
406	ALLOCATION TO PUBLIC HEALTH FFCO BOND	.00
503	ALLOCATION TO PLANNING DEPT	76,560.61
504	ALLOCATION TO ONSITE AND ENGINEERING	36,783.02
505	ALLOCATION TO BUILDING	1,357,095.38
506	ALLOCATION TO COMMUNITY DEVELOPMENT DEPT	.00
507	ALLOCATION TO CAR POOL	441,279.51
508	ALLOCATION TO RV PARK	440,228.70
509	ALLOCATION TO TRANSFER STATION	666,662.14
601	ALLOCATION TO CO ASSESS & TAX FUND	24,393.28
602	ALLOCATION TO OREGON AFFORDABLE HOUSING FEE	7,789.13
603	ALLOCATION TO FIRE IMPROVEMENT	12.00
604	ALLOCATION TO ATTORNEY GENERAL MEDIATION FEE	.00
605	ALLOCATION TO MVHD 89 BOND	.00
607	ALLOCATION TO JCRFPD BUILDING RESERVE	.00
621	ALLOCATION TO JC RFPD APPARATUS RESERVE	.00
622	ALLOCATION TO SD 41 FACILITIES & EQUIPMENT	90,077.51
626	ALLOCATION TO CLERK'S UNSEGREGATED ACCO	768.00
627	ALLOCATION TO ADVANCE TAX COLLECTIONS	11,126.32
629	ALLOCATION TO UNSEGREGATED TAX ACCOUNT	38,232.74
631	ALLOCATION TO DEFERRED BILLING CREDIT	107,712.88
632	ALLOCATION TO INTEREST INCOME	119,712.82
633	ALLOCATION TO TREAS CHANGE ACCCOUNT	4,675.00
634	ALLOCATION TO CITY OF CULVER DELINQUENT SEWE	204,188.78
635	ALLOCATION TO CITY OF CULVER	3,844,112.11
636	ALLOCATION TO CULVER BOND	.00
644	ALLOCATION TO CITY OF MADRAS DELINQ SEWER	218.30

JEFFERSON COUNTY  
COMBINED CASH INVESTMENT  
JULY 31, 2023

645	ALLOCATION TO CITY OF MADRAS	6,078.34
646	ALLOCATION TO MADRAS BOND	.00
647	ALLOCATION TO CITY OF METOLIUS	730,957.78
648	ALLOCATION TO MADRAS PHASE IN ANNEXATION	.00
649	ALLOCATION TO METOLIUS BOND I&S SEWER	25,865.23
654	ALLOCATION TO MOUNTAIN VIEW HOSPITAL DI	.00
657	ALLOCATION TO FIRE PATROL	28,081.78
658	ALLOCATION TO FIRE PATROL GRAZING	4,775.23
659	ALLOCATION TO CAMP SHERMAN RURAL FIRE P	1,942.01
662	ALLOCATION TO CRR RFPD LOCAL OPTION	619,031.70
663	ALLOCATION TO CROOKED RIVER RANCH RFPD	168,503.17
664	ALLOCATION TO JEFFERSON COUNTY RFPD	1,019,408.83
665	ALLOCATION TO JEFFCO RFPD - GRANT RESERVE	774,962.00
668	ALLOCATION TO TRANSIENT ROOM TAX	158,799.46
675	ALLOCATION TO CENTRAL OREGON COMM COLLEGE	8,865.68
676	ALLOCATION TO COCC BOND I&S	1,415.00
678	ALLOCATION TO SD 509J 2012 GO BOND	44,676.91
679	ALLOCATION TO JEFFERSON COUNTY ESD	16,933.92
681	ALLOCATION TO HIGH DESERT ESD	218.26
682	ALLOCATION TO SD 509J-GO BONDS (WS)	.00
683	ALLOCATION TO SCHOOL DIST.NO.2J REDMOND	11,353.17
685	ALLOCATION TO SCHOOL DIST.NO.4 CULVER	1,534,914.45
686	ALLOCATION TO SCHOOL DIST.NO.4 BOND I&S	.00
687	ALLOCATION TO SD 4 CULVER-2014 GO BOND	99,513.24
688	ALLOCATION TO SCHOOL DIST.NO.8 ASHWOOD	470,130.50
689	ALLOCATION TO BLACK BUTTE SD - BOND 2023	.00
690	ALLOCATION TO SCHOOL DIST.NO.41 BLACK B	2,288.99
695	ALLOCATION TO SCHOOL DIST. NO. 509J	320,438.07
696	ALLOCATION TO SD 509J-GO BONDS (IN TOWN)	.00
698	ALLOCATION TO CROOKED RIVER RANCH RD DI	410,286.44
699	ALLOCATION TO INTEREST	149,761.89
700	ALLOCATION TO JUNIPER BUTTE RD	3,989.26
701	ALLOCATION TO DRUG HOLDING FUND	356.00
702	ALLOCATION TO FORFEITED/SEIZED	1,260.97
703	ALLOCATION TO JC SHOP WITH A COP	.00
704	ALLOCATION TO CORRECTION SECURITY TRUST	.00
705	ALLOCATION TO SD#41 RESOLUTION/CONSOLIDATION	436,996.64
706	ALLOCATION TO CANYON VIEW SPECIAL ROAD DIST.	111,007.06
710	ALLOCATION TO MH PARK OMBUDSMAN PROGRAM	.00
711	ALLOCATION TO LAKE CHINOOK F&R-2014 GO BOND	2,886.09
713	ALLOCATION TO MAC RECREATION DIST BOND	23,020.11
714	ALLOCATION TO MAC-POOL LEVY B & I	3,963.50
716	ALLOCATION TO MAC RECREATION DIST LO LEVY	177,948.88
723	ALLOCATION TO REDMOND 2J BD AFTER URBAN RENW	5,202.07
724	ALLOCATION TO JC EMSD	681,229.61
725	ALLOCATION TO JC EMSD VEHICLE REPLACEMT	1,180,900.57
727	ALLOCATION TO SCHOOL DIST NO 2J BOND 93	.00
728	ALLOCATION TO JC FAIRGROUNDS DEPOSIT FUND	11,787.25
729	ALLOCATION TO SD 509J BOND 93 LEVY	407.72
730	ALLOCATION TO 509J BOND AFTER URBAN RENEWAL	.00
731	ALLOCATION TO COURT FACILITIES SECURITY	71,897.73
732	ALLOCATION TO LAKE CHINOOK F&R AUDIT	4,131.91
733	ALLOCATION TO LAKE CHINOOK FIRE & RESCUE	47,369.02
734	ALLOCATION TO LAKE CHINOOK F&R CAPITAL RES.	21,043.40
735	ALLOCATION TO SD NO 4 BOND 1994 B & I	.00
736	ALLOCATION TO IN LIEU OF BOND	4,920.00
737	ALLOCATION TO CRR RFPD BUILDING & EQUIPMENT	392,088.97
738	ALLOCATION TO FAIR COURT	9,226.61
739	ALLOCATION TO LAKE CHINOOK FIRE - GRANT FUND	222,351.00
740	ALLOCATION TO DESCHUTES CO 911 LOCAL OPTION	.00
741	ALLOCATION TO INMATE COMMISSARY FUND	225,846.38
743	ALLOCATION TO DESCHUTES CO 911 SD	318.02

JEFFERSON COUNTY  
 COMBINED CASH INVESTMENT  
 JULY 31, 2023

744 ALLOCATION TO SD #6-SISTERS	.00
745 ALLOCATION TO SD #6-SISTERS BOND	.00
747 ALLOCATION TO SD#6 SISTERS LOCAL OPTION	.00
748 ALLOCATION TO SD #6-SISTERS G.O. BOND	.00
749 ALLOCATION TO SD#6 SISTERS BOND 2021	.06
752 ALLOCATION TO SISTERS CS RFPD-2007	1.78
755 ALLOCATION TO CAMP SHERMAN DUMP	74,409.40
757 ALLOCATION TO REDMOND FIRE & RESCUE	.00
758 ALLOCATION TO REDMOND FIRE & RESCUE LO LEVY	.00
761 ALLOCATION TO CS ROAD DISTRICT #18	39,089.19
762 ALLOCATION TO CS RD DIST #18 BONDS	97,834.38
764 ALLOCATION TO PEER COURT	405.00
772 ALLOCATION TO LIBRARY DISTRICT	149,059.49
773 ALLOCATION TO JC LIBRARY COMINGORE DONATIONS	592,144.79
778 ALLOCATION TO HURD CITY OF MADRAS	533.63
781 ALLOCATION TO JC DISABILITY ADV COMMITTEE	205.15
782 ALLOCATION TO JC LIBRARY-BETH CROW TRUST	136,635.35
783 ALLOCATION TO JC LIBRARY RESEARCH CENTER	81,514.60
784 ALLOCATION TO JC LIBRARY COMINGORE	124.96
785 ALLOCATION TO JC BLAIR TRUST-SENIORTRANSPORT	10,187.41
786 ALLOCATION TO SD 41 PERS DEBT FUND	174,145.21
787 ALLOCATION TO SD #41 STUDENT BODY	( .89)
788 ALLOCATION TO UR CITY OF MADRAS	2,381.07
790 ALLOCATION TO JEFFERSON COUNTY ROAD AGENCY	337,311.14
793 ALLOCATION TO JC LIBRARY BLDG. IMPROVEMENT	647,592.78
794 ALLOCATION TO CULTURAL TRUST FUND	678.42
795 ALLOCATION TO METOLIUS SDC'S	201,587.65
796 ALLOCATION TO CRR RFPD BUILDING BOND	14,824.87
798 ALLOCATION TO CULVER URBAN RENEWAL	599,686.69
<hr/>	
TOTAL ALLOCATIONS TO OTHER FUNDS	60,320,005.82
ALLOCATION FROM COMBINED CASH FUND - 999-001-1101500	( 60,314,682.42)
<hr/>	
ZERO PROOF IF ALLOCATIONS BALANCE	5,323.40
<hr/> <hr/>	

# TAX COLLECTION ANALYSIS

Current Year as of 11/20/23

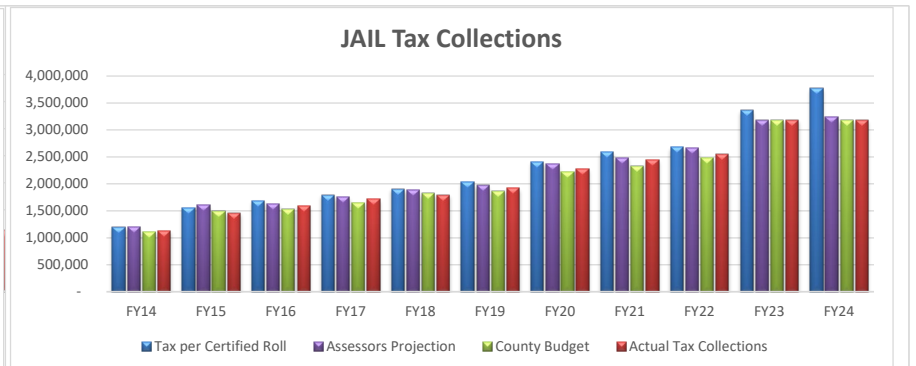
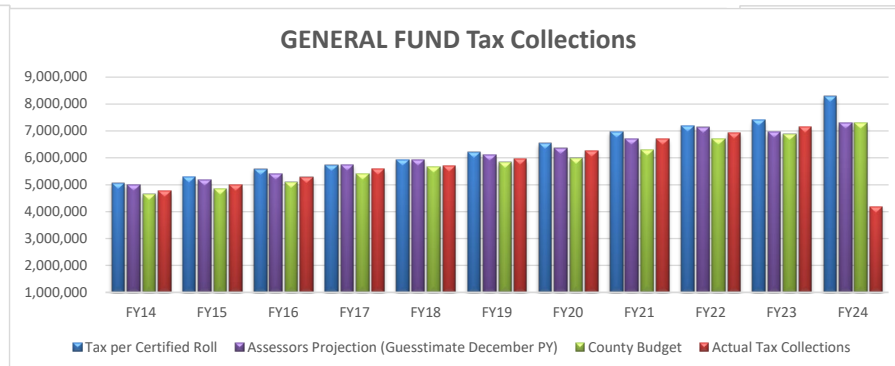
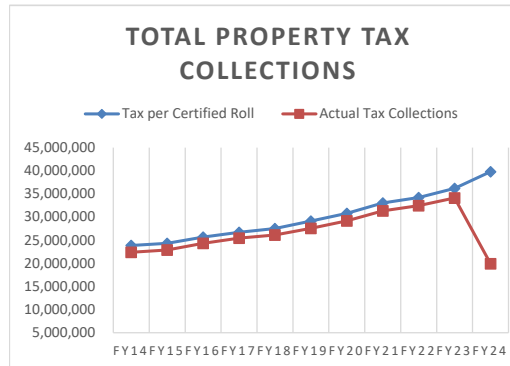
Taxes	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Tax per Certified Roll	23,856,092	24,324,490	25,670,225	26,681,846	27,527,847	29,115,989	30,781,403	33,034,385	34,231,346	36,184,123	39,801,231
Actual Tax Collections	22,403,111	22,895,352	24,303,643	25,426,660	26,105,908	27,570,969	29,160,984	31,358,190	32,475,060	34,122,615	19,926,082
Percent Uncollected per the Certified Roll	-6.1%	-5.9%	-5.3%	-4.7%	-5.2%	-5.3%	-5.3%	-5.1%	-5.1%	-5.7%	-49.9%
Early Pay Discount	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Percent of Uncollected after Discount	-3.1%	-2.9%	-2.3%	-1.7%	-2.2%	-2.3%	-2.3%	-2.1%	-2.1%	-2.7%	-46.9%
Prior Year Tax Roll Collections by year	1,393,189.84	1,202,831.02	1,042,422.19	875,942.76	819,119.70	692,488.24	864,643.52	1,084,824.16	912,464.68	740,972.36	568,360.77

GENERAL FUND	less 7%	less 6%	less 6%	less 6%	less 6%	less 6%	less 6%	less 6%	less 6%	less 6%	less 6%
	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
Certified Roll (AV Balance Line 39 SAL)	5,061,786	5,285,436	5,589,055	5,755,251	5,939,961	6,226,627	6,542,676	6,974,914	7,188,063	7,403,705	8,294,793
Assessors Projection (Guesstimate December PY)	4,999,274	5,161,502	5,414,310	5,732,595	5,933,289	6,112,369	6,371,998	6,686,218	7,125,488	6,959,483	7,293,515
Less 6% or 7% (see above)	4,649,325	4,851,812	5,089,451	5,388,639	5,577,292	5,745,627	5,989,678	6,285,045	6,697,959	6,541,914	6,855,904
County Budget	4,659,500	4,852,000	5,089,450	5,388,639	5,677,292	5,845,627	5,989,678	6,285,045	6,697,959	6,869,616	7,293,515
Actual Tax Collections	4,763,083	4,975,163	5,291,800	5,575,121	5,699,070	5,956,421	6,273,781	6,707,451	6,936,542	7,140,593	4,191,276
Difference between Certified Roll and actual collections	298,703	310,273	297,255	180,130	240,892	270,206	268,895	267,463	251,520	263,112	4,103,517
Percent Uncollected per the Certified Roll	-6.3%	-6.2%	-5.6%	-3.2%	-4.2%	-4.5%	-4.3%	-4.0%	-3.6%	-3.7%	-97.9%
Percent of Assessor Projection to Actual Collections	-4.7%	-3.6%	-2.3%	-2.7%	-3.9%	-2.6%	-1.5%	0.3%	-2.7%	2.6%	-42.5%
Percent of Budget to Estimated to be Collected	2.2%	2.5%	4.0%	3.5%	0.4%	1.9%	4.7%	6.7%	3.6%	3.9%	-42.5%

JAIL LEVY	less 7%	less 6%	less 6%	less 6%	less 6%	less 6%	less 6%	less 6%	less 7%	less 7%	less 7%
	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
Certified Roll	1,203,026	1,557,685	1,685,758	1,801,187	1,907,803	2,040,724	2,413,027	2,590,976	2,682,798	3,369,099	3,771,926
Assessors Projection	1,200,448	1,600,935	1,626,895	1,758,448	1,888,847	1,979,393	2,375,331	2,485,119	2,662,841	3,176,267	3,245,436
Less 6% or 7% (see above)	1,116,417	1,504,879	1,529,281	1,652,941	1,775,516	1,860,629	2,232,811	2,336,012	2,476,442	2,953,928	3,018,255
County Budget	1,103,910	1,505,000	1,529,280	1,652,941	1,822,737	1,860,629	2,212,898	2,336,012	2,476,442	3,176,267	3,176,267
Actual Tax Collections	1,129,826	1,466,244	1,596,100	1,708,547	1,803,369	1,927,075	2,280,310	2,451,833	2,546,699	3,192,119	3,192,119
Difference between Certified Roll and actual collections	73,199	91,441	89,658	92,640	104,434	113,649	132,718	139,143	136,099	176,980	579,807
Percent Uncollected per the Certified Roll	-6.5%	-6.2%	-5.6%	-5.4%	-5.8%	-5.9%	-5.8%	-5.7%	-5.3%	-5.5%	-18.2%
Percent of Assessor Projection to Actual Collections	-5.9%	-8.4%	-1.9%	-2.8%	-4.5%	-2.6%	-4.0%	-1.3%	-4.4%	0.5%	-1.6%
Percent of Budget to Actual Collections	2.3%	-2.6%	4.4%	3.4%	-1.1%	3.6%	3.0%	5.0%	2.8%	0.5%	0.5%

CAFFA Grant Proceeds	6/30/2014	6/30/2015	6/30/2016	6/30/2017	6/30/2018	6/30/2019	6/30/2020	6/30/2021	6/30/2022	6/30/2023	6/30/2024
Actual	169,625.70	175,992.75	168,313.78	179,508.84	188,899.44	176,503.80	223,540.39	237,063.19	222,046.55	183,059.23	53,948.44
Budget	160,000.00	160,000.00	160,000.00	160,000.00	154,179.67	160,000.00	160,000.00	160,000.00	160,000.00	160,000.00	180,000.00

148%



**BEFORE THE BOARD OF THE COUNTY COMMISSIONERS  
FOR THE COUNTY OF JEFFERSON**

**IN THE MATTER OF SETTING THE** }  
**COMPENSATION OF AN EMPLOYEE** } **SALARY ORDER NO.** \_\_\_\_\_

**WHEREAS**, a department Director has informed the Board of Commissioners of the need to employ an individual and set the compensation of said employee within that Department, and

**WHEREAS**, pursuant to ORS 204.116, the Board of Commissioners sets salaries and authorizes the employment of personnel.

**NOW, THEREFORE, IT IS HEREBY ORDERED THAT** the following person be employed by Jefferson County, and the Board of Commissioners incorporate with this Order the particular details relevant to the employment of this person as set forth below:

Employee Name: Javier Medina Offer Date: 11/22/2023 Start Date: 12/04/2023  
 Position: Maintenance Tech II Department: Buildings & Grounds Grade: 15D Step: 8  
 Wages: Per Hour: \$22.87 Per Month: \$3,979.38 Annual: \$47,741.32 Hours per Week: 40  
 Leave Benefits (hours per month): Vacation: 8 Sick: 8 Admin: 0 Wage Matrix: (A/B) B  
 Probation Period: 9 months Benefits Group: SW Residency Required: (Yes/No) No

Other Benefits or conditions not stated above:

After full six months of employment, employee pays PERS IAP Contribution currently at 6%.

This position IS  or IS NOT  exempt from overtime and/or compensatory time-off (pick one). A management or supervisory position is exempt from overtime and may be required to work more hours than specified as a condition of employment and will not be compensated for those extra hours.

I, Javier Medina, accept the above tentative job offer terms and conditions of employment. I understand that this offer of employment constitutes the entire employment offer made by Jefferson County and that this job offer is not final until the Board of Commissioners approves this order. In accepting the offer of employment, I certify my understanding that employment will be on an at-will basis.

Employee Signature: Javier Medina Date: 11-22-23

APPROVED, ADOPTED, AND ORDERED this \_\_\_\_\_ day of \_\_\_\_\_,

ATTEST: **BOARD OF COMMISSIONERS**  
 Department Director: [Signature] Commissioner, Chair: \_\_\_\_\_  
 Finance Director: [Signature] Commissioner: \_\_\_\_\_  
 County Administrative Officer: \_\_\_\_\_ Commissioner: \_\_\_\_\_

PERS ENROLLMENT DATES: QUALIFYING \_\_\_\_\_ START \_\_\_\_\_  
 GL BUDGET LINE ITEM: 2 15-101-510-1001-9 ANNIVERSARY DATE: \_\_\_\_\_  
249-101-510-1002-1

Position: <b>Maintenance Tech II</b>	FLSA: <b>Non-exempt</b>
Department: <b>Buildings &amp; Grounds</b>	Salary Grade: <b>Grade 15/D</b>
Classification: <b>Service Workers</b>	Status: <b>Full Time</b>

### Summary

Performs a variety of tasks associated with the operations and maintenance of Jefferson County buildings, grounds, and parks.

### Distinguishing Characteristics

This position works under the direct supervision of the Director, Buildings and Grounds and may obtain work assignments or direction from the Maintenance Tech III.

### Essential Duties and Responsibilities

- Oversees the operation of the mechanical and electrical systems of County Buildings.
- Calls for necessary technical assistance when required and provides repair cost estimates to supervisor.
- Builds, repairs and maintains office furniture and equipment.
- Inspects, maintains and repairs mechanical equipment, heating, ventilating and electrical systems; maintains replacement parts inventory and requisitions when necessary.
- Performs a variety of carpentry work in remodeling buildings and facilities.
- Maintenance of Park and Cemetery facilities.
- Operation and repair of large irrigation systems, including pumps.
- Operation of dump trucks, backhoes, tractors and mowers.
- Demonstrated ability in stick and MIG welding.
- Demonstrated ability to read and understand blueprints.
- Repair of pneumatic actuator systems.
- Repair locks and makes keys.
- Supervise/train inmate work crew at various county properties.
- Maintains records on all maintenance and repair activities.
- Regular attendance is an essential function of the position.
- Workweek may vary, requiring being on-call at times.
- Performs other duties as assigned that support the overall objective of the position.

### Qualifications

#### ▪ **Knowledge and Skills**

Knowledge of the principles, practices, materials and methods of building and grounds operation. Knowledge of a physical plant operation and equipment. Basic knowledge of electricity and HVAC. Computer literate.



▪ **Abilities**

Ability to repair and maintain a variety of mechanical, HVAC, and electrical fixtures. Ability to judge the value of new and obsolete equipment. Ability to read blue prints and other related documents. Ability to maintain cooperative relations with department officials, employees and the public. Demonstrated ability to understand and carry out oral and written instructions in English.

▪ **Physical Abilities**

Ability to stand, walk, stoop, bend, kneel, crawl or climb ladders, and to lift, push, pull or carry more than 50 lbs when necessary. Ability to use rapid finger, hand and arm movement on occasion. Ability to be in close/limited areas or spaces. Must be able to work in adverse weather conditions. Position requires post offer physical capacity test based on the job description.

▪ **Education and Experience**

High School Diploma or equivalent.

▪ **Licenses and Certificates**

A valid Oregon driver's license and an acceptable driving record. Must possess or obtain within one year a Chemical Applicators License. Must pass a Criminal Background Check.


▪ **Working Conditions**

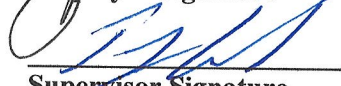
Work is performed indoors and outdoors where some safety considerations exist from physical labor and handling of light-to-medium weight, yet, awkward materials. Must be able to work outside of the normal workweek as necessary.

▪ **Probation Requirement**

All positions are based on the successful completion of a nine-month probationary period.

Modified on: December, 8, 2022

  
\_\_\_\_\_  
Employee Signature

  
\_\_\_\_\_  
Supervisor Signature

11-22-23  
Date Signed

11/22/23  
Date Signed

**November 2023 Accounts Payable  
Paid November 2023  
Columbia Bank Issued Checks**

It is hereby ordered that check number **49242** to **49276** be paid totaling **\$430,104.37**

<b>FUND</b>	<b>FUND NAME</b>	<b>AMOUNT ISSUED</b>	<b>VOIDED</b>	<b>TOTAL EXPENSE</b>
101	GENERAL FUND	\$15,142.33		\$15,142.33
202	PUBLIC WORKS	\$33,545.39		\$33,545.39
215	MT. JEFFERSON MEMORIAL PARK	\$1,591.12		\$1,591.12
218	FAIR	\$955.15		\$955.15
222	TRANSIENT OCCUPANCY	\$15,375.00		\$15,375.00
225	COHB-MENTAL HEALTH	\$211,638.68		\$211,638.68
226	PUBLIC LAND CORNER PRES	\$1,418.89		\$1,418.89
236	SMOKE MANAGEMENT	\$678.20		\$678.20
239	HEALTH DEPT GRANT FUND	\$49,898.15		\$49,898.15
240	AMERICAN RESCUE FUND	\$20,000.00		\$20,000.00
249	PARK FUND	\$961.47		\$961.47
254	CJ - ADULT	\$8,005.98		\$8,005.98
265	JAIL	\$7,692.06		\$7,692.06
311	CAPITAL IMPROVEMENT PROJECT	\$1,620.00		\$1,620.00
507	CAR POOL	\$60,995.95		\$60,995.95
508	RV PARK	\$586.00		\$586.00
<b>TOTAL</b>		<b>\$430,104.37</b>	<b>\$0.00</b>	<b>\$430,104.37</b>

Claims approved and checks dated:

11/3/2023

I, Kate Knop, hereby attest the above amounts and check numbers are correct.



Kate Knop, Finance Director

\_\_\_\_\_  
Kelly Simmelink, Commissioner

\_\_\_\_\_  
Wayne Fording, Commissioner

\_\_\_\_\_  
Mark Wunsch, Commissioner

\_\_\_\_\_  
Order Number

\_\_\_\_\_  
Dated

Report Criteria:

Detail report.  
Invoices with totals above \$0 included.  
Only paid invoices included.  
[Report] Date Paid = 11/03/2023

Vendor Number	Vendor Name	Invoice Date	Invoice Number	Description	Net Invoice Amount	GL Activity Number	GL Period
2689	ASD HEALTHCARE	08/15/2023	3143607983	Kyleena & Mirena	2,749.23	321	1123
2689	ASD HEALTHCARE	08/28/2023	3145024637	Kyleena & Mirena	2,749.23	321	1123
2689	ASD HEALTHCARE	10/06/2023	3149690723	Flucelvax & Fluzone	6,316.94		1123
2689	ASD HEALTHCARE	10/09/2023	3149890741	Arexvy (RSV)	5,508.33	338	1123
2689	ASD HEALTHCARE	10/09/2023	3149890742	ABRYVO & BEYFORTUS (RSV)	3,964.63	338	1123
2689	ASD HEALTHCARE	10/10/2023	3150116111	PFIZER C19 Vaccine	5,771.30		1123
2689	ASD HEALTHCARE	10/11/2023	3150212247	BEYFORTUS (RSV)	2,434.49	338	1123
2689	ASD HEALTHCARE	10/11/2023	3150275709	PFIZER C19 Vaccine	772.85	361	1123
2689	ASD HEALTHCARE	10/11/2023	3150275900	PFIZER C19 Vaccine	1,731.39	361	1123
2689	ASD HEALTHCARE	09/28/2023	354855546	Credit for 3145024637	2,749.24		1123
2468	BAKER, MICHAEL	09/18/2023	9/18/2023	Coalition of Local Health Officials	818.64		1123
6447	BESTCARE TREATMENT	10/19/2023	EVAL-1023	Z HOBBS	89.50		1123
6447	BESTCARE TREATMENT	10/19/2023	JCACC-03-202	MATVA, M57, IGA/WOMENS TRA	4,800.00		1123
6447	BESTCARE TREATMENT	10/11/2023	SUBCAPOCT2	PS SUBCAP OCT 2023	211,638.68		1123
3240	CANON FINANCIAL SERV	10/12/2023	31415184	Admin copy machine monthly leas	310.84		1123
3240	CANON FINANCIAL SERV	10/12/2023	31415184	Jail copy machine monthly lease	555.67		1123
3240	CANON FINANCIAL SERV	10/12/2023	31416182	September Usage	202.14		1123
3240	CANON FINANCIAL SERV	10/12/2023	31416182	September Usage	202.15		1123
7062	CARSON OIL COMPANY I	10/18/2023	IN-0919402	Motor Oil	4,076.87		1123
7062	CARSON OIL COMPANY I	10/19/2023	IN-0920203	2400 Gallons Unleaded	7,097.78		1123
7062	CARSON OIL COMPANY I	10/19/2023	IN-0920203 2	4500 Gallons Diesel	15,578.19		1123
2147	CENTURYLINK	10/25/2023	503-T31-4674	Current monthly charges	135.95		1123
3201	COLLIER, NICHOLAS RYA	10/17/2023	02-22851	Aroma Diffuser with Deodorizer	120.00	303	1123
3478	CUSTOM PRODUCTS CO	08/25/2023	397673	Signs	26,699.39		1123
6238	DAY WIRELESS SYSTEM	10/31/2023	#INV799115	2112 Upfitting	1,210.00		1123
214	DEJARNATT LAND SURV	11/02/2023	11/2023	Professional Services 10/2023	2,954.89		1123
214	DEJARNATT LAND SURV	11/02/2023	11/2023	Professional Services 10/2023	1,418.89		1123
1731	DEPARTMENT OF CORR	10/01/2023	29480	LS Networks Payment	73.87		1123
2545	EBERHARD'S DAIRY PRO	10/20/2023	1586905	1/2 PT 1% (7)	157.08		1123
2545	EBERHARD'S DAIRY PRO	10/24/2023	1587156	1/2 PT 1% (7)	157.08		1123
2545	EBERHARD'S DAIRY PRO	10/27/2023	1587528	1/2 PT 1% (7)	157.08		1123
2545	EBERHARD'S DAIRY PRO	10/31/2023	1587769	1/2 PT 1% (7)	157.08		1123
3199	ED STAUB & SONS PETR	10/26/2023	987811	Regular Conventional 10% Ethan	253.61		1123
3372	FERRARIS INVESTIGATI	11/03/2023	23-44	Administrative Personnel Investig	3,001.80		1123
301	FIREPRO LLC	10/20/2023	12465531	Service Call Annual Service - Fire	200.00		1123
301	FIREPRO LLC	10/20/2023	12465532	Service Call Annual Service - Fire	81.00		1123
301	FIREPRO LLC	10/20/2023	12465533	Service Call Annual Service - Fire	265.00		1123
301	FIREPRO LLC	10/20/2023	12465534	Service Call Annual Service - Fire	37.00		1123
301	FIREPRO LLC	10/20/2023	12465535	Service Call Annual Service - Fire	48.00		1123
301	FIREPRO LLC	10/20/2023	12465536	Service Call Annual Service - Fire	103.00		1123
301	FIREPRO LLC	10/20/2023	12465538	Service Call Annual Service - Fire	271.00		1123
301	FIREPRO LLC	10/20/2023	12465539	Service Call Annual Service - Fire	653.00		1123
301	FIREPRO LLC	10/20/2023	12465540	Sservice Call Annual Service - Fir	217.00		1123
301	FIREPRO LLC	10/31/2023	12465650	Service Call, Annual Service - Fire	1,368.00		1123
3587	HERBER, KIMBERLY ANN	10/18/2023	FAIR-2023	4H Record Book Judge	100.00		1123
3368	KNOP, KATE	11/03/2023	11/3/2023	OGFOA Conference - Fall 2023	99.56		1123
3368	KNOP, KATE	11/03/2023	11/3/2023	OGFOA Conference - Fall 2023	99.56		1123
3368	KNOP, KATE	11/03/2023	11/3/2023	Lunch - Starbucks	5.75		1123
2923	KONE	11/01/2023	871198929	Jefferson County Courthouse 129	1,455.00		1123
2528	LEHR SALEM OR	10/05/2023	SI93508	Body Cams	38,066.37		1123
48	MADRAS-JEFFERSON C	10/01/2023	140007	Quarterly EDJ/Chamber Funding	15,375.00		1123
3178	MARY HOISINGTON, LMF	10/31/2023	6341	Pre-employment Psychological Ev	640.00		1123
194	MID OREGON PERSONN	10/25/2023	20726	Bakcground Investigation	1,191.05		1123
194	MID OREGON PERSONN	10/25/2023	20728	M. Drew, K.Simmelink, K.Skeels 1	4,923.07		1123

Vendor Number	Vendor Name	Invoice Date	Invoice Number	Description	Net Invoice Amount	GL Activity Number	GL Period
194	MID OREGON PERSONN	10/25/2023	20730	H.Bicart, O.Titus, B.Munkh-Ochir,	11,421.80	349	1123
194	MID OREGON PERSONN	10/25/2023	20731	PAYROLL D. HOLLENBEAK	1,851.56		1123
194	MID OREGON PERSONN	10/25/2023	20732	General Labor Berry	2,004.08		1123
3169	PACIFIC OFFICE AUTOM	10/16/2023	BP717723	Lease & Copies 15A2994 SEP 20	20.00		1123
3169	PACIFIC OFFICE AUTOM	10/16/2023	BP717723	Lease & Copies 15A2994 SEP 20	50.72		1123
3169	PACIFIC OFFICE AUTOM	10/16/2023	BP717723	Lease & Copies 15A2994 SEP 20	60.00	313	1123
3169	PACIFIC OFFICE AUTOM	10/16/2023	BP717723	Lease & Copies 15A2994 SEP 20	60.00	363	1123
3169	PACIFIC OFFICE AUTOM	10/16/2023	BP717723	Lease & Copies 15A2994 SEP 20	40.00	322	1123
3169	PACIFIC OFFICE AUTOM	10/16/2023	BP717723	Lease & Copies 15A2994 SEP 20	40.00	323	1123
3169	PACIFIC OFFICE AUTOM	10/16/2023	BP717726	Lease & Copies 15A2995 SEP 20	100.00		1123
3169	PACIFIC OFFICE AUTOM	10/16/2023	BP717726	Lease & Copies 15A2995 SEP 20	76.48	349	1123
3169	PACIFIC OFFICE AUTOM	10/16/2023	BP717726	Lease & Copies 15A2995 SEP 20	25.00	320	1123
3169	PACIFIC OFFICE AUTOM	10/16/2023	BP717726	Lease & Copies 15A2995 SEP 20	50.00	321	1123
3169	PACIFIC OFFICE AUTOM	10/16/2023	BP717726	Lease & Copies 15A2995 SEP 20	50.00	331	1123
3169	PACIFIC OFFICE AUTOM	10/16/2023	BP717726	Lease & Copies 15A2995 SEP 20	50.00	338	1123
142	PACIFIC POWER	10/23/2023	245442761-00	electric	803.92		1123
142	PACIFIC POWER	10/23/2023	25442761-004	electric	171.43		1123
142	PACIFIC POWER	10/23/2023	25468941-001	SEP/OCT Power Usage	555.05		1123
142	PACIFIC POWER	10/25/2023	25526761-001	electric	97.48		1123
142	PACIFIC POWER	10/24/2023	25530401-001	electric	696.47		1123
142	PACIFIC POWER	10/23/2023	42301373-002	electric	895.06		1123
142	PACIFIC POWER	10/23/2023	61796355-001	electric	237.28		1123
909	PERMAPRODUCTS INC	10/15/2023	7013	textured gray sets, FREIGHT - UP	1,456.64		1123
3490	PINNACLE ARCHITECTU	10/31/2023	8711	Predesign	1,620.00		1123
3407	POWERDMS, INC.	09/21/2023	INV-42040	Accreditation/Subs 23-24	8,605.00	349	1123
1214	RASMUSSEN, JEFF	10/30/2023	11/2023	Mileage reimbursment BOCC Eve	78.32		1123
2326	RIP Q Signs and Graphics	10/20/2023	4442	(2) ACM RV Signs SF	586.00		1123
3458	ROCKN EZ RESCUE RAN	11/03/2023	11/3/2023	Kenel Budget	20,000.00		1123
3470	SAFARILAND, LLC	09/22/2023	I016-00001693	40MM Tactical Single Launcher E	1,077.26		1123
61	SIERRA SPRINGS	10/18/2023	21569702 1018	Sierra Springs Purified Water Serv	41.93		1123
3271	SMAF CONSTRUCTION L	10/31/2023	10/31/2023	INV #23-1132 & INV #FC 3544	678.20		1123
678	STATE OF OREGON	10/30/2023	23-1030	Notary PUBLIC Fee - Ana Meyers	40.00		1123
678	STATE OF OREGON	10/30/2023	23-1030 2	Notary PUBLIC Fee - Debbie Mile	40.00		1123
241	WARD, JENNIE	10/28/2023	547	Janitorial Services for OCT	210.00		1123
Grand Totals:					430,104.37		

Dated: \_\_\_\_\_

Finance Director:  \_\_\_\_\_

Kelly Simmelink: \_\_\_\_\_

Wayne Fording: \_\_\_\_\_

Mark Wunsch: \_\_\_\_\_

County Administrator: \_\_\_\_\_

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Vendor Number	Vendor Name	Invoice Date	Invoice Number	Description	Net Invoice Amount	GL Activity Number	GL Period
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Report Criteria:

- Detail report
  - Invoices with totals above \$0 included
  - Only paid invoices included
  - [Report] Date Paid = 11/03/2023
-

**November 2023 Accounts Payable  
Paid November 2023  
Columbia Bank Issued Checks**

It is hereby ordered that check number 49277 to 49295 be paid totaling \$80,281.60

FUND	FUND NAME	AMOUNT ISSUED	VOIDED	TOTAL EXPENSE
101	GENERAL FUND	\$2,150.10		\$2,150.10
202	PUBLIC WORKS	\$8,974.24		\$8,974.24
215	MT. JEFFERSON MEMORIAL PARK	\$166.75		\$166.75
221	NT	\$32,989.00		\$32,989.00
236	SMOKE MANAGEMENT	\$3,882.00		\$3,882.00
239	HEALTH DEPT GRANT FUND	\$161.98		\$161.98
249	PARK FUND	\$423.42		\$423.42
254	CJ - ADULT	\$4,908.84		\$4,908.84
265	JAIL	\$3,319.08		\$3,319.08
507	CAR POOL	\$23,306.19		\$23,306.19
<b>TOTAL</b>		<b>\$80,281.60</b>	<b>\$0.00</b>	<b>\$80,281.60</b>

Claims approved and checks dated: 11/9/2023

I, Kate Knop, hereby attest the above amounts and check numbers are correct.

  
\_\_\_\_\_  
Kate Knop, Finance Director

\_\_\_\_\_  
Kelly Simmelink, Commissioner

\_\_\_\_\_  
Wayne Fording, Commissioner

\_\_\_\_\_  
Mark Wunsch, Commissioner

\_\_\_\_\_  
Order Number

\_\_\_\_\_  
Dated

## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Only paid invoices included.

[Report].Date Paid = 11/09/2023

Vendor Number	Vendor Name	Invoice Date	Invoice Number	Description	Net Invoice Amount	GL Activity Number	GL Period
3004	ACCTECH SOLUTIONS IN	11/01/2023	431	Forticare Security Subscription	849.50		1123
3004	ACCTECH SOLUTIONS IN	11/01/2023	431	Forticare Security Subscription	849.50		1123
3004	ACCTECH SOLUTIONS IN	11/01/2023	5420	Jeff Co - Sheriff's Office Microsoft	5,467.00		1123
3004	ACCTECH SOLUTIONS IN	11/01/2023	5421	Jeff Co Main	5,050.00		1123
3004	ACCTECH SOLUTIONS IN	11/01/2023	5422	Jeff Co - Main Services Master's	11,570.00		1123
3004	ACCTECH SOLUTIONS IN	11/01/2023	5423	Jeff Co - Main Compliance Servc	2,000.00		1123
3004	ACCTECH SOLUTIONS IN	11/01/2023	5424	Jeff Co - Main Microsoft azure clo	805.00		1123
3004	ACCTECH SOLUTIONS IN	11/01/2023	5425	Sheriff's Office Roaming Profiles c	2,800.00		1123
3004	ACCTECH SOLUTIONS IN	11/01/2023	5429	Jefferson County - Sheriff's Office	2,318.00		1123
3004	ACCTECH SOLUTIONS IN	11/01/2023	5430	Jefferson County - Sheriff's Office	2,979.00		1123
3177	BAXTER AUTO PARTS, IN	10/02/2023	7659-44377	Shop Part #3	186.28		1123
3177	BAXTER AUTO PARTS, IN	10/02/2023	7659-44385	Shop Part #3	109.88		1123
3177	BAXTER AUTO PARTS, IN	10/03/2023	7659-44471	Shop Supplies	435.37		1123
3177	BAXTER AUTO PARTS, IN	10/04/2023	7659-44537	Shop Supplies	133.95		1123
3177	BAXTER AUTO PARTS, IN	10/05/2023	7659-44716	Shop Part #65	446.56		1123
3177	BAXTER AUTO PARTS, IN	10/10/2023	7659-44966	Shop Supplies	39.08		1123
3177	BAXTER AUTO PARTS, IN	10/10/2023	7659-44973	Shop Part #92	8.82		1123
3177	BAXTER AUTO PARTS, IN	10/12/2023	7659-45195	Shop Part #12	34.00		1123
3177	BAXTER AUTO PARTS, IN	10/17/2023	7659-45489	Shop Supplies	148.20		1123
2381	BUENA VIDA COUNSELIN	11/08/2023	11/2023	Group fee/ Individual fee	2,900.00		1123
7062	CARSON OIL COMPANY I	11/02/2023	IN-0925965	3000 GallonsUnleaded	8,650.43		1123
7062	CARSON OIL COMPANY I	11/02/2023	IN-0925965	4501 Gallons Diesel	14,448.76		1123
9	CASCADE NATURAL GAS	11/03/2023	02058200003O	OCT Gas Usage Tire Shop	62.73		1123
9	CASCADE NATURAL GAS	11/03/2023	12058200002O	OCT Gas Usage Paint Shop	24.58		1123
9	CASCADE NATURAL GAS	11/06/2023	22058200001O	OCT Gas Usage Weld shop	12.89		1123
9	CASCADE NATURAL GAS	11/03/2023	32058200000O	OCT Gas Usage PW	44.70		1123
2640	CENTRAL OREGON PATH	11/07/2023	20232310.1	Pathology LAB SVC	83.81		1123
1294	CERTIFIED LABORATORI	10/25/2023	8440457	shop supplies	1,062.95		1123
1294	CERTIFIED LABORATORI	10/25/2023	8440457	Fuel Island Supplies	207.00		1123
1294	CERTIFIED LABORATORI	10/25/2023	8440457	Fuel Island Supplies	207.00		1123
3292	CROOKED RIVER RANC	11/01/2023	230992	RENT - November 2023 ***Clean	423.42		1123
3478	CUSTOM PRODUCTS CO	10/24/2023	401189	Signs	1,793.78		1123
2545	EBERHARD'S DAIRY PRO	11/03/2023	1588106	1/2 PT 1% (7)	157.08		1123
3434	FIRST-CITIZENS BANK &	11/05/2023	43529755	HP NOV 2023	56.00		1123
3181	KEITH'S SPORTING GOO	11/03/2023	11032023JCAC	Firearm upgrade and trade in	1,889.00		1123
2364	MANNING, DR. THOMAS	11/01/2023	OCT 23	OCT 2023	2,312.50		1123
194	MID OREGON PERSONN	10/31/2023	20781	Dupont, Tamara monthly salary	3,882.00		1123
2008	MOTOROLA SOLUTIONS	10/05/2023	8281732093	Desktop single unit charger	119.84		1123
3169	PACIFIC OFFICE AUTOM	10/25/2023	769188	15A3517 Meter 9/21-10/18/2023	22.17	303	1123
23	PAPE MACHINERY INC	10/20/2023	14856139	Acle, hook bolt, screw, back order	166.75		1123
8012	PETERSON MACHINERY	10/14/2023	PC130414105	Shop Part #92	372.33		1123
8012	PETERSON MACHINERY	11/09/2023	PC550168147	Shop Part #92	101.24		1123
8012	PETERSON MACHINERY	10/12/2023	PC550168332	Shop Part #74	606.63		1123
8012	PETERSON MACHINERY	10/14/2023	PC550168406	Shop Part #92	17.62		1123
8012	PETERSON MACHINERY	10/18/2023	PC550168490	Shop Part #67	2,677.61		1123
8012	PETERSON MACHINERY	10/20/2023	PC550168568	Shop Part #67	57.33		1123
8012	PETERSON MACHINERY	10/21/2023	PC550168614	Shop Part	38.18		1123
8012	PETERSON MACHINERY	10/21/2023	PC550168615	Shop Part #67	59.30		1123
8012	PETERSON MACHINERY	10/31/2023	SW550054853	Shop Part #90	293.25		1123
2462	ROTH, JOSHUA	11/02/2023	11/2023	Expense Reimbursment - Hilton G	1,300.60		1123
Grand Totals:					80,281.60		

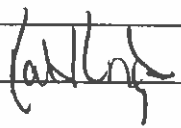
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Vendor Number	Vendor Name	Invoice Date	Invoice Number	Description	Net Invoice Amount	GL Activity Number	GL Period
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Dated: \_\_\_\_\_

Finance Director: \_\_\_\_\_



Kelly Simmelink: \_\_\_\_\_

Wayne Fording: \_\_\_\_\_

Mark Wunsch: \_\_\_\_\_

County Administrator: \_\_\_\_\_

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Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Only paid invoices included.

[Report].Date Paid = 11/09/2023

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**November 2023 Accounts Payable  
Paid November 2023  
Columbia Bank Issued Checks**

It is hereby ordered that check number 49296 to 49326 be paid totaling \$248,964.34

FUND	FUND NAME	AMOUNT ISSUED	VOIDED	TOTAL EXPENSE
101	GENERAL FUND	\$38,108.78		\$38,108.78
202	PUBLIC WORKS	\$3,441.20		\$3,441.20
210	EMERGENCY COMMUNICATIONS	\$138,000.00		\$138,000.00
218	FAIR	\$1,752.99		\$1,752.99
219	VICTIM'S ASSISTANCE	\$6,761.17		\$6,761.17
221	NT	\$3,617.35		\$3,617.35
230	RURAL DOMESTIC VIOLENCE	\$8,595.89		\$8,595.89
239	HEALTH DEPT GRANT FUND	\$34,189.22		\$34,189.22
249	PARK FUND	\$175.30		\$175.30
254	CJ - ADULT	\$5,149.44		\$5,149.44
265	JAIL	\$6,040.92		\$6,040.92
325	LANDFILL CLOSURE FUND	\$274.31		\$274.31
505	CDD - BUILDING	\$310.00		\$310.00
507	CAR POOL	\$162.63		\$162.63
508	RV PARK	\$1,973.21		\$1,973.21
509	SANITARY LANDFILL	\$411.93		\$411.93
<b>TOTAL</b>		<b>\$248,964.34</b>	<b>\$0.00</b>	<b>\$248,964.34</b>

Claims approved and checks dated:

11/17/2023

I, Kate Knop, hereby attest the above amounts and check numbers are correct.



Kate Knop, Finance Director

Kelly Simmelink, Commissioner

Wayne Fording, Commissioner

Mark Wunsch, Commissioner

Order Number

Dated

## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Only paid invoices included.

[Report] Date Paid = 11/17/2023

Vendor Number	Vendor Name	Invoice Date	Invoice Number	Description	Net Invoice Amount	GL Activity Number	GL Period
3004	ACCTECH SOLUTIONS IN	11/01/2023	5419	Jefferson County - Public Health	2,324.00		1123
3004	ACCTECH SOLUTIONS IN	11/01/2023	5426	Jefferson County - Public Health A	193.35		1123
3004	ACCTECH SOLUTIONS IN	11/01/2023	5427	Jefferson County - Public Health	7,578.00		1123
3004	ACCTECH SOLUTIONS IN	11/01/2023	5428	Jefferson County - Public Health A	1,100.00		1123
1804	ALLISON, SCOTT	11/15/2023	332572	Contracted Cleaning Svc - Gener	5,824.00		1123
1804	ALLISON, SCOTT	11/15/2023	332572	Contracted Cleaning Svc - Sr Cen	1,200.00		1123
1804	ALLISON, SCOTT	11/15/2023	332572	Less equip lease - General	50.00-		1123
1804	ALLISON, SCOTT	11/15/2023	332572	Less equip lease - Sr. Center	50.00-		1123
1804	ALLISON, SCOTT	11/15/2023	332572	Contracted Cleaning Svc - Goods	1,461.00		1123
1804	ALLISON, SCOTT	11/15/2023	332572	Contracted Cleaning - BG	37.50		1123
1804	ALLISON, SCOTT	11/15/2023	332572	Contracted Cleaning - FG	37.50		1123
2689	ASD HEALTHCARE	10/16/2023	3150717793	Fluzone HD	2,590.08	338	1123
2689	ASD HEALTHCARE	10/26/2023	3152019424	PFIZER C19 12yr+ JR app 10/24/	11,542.61		1123
2689	ASD HEALTHCARE	10/30/2023	3152360072	Fluzone HD JR app 10/27/2023	6,475.20	338	1123
2689	ASD HEALTHCARE	11/02/2023	3152587017	Arexvy (RSV) JR app 10/31/2023	5,508.33		1123
2267	BC MECHANICAL LLC	11/09/2023	10575	Courthouse remove and replace	2,321.00		1123
9	CASCADE NATURAL GAS	11/03/2023	06168200001	Fair Kitchen	99.89		1123
9	CASCADE NATURAL GAS	11/03/2023	13982476882	Goodson # 243	248.39		1123
9	CASCADE NATURAL GAS	11/03/2023	1565820009-O	Gas	2,232.05		1123
9	CASCADE NATURAL GAS	11/03/2023	55948200005	Annex A	166.70		1123
9	CASCADE NATURAL GAS	11/03/2023	56158200008	Annex B	36.25		1123
9	CASCADE NATURAL GAS	11/03/2023	57889816443	Health Campus	93.50		1123
9	CASCADE NATURAL GAS	11/03/2023	59893464640	Goodson # 249	74.41		1123
9	CASCADE NATURAL GAS	11/03/2023	65168200007	RV Park Bath House	195.34		1123
9	CASCADE NATURAL GAS	11/03/2023	65948200004	Buildings & Grounds	78.64		1123
9	CASCADE NATURAL GAS	11/03/2023	71506376855	New Courthouse	406.49		1123
9	CASCADE NATURAL GAS	11/03/2023	75168200006	Fair Keeney	320.54		1123
9	CASCADE NATURAL GAS	11/03/2023	85168200005	Fair Darrar	33.03		1123
9	CASCADE NATURAL GAS	11/03/2023	92778056561	Goodson # 281	98.83		1123
9	CASCADE NATURAL GAS	11/03/2023	95168200004	Fair Arena	24.58		1123
2147	CENTURYLINK	11/02/2023	541-595-5058	Current monthly charges	147.41		1123
3590	DAVID M. COREY PH.D.P	11/09/2023	5241	Post Offer Evaluation	595.00		1123
2545	EBERHARD'S DAIRY PRO	11/07/2023	1588363	1/2 pt 1% (7)	157.08		1123
2545	EBERHARD'S DAIRY PRO	11/10/2023	1588724	1/2 pt 1% (7)	157.08		1123
2545	EBERHARD'S DAIRY PRO	11/14/2023	1588973	1/2 PT 1% (7)	157.08		1123
3235	ELEVEN DIGITS INC	11/15/2023	6115	Clean Health department per agre	2,392.00		1123
2594	FAIRCLOTH, JEREMY	11/08/2023	11/8/2023	Expense Reimbursement - Cert te	310.00		1123
1500	FLANDE, KATRINA	11/15/2023	11/17/2023	Office supplies/heaters	99.95		1123
2657	IDAHO STATE TAX COMM	11/09/2023	11/9/2023	Team Consulting, LLC - Webinar:	100.00		1123
99	JEFFERSON COUNTY PU	11/08/2023	PW110823412	Well monitoring, landfill closure	274.31		1123
99	JEFFERSON COUNTY PU	11/08/2023	PW110823412	Community Clean-up, Transfer St	411.93		1123
99	JEFFERSON COUNTY PU	11/08/2023	PW110823412	Fuel Island Maintenance for Octo	48.22		1123
1215	JEFFERSON COUNTY RU	11/14/2023	126738	Reimburse Fire Department for R	1,839.98		1123
3181	KEITH'S SPORTING GOO	11/03/2023	11323JCACC2	ADAPTER PLATES	403.46		1123
3589	KELLEHER, LISA	10/31/2023	RESTITUTION	Restitution from Juvenile	204.00	35	1123
3239	MADRAS KIWANIS FOUN	11/17/2023	2023-2024	Membership Dues 2023-2024	150.00		1123
3239	MADRAS KIWANIS FOUN	11/17/2023	2023-2024	Membership Dues 2023-2024	150.00		1123
131	MADRAS MEDICAL GRO	11/01/2023	25674C14009	CDL Physical Caldwell	96.00		1123
1604	MASCOTT EQUIPMENT C	11/09/2023	588398	Fuel Island Parts	114.42		1123
1604	MASCOTT EQUIPMENT C	11/09/2023	588398	Fuel Island Parts	114.41		1123
3588	MCCONVILLE, BRIGETTE	11/08/2023	2023-122	Regional TPEP Prev. Mtg.	495.00	323	1123
194	MID OREGON PERSONN	10/25/2023	20729	Luz Donis - General Labor 46.25	1,453.18	19	1123
194	MID OREGON PERSONN	10/25/2023	20729	Jared Holiday - General Labor 21	543.48		1123
194	MID OREGON PERSONN	10/25/2023	20729	Kaarin Forester - General Labor 2	1,578.68		1123

Vendor Number	Vendor Name	Invoice Date	Invoice Number	Description	Net Invoice Amount	GL Activity Number	GL Period
194	MID OREGON PERSONN	10/25/2023	20729	Danielle Martell - General Labor 1	756.99		1123
194	MID OREGON PERSONN	10/25/2023	20729	Mekaela Walters General Labor 7	3,494.07	39	1123
194	MID OREGON PERSONN	10/25/2023	20729	Mekaela Walters - General Labor	1,164.69	39	1123
194	MID OREGON PERSONN	10/25/2023	20729	David Perlow - General Labor 77.	4,317.53	39	1123
194	MID OREGON PERSONN	11/02/2023	20815	General Labor Berry	2,170.04		1123
194	MID OREGON PERSONN	11/10/2023	20830	Background Investigation	2,148.04		1123
194	MID OREGON PERSONN	11/10/2023	20831	Kerr, Timothy & Medina, Javier	3,842.85		1123
194	MID OREGON PERSONN	11/10/2023	20835	PAYROLL for D. Hollenbeak	2,002.94		1123
194	MID OREGON PERSONN	08/09/2023	23-08-012	Pre-Employment Background Che	15.00		1123
2008	MOTOROLA SOLUTIONS	11/07/2023	32340	ANNUAL Payment #3 - Radio Upgr	138,000.00		1123
6889	NORCOR	10/31/2023	10151	Detention	4,950.00		1123
142	PACIFIC POWER	11/02/2023	25442761-007	electric	3,078.79		1123
142	PACIFIC POWER	11/06/2023	257543310029	Power for outdoor area - service I	11.69		1123
142	PACIFIC POWER	11/06/2023	257543310037	74264951 & 85037394 & 8621253	964.53		1123
142	PACIFIC POWER	10/30/2023	25754331-004	electric	16.23		1123
142	PACIFIC POWER	11/06/2023	25754331-005	electric	1,077.87		1123
142	PACIFIC POWER	10/30/2023	61796355-004	electric	175.30		1123
142	PACIFIC POWER	11/02/2023	61796355-005	electric	168.87		1123
142	PACIFIC POWER	11/02/2023	61796355-006	electric	78.56		1123
142	PACIFIC POWER	11/02/2023	61796355-007	electric	328.65		1123
142	PACIFIC POWER	11/01/2023	98611064-001	electric	3,337.63		1123
2361	PALIN, CONNIE	10/31/2023	10/31/2023	Reimbursement for witness fees p	49.64		1123
2742	PHOENIX ASPHALT MAIN	10/09/2023	48480	RR Crossing Paint	910.74		1123
2326	RIP Q Signs and Graphics	11/03/2023	4471	12x24 ACM SF number signs	225.00		1123
6089	SAVING GRACE	09/30/2023	09/30/2023	Victim Assistance - Emergency Se	2,447.06	39	1123
6089	SAVING GRACE	09/30/2023	1036	Personnel 7-9/2023 Bilingual Adv	820.04	39	1123
6089	SAVING GRACE	09/30/2023	JCA937	Personnel - Salary, Taxes Benefits	1,004.44	20	1123
6089	SAVING GRACE	09/30/2023	JCR564	Personnel - Salary, Taxes Benefits	6,138.27	19	1123
81016	TUCKER, KIMBERLEE	11/17/2023	11/17/2023	RV Park Host	700.00		1123
3582	WILSON, TINA	09/25/2023	09/25/2023	1st Place AA Special Awards	20.00		1123
3591	XIANGLI YI SVINTH	10/27/2023	2023JCDA 102	State court Certified Chinese Inter	355.00		1123

Grand Totals:

248,964.34

Dated: \_\_\_\_\_

Finance Director:  \_\_\_\_\_

Kelly Simmelink: \_\_\_\_\_

Wayne Fording: \_\_\_\_\_

Mark Wunsch: \_\_\_\_\_

County Administrator: \_\_\_\_\_

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Only paid invoices included.

[Report] Date Paid = 11/17/2023

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Vendor Number	Vendor Name	Invoice Date	Invoice Number	Description	Net Invoice Amount	GL Activity Number	GL Period
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**October 2023 Credit Card Payable  
Paid November 2023  
Bank of America Purchase Cards**

It is hereby ordered that **\$186,111.76** be paid and the amounts transferred from the funds listed below:

<b>FUND</b>	<b>FUND NAME</b>	<b>AMOUNT</b>
101	GENERAL FUND	\$41,323.34
202	PUBLIC WORKS	\$32,161.49
205	NOXIOUS WEED PROGRAM RD DIST 18	\$46.39
213	LAW LIBRARY	\$921.00
215	MT. JEFFERSON MEMORIAL PARK	\$588.14
218	FAIR	\$13,742.05
219	VICTIM'S ASSISTANCE	\$3,854.18
221	NT	\$6,173.06
230	RURAL DOMESTIC VIOLENCE	\$348.68
236	SMOKE MANAGEMENT	\$69.30
239	HEALTH DEPT GRANT FUND	\$9,995.04
245	VETERANS	\$478.19
247	FEDERAL CHILD CARE BLK GRANT	\$774.86
249	PARK FUND	\$6,995.74
254	CJ - ADULT	\$18,107.67
265	JAIL	\$22,335.03
267	CODE ENFORCEMENT	\$554.90
325	LANDFILL CLOSURE FUND	\$22.00
503	CDD - PLANNING DEPT	\$233.92
504	CDD - ONSITE AND ENGINEERING	\$4,400.26
505	CDD - BUILDING	\$6,405.24
507	CAR POOL	\$5,389.17
508	RV PARK	\$1,772.11
509	SANITARY LANDFILL	\$47.96
731	COURTHOUSE SECURITY	\$649.93
738	FAIR COURT	\$2,102.00
741	INMATE COMMISSARY	\$33.98
755	CAMP SHERMAN DUMP	\$6,586.13
<b>TOTAL</b>		<b>\$186,111.76</b>

I, Kate Knop, hereby attest the above amounts are correct.



Kate Knop, Finance Director

Kelly Simmelink, Commissioner

Wayne Fording, Commissioner

Mark Wunsch, Commissioner

Order Number

Dated

**29 OCT23 Purchase Card Details**

Vendor Name	CH Full Name	Item Description	Item Total	Item GL Combination	Purchase Date
AMZN MKTP US LY7FF28P3	JARA, JESUS	Printer Toner HR	\$49.99	101-101-520-2101-	10/19/2023
AMZN MKTP US TP4170712	JARA, JESUS	Office Supplies - Sanitizer	\$31.29	101-101-520-2101-	10/17/2023
COMMUNITY NEWSPAPERS -	HEssel, LYNDsAY	Public Notices	\$120.00	101-101-520-2101-	10/11/2023
IN TREASURE VALLEY CO	HEssel, LYNDsAY	Coffee Supplies	\$198.75	101-101-520-2101-	9/29/2023
REPUBLIC SERVICES TRAS	HEssel, LYNDsAY	Shredding	\$32.50	101-101-520-2101-	10/9/2023
SAFeway #1960	JARA, JESUS	Public Works Training - Donuts	\$20.00	101-101-520-2101-	9/19/2023
SOS OR COMM REGISTRY	HEssel, LYNDsAY	Notary Renewal	\$40.00	101-101-520-2101-	10/2/2023
TST The Ski Inn Siste	HEssel, LYNDsAY	Meeting Supplies	\$213.58	101-101-520-2101-	10/11/2023
USPS PO 4051360741	JARA, JESUS	Background Checks - Mailers	\$89.60	101-101-520-2101-	10/10/2023
USPS PO 4051360741	JARA, JESUS	Background Check - Mailers	\$66.00	101-101-520-2101-	10/10/2023
XEROX CORPORATION 2	HEssel, LYNDsAY	Commission Office Copier	\$117.48	101-101-520-2101-	10/7/2023
EO MEDIA CIRC	HEssel, LYNDsAY	Bulletin subscription	\$18.00	101-101-520-2210-	10/4/2023
AMZN MKTP US TE2YX0M51	HEssel, LYNDsAY	Holiday Party	\$222.73	101-101-520-3301-	10/12/2023
HILTON GARDEN INN	WUNsCH, MARK	OR Infrastructure Summit	\$295.18	101-101-520-3301-	9/28/2023
HIRERIGHT LLC	JARA, JESUS	Background Check - Online Reports	\$115.80	101-101-520-3301-	10/11/2023
MADRAS JEFFERSON COUNT	HEssel, LYNDsAY	Chamber Banquet	\$360.00	101-101-520-3301-	9/19/2023
oregona.org	WUNsCH, MARK	OTA Banquet	\$40.00	101-101-520-3301-	9/25/2023
RUNNING Y LODGE	HEssel, LYNDsAY	AOC Retreat - Rasmussen	\$222.08	101-101-520-3301-	9/20/2023
RUNNING Y LODGE	SIMMELINK, KELLY	AOC Retreat	\$888.32	101-101-520-3301-	9/20/2023
RUNNING Y LODGE	HEssel, LYNDsAY	AOC Retreat - Fording	\$888.32	101-101-520-3301-	9/20/2023
RUNNING Y LODGE	SIMMELINK, KELLY	AOC Retreat	\$13.50	101-101-520-3301-	9/24/2023
RUNNING Y LODGE	RASMUSSEN, JEFF	AOC Retreat - Wunsch	\$666.24	101-101-520-3301-	9/24/2023
RUNNING Y LODGE	SIMMELINK, KELLY	AOC Retreat	(\$13.50)	101-101-520-3301-	9/24/2023
CHEVRON 0305797	SIMMELINK, KELLY	AOC Retreat	\$3.50	101-101-520-3301-	9/24/2023
SAFeway #1960	JARA, JESUS	Eugene - Travel - Training	\$60.01	101-101-520-3330-	10/13/2023
THERAPIST AID	DELACRUZ, LACEY	quarterly gift card purchase	\$270.00	101-102-520-2101-	10/16/2023
XEROX CORPORATION 2	DELACRUZ, LACEY	Subscription for training	\$75.00	101-102-520-2101-	9/21/2023
BEST WESTERN WINDSOR I	CHANDLER, TERRI	juvenile	\$146.60	101-102-520-2101-	10/3/2023
CHIPOTLE 3195	PIEDA, EDGAR	Lodging OJDDA conf	\$133.80	101-102-520-3301-	9/18/2023
HYATT REGENCY PORTLAND	DELACRUZ, LACEY	OJDDA conf meal	\$13.90	101-102-520-3301-	9/20/2023
LOUIES BAR AND GRILL	CHANDLER, TERRI	hotel for L. delacruz	\$633.36	101-102-520-3301-	10/11/2023
ST OF OREGON DCBS	DELACRUZ, LACEY	OJDDA conf meal	\$18.75	101-102-520-3301-	9/19/2023
XEROX CORPORATION 2	FLANDE, KATRINA	DCBS MS Title Trnsfr Fees	\$440.00	101-107-520-3002-	10/16/2023
CENTRAL OREGON ASSOCIA	FLANDE, KATRINA	XEROX Copier Monthly Lease	\$81.55	101-107-520-3127-	10/5/2023
BI-MART 654	SOLIZ, RAYMOND	COAR MLSCO Dues 10/23	\$60.00	101-107-520-3301-	9/28/2023
STRIVE / MAIN ST.	ZEMKE, KATE	BI-MART - surge protector	\$11.99	101-109-520-2101-	10/20/2023
US IMAGING INC	ZEMKE, KATE	STRIVE - OFFICE SUPPLIES	\$80.52	101-109-520-2101-	9/25/2023
USPS.COM CLICKNSHIP	ZEMKE, KATE	US IMAGING - Film	\$439.02	101-109-520-2101-	10/10/2023
USPS.COM CLICKNSHIP	ZEMKE, KATE	USPS - Postage	\$9.65	101-109-520-2101-	9/20/2023
USPS.COM CLICKNSHIP	ZEMKE, KATE	USPS - Postage	\$9.65	101-109-520-2101-	9/21/2023
USPS.COM CLICKNSHIP	ZEMKE, KATE	USPS - Postage	\$9.65	101-109-520-2101-	9/28/2023
USPS.COM CLICKNSHIP	ZEMKE, KATE	USPS - Postage	\$8.05	101-109-520-2101-	10/3/2023

**€9 OCT23 Purchase Card Details**

Vendor Name	CH Full Name	Item Description	Item Total	Item GL Combination	Purchase Date
USPS.COM CLICKNSHIP	ZEMKE, KATE	USPS - Postage	\$2.25	101-109-520-2101-	10/4/2023
USPS.COM CLICKNSHIP	ZEMKE, KATE	USPS - Postage	\$9.65	101-109-520-2101-	10/5/2023
USPS.COM CLICKNSHIP	ZEMKE, KATE	USPS - Postage	\$9.65	101-109-520-2101-	10/5/2023
USPS.COM CLICKNSHIP	ZEMKE, KATE	USPS - Postage	\$9.65	101-109-520-2101-	10/11/2023
USPS.COM CLICKNSHIP	ZEMKE, KATE	USPS - Postage	\$8.80	101-109-520-2101-	10/12/2023
XEROX CORPORATION 2	ZEMKE, KATE	XEROX Lease	\$9.65	101-109-520-2101-	10/19/2023
ABBYS LEGENDARY PIZZA	PALIN, CONNIE	GJ Lunch 10-04-2023	\$58.75	101-109-520-2101-	10/5/2023
AMAZON.COM TX4SFE69T1	PALIN, CONNIE	Office Supplies	\$73.30	101-110-520-2101-	10/4/2023
AMZN Mktp US T91IH5SF0	PALIN, CONNIE	Office Supplies	\$22.38	101-110-520-2101-	9/24/2023
AMZN Mktp US T94FO6ZP1	PALIN, CONNIE	Office Supplies	\$23.67	101-110-520-2101-	10/4/2023
IN BRIAN SCHIEL CONSU	PALIN, CONNIE	Office Supplies	\$38.80	101-110-520-2101-	10/4/2023
MAIL COPIES & MORE	PALIN, CONNIE	Data Delete Shred 10-2023	\$43.00	101-110-520-2101-	10/4/2023
REPUBLIC SERVICES TRAS	PALIN, CONNIE	Notary Stamp	\$34.95	101-110-520-2101-	9/28/2023
XEROX CORPORATION 2	PALIN, CONNIE	Shred 8-2023	\$49.00	101-110-520-2101-	10/2/2023
VZWLSS BILL PAY VB	HESSSEL, LYNDSAY	DA Portion 9-2023	\$155.53	101-110-520-2101-	10/5/2023
AMZN MKTP US TE9B86QK1	PALIN, CONNIE	Call Phone Charges - Oct	\$44.58	101-110-520-2105-	10/10/2023
AMAZON.COM TX4SFE69T1	PALIN, CONNIE	Small Equip	\$43.98	101-110-520-2115-	10/12/2023
LEXISNEXIS PAYMENT CTR	PALIN, CONNIE	APC Battery Backup	\$184.99	101-110-520-2210-	9/24/2023
LEXISNEXIS PAYMENT CTR	PALIN, CONNIE	DA 08-2023	\$498.75	101-110-520-2210-	9/22/2023
REI MATTHEW BENDER & CO	PALIN, CONNIE	DA 9/2023	\$498.75	101-110-520-2210-	10/2/2023
CNTY RVSD CRT - ONLINE	PALIN, CONNIE	Evidence 7th Edition	\$489.61	101-110-520-2210-	9/27/2023
INN AT CROSS KEYS STAT	PALIN, CONNIE	Cert Cpy 23CN04720	\$41.60	101-110-520-2443-	9/26/2023
RIV COURT EPAY FINE PM	PALIN, CONNIE	Victim Lodging 23CR18376	\$265.11	101-110-520-2443-	9/23/2023
RIV COURT EPAY FINE PM	PALIN, CONNIE	Riverside Court 23CN04720	\$1.00	101-110-520-2443-	9/22/2023
RIV COURT EPAY FINE PM	PALIN, CONNIE	Riverside Court C23CN04720	\$1.00	101-110-520-2443-	9/22/2023
AMZN MKTP US T98A76690	PALIN, CONNIE	Riverside Court 23CN04720	\$1.00	101-110-520-2443-	9/22/2023
BEST WESTERN HOTELS	PALIN, CONNIE	Office Supplies	\$45.07	101-110-520-3301-	10/3/2023
BEST WESTERN HOTELS	PALIN, CONNIE	Lodging Cancel Walters	\$120.92	101-110-520-3301-	10/2/2023
NATIONAL DISTRICTS ATT	PALIN, CONNIE	Lodging Cancel Pelow	\$120.92	101-110-520-3301-	10/2/2023
AMZN MKTP US T98SM7MY2	HOOD, KARLA	NDAA Membership & Dues 2024	\$656.00	101-110-520-3301-	10/13/2023
AMZN MKTP US TP1N11M10	BAKER, MICHAEL	Office Supplies	\$65.05	101-113-520-2101-	9/29/2023
AMZN MKTP US TP9R46ZE1	HOOD, KARLA	Office Supplies	\$19.99	101-113-520-2101-	10/14/2023
IN TREASURE VALLEY CO	HOOD, KARLA	Office Supplies	\$35.41	101-113-520-2101-	10/16/2023
QUILL CORPORATION	HOOD, KARLA	Coffee Svc	\$117.10	101-113-520-2101-	9/29/2023
USPS PO 4051360741	GONZALEZ, NORMA	Copy Paper	\$112.97	101-113-520-2101-	10/17/2023
USPS PO 4051360741	GONZALEZ, NORMA	Cert Mail for VR	\$18.98	101-113-520-2101-	9/22/2023
USPS PO 4051360741	GONZALEZ, NORMA	Cert Mail for VR	\$19.22	101-113-520-2101-	9/27/2023
USPS PO 4051360741	GONZALEZ, NORMA	Cert Mail for VR	\$17.24	101-113-520-2101-	9/29/2023
USPS PO 4051360741	GONZALEZ, NORMA	Cert Mail for VR	\$28.71	101-113-520-2101-	10/3/2023
USPS PO 4051360741	MENDOZA, JESSICA	Cert Mail for VR	\$18.98	101-113-520-2101-	10/10/2023
USPS PO 4051360741	GONZALEZ, NORMA	Cert Mail for VR	\$18.74	101-113-520-2101-	10/18/2023
AMZN MKTP US T907L83B2	HOOD, KARLA	Office Supplies	\$10.99	101-113-520-2101-25	9/27/2023

**79 OCT23 Purchase Card Details**

Vendor Name	CH Full Name	Item Description	Item Total	Item GL Combination	Purchase Date
BI-MART ACCTS REC #710	MILES, DEBBIE	admin water	\$3.87	101-125-520-2101-	10/9/2023
MAIL COPIES & MORE	MILES, DEBBIE	admin off sup.	\$144.70	101-125-520-2101-	10/10/2023
PRESSPROS PRINTING COM	MILES, DEBBIE	business cards Lane/Toops	\$132.40	101-125-520-2101-	10/2/2023
Staples Inc	MILES, DEBBIE	admin off sup.	\$199.14	101-125-520-2101-	9/21/2023
Staples Inc	MILES, DEBBIE	admin off sup.	\$106.41	101-125-520-2101-	10/5/2023
Staples Inc	MILES, DEBBIE	admin off sup.	\$68.74	101-125-520-2101-	10/7/2023
Staples Inc	MILES, DEBBIE	admin off sup.	\$47.98	101-125-520-2101-	10/18/2023
THE HOME DEPOT #4032	WITHEROW, STEPHEN	Milwaukee Packout for Detectives	\$473.57	101-125-520-2101-	9/19/2023
BI-MART ACCTS REC #710	MILES, DEBBIE	boat cleaning sup. - marine	\$6.98	101-125-520-2101-32	10/9/2023
REPUBLIC SERVICES TRAS	MILES, DEBBIE	toilet service Cove	\$133.75	101-125-520-2101-32	10/9/2023
USCC CALL CENTER	MILES, DEBBIE	patrol mdts	\$434.72	101-125-520-2105-	9/26/2023
USCC IVR	MILES, DEBBIE	patrol co. cell and mdts	\$2,078.33	101-125-520-2105-	9/23/2023
VZWRLSS IVR VB	MILES, DEBBIE	patrol mdts	\$448.91	101-125-520-2105-	9/29/2023
STARLINK INTERNET	MILES, DEBBIE	internet - Boat House Marine	\$250.00	101-125-520-2105-32	9/24/2023
AMAZON.COM T97ZO8LR0	SKIDGEL, BRYAN	sealed form boxes for patrol vehicles	\$70.53	101-125-520-2115-	9/30/2023
AMZN MKTP US T18SW0XY1	ANDERSON, TYLER	sling and bag for 40mm	\$31.18	101-125-520-2115-	9/28/2023
AMZN MKTP US T10454Z21	ANDERSON, TYLER	range pouches	\$13.95	101-125-520-2205-	10/1/2023
BLACKHAWK	TURNER, MITCH	blackhawk 1h holster	\$149.95	101-125-520-2205-	9/30/2023
PALMETTO STATE ARMORY	TURNER, MITCH	glock 17 gen 5 magazines	\$84.96	101-125-520-2205-	9/28/2023
AMZN MKtp US T98L390M2	SKIDGEL, BRYAN	evidence boxes	\$80.18	101-125-520-2222-	9/28/2023
MAIL COPIES & MORE	MILES, DEBBIE	mail evidence	\$46.05	101-125-520-2222-	10/10/2023
TLO TRANSunION	MILES, DEBBIE	people search	\$75.00	101-125-520-2222-	10/3/2023
SQ MADRAS DOWNTOWN AS	MILES, DEBBIE	donation per A1	\$100.00	101-125-520-2375-	9/26/2023
911 SUPPLY INC	MILES, DEBBIE	armored vest patrol	\$4,751.91	101-125-520-2478-	9/20/2023
911 SUPPLY INC	MILES, DEBBIE	patrol uniform exp.	\$64.37	101-125-520-2478-	9/22/2023
911 SUPPLY INC	MILES, DEBBIE	patrol uniform exp.	\$203.16	101-125-520-2478-	9/22/2023
911 SUPPLY INC	MILES, DEBBIE	patrol uniform exp.	\$293.58	101-125-520-2478-	10/2/2023
911 SUPPLY INC	MILES, DEBBIE	patrol uniform exp.	\$220.87	101-125-520-2478-	10/5/2023
911 SUPPLY INC	MILES, DEBBIE	patrol uniform exp.	\$127.15	101-125-520-2478-	10/9/2023
AMZN MKTP US TE8103MV0	SKIDGEL, BRYAN	vehicle lockout kits	\$200.93	101-125-520-2480-	10/9/2023
NAPA AUTO 0026306	MILES, DEBBIE	#154 wiper blades	\$26.88	101-125-520-2480-	10/2/2023
NAPA AUTO 0026306	MILES, DEBBIE	#221 wiper blades	\$51.76	101-125-520-2480-	10/2/2023
PHILS ACE HARDWARE - M	MILES, DEBBIE	car wash supplies	\$47.96	101-125-520-2480-	10/2/2023
SURELINE BROADBAND	MILES, DEBBIE	Camp Sherman internet	\$19.95	101-125-520-2492-	10/4/2023
TEAMSNAP INC.	MILES, DEBBIE	SAR team notification	\$21.99	101-125-520-2492-	9/24/2023
76 - SPEARS INC	ROTH, JOSHUA	Fuel (Return trip from ICAC Conference)	\$146.31	101-125-520-3301-	10/6/2023
ALASKA A 02780224471994	ROTH, JOSHUA	Flight to Homicide Training 4/24	\$377.80	101-125-520-3301-	10/11/2023
COUNTRY MERCANTILE (PA	TALBOTT, BRANDON	Lunch travel to Spokane for case #230654	\$14.58	101-125-520-3301-	9/26/2023
DD DOORDASH AGAVECOCI	ROTH, JOSHUA	Meal for ICAC Conference	\$31.98	101-125-520-3301-	10/3/2023
DD DOORDASH FIVEGUIYSB	ROTH, JOSHUA	Meal for ICAC Conference	\$27.31	101-125-520-3301-	10/5/2023
DD DOORDASH PANDAEXPR	ROTH, JOSHUA	Meal for ICAC Conference	\$22.34	101-125-520-3301-	10/2/2023
EXPEDIA 72676355541607	ROTH, JOSHUA	Flight to Homicide Training 4/24	\$29.73	101-125-520-3301-	10/11/2023



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Vendor Name	CH Full Name	Item Description	Item Total	Item GL Combination	Purchase Date
FERGUSON'S CAFE	ROTH, JOSHUA	Breakfast in Spokane arrest/search warrant Roth/Talbott	\$43.49	101-125-520-3301-	9/27/2023
HILTON ADVPURCH8002367	MILES, DEBBIE	lodging for Roth - Utah Homicide Inves.	\$2,202.52	101-125-520-3301-	10/11/2023
JACK IN THE BOX 8301	TALBOTT, BRANDON	Lunch for trip to spokane for case #230654	\$10.83	101-125-520-3301-	9/28/2023
JACK IN THE BOX 8301	ROTH, JOSHUA	Lunch (Travel back from Spokane)	\$9.30	101-125-520-3301-	9/28/2023
JACK IN THE BOX 8430	ROTH, JOSHUA	Meal for ICAC Conference	\$19.98	101-125-520-3301-	10/6/2023
JOHN E. REID & ASSOCIA	WITHEROW, STEPHEN	REID INTERVIEW TRAINING	\$149.00	101-125-520-3301-	10/2/2023
MS COMMONS CAFE QPS	ROTH, JOSHUA	Meal for ICAC Conference	\$12.65	101-125-520-3301-	10/2/2023
OREGON PEACE OFFICERS	MILES, DEBBIE	Conf. registration - Lepin	\$150.00	101-125-520-3301-	10/10/2023
Oregon State Sheriffs	POLLOCK, JASON	Registration Annual Sheriff Conf. - Bend	\$500.00	101-125-520-3301-	9/21/2023
SOUNPSON@COMMONS QPS	ROTH, JOSHUA	Meal for ICAC Conference	\$16.81	101-125-520-3301-	10/4/2023
SOUNPSON@COMMONS QPS	ROTH, JOSHUA	Meal for ICAC Conference	\$23.76	101-125-520-3301-	10/5/2023
SQ BREWS BROTHERS COF	TALBOTT, BRANDON	breakfast for trip to spokane for case #230654	\$9.77	101-125-520-3301-	9/28/2023
SURE SAVE GROCERY	TALBOTT, BRANDON	gasoline for trip to spokane for case #230654	\$94.00	101-125-520-3301-	9/27/2023
THE HISTORIC DAVENPORT	ROTH, JOSHUA	Hotel for Spokane arrest/search warrant Roth/Talbott	\$255.92	101-125-520-3301-	9/27/2023
THE HISTORIC DAVENPORT	ROTH, JOSHUA	Dinner for Spokane arrest/search warrant	\$22.42	101-125-520-3301-	9/27/2023
THE HISTORIC DAVENPORT	TALBOTT, BRANDON	dinner for trip to spokane for case #230654	\$38.00	101-125-520-3301-	9/27/2023
THE HISTORIC DAVENPORT	ROTH, JOSHUA	Hotel for Spokane arrest/search warrant Roth/Talbott	\$294.07	101-125-520-3301-	9/27/2023
THE HISTORIC DAVENPORT	ROTH, JOSHUA	Hotel for Spokane arrest/search warrant Roth/Talbott	\$337.78	101-125-520-3301-	9/28/2023
THE HISTORIC DAVENPORT	ROTH, JOSHUA	Hotel for Spokane arrest/search warrant Roth/Talbott	\$299.63	101-125-520-3301-	9/28/2023
TYPOHOON@COMMONS QPS	ROTH, JOSHUA	Meal for ICAC Conference	\$11.99	101-125-520-3301-	10/3/2023
MADRAS MARINE	MILES, DEBBIE	winterize boats - Marine	\$2,140.08	101-125-520-3817-32	10/10/2023
MADRAS MARINE	MILES, DEBBIE	winterize boats - Riverwild - Marine	\$472.91	101-125-520-3817-32	10/18/2023
AMAZON.COM T98JEO6U0	SOLIZ, GABRIEL	Office Supplies	\$121.52	101-133-520-2101-	10/3/2023
AMZN MKTP US T91100SW0	ORLANDOS, HOLLY	Office Supplies	\$9.99	101-133-520-2101-	10/4/2023
AMZN MKTP US T9TXS1EM1	SOLIZ, GABRIEL	Office Supplies	\$149.95	101-133-520-2101-	10/5/2023
REPUBLIC SERVICES TRAS	HEssel, LYNDSAY	Shredding	\$32.50	101-133-520-2101-	10/9/2023
VARIDESK 1800 207 258	SOLIZ, GABRIEL	Varidesk - Holly	\$717.50	101-133-520-2101-	10/6/2023
XEROX CORPORATION 2	SOLIZ, GABRIEL	Finance Printer Meter	\$12.07	101-133-520-2101-	10/7/2023
TLO TRANSUNION	SOLIZ, GABRIEL	TLO Billing	\$75.00	101-133-520-3110-	10/2/2023
ARBYS	SOLIZ, GABRIEL	Meal - OGFOA	\$10.59	101-133-520-3301-	10/18/2023
CURB SALT LAKE CITY	ORLANDOS, HOLLY	Yellow cab to hotel	\$29.00	101-133-520-3301-	10/9/2023
CURB SALT LAKE CITY	ORLANDOS, HOLLY	CURB SALT LAKE CITY - Yellow Cab to airport	\$22.63	101-133-520-3301-	10/12/2023
GRADUATE EUGENE	SOLIZ, GABRIEL	Parking Fee - Refunded	\$66.00	101-133-520-3301-	10/16/2023
GRADUATE EUGENE	SOLIZ, GABRIEL	Parking Fee - Refunded	(\$66.00)	101-133-520-3301-	10/17/2023
GRADUATE EUGENE	SOLIZ, GABRIEL	Lodging - OGFOA	\$505.14	101-133-520-3301-	10/18/2023
GRADUATE EUGENE	KNOP, KATE	GRADUATE EUGENE - OGFOA Conference	\$522.14	101-133-520-3301-	10/18/2023
HOMECOMING KITCHEN AND	ORLANDOS, HOLLY	HOMECOMING KITCHEN - Snack	\$10.79	101-133-520-3301-	10/9/2023
HYATT REG SALT LAKE CI	ORLANDOS, HOLLY	HYATT REG SALT LAKE CI - Hotel	\$768.42	101-133-520-3301-	10/12/2023
HYATT REG SALT LAKE F&	ORLANDOS, HOLLY	HYATT REG - Dinner	\$22.77	101-133-520-3301-	10/9/2023
HYATT REG SALT LAKE F&	ORLANDOS, HOLLY	HYATT REG SALT LAKE F& - Dinner	\$17.28	101-133-520-3301-	10/10/2023
HYATT REG SALT LAKE F&	ORLANDOS, HOLLY	HYATT REG SALT LAKE F& - Dinner	\$35.75	101-133-520-3301-	10/11/2023
PANERA BREAD #202976 K	ORLANDOS, HOLLY	PANERA BREAD - Breakfast	\$12.56	101-133-520-3301-	10/12/2023

Vendor Name	CH Full Name	Item Description	Item Total	Item GL Combination	Purchase Date
TST GRADUATE HOTELS -	SOLIZ, GABRIEL	Meal - OGFOA	\$17.25	101-133-520-3301-	10/15/2023
TST GRADUATE HOTELS -	SOLIZ, GABRIEL	Meal - OGFOA	\$9.00	101-133-520-3301-	10/15/2023
TST GRADUATE HOTELS -	SOLIZ, GABRIEL	Meal - OGFOA	\$9.00	101-133-520-3301-	10/16/2023
THE HOME DEPOT #4032	ANDERSON, ANTHONY	Gen- Tools	\$175.85	101-134-520-2011-	9/21/2023
4TE VYANET OPERATING G	MOBLEY, SHAWNA	repair - NCH	\$48.19	101-134-520-2301-	10/11/2023
EASYKEYSCOM INC	DAHLKE, TIMOTHY	cabinate lock for clerk	\$23.41	101-134-520-2301-	9/20/2023
GRAINGER	DAHLKE, TIMOTHY	metal clipboards for the crew	\$205.40	101-134-520-2301-	9/22/2023
GRAINGER	DAHLKE, TIMOTHY	filters for downtown	\$365.28	101-134-520-2301-	10/9/2023
HD FOWLER REDMOND	ANDERSON, ANTHONY	Gen- Irrigation control module	\$172.78	101-134-520-2301-	9/21/2023
HD FOWLER REDMOND	ANDERSON, ANTHONY	controller - NCH	\$503.58	101-134-520-2301-	10/5/2023
N & S TRACTOR MADRAS	ANDERSON, ANTHONY	knee boot	\$74.54	101-134-520-2301-	9/20/2023
PHILS ACE HARDWARE - M	MOBLEY, SHAWNA	blade - HC	\$64.99	101-134-520-2301-	10/3/2023
PHILS ACE HARDWARE - M	MOBLEY, SHAWNA	hardware	\$15.77	101-134-520-2301-	10/3/2023
PHILS ACE HARDWARE - M	MOBLEY, SHAWNA	supplies - Clack	\$16.97	101-134-520-2301-	10/3/2023
PHILS ACE HARDWARE - M	MOBLEY, SHAWNA	invalid charge	\$29.73	101-134-520-2301-	10/18/2023
XEROX CORPORATION 2	MOBLEY, SHAWNA	training	\$750.00	101-134-520-3301-	10/13/2023
BMI	HICKMAN, AXCYL	CDL physical	\$110.00	101-134-520-3301-	10/16/2023
NOVA HEALTH	JONES, ROBIN	CDL physical	\$59.22	101-134-520-3601-	9/29/2023
CENTRAL ELECTRIC COO I	MOBLEY, SHAWNA	mtlhy fee - Clack	\$1,032.19	101-134-520-3601-	10/4/2023
CITY OF MADRAS	MOBLEY, SHAWNA	mtlhy fee	\$482.18	101-134-520-3601-	10/4/2023
CITY OF MADRAS	MOBLEY, SHAWNA	mtlhy fee - OCH	\$23.43	101-134-520-3601-	10/4/2023
DESCHUTES VALLEY WATER	MOBLEY, SHAWNA	mtlhy fee - DOG	\$22.00	101-134-520-3601-	10/4/2023
DESCHUTES VALLEY WATER	MOBLEY, SHAWNA	mtlhy fee - Clack	\$62.49	101-134-520-3601-	10/10/2023
SURELINE BROADBAND	MOBLEY, SHAWNA	mtlhy fee	\$603.80	101-134-520-3601-	9/27/2023
Trashbiling.com CC	MOBLEY, SHAWNA	mtlhy fee - HC	\$40.40	101-134-520-3601-	9/27/2023
Trashbiling.com CC	MOBLEY, SHAWNA	mtlhy fee - DOG	\$68.86	101-134-520-3601-	10/3/2023
ZORO TOOLS INC	DAHLKE, TIMOTHY	mtlhy fee	\$364.99	101-146-520-2301-	9/29/2023
ZORO TOOLS INC	DAHLKE, TIMOTHY	dishwasher parts	\$60.98	101-146-520-2301-	9/29/2023
CITY OF MADRAS	MOBLEY, SHAWNA	dishwasher parts	\$138.34	101-146-520-3601-	10/4/2023
DESCHUTES VALLEY WATER	MOBLEY, SHAWNA	mtlhy fee	\$413.82	101-146-520-3601-	10/4/2023
STAMPS.COM	SOLIZ, GABRIEL	mtlhy fee	\$29.99	101-199-520-3220-	9/26/2023
STAMPS.COM	SOLIZ, GABRIEL	Stamps.com	\$29.99	101-199-520-3220-	10/18/2023
STAMPS.COM	SOLIZ, GABRIEL	Stamps.com	\$2,000.00	101-199-520-3220-	9/21/2023
MISSION LINEN	SOLIZ, GABRIEL	Postage	\$32.44	202-101-520-2101-	10/2/2023
PACIFIC OFFICE AUTOMAT	BRIDGES, CARLA	Office Supplies	\$159.39	202-101-520-2101-	9/21/2023
PACIFIC OFFICE AUTOMAT	BRIDGES, CARLA	Copier Lease	\$27.03	202-101-520-2101-	10/17/2023
PACIFIC OFFICE AUTOMAT	BRIDGES, CARLA	Office Supplies	\$159.39	202-101-520-2101-	10/18/2023
AMZN MKTP US TE61K79E0	HEssel, LYNDsAY	Copier Lease	\$6.99	202-101-520-2105-	10/11/2023
AMZN Mktp US TE9MQ9952	HEssel, LYNDsAY	Screen Protector	\$23.94	202-101-520-2105-	10/10/2023
VZWRLSS BILL PAY VB	HEssel, LYNDsAY	Cell Phone Case	\$46.39	202-101-520-2105-	10/10/2023
PHILS ACE HARDWARE - M	ORTIZ, VINCENTE	Cell Phone Charges - Oct	\$17.98	202-101-520-2301-	10/19/2023
Trashbiling.com CC	BRIDGES, CARLA	Bldg/Yard Clean-up	\$10.90	202-101-520-2301-	10/3/2023

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Vendor Name	CH Full Name	Item Description	Item Total	Item GL Combination	Purchase Date
EVENT 2023 STREET MAI	TRAVEL, PUBLIC WORKS	Training Randall	\$389.00	202-101-520-3301-	10/3/2023
DESCHUTES VALLEY WATER	BRIDGES, CARLA	Water Usage for Sept	\$64.90	202-101-520-3601-	10/3/2023
ZUMAR INDUSTRIES	BRIDGES, CARLA	Road Tape	\$1,132.53	202-102-520-2301-	10/11/2023
AMAZON.COM T10FSS5SH0	ARIZMENDI, FAI	Shop Supplies	\$139.72	202-103-520-2011-	9/27/2023
AMAZON.COM T97365I10	BRIDGES, CARLA	Shop Supplies	\$54.58	202-103-520-2011-	10/5/2023
AMZN MKTP US TE0H701X1	ARIZMENDI, FAI	Shop Supplies	\$19.17	202-103-520-2011-	10/11/2023
AMZN MKTP US TP8MZ7CC2	ARIZMENDI, FAI	Shop Supplies	\$165.99	202-103-520-2011-	10/11/2023
HARBOR FREIGHT TOOLS 3	ARIZMENDI, FAI	Shop Supplies	\$24.97	202-103-520-2011-	10/16/2023
INDUSTRIAL APPLIED ELE	BRIDGES, CARLA	Shop Supplies	\$105.32	202-103-520-2011-	10/4/2023
NORCO INC	BRIDGES, CARLA	Shop Supplies	\$36.90	202-103-520-2011-	10/3/2023
OREGON WHOLESALE HARDW	BRIDGES, CARLA	Shop Supplies	\$40.34	202-103-520-2011-	10/3/2023
THE HOME DEPOT #4032	BRIDGES, CARLA	Shop Supplies	\$45.21	202-103-520-2011-	10/16/2023
AMAZON.COM T168E96Q0	ORTIZ, VINCENTE	Shop Parts	\$39.68	202-103-520-2301-	9/27/2023
AMZN MKTP US TD45R2CP0	ARIZMENDI, FAI	Shop Part	\$9.90	202-103-520-2301-	10/17/2023
AMZN MKTP US TE3K79MY1	ARIZMENDI, FAI	Shop Part	\$12.79	202-103-520-2301-	10/12/2023
AMZN MKtp US TE6P89371	ARIZMENDI, FAI	Shop Part	\$161.99	202-103-520-2301-	10/10/2023
BOBCAT OF CENTRAL OREG	BRIDGES, CARLA	Shop Parts	\$53.05	202-103-520-2301-	10/6/2023
BOBCAT OF CENTRAL OREG	BRIDGES, CARLA	Shop Parts	\$222.83	202-103-520-2301-	10/16/2023
CHEVRON 0210224	WILSON, TYLER	Propane	\$22.72	202-103-520-2301-	9/26/2023
D AND S HYDRAULICS INC	BRIDGES, CARLA	Repair #115	\$438.51	202-103-520-2301-	10/11/2023
HARBOR FREIGHT TOOLS 3	ARIZMENDI, FAI	Shop Parts	\$32.99	202-103-520-2301-	10/16/2023
PETERSON PORTLAND EAST	BRIDGES, CARLA	Shop Parts	\$1,096.02	202-103-520-2301-	10/4/2023
PETERSON PORTLAND EAST	BRIDGES, CARLA	Shop Parts	\$1,096.72	202-103-520-2301-	10/5/2023
PETERSON PORTLAND EAST	BRIDGES, CARLA	Credit Applied Wrong Amount	(\$1,096.02)	202-103-520-2301-	10/5/2023
THOMPSON PUMP AND IRRI	ARIZMENDI, FAI	Shop Parts	\$253.46	202-103-520-2301-	10/17/2023
AMZN MKTP US T190G4R12	STEMWEDEL, MICHAEL	Safety Glasses	\$88.80	202-103-520-2302-	9/25/2023
CRAFCO CHANDLER CORP	BRIDGES, CARLA	Polyflex Pleximelt	\$26,978.58	202-103-520-2510-	10/11/2023
VZWRLSS BILL PAY VB	HESEL, LYNDSAY	Cell Phone Charges - Oct	\$46.39	202-105-520-2011-	10/10/2023
VZWRLSS BILL PAY VB	HESEL, LYNDSAY	Cell Phone Charges - Oct	\$46.39	205-101-520-2101-	10/10/2023
LEXISNEXIS PAYMENT CTR	PALIN, CONNIE	LL 08-2023	\$418.00	213-101-520-2210-	9/22/2023
LEXISNEXIS PAYMENT CTR	PALIN, CONNIE	LL 9-2023	\$418.00	213-101-520-2210-	10/2/2023
OREGON JUDICIAL DEPT	PALIN, CONNIE	Count of Appeals #325	\$85.00	213-101-520-2210-	10/10/2023
NAPA AUTO 0023005	ANDERSON, ANTHONY	Cem- floor jack	\$282.38	215-101-520-2011-	10/18/2023
PAPE MACHINERY	DAHLKE, TIMOTHY	wheels for cemetery mower	\$159.48	215-101-520-2301-	10/4/2023
PHIL'S ACE HARDWARE - M	MOBLEY, SHAWNA	filter	\$9.99	215-101-520-2301-	10/3/2023
DESCHUTES VALLEY WATER	MOBLEY, SHAWNA	mthly fee	\$26.29	215-101-520-3601-	10/4/2023
REPUBLIC SERVICES TRAS	MOBLEY, SHAWNA	mthly fee	\$110.00	215-101-520-3601-	10/10/2023
ABBYS LEGENDARY PIZZA	MOBLEY, SHAWNA	lunch	\$152.00	218-101-520-2101-	10/6/2023
FRED-MEYER #0650	HALVORSON, MICAELA	supplies	\$27.97	218-101-520-2101-	10/6/2023
VZWRLSS BILL PAY VB	HESEL, LYNDSAY	Cell Phone Charges - Oct	\$220.71	218-101-520-2105-	10/10/2023
ERICKSONS THRIFTWAY	BRANSTETTER, AARON	drinks	\$24.38	218-101-520-2301-	9/23/2023
EZGROOMER	ANDERSON, ANTHONY	Fair- EZGROOMER parts	\$169.65	218-101-520-2301-	10/4/2023

Vendor Name	CH Full Name	Item Description	Item Total	Item GL Combination	Purchase Date
N & S TRACTOR MADDRAS	BRANSTETTER, AARON	hardware	\$127.42	218-101-520-2301-	10/3/2023
N & S TRACTOR MADDRAS	DAHLKE, TIMOTHY	fuel hose swivel for fg	\$81.64	218-101-520-2301-	10/4/2023
N & S TRACTOR MADDRAS	DAHLKE, TIMOTHY	diesle pump for FG	\$559.29	218-101-520-2301-	10/4/2023
NAPA AUTO 0023005	ANDERSON, ANTHONY	Fair- pressure washer spark plug oil	\$5.88	218-101-520-2301-	9/22/2023
NAPA AUTO 0023005	BRANSTETTER, AARON	antifreeze	\$6.82	218-101-520-2301-	10/3/2023
NAPA AUTO 0023005	BRANSTETTER, AARON	sup & hard	\$66.35	218-101-520-2301-	10/5/2023
PHILS ACE HARDWARE - M	MOBLEY, SHAWNA	lights	\$215.80	218-101-520-2301-	10/3/2023
PLATT ELECTRIC 115	HALVORSON, MICAELA	Fair- saw for asphalt repair	\$1,240.00	218-101-520-2301-	10/4/2023
SUNBELT RENTALS #1782	ANDERSON, ANTHONY	steel	\$61.85	218-101-520-2301-	10/17/2023
SWIFT STEEL	BRANSTETTER, AARON	Fair- Irrigation repairs	\$25.85	218-101-520-2301-	10/5/2023
THOMPSON PUMP AND IRRI	ANDERSON, ANTHONY	shipping	\$135.00	218-101-520-2301-	10/10/2023
AMERICAN SILVERSMITHS	HALVORSON, MICAELA	shipping	\$28.58	218-101-520-2616-	9/20/2023
AMERICAN SILVERSMITHS	HALVORSON, MICAELA	shipping	\$96.65	218-101-520-2616-	9/28/2023
BI-MART 654	HALVORSON, MICAELA	bags	\$23.93	218-101-520-2616-	9/23/2023
THE BEND RADIO GROUP	MOBLEY, SHAWNA	advertising	\$1,200.00	218-101-520-2616-	10/10/2023
THE ID ZONE	HALVORSON, MICAELA	swag	\$1,211.37	218-101-520-2616-	9/20/2023
WEBCONNEX LLC	HALVORSON, MICAELA	registration	\$82.34	218-101-520-2616-	9/26/2023
ADOBE CREATIVE CLOUD	HALVORSON, MICAELA	annual fee	\$599.88	218-101-520-3301-	9/29/2023
AMAZON.COM T932A76Z2	HALVORSON, MICAELA	supplies	\$183.95	218-101-520-3301-	10/1/2023
COMFORT INN & SUITES -	HALVORSON, MICAELA	room	\$203.59	218-101-520-3301-	9/28/2023
DNH GODADDY.COM	HALVORSON, MICAELA	annual fee	\$899.98	218-101-520-3301-	10/18/2023
IN OREGON FAIRS ASSOC	HALVORSON, MICAELA	annual fee	\$2,000.00	218-101-520-3301-	9/29/2023
Oregon Fairs Associati	HALVORSON, MICAELA	registration	\$1,950.00	218-101-520-3301-	9/28/2023
Oregon Fairs Associati	HALVORSON, MICAELA	annual fee	\$50.00	218-101-520-3301-	10/5/2023
ZOOM.US 888-799-9666	HALVORSON, MICAELA	annual fee	\$149.90	218-101-520-3301-	9/28/2023
CITY OF MADRAS	MOBLEY, SHAWNA	mthly fee	\$388.29	218-101-520-3601-	10/4/2023
DESCHUTES VALLEY WATER	MOBLEY, SHAWNA	mthly fee	\$705.54	218-101-520-3601-	10/4/2023
DESCHUTES VALLEY WATER	MOBLEY, SHAWNA	water truck	\$22.00	218-101-520-3601-	10/10/2023
SURELINE BROADBAND	MOBLEY, SHAWNA	mthly fee	\$62.50	218-101-520-3601-	10/10/2023
Trashbilling.com CC	MOBLEY, SHAWNA	mthly fee - OSU	\$22.36	218-101-520-3601-	9/27/2023
Trashbilling.com CC	MOBLEY, SHAWNA	mthly fee	\$740.58	218-101-520-3601-	10/3/2023
AMAZON.COM TP4574610	CHIDDIX, RODNEY	Office Supplies	\$18.29	219-101-520-2011-57	10/15/2023
XEROX CORPORATION 2	PALIN, CONNIE	CFA Twila	\$15.55	219-101-520-2011-57	10/5/2023
AMAZON.COM T19F14930	CHIDDIX, RODNEY	Office Supplies	\$390.66	219-101-520-2011-59	9/28/2023
AMZN MKTP US	CHIDDIX, RODNEY	Office Supplies	(\$49.90)	219-101-520-2011-59	10/3/2023
AMZN MKTP US T15859KZ0	CHIDDIX, RODNEY	Refund Hang Organizer	\$41.29	219-101-520-2011-59	9/28/2023
AMZN MKTP US T19U50QC1	CHIDDIX, RODNEY	Office Supplies	\$85.65	219-101-520-2011-59	9/30/2023
AMZN MKTP US T953E30W2	CHIDDIX, RODNEY	Office Supplies	\$431.19	219-101-520-2011-59	9/28/2023
AMZN Mkip US T95WF7JB2	CHIDDIX, RODNEY	Office Supplies	\$180.80	219-101-520-2011-59	9/27/2023
AMZN MKTP US T97G006N2	ROSENBERG, TWILA	Office Supplies	\$31.97	219-101-520-2011-59	10/1/2023
AMZN MKTP US TX0GE86N1	CHIDDIX, RODNEY	Office Supplies	\$21.77	219-101-520-2011-59	9/23/2023
IDAHO COALITION AGAIN	CHIDDIX, RODNEY	Office Supplies	\$8.45	219-101-520-2011-59	9/27/2023

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Vendor Name	CH Full Name	Item Description	Item Total	Item GL Combination	Purchase Date
XEROX CORPORATION 2	PALIN, CONNIE	VNC Kody	\$15.55	219-101-520-2011-59	10/5/2023
YOUTHLINE	CHIDDIX, RODNEY	Office Supplies	\$20.00	219-101-520-2011-59	9/27/2023
AMZN MKTP US T19U50QC1	CHIDDIX, RODNEY	Office Supplies VC	\$19.19	219-101-520-2011-60	9/30/2023
XEROX CORPORATION 2	PALIN, CONNIE	VC Softe	\$15.55	219-101-520-2011-60	10/5/2023
VZWRLSS BILL PAY VB	HESEL, LYNDSAY	Cell Phone Charges - Oct	\$46.39	219-101-520-2105-59	10/10/2023
ECONO LODGE OR187	CHIDDIX, RODNEY	Emergency Services	\$175.70	219-101-520-2107-39	10/12/2023
QUALITY INNS	PALIN, CONNIE	Victim Emergency Services	\$132.38	219-101-520-2107-59	9/27/2023
QUALITY INNS	PALIN, CONNIE	Victim Emergency Services	\$216.58	219-101-520-2107-59	9/27/2023
QUALITY INNS	PALIN, CONNIE	Victim Emergency Services	\$142.38	219-101-520-2107-59	9/27/2023
QUALITY INNS	PALIN, CONNIE	Victim Emergency Services	\$146.42	219-101-520-2107-59	9/27/2023
QUALITY INNS	PALIN, CONNIE	Victim Emergency Services	\$673.62	219-101-520-2107-59	9/27/2023
VZWRLSS BILL PAY VB	HESEL, LYNDSAY	Cell Phone Charges - Oct	\$52.24	219-101-520-2107-59	10/10/2023
QUALITY INNS	PALIN, CONNIE	Victim Emergency Services	\$147.46	219-101-520-2107-59	9/27/2023
DOJ ELDER ABUSE CONF	CHIDDIX, RODNEY	ELDER ABUSE CONF S.Nunez	\$175.00	219-101-520-3301-59	10/17/2023
EVENT RADY CHILDRENS	CHIDDIX, RODNEY	C&F Conf B. Foster	\$700.00	219-101-520-3302-58	10/11/2023
BENDTEL	SOLIZ, GABRIEL	Bendtel Billing	\$1,881.90	221-101-520-2105-	10/14/2023
VBS VONAGE BUSINESS	SOLIZ, GABRIEL	Vonage Billing	\$4,094.68	221-101-520-2105-	9/23/2023
VBS VONAGE BUSINESS	SOLIZ, GABRIEL	Vonage Billing	\$12.16	221-101-520-2105-	10/3/2023
TDS	HOOD, KARLA	SEP & OCT 2023	\$184.32	221-101-520-2115-	10/13/2023
XEROX CORPORATION 2	PALIN, CONNIE	R Lucy & Rodney	\$23.33	230-101-520-2101-19	10/5/2023
WF WAYFAIR3971891507	CHIDDIX, RODNEY	Office Supplies	\$257.72	230-101-520-2101-20	9/28/2023
XEROX CORPORATION 2	PALIN, CONNIE	A Marlene & Rodney	\$23.33	230-101-520-2101-20	10/5/2023
VZWRLSS BILL PAY VB	HESEL, LYNDSAY	Cell Phone Charges - Oct	\$44.30	230-101-520-2220-19	10/10/2023
IN ASHLAND HOME NET I	HESEL, LYNDSAY	Web Hosting - Sept	\$20.60	236-101-520-2101-	9/20/2023
VZWRLSS BILL PAY VB	HESEL, LYNDSAY	Cell Phone Charges - Oct	\$48.70	236-101-520-2105-	10/10/2023
BH-MART 654	KEPA'A, TAMRA	Kitchen supplies	\$28.47	239-101-520-2101-	9/30/2023
AMAZON MUSIC TE2F61TA2	HOOD, KARLA	Lobby Subsc - Cancelled	\$4.99	239-101-520-2101-303	10/5/2023
AMZN MKTP US TP8VG1L22	LEPEZ, ANGELICA	HFO Supplies	\$8.23	239-101-520-2101-313	10/12/2023
AT-A-GLANCE US	BEAMER, BETH ANN	Planner	\$34.47	239-101-520-2101-363	10/18/2023
AMAZON.COM T98FV2112	RUSSELL, KATHERINE	Office Supplies - KR	\$13.57	239-101-520-2101-371	9/28/2023
AMAZON.COM TE6VNV7RV0	RUSSELL, KATHERINE	Office Supplies	\$10.89	239-101-520-2101-371	10/11/2023
U.S. CELLULAR	HOOD, KARLA	PH Cell phn HFO & Acc	\$47.03	239-101-520-2105-313	9/27/2023
U.S. CELLULAR	HOOD, KARLA	PH Cell phn WIC & Acc	\$70.54	239-101-520-2105-320	9/27/2023
U.S. CELLULAR	HOOD, KARLA	PH Cell phn Clinic & Acc	\$23.52	239-101-520-2105-321	9/27/2023
U.S. CELLULAR	HOOD, KARLA	PH Cell phn PHEP & Acc	\$47.03	239-101-520-2105-322	9/27/2023
U.S. CELLULAR	HOOD, KARLA	PH Cell phn B1st & Acc	\$82.30	239-101-520-2105-327	9/27/2023
U.S. CELLULAR	HOOD, KARLA	PH Cell phn FCHV & Acc	\$58.79	239-101-520-2105-363	9/27/2023
HENRY SCHEIN	HOOD, KARLA	Medical Supplies	\$483.16	239-101-520-2263-321	10/11/2023
HENRY SCHEIN	HOOD, KARLA	Medical Supplies	\$357.74	239-101-520-2263-331	10/11/2023
AMZN MKTP US T932D78Z2	MENDOZA, JESSICA	Clinic Supplies	\$123.14	239-101-520-2263-353	9/30/2023
AMZN MKTP US TD5CP10Q2	RUSSELL, KATHERINE	Clinic Supplies	\$99.80	239-101-520-2263-353	10/19/2023
HENRY SCHEIN	HOOD, KARLA	Medical Supplies	\$104.40	239-101-520-2263-363	10/11/2023

**02 OCT23 Purchase Card Details**

Vendor Name	CH Full Name	Item Description	Item Total	Item GL Combination	Purchase Date
Disney Plus	KEPA'A, TAMRA	October 2023 service	\$10.99	239-101-520-2265-303	10/1/2023
NETFLIX.COM	KEPA'A, TAMRA	9/20-10/19/23 Service	\$19.99	239-101-520-2265-303	9/20/2023
SAFEWAY #1960	KEPA'A, TAMRA	All Staff	\$70.43	239-101-520-2265-303	10/5/2023
AMZN MKTP US TE31D8UN0	LEPEZ, ANGELICA	HFO Supplies	\$31.98	239-101-520-2265-313	10/11/2023
AMZN MKTP US TP0XL1JV2	LEPEZ, ANGELICA	HFO Supplies	\$20.97	239-101-520-2265-313	10/13/2023
AMZN MKTP US TP8602NU2	LEPEZ, ANGELICA	HFO Supplies	\$47.97	239-101-520-2265-313	10/12/2023
AMZN MKTP US TP9R46ZE1	HOOD, KARLA	WIC Supplies	\$51.93	239-101-520-2265-320	10/16/2023
CTY CTR PARKING 061015	KEPA'A, TAMRA	NWA Board Mtg/PDX Parking	\$20.00	239-101-520-2265-320	9/28/2023
AMAZON.COM T98FV2112	RUSSELL, KATHERINE	Preparedness Supplies	\$89.97	239-101-520-2265-322	9/28/2023
AMZN MKTP US TP8X62MF0	BAKER, MICHAEL	Security/Safety Supplies	\$81.97	239-101-520-2265-322	10/14/2023
BI-MART 654	RUSSELL, KATHERINE	Preparedness Outreach	\$44.83	239-101-520-2265-322	10/20/2023
GROCERY OUTLET OF MA	RUSSELL, KATHERINE	Preparedness Outreach	\$9.79	239-101-520-2265-322	10/19/2023
HOLA 6	RUSSELL, KATHERINE	Preparedness Outreach	\$111.12	239-101-520-2265-322	10/19/2023
OR DEPT HUMAN SERVICES	HOOD, KARLA	MAC CHG Spr 2023	\$80.00	239-101-520-2265-330	10/6/2023
Trashilling.com CC	HOOD, KARLA	Medical Waste	\$139.07	239-101-520-2265-338	10/13/2023
BI-MART 654	KEPA'A, TAMRA	Outreach storage bins	\$95.94	239-101-520-2265-349	9/30/2023
BI-MART 654	KEPA'A, TAMRA	Clinic supplies	\$6.39	239-101-520-2265-349	9/30/2023
DETAIL PLUS	KEPA'A, TAMRA	Outreach Tent Repair	\$65.00	239-101-520-2265-349	9/28/2023
EZCATERSUBWAY	KEPA'A, TAMRA	YAC lunch	\$137.96	239-101-520-2265-349	9/27/2023
MADRAS BOWL	KEPA'A, TAMRA	CERC Meeting @ JCPH	\$202.00	239-101-520-2265-349	9/20/2023
MADRAS BOWL	KEPA'A, TAMRA	YAC Meeting	\$92.22	239-101-520-2265-349	10/11/2023
MADRAS BOWL	KEPA'A, TAMRA	YAC Meeting	\$63.75	239-101-520-2265-349	10/18/2023
AMERISOURCE RECEIVABLE	KEPA'A, TAMRA	RH Supplies	\$13.87	239-101-520-2276-321	10/13/2023
AMDA	HOOD, KARLA	RH Supplies	\$4,763.81	239-101-520-2276-321	10/7/2023
EXP SCRIPTS CURASCRIPT S	HOOD, KARLA	RH Supplies	\$510.91	239-101-520-2276-321	10/6/2023
GS1 US	RUSSELL, KATHERINE	GLN License # Fee	\$30.00	239-101-520-3301-338	9/25/2023
OR DEPT HUMAN SERVICES	HOOD, KARLA	Billable Vaccines 4/1/23-6/30/23	\$1,584.11	239-101-520-3426-338	10/6/2023
SAFEWAY #1960	MOORE, LAURA	9/19 Snacks	\$41.75	245-101-520-2101-	9/19/2023
SAFEWAY #1960	MOORE, LAURA	Refreshments 10/04/23 event	\$107.00	245-101-520-2101-	10/4/2023
CAN CANONFINANCIAL CFS	MOORE, LAURA	Copier	\$121.55	245-101-520-3127-	9/20/2023
TDS	HESEL, LYNDASAY	Internet - Oct	\$161.50	245-101-520-3127-	9/20/2023
VZWLSS BILL PAY VB	HESEL, LYNDASAY	Cell Phone Charges - Oct	\$46.39	245-101-520-3127-	10/10/2023
SQ PATTERSON ENGRAVIN	KEPA'A, TAMRA	Movin'Mtns - Hydroflasks	\$275.00	247-101-520-6126-318	10/14/2023
WALMART.COM 8009666546	KEPA'A, TAMRA	Infant car seats	\$139.98	247-101-520-6130-	10/9/2023
WALMART.COM 8009666546	KEPA'A, TAMRA	Conv/Booster car seats	\$359.88	247-101-520-6130-	10/9/2023
CROOKED RIVER RANCH WA	KEPA'A, TAMRA	nthly fee	\$66.26	249-101-520-2015-	9/26/2023
MADRAS PAINT & GLASS I	MOBLEY, SHAWNA	supplies - pond	\$13.37	249-101-520-2015-	9/22/2023
MADRAS MARINE	BRANSTETTER, AARON	hardware	\$16.07	249-101-520-2301-	10/19/2023
N & S TRACTOR MADRAS	JONES, ROBIN	pin	\$2.64	249-101-520-2301-	10/18/2023
N & S TRACTOR MADRAS	JONES, ROBIN	part	\$8.38	249-101-520-2301-	10/19/2023
PAPE MACHINERY	DAHLKE, TIMOTHY	parts for jd tractor at park	\$401.54	249-101-520-2301-	9/20/2023
PHILS ACE HARDWARE - M	MOBLEY, SHAWNA	sup & hard	\$94.10	249-101-520-2301-	10/3/2023

**L1 OCT23 Purchase Card Details**

Vendor Name	CH Full Name	Item Description	Item Total	Item GL Combination	Purchase Date
WIN BEND WINSUPPLY	MOBLEY, SHAWNA	sprinklers	\$975.44	249-101-520-2301-	10/11/2023
DESCHUTES VALLEY WATER	MOBLEY, SHAWNA	mthly fee	\$5,281.54	249-101-520-3601-	10/4/2023
DESCHUTES VALLEY WATER	MOBLEY, SHAWNA	mthly fee	\$136.40	249-101-520-3601-	10/4/2023
911 SUPPLY INC	CHANDLER, TERRI	name tag	\$33.19	254-101-520-2101-	10/12/2023
AMAZON.COM T19LS5I92	CHANDLER, TERRI	web cam	\$59.95	254-101-520-2101-	9/25/2023
AMAZON.COM T91Y05I10	CHANDLER, TERRI	white out	\$14.58	254-101-520-2101-	10/5/2023
AMZN MktP US T11FR8GV0	CHANDLER, TERRI	protection plan	\$7.69	254-101-520-2101-	9/25/2023
AMZN MKTP US T137N2XB0	CHANDLER, TERRI	latex gloves	\$25.99	254-101-520-2101-	9/25/2023
AMZN MKTP US T90A80RZ0	CHANDLER, TERRI	dawn dish soap	\$24.03	254-101-520-2101-	10/5/2023
AMZN MKTP US T90GQ2KN1	CHANDLER, TERRI	bulletin board	\$64.19	254-101-520-2101-	10/8/2023
AMZN MKTP US TP36S3VG2	CHANDLER, TERRI	toner cartridges	\$191.98	254-101-520-2101-	10/15/2023
CINTAS CORP	CHANDLER, TERRI	first aid supplies	\$84.81	254-101-520-2101-	10/13/2023
ERICKSONS THRIFTWAY	CHANDLER, TERRI	coffee	\$10.20	254-101-520-2101-	9/27/2023
PRIMO WATER	CHANDLER, TERRI	water and dispenser	\$84.45	254-101-520-2101-	9/21/2023
PRIMO WATER	CHANDLER, TERRI	water dispenser	\$13.39	254-101-520-2101-	10/14/2023
PRIMO WATER	CHANDLER, TERRI	water and dispenser	\$51.49	254-101-520-2101-	10/19/2023
THE ID ZONE	CHANDLER, TERRI	sweatshirts for staff	\$448.94	254-101-520-2101-	10/2/2023
THE ID ZONE	CHANDLER, TERRI	sweatshirt	\$56.58	254-101-520-2101-	10/4/2023
VISTAPRINT	CHANDLER, TERRI	business cards	\$55.99	254-101-520-2101-	9/25/2023
XEROX CORPORATION 2	CHANDLER, TERRI	adult copy machine	\$189.39	254-101-520-2101-	10/3/2023
USCELL RECURRING	CHANDLER, TERRI	adult cell phone	\$311.67	254-101-520-2105-	10/10/2023
5.11, INC.	CHANDLER, TERRI	work pants	\$91.95	254-101-520-2115-	10/14/2023
5.11, INC.	CHANDLER, TERRI	work pants	\$91.95	254-101-520-2115-	10/19/2023
911 SUPPLY INC	CHANDLER, TERRI	4 ballistic vests	\$91.95	254-101-520-2115-	9/25/2023
AMZN MktP US T11QW69L2	CHANDLER, TERRI	belt clip attachment	\$6,299.68	254-101-520-2115-	9/25/2023
AMZN MKTP US T120I8XP1	CHANDLER, TERRI	printer, handuff holsters	\$25.98	254-101-520-2115-	9/25/2023
AMZN MKTP US TP36S3VG2	CHANDLER, TERRI	web cam	\$567.90	254-101-520-2115-	10/15/2023
BADGEANDWALLET.COM	CHANDLER, TERRI	web cam	\$139.98	254-101-520-2115-	10/12/2023
DOOLEY ENTERPRISES INC	CHANDLER, TERRI	Badges adult	\$99.00	254-101-520-2115-	10/12/2023
STERLING HEALTHCARE OP	CHANDLER, TERRI	training ammo	\$940.68	254-101-520-2115-	10/3/2023
THE CENTER ORTHOPEDIC	CHANDLER, TERRI	au results	\$260.00	254-101-520-3126-	10/19/2023
CHIPOTLE 0440	CHANDLER, TERRI	Work physical	\$351.00	254-101-520-3126-	10/3/2023
HAMPTON INN EUGENE	THOMPSON, CASEY	Dinner day 3 x2	\$22.90	254-101-520-3301-	10/10/2023
HYATT REG PORTLAND F&B	CHANDLER, TERRI	hotel for training	\$447.48	254-101-520-3301-	10/6/2023
HYATT REGENCY PORTLAND	CHANDLER, TERRI	Dinner day 2	\$28.00	254-101-520-3301-	10/9/2023
RED ROBIN NO 92	CHANDLER, TERRI	hotel WWICJJ	\$798.06	254-101-520-3301-	10/11/2023
AMAZON.COM T13XFOBJ2	CHANDLER, TERRI	Dinner x2	\$54.57	254-101-520-3301-	10/9/2023
AMZN MKTP US T13G531W1	CHANDLER, TERRI	clothing for O	\$31.64	254-101-520-3418-	9/24/2023
BESTCARE TREATMENT SER	CHANDLER, TERRI	clothing for o	\$110.18	254-101-520-3418-	9/28/2023
CRICKET WRLS #70235522	WOLFE, LEANN	rent for O	\$396.00	254-101-520-3418-	9/20/2023
DOLLAR GENERAL #20171	THOMPSON, CASEY	cell phone subscription	\$149.99	254-101-520-3418-	10/10/2023
ECONO LODGE OR187	PARSONS, KELSEY	clothes for offender	\$16.00	254-101-520-3418-	10/17/2023
	CHANDLER, TERRI	motel for o	\$290.77	254-101-520-3418-	10/7/2023

Vendor Name	CH Full Name	Item Description	Item Total	Item GL Combination	Purchase Date
MADTOWN FITNESS LLC	CHANDLER, TERRI	Gym membership	\$240.00	254-101-520-3418-	10/6/2023
ODOT DMV 503 945 5000	PARSONS, KELSEY	reinstatement fee	\$75.00	254-101-520-3418-	9/28/2023
ODOT DMV 503 945 5000	PARSONS, KELSEY	permit fee	\$60.00	254-101-520-3418-	9/28/2023
ODOT DMV 503 945 5000	RODRIGUEZ, ROBERT	permit fee	\$23.00	254-101-520-3418-	10/10/2023
ODOT DMV 503 945 5000	THOMPSON, CASEY	dl fee	\$39.50	254-101-520-3418-	10/10/2023
ODOT DMV 503 945 5000	RODRIGUEZ, ROBERT	knowledge exam	\$80.00	254-101-520-3418-	10/10/2023
ODOT DMV 503 945 5000	THOMPSON, CASEY	dl fee	\$40.50	254-101-520-3418-	10/12/2023
ODOT DMV 503 945 5000	RODRIGUEZ, ROBERT	dl fee	\$60.00	254-101-520-3418-	10/17/2023
ODOT DMV 503 945 5000	CHANDLER, TERRI	id for o	\$40.50	254-101-520-3418-	10/18/2023
ODOT DMV 503 945 5000	RODRIGUEZ, ROBERT	insurance for O	\$194.10	254-101-520-3418-	10/3/2023
ROOT INSURANCE	PARSONS, KELSEY	Recovery Court graduation	\$24.99	254-101-520-3418-	9/19/2023
SAFEWAY #1960	RODRIGUEZ, ROBERT	recovery court awards	\$300.00	254-101-520-3418-	10/12/2023
SAFEWAY #1960	RODRIGUEZ, ROBERT	drivers ed course for O	\$75.00	254-101-520-3418-	10/12/2023
SO NW DRIVERS ED, LLC	THOMPSON, CASEY	offender cell phone	\$17.66	254-101-520-3418-	10/2/2023
TING INV#MI-2094762	THOMPSON, CASEY	electronic monitoring	\$3,895.20	254-101-520-3862-	9/28/2023
VIGILNET AMERICA LLC	CHANDLER, TERRI	Compressed Air duster	\$13.99	265-101-520-2101-	9/27/2023
AMZN Mktp US T11DX0SJO	HANSEN, ANTHONY	coffee creamer	\$31.87	265-101-520-2101-	9/26/2023
AMZN MKTP US T16DR9BY0	WYATT, JAMES	Nitrile Gloves-medium/Large/XL	\$197.95	265-101-520-2101-	10/4/2023
AMZN MKTP US T913B0N1	HANSEN, ANTHONY	Wireless Wifi adapter-Axcyl Hickman	\$29.21	265-101-520-2101-	10/4/2023
AMZN MKTP US T93PQ3S50	HANSEN, ANTHONY	Nursing medication bubble packs	\$174.47	265-101-520-2101-	9/27/2023
AMZN Mktp US T97XJ5J62	HANSEN, ANTHONY	Laundry Bleach	\$31.98	265-101-520-2101-	10/10/2023
AMZN Mktp US TE07932G2	HANSEN, ANTHONY	Laundry detergent	\$67.98	265-101-520-2101-	10/10/2023
AMZN MKTP US TE6RQ6210	HANSEN, ANTHONY	jail off. sup.	\$232.21	265-101-520-2101-	10/9/2023
BI-MART ACCTS REC #710	MILES, DEBBIE	Translation Services - Sheriff	\$67.58	265-101-520-2101-	9/21/2023
CORPORATE TRANSLATE	ORLANDOS, HOLLY	Translation Services - Sheriff	\$70.68	265-101-520-2101-	10/14/2023
CORPORATE TRANSLATE	ORLANDOS, HOLLY	Heavy duty poly tubing roll	\$330.63	265-101-520-2101-	9/22/2023
ULINE SHIP SUPPLIES	HANSEN, ANTHONY	pre employment physical/labs - Turner	\$1,085.89	265-101-520-2103-	10/3/2023
MED ST CHARLES HEALTH	MILES, DEBBIE	Inmate Mattresses	\$707.94	265-101-520-2231-	9/27/2023
BOB BARKER COMPANY INC	HANSEN, ANTHONY	Inmate deck shoes	\$353.84	265-101-520-2231-	10/4/2023
BOB BARKER COMPANY INC	HANSEN, ANTHONY	Inmate Mattresses	\$526.44	265-101-520-2231-	10/9/2023
CHARMTEX	HANSEN, ANTHONY	Self protection blanket	\$521.40	265-101-520-2231-	10/11/2023
CHARMTEX	HANSEN, ANTHONY	Apple Juice/Breakfast Essentials-Special Diets	\$121.80	265-101-520-2246-	10/11/2023
AMAZON.COM TE0JM4ID2	WYATT, JAMES	drinks for liquid diet	\$57.10	265-101-520-2246-	10/11/2023
AMZN MKTP US TE40S51R2	WYATT, JAMES	drinks for liquid diet	\$30.74	265-101-520-2246-	10/10/2023
AMZN MKTP US TE9R66Z51	HANSEN, ANTHONY	Apple Juice-Special Diets	\$20.05	265-101-520-2246-	10/10/2023
SAFEWAY #1960	HICKMAN, AXCYL	snow blade deposit	\$500.00	265-101-520-2301-	10/4/2023
EMPIRE TRUCK WORKS	HICKMAN, AXCYL	wall mount	\$55.72	265-101-520-2301-	10/16/2023
GRAINGER	HICKMAN, AXCYL	supplies	\$189.88	265-101-520-2301-	10/16/2023
GRAINGER	HICKMAN, AXCYL	filters	\$60.24	265-101-520-2301-	10/18/2023
GRAINGER	HICKMAN, AXCYL	ball	\$79.99	265-101-520-2301-	10/19/2023
NAPA AUTO 0023005	HICKMAN, AXCYL	sup, hard	\$70.94	265-101-520-2301-	10/3/2023
PHIL'S ACE HARDWARE - M	MOBLEY, SHAWNA	repair	\$700.00	265-101-520-2301-	10/11/2023
SUPERIOR SERVICE	HICKMAN, AXCYL				



**32 OCT23 Purchase Card Details**

Vendor Name	CH Full Name	Item Description	Item Total	Item GL Combination	Purchase Date
911 SUPPLY INC	MILES, DEBBIE	jail uniform exp.	\$213.15	265-101-520-2478-	10/5/2023
BEST WESTERN HOTELS	SMITH, CODY	lodging	\$139.21	265-101-520-3301-	9/21/2023
CPRNATIONALCPR	MARTINEZ, HECTOR	CPR Course	\$14.95	265-101-520-3301-	9/29/2023
CITY OF MADRAS	MILES, DEBBIE	water sewer	\$1,841.87	265-101-520-3601-	10/11/2023
DESCHUTES VALLEY WATER	MILES, DEBBIE	water	\$343.03	265-101-520-3601-	10/4/2023
DESCHUTES VALLEY WATER	MILES, DEBBIE	water	\$27.00	265-101-520-3601-	10/4/2023
DESCHUTES VALLEY WATER	MILES, DEBBIE	water	\$516.06	265-101-520-3601-	10/4/2023
Trashbilling.com CC	MILES, DEBBIE	garbage bill	\$605.80	265-101-520-3601-	9/26/2023
AMZN MKTP US TE0SX2UL0	WYATT, JAMES	nozzles for cleaning	\$26.39	265-101-520-3732-	10/11/2023
AMZN MKTP US TP4PJ3GJ1	WYATT, JAMES	inmate cleaning supplies and juice for liquid diets	\$131.02	265-101-520-3732-	10/17/2023
ECOLAB INC MF	MILES, DEBBIE	jail supplies	\$2,017.82	265-101-520-3732-	10/18/2023
ECOLAB INC MF	MILES, DEBBIE	inmate supplies	\$1,106.54	265-101-520-3732-	10/20/2023
WCP SOLUTIONS	MILES, DEBBIE	inmate paper sup.	\$174.03	265-101-520-3732-	9/25/2023
WCP SOLUTIONS	MILES, DEBBIE	inmate paper products	\$70.80	265-101-520-3732-	9/28/2023
WCP SOLUTIONS	MILES, DEBBIE	inmate supplies	\$174.81	265-101-520-3732-	9/28/2023
WCP SOLUTIONS	MILES, DEBBIE	inmate paper products	\$174.03	265-101-520-3732-	9/29/2023
WCP SOLUTIONS	MILES, DEBBIE	jail paper products	\$171.48	265-101-520-3732-	10/10/2023
WCP SOLUTIONS	MILES, DEBBIE	jail supplies	\$116.02	265-101-520-3732-	10/11/2023
ECOLAB INC MF	MILES, DEBBIE	inmate med sup	\$1,075.64	265-101-520-6101-	10/11/2023
MED ST CHARLES HEALTH	MILES, DEBBIE	medical - Jarchow	\$2,572.92	265-101-520-6101-	10/10/2023
MED ST CHARLES HEALTH	MILES, DEBBIE	inmate labs	\$62.32	265-101-520-6101-	10/12/2023
MED ST CHARLES HEALTH	MILES, DEBBIE	inmate medical - Cole	\$258.59	265-101-520-6101-	10/17/2023
MMS GOV SOLUTION LLC	MILES, DEBBIE	inmate med sup	\$238.49	265-101-520-6101-	9/20/2023
MMS GOV SOLUTION LLC	MILES, DEBBIE	inmate med sup	\$236.13	265-101-520-6101-	10/22/2023
MMS GOV SOLUTION LLC	MILES, DEBBIE	inmate med sup	\$73.05	265-101-520-6101-	10/22/2023
MMS GOV SOLUTION LLC	MILES, DEBBIE	inmate med sup	\$150.97	265-101-520-6101-	10/10/2023
RPY CENTRAL OREGON MA	MILES, DEBBIE	inmate medical - Cole	\$1,469.00	265-101-520-6101-	9/25/2023
RPY CENTRAL OREGON RAD	MILES, DEBBIE	inmate medical - Cole	\$473.00	265-101-520-6101-	9/25/2023
RPY CENTRAL OREGON RAD	MILES, DEBBIE	inmate medical - McHugh	\$274.00	265-101-520-6101-	10/2/2023
SAFEWAY #1960	MILES, DEBBIE	inmate medications	\$334.92	265-101-520-6101-	9/20/2023
SAFEWAY #1960	MILES, DEBBIE	inmate medications	\$42.50	265-101-520-6101-	9/21/2023
SAFEWAY #1960	MILES, DEBBIE	inmate medications	\$36.19	265-101-520-6101-	9/22/2023
SAFEWAY #1960	MILES, DEBBIE	inmate medications	\$289.16	265-101-520-6101-	9/23/2023
SAFEWAY #1960	MILES, DEBBIE	inmate medications	\$38.98	265-101-520-6101-	9/27/2023
SAFEWAY #1960	MILES, DEBBIE	inmate medications	\$18.64	265-101-520-6101-	9/29/2023
SAFEWAY #1960	MILES, DEBBIE	inmate medications	\$5.29	265-101-520-6101-	10/1/2023
SAFEWAY #1960	MILES, DEBBIE	inmate medications	\$71.77	265-101-520-6101-	10/7/2023
SAFEWAY #1960	MILES, DEBBIE	inmate medications	\$35.95	265-101-520-6101-	10/5/2023
SAFEWAY #1960	MILES, DEBBIE	inmate medications	\$9.81	265-101-520-6101-	10/9/2023
SAFEWAY #1960	MILES, DEBBIE	inmate medications	\$27.29	265-101-520-6101-	10/13/2023
SAFEWAY #1960	MILES, DEBBIE	inmate medications	\$20.00	265-101-520-6101-	10/13/2023
SAFEWAY #1960	MILES, DEBBIE	inmate medications	\$32.26	265-101-520-6101-	10/14/2023

**72 OCT23 Purchase Card Details**

Vendor Name	CH Full Name	Item Description	Item Total	Item GL Combination	Purchase Date
SAFEMWAY #1960	MILES, DEBBIE	inmate medications	\$13.96	265-101-520-6101-	10/13/2023
SAFEMWAY #1960	MILES, DEBBIE	inmate medications	\$26.92	265-101-520-6101-	10/13/2023
SAFEMWAY #1960	MILES, DEBBIE	inmate medications	\$17.43	265-101-520-6101-	10/13/2023
SAFEMWAY #1960	MILES, DEBBIE	inmate medications	\$64.62	265-101-520-6101-	10/13/2023
SAFEMWAY #1960	MILES, DEBBIE	inmate medications	\$32.00	265-101-520-6101-	10/17/2023
THE CENTER ORTHOPEDIC	MILES, DEBBIE	medical - McHugh	\$138.70	265-101-520-6101-	10/10/2023
VZWRLSS IVR VB	EDELMAN, SCOTT	TELEPHONE	\$50.86	267-101-520-2105-	10/10/2023
SALISHAN COSTAL LODGE	1CARD, TRAVEL	Meal - OCEA	\$16.00	267-101-520-3301-	10/4/2023
SALISHAN COSTAL LODGE	1CARD, TRAVEL	Meal - OCEA	\$18.00	267-101-520-3301-	10/6/2023
SALISHAN LODGE	1CARD, TRAVEL	Chandler Lodging OCEA Fall Training	\$470.04	267-101-520-3301-	10/3/2023
DESCHUTES VALLEY WATER	BRIDGES, CARLA	Water Usage for Sept	\$22.00	325-101-520-2301-	10/3/2023
IN TREASURE VALLEY CO	EDELMAN, SCOTT	OFFICE MATERIALS SUPPLIES	\$51.61	503-101-520-2101-	10/9/2023
PRIMO WATER	EDELMAN, SCOTT	OFFICE MATERIALS SUPPLIES	\$10.69	503-101-520-2101-	10/9/2023
HILTON GARDEN INN	EDELMAN, SCOTT	TRAVEL AND TRAINING	\$171.62	503-101-520-3301-	9/28/2023
IN TREASURE VALLEY CO	EDELMAN, SCOTT	OFFICE MATERIALS SUPPLIES	\$51.61	504-101-520-2101-	10/9/2023
PRIMO WATER	EDELMAN, SCOTT	OFFICE MATERIALS SUPPLIES	\$10.69	504-101-520-2101-	10/9/2023
VZWRLSS IVR VB	EDELMAN, SCOTT	TELEPHONE	\$50.86	504-101-520-2105-	10/10/2023
ST OF OREGON DCBS	EDELMAN, SCOTT	DEQ SURCHARGE	\$4,287.10	504-101-520-3002-	10/11/2023
AMZN MKTP US TP6127X22	MCCABE, ALEXIS	Materials - Electrical Code Books	\$453.00	505-101-520-2101-	10/15/2023
IN TREASURE VALLEY CO	EDELMAN, SCOTT	OFFICE MATERIALS SUPPLIES	\$103.23	505-101-520-2101-	10/9/2023
PRIMO WATER	EDELMAN, SCOTT	OFFICE MATERIALS SUPPLIES	\$21.36	505-101-520-2101-	10/9/2023
VZWRLSS IVR VB	EDELMAN, SCOTT	TELEPHONE	\$172.98	505-101-520-2105-	10/10/2023
ST OF OREGON DCBS	EDELMAN, SCOTT	BUILDING CODES SURCHARGE	\$5,483.05	505-101-520-3004-	10/11/2023
HILTON GARDEN INN	EDELMAN, SCOTT	TRAVEL AND TRAINING	\$171.62	505-101-520-3301-	9/28/2023
ARCO#83175PREET SUPQPS	CHANDLER, TERRI	fuel for 1409	\$43.00	507-101-520-2285-	10/11/2023
ONE9 1226	TALBOTT, BRANDON	gasoline #163 trip to spokane for case #230654	\$75.01	507-101-520-2285-	9/28/2023
ONE9 1226	WITHEROW, STEPHEN	FUEL	\$99.41	507-101-520-2285-	9/29/2023
SHELL OIL 12720971006	DELACRUZ, LACEY	fule for # 1409	\$42.26	507-101-520-2285-	9/20/2023
AUTOZONE 6961	EDELMAN, SCOTT	AUTO MAINTENANCE & REPAIR	\$55.97	507-101-520-2301-	9/21/2023
GARY GRUNER CHEVROLET	MILES, DEBBIE	vehicle 201 transmission service	\$269.95	507-101-520-2301-	9/29/2023
IN GALLANT PROTECTIVE	MILES, DEBBIE	window tint 191, 184, 185	\$330.00	507-101-520-2301-	10/9/2023
IN SERVICE GRAPHICS L	MILES, DEBBIE	graphics veh. # 191, 184, 185	\$1,615.22	507-101-520-2301-	10/9/2023
LES SCHWAB #0013	EDELMAN, SCOTT	Vehicle Maintenance / New Tires	\$1,355.80	507-101-520-2301-	10/4/2023
MARKS AUTO REPAIR	EDELMAN, SCOTT	AUTO MAINTENANCE & REPAIR	\$290.00	507-101-520-2301-	9/26/2023
ONE9 1232	EDELMAN, SCOTT	FUEL PURCHASE	\$50.00	507-101-520-2301-	9/28/2023
SHELL OIL 574425321QPS	1CARD, TRAVEL	Fuel	\$35.99	507-101-520-2301-	10/6/2023
SURF THRU REDMOND	ANDERSON, ANTHONY	Carpool- car wash vec#3012	\$17.00	507-101-520-2301-	10/7/2023
TYSON S DIESEL & AUTO	MILES, DEBBIE	#183 radiator-coolant	\$304.52	507-101-520-2301-	10/19/2023
Valvoline LLC	MILES, DEBBIE	#223 oil change	\$73.78	507-101-520-2301-	10/2/2023
Valvoline LLC	MILES, DEBBIE	#221 oil change	\$98.98	507-101-520-2301-	10/2/2023
VIOC 090158	JONES, ROBIN	oil change #3004	\$51.28	507-101-520-2301-	9/29/2023
ODOT DMV 503 945 5000	SOLIZ, GABRIEL	2022 Buick Registration	\$273.00	507-101-540-4407-	9/21/2023

52 OCT23 Purchase Card Details

Vendor Name	CH Full Name	Item Description	Item Total	Item GL Combination	Purchase Date
ODOT DMV 503 945 5000	SOLIZ, GABRIEL	Chargers Registration	\$308.00	507-101-540-4407-	10/4/2023
AMAZON.COM LL4D31ZT3	MOBLEY, SHAWNA	ink	\$24.69	508-101-520-2011-	10/19/2023
GRAINGER	DAHLIKE, TIMOTHY	rv bathroom light	\$341.49	508-101-520-2301-	9/21/2023
GRAINGER	DAHLIKE, TIMOTHY	energy buyback incentive	(\$25.00)	508-101-520-2301-	10/4/2023
PHILS ACE HARDWARE - M	MOBLEY, SHAWNA	sup, hard	\$27.95	508-101-520-2301-	10/3/2023
PLATT ELECTRIC 115	DAHLIKE, TIMOTHY	light for rv bathroom	\$80.86	508-101-520-2301-	10/3/2023
CITY OF MADRAS	MOBLEY, SHAWNA	mtly fee	\$726.65	508-101-520-3601-	10/4/2023
DESCHUTES VALLEY WATER	MOBLEY, SHAWNA	mtly fee	\$159.28	508-101-520-3601-	10/4/2023
Trashbilling.com CC	MOBLEY, SHAWNA	mtly fee	\$406.70	508-101-520-3601-	9/27/2023
U.S. CELLULAR	MOBLEY, SHAWNA	mtly fee	\$29.49	508-101-520-3601-	9/21/2023
Trashbilling.com CC	BRIDGES, CARLA	Community Clean-up	\$47.96	509-101-520-3860-	10/3/2023
4TE VYANET OPERATING G	MOBLEY, SHAWNA	annual fee	\$649.93	731-101-550-5133-	10/19/2023
THE ID ZONE	MOBLEY, SHAWNA	blanket	\$25.00	738-101-347-4765-87	10/16/2023
GREELEY HAT WORKS	MOBLEY, SHAWNA	supplies	\$2,077.00	738-101-570-7086-	10/11/2023
AMAZON.COM T180Q2PK0	WYATT, JAMES	games for inmates	\$33.98	741-101-550-5133-	9/25/2023
REPUBLIC SERVICES TRAS	BRIDGES, CARLA	Camp Sherman Disp. Site	\$2,032.34	755-101-570-7087-	9/25/2023
REPUBLIC SERVICES TRAS	BRIDGES, CARLA	Camp Sherman Rec. Depot	\$1,354.00	755-101-570-7087-	9/25/2023
REPUBLIC SERVICES TRAS	BRIDGES, CARLA	Camp Sherman Recycle	\$228.64	755-101-570-7087-	9/25/2023
REPUBLIC SERVICES TRAS	BRIDGES, CARLA	Camp Sherman Disp. Site	\$1,483.52	755-101-570-7087-	10/19/2023
REPUBLIC SERVICES TRAS	BRIDGES, CARLA	Camp Sherman Recycle	\$324.63	755-101-570-7087-	10/19/2023
REPUBLIC SERVICES TRAS	BRIDGES, CARLA	Camp Sherman Rec. Depot	\$1,163.00	755-101-570-7087-	10/19/2023

\$186,111.76

Certificate No. GB190

# Certificate of Right to Burial

**Jefferson County**  
430 SW Fairgrounds Road  
Madras OR 97741

Jerred Ashcraft  
11075 SE Hwy 26  
Madras OR 97741

This is to certify that Jerred Ashcraft, has paid the sum of \$ 642.00, which payment includes perpetual care and entitles them and their heirs to the exclusive rights and burial in:

**Block 2**

**Lot 11 Grave 4**

at Gray Butte Jefferson County, State of Oregon, according and subject to the limitations, restrictions and conditions of the Rules and Regulations of the cemetery, either now in force or hereafter enacted.

This certificate is a receipt acknowledging payment in full for the right of burial in the aforementioned space only. It does not constitute ownership, title or deed of real property. This certificate is not assignable and is void if held by any other than the person herein named or their heirs at law.

DATED on November 08, 2023

**JEFFERSON COUNTY COMMISSION:**

\_\_\_\_\_  
Commission Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

Before Me: \_\_\_\_\_

Notary Public of Oregon  
County of Jefferson  
My Commission Expires: \_\_\_\_\_

Official Stamp:

Certificate No. GB191

# Certificate of Right to Burial

**Jefferson County**  
430 SW Fairgrounds Road  
Madras OR 97741

Jerred Ashcraft  
11075 SE Hwy 26  
Madras OR 97741

This is to certify that Jerred Ashcraft, has paid the sum of \$ 642.00, which payment includes perpetual care and entitles them and their heirs to the exclusive rights and burial in:

**Block 2**

**Lot 14 Grave 2**

at Gray Butte Jefferson County, State of Oregon, according and subject to the limitations, restrictions and conditions of the Rules and Regulations of the cemetery, either now in force or hereafter enacted.

This certificate is a receipt acknowledging payment in full for the right of burial in the aforementioned space only. It does not constitute ownership, title or deed of real property. This certificate is not assignable and is void if held by any other than the person herein named or their heirs at law.

DATED on November 08, 2023

**JEFFERSON COUNTY COMMISSION:**

\_\_\_\_\_  
Commission Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

Before Me: \_\_\_\_\_

Notary Public of Oregon  
County of Jefferson  
My Commission Expires: \_\_\_\_\_

Official Stamp:

Certificate No. 2087

# Certificate of Right to Burial

**Jefferson County**  
430 SW Fairgrounds Road  
Madras OR 97741

Lorena Jaimes  
PO Box 349  
Madras OR 97741

This is to certify that Lorena Jaimes, has paid the sum of \$ 580.00, which payment includes perpetual care and entitles them and their heirs to the exclusive rights and burial in:

### **Block North Sunrise #2 - 32 Lot B Grave 4**

at Mt. Jefferson Memorial Park Jefferson County, State of Oregon, according and subject to the limitations, restrictions and conditions of the Rules and Regulations of the cemetery, either now in force or hereafter enacted.

This certificate is a receipt acknowledging payment in full for the right of burial in the aforementioned space only. It does not constitute ownership, title or deed of real property. This certificate is not assignable and is void if held by any other than the person herein named or their heirs at law.

DATED on November 15, 2023

#### **JEFFERSON COUNTY COMMISSION:**

\_\_\_\_\_  
Commission Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

Before Me: \_\_\_\_\_

Notary Public of Oregon  
County of Jefferson  
My Commission Expires: \_\_\_\_\_

Official Stamp:

Certificate No. 2088

# Certificate of Right to Burial

**Jefferson County**  
**430 SW Fairgrounds Road**  
**Madras OR 97741**

Tina Kostka  
 913 NE Brown Drive  
 Madras OR 97741

This is to certify that Tina Kostka, has paid the sum of \$ 642.00, which payment includes perpetual care and entitles them and their heirs to the exclusive rights and burial in:

## **Block North Sunrise #2 - 54 Lot A Grave 4**

at Mt. Jefferson Memorial Park Jefferson County, State of Oregon, according and subject to the limitations, restrictions and conditions of the Rules and Regulations of the cemetery, either now in force or hereafter enacted.

This certificate is a receipt acknowledging payment in full for the right of burial in the aforementioned space only. It does not constitute ownership, title or deed of real property. This certificate is not assignable and is void if held by any other than the person herein named or their heirs at law.

DATED on November 21, 2023

### **JEFFERSON COUNTY COMMISSION:**

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 Commission Chair

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 Commissioner

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 Commissioner

Before Me: \_\_\_\_\_

Notary Public of Oregon  
 County of Jefferson  
 My Commission Expires: \_\_\_\_\_

Official Stamp:

# ACTION MINUTES

## JEFFERSON COUNTY BOARD OF COMMISSIONERS MEETING November 8, 2023

- 1) Administrative Session (8:15)
  - 1.1 Elected Official/Department Director Meeting.
- 2) Call to Order/Pledge of Allegiance/Invocation
- 3) Presentations/Awards
- 4) Changes to the Agenda (Consideration of Submission of Late Items)
  - 4.1 Reinstatement and Amendment No. 1 to Grant No. 15675 - signed by Commission Chair.

**Wayne Fording made a motion to approve the Reinstatement and Amendment No. 1 to Grant No. 15675. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

**Wayne Fording made a motion to approve recalling the previous motion and approve Reinstatement and Amendment No. 1 to Grant No. 15675. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

**Wayne Fording made a motion to approve the corrected Reinstatement and Amendment No. 1 to Grant No. 15675 in the amount of \$133,000.00. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

- 4.2 First Addendum to Madras Police Department Subaward Grant Agreement - signed by Commission.

**Mark Wunsch made a motion to approve the First Addendum to Madras Police Department Subaward Grant Agreement. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

**Wayne Fording made a motion to approve directing staff to terminate the First Addendum to Madras Police Department Subaward Grant Agreement effective December 31, 2023. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**



4.3 Salary Change Order for Benjamin Toops - signed by Commission.

**Wayne Fording made a motion to approve the Salary Change Order for Benjamin Toops. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

4.4 Salary Change Order for Jeremy Skeels - signed by Commission.

**Mark Wunsch made a motion to approve the Salary Change Order for Jeremy Skeels. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

4.5 Salary Change Order for Mercedes Olivera - signed by Commission.

**Wayne Fording made a motion to approve the Salary Change Order for Mercedes Olivera. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

5) 9:00 A.M. - Citizen Comments

*Norm Park provided comments regarding Crooked River Ranch ATV ordinance.*

6) Consent Agenda

6.1 October 2023 Accounts Payable Paid October 2023 in the amount of \$270,870.24 - signed by Commission.

6.2 Certificate of Right to Burial, Certificate No. 2085, 2086, GB188 & GB189 - signed by Commission.

6.3 Action Minutes for November 1, 2023 - signed by Commission.

**Mark Wunsch made a motion to approve the Consent Agenda, Items 6.1 through 6.3. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

7) Scheduled Appointments, Action Items, and Public Hearings

7.1 9:30 a.m. - COIC RHC Request.

7.2 10:30 a.m. - HR Answers Equity Report.

7.3 6:00 p.m. - Board of Commissioners & Culver City Council joint meeting at Culver City Hall.

8) Action Items

- 8.1 Oregon Parks and Recreation Department Local Government Grant Program Agreement - signed by Commission Chair.

**Wayne Fording made a motion to approve the Oregon Parks and Recreation Department Local Government Grant Program Agreement. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

- 8.2 Criminal Justice Commission Specialty Court Grant Program, SCP-23-15 Grant Agreement - signed by Commission Chair.

**Wayne Fording made a motion to approve the Criminal Justice Commission Specialty Court Grant Program, SCP-23-15 Grant Agreement. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

- 8.3 Salary Change Order for Kelsey Parsons - signed by Commission.

**Wayne Fording made a motion to approve the Salary Change Order for Kelsey Parsons. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

- 8.4 Salary Change Order for Gabriel Soliz - signed by Commission.

**Wayne Fording made a motion to approve the Salary Change Order for Gabriel Soliz. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

- 8.5 Salary Change Order for Lyndsay Hessel - signed by Commission.

**Wayne Fording made a motion to approve the Salary Change Order for Lyndsay Hessel. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

- 8.6 Salary Change Order for Michael Stemwedel - signed by Commission.

**Wayne Fording made a motion to approve the Salary Change Order for Michael Stemwedel. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

8.7 Jefferson County Business Loan Agreement with New Grass, LLC - signed by Commission Chair.

**Wayne Fording made a motion to approve the Jefferson County Business Loan Agreement with New Grass, LLC. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

8.8 Statutory Warranty Deed - signed by Commission.

**Mark Wunsch made a motion to approve the County Administrative Officer to sign the Statutory Warranty Deed. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

8.9 Resolution In the Matter of Amending Jefferson County Policy and Procedure Manual, Employee Policy 314, Leaves of Absence - signed by Commission.

**Wayne Fording made a motion to approve the Resolution In the Matter of Amending Jefferson County Policy and Procedure Manual, Employee Policy 314, Leaves of Absence. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

8.10 Salary Order for Emily Lee, Community Development Department Permit Technician II, Grade 15D, Step 10 - signed by Commission.

**Wayne Fording made a motion to approve the Salary Order for Emily Lee, Community Development Department Permit Technician II, Grade 15D, Step 10. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

9) Elected Official Report(s)/Request(s)

10) Department Heads Report(s)/Request(s)

10.1 Public Health Update.

11) County Counsel Report(s)/Request(s)

12) County Administrative Officer Report(s)/Request(s)

12.1 HR Director Job Description and Request for Waiver of 90-day Waiting Period.

**Mark Wunsch made a motion to approve the HR Director Job Description and Request for Waiver of 90-day Waiting Period. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

13) Commission Discussion Items

13.1 Continued discussion regarding American Rescue Plan (ARPA) & CARES Act Funding Programs.

13.2 CREA Membership.

13.2.pdf

**Wayne Fording made a motion to approve to the \$2,500.00 CREA Membership from the Economic Development Fund. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

13.3 November 22, 2023 BOCC Meeting Schedule.

**Mark Wunsch made a motion to approve moving November 22, 2023 Board of Commissioners meeting to November 29, 2023. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

14) Announcements/Notification of additional Commission Meetings

15) Executive Session

16) Adjourn

**Meeting adjourned at 7:41 p.m.**

\_\_\_\_\_  
Kelly Simmelink, Commission Chair

\_\_\_\_\_  
Wayne Fording, Commissioner

\_\_\_\_\_  
Mark Wunsch, Commissioner

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date Signed

November 14, 2023

To: Jeff Rasmussen  
CAO Jefferson County, Oregon

From: Michael Curri  
President, SNG

**Re: Action Items and Budget for Next Steps with Broadband for Jefferson County**

Based on analysis from the Broadband Assessment and Strategic Plan submitted in March 2023 and the Broadband Analyzer Scoping Report prepared for Jefferson County, SNG estimates that Jefferson County requires \$22 million to serve 5,500 households (11,600 people) with fiber and \$11 million to serve 1,100 households (3,280 people) with fixed wireless (which benefits all premises within the wireless footprint with improved coverage and new internet service options) – see *Summary Table from BroadbandAnalyzer® Scoping Report* at the end of this note.

The amount of broadband funding that will be allocated to Jefferson County is still to be determined. The State Broadband Office is in the process of finalizing the Volume I BEAD proposal, which will determine allocation of \$689 million in funds for broadband infrastructure projects to unserved and underserved locations. The state’s primary objectives and principal focus of the BEAD program Volume I:

- Serving 100 percent of unserved locations (below 25/3 Mbps)
- Serving 100 percent of underserved locations (between 25/3 and 100/20)
- Delivering Gigabit connections to community anchor institutions currently without that level of service

The next weeks and months are important for Jefferson County to:

1. review the State’s broadband proposal and provide feedback to the State to ensure all locations are verified as to whether they are fully served (100/100 Mbps), underserved (100/20 Mbps), and unserved (25/3 Mbps)
2. ensure that the State has allocated the necessary budgets to Jefferson County to bridge identified broadband gaps
3. plan for upcoming broadband funding opportunities, both digital infrastructure (Volume I) and digital inclusion (Volume II)

Furthermore, Jefferson County should have a say in how public monies are spent in bridging Jefferson County’s broadband gaps. SNG will work with Jefferson County to engage with the State Broadband Office so the State has verified broadband data, as well as Jefferson County’s digital infrastructure and inclusion priorities so that the County receives the funding needed to address its digital infrastructure and inclusion gaps.

To ensure that Jefferson County has access to the funds needed to bridge its broadband gaps, outlined below are the Action Items for SNG with estimates of time required. Hours budgeted are not to exceed estimates and time will be billed on actuals. SNG will be looking to drive efficiencies where possible and time will be planned and reviewed with Nick Snead at the beginning of each month. SNG will provide monthly logs of time and activities for Jefferson County to review.

One-time Action Items		Estimated Hours (not to exceed)	Estimated Budget (@ \$140/hr)
1	<p><b>Review draft Oregon Broadband Plan</b></p> <p>Review draft of Oregon Broadband Plan and prepare Memo for behalf of Jefferson County and the City of Madras can use to submit to the Oregon Broadband Office</p>	15 hrs Nov2023	\$2,100
2	<p><b>Verify Unserved/Underserved Locations Represented for Jefferson County</b></p> <p>To ensure that all unserved/unserved locations are represented in initial proposal State of Oregon datasets, SNG, in conjunction with Jefferson County, can request a Type 4 License to receive FCC Broadband fabric layer data at no cost, which will allow us to compare the location IDs with addresses</p> <ul style="list-style-type: none"> <li>Challenge process will open once state submits BEAD Volume I Proposal in early 2024</li> <li>Verify against Oregon State Broadband Office provided Volume I unserved and underserved lists, including MDUs and locations currently not listed</li> </ul>	85 hrs Nov2023- Jan2024	\$11,900
3	<p><b>Verify 1GB for Jefferson County Community Anchor Institutions</b></p> <ul style="list-style-type: none"> <li>The State Broadband office has provided a list of Community Anchor Institutions that currently do not have 1 Gigabit internet connectivity. Obtain contact lists of CAI's and contact each to verify that that are no further facilities that are underserved within Jefferson County. (Oregon Community Anchor Institutions FCC List )</li> </ul>	55 hrs Nov2023- Feb2024	\$7,700
4	<p><b>Memo to Oregon Broadband Office</b></p> <p>Prepare Memo for State Broadband Office on Jefferson County's funding needs and strategic planning requests in the prioritization of areas of need, as well as have a say in how public monies are spent in Jefferson County</p> <ul style="list-style-type: none"> <li>Identify any unserved/underserved locations or CAI facilities currently not included in BEAD Volume I Proposal (Indicators of need process overview)</li> <li>Follow-up with funding agencies that received the Jefferson County Broadband Assessment and Strategic Plan to solicit feedback on report findings, etc.</li> </ul>	First Memo: 45 hrs Dec2023  Updated Memo: 15 hrs Feb2024	\$6,300   \$2,100
5	<p><b>Digital Infrastructure Planning</b></p> <p>Develop a high-level broadband deployment plan to inform anticipated next steps for 2024. Jefferson County will have 6 to 18 months for planning, design, and permitting of infrastructure projects <b>required upon final award of BEAD funding</b>. Digital infrastructure planning for Jefferson County will include:</p> <ul style="list-style-type: none"> <li>Fiber and wireless deployment strategy</li> <li>Availability of matching and other available funds and project timelines (For instance, ARPA funds that are being used to match BEAD funding must be spent by 2026)</li> <li>Construction options that may proceed more quickly where fiber is a short "line extension" from an ISP's existing service area and other construction cost-saving options with existing conduit and infrastructure</li> </ul>	TBD Jan-Apr2024  Local engineering to be hired as needed	



	<ul style="list-style-type: none"> <li>Existing construction ODOT project(s) that should be considering dig-once</li> </ul>		
	Sub-Total: One-time Action Items	215hrs	\$31,100
<b>Monthly Action Items</b>			
<b>1</b>	<p><b>Sitting-in on State Broadband Meetings for Jefferson County</b></p> <p>SNG to sit-in on Oregon Broadband Office meetings to report back to Jefferson County on developments and represent Jefferson County as needed</p>	2-4 hrs / month Nov2023- Jun2024	\$560 / month
<b>2</b>	<p><b>Preparing for BEAD Volume II and other funding opportunities</b></p> <p>Develop with Jefferson County Plan to Prepare for Funding Opportunities that will co-ordinate partnerships and start initiatives aimed bridging gaps identified in the Broadband Assessment and Strategic Plan. The focus of the plan will be to undertake activities that help Jefferson County secure BEAD Volume II funding that has special considerations for workforce readiness, minority and women businesses, cost and barrier reduction, climate assessments, low-cost broadband service option (affordability), and use of 20% of funding.</p> <p>Based on Plan to Prepare for Funding Opportunities developed in Nov2023 to achieve expected outcomes based on available budget, Jefferson County and SNG to decide on scope and level of effort for programming Dec2023 to Jun2024. Programs identified in the eStrategy recommendations for Jefferson County that also align with BEAD Volume II funding requests include:</p> <ul style="list-style-type: none"> <li>Operationalize Digital Economy Management for Jefferson County (SNG, then local expert) to drive the County's broadband agenda, engage and coordinate partnerships, develop funding requests, etc.</li> <li>Drive ACP sign-up outreach and assistance – increase participation in existing federal funding available by engaging with local stakeholder organizations</li> <li>Develop partnerships and pilot initiative for autonomous agriculture, precision-agriculture, water management – partners can include COSI (Cooperative of 20 businesses), COCC, Farm Bureau, etc.</li> <li>Small Business Growth Program for businesses identified in the eCheckup with utilization gaps, as well as those interested in developing an online presence and adopting online practices.</li> <li>Implement Digital Navigator Programs - training of designated staff to become Digital Navigators (using LISC model of outsourcing Digital Navigators) to drive digital literacy and other online training to address gaps identified in the eCheckup, while building local capacity and minimizing costs to Jefferson County</li> </ul>	15 hrs to prepare and review plan with Jefferson County Nov-Dec2023	\$2,100 (one time to prepare plan)
	Sub-Total: Monthly Action Items over six months	210 hrs	\$29,400
	Total: One-time and Monthly Action Items over six months	425 hrs	\$59,500



Below is an overview of Broadband Analyzer Overview Report of unserved households and cost-estimates for construction. State and federal agencies need this information for reviewing broadband funding needs. Engineering firms typically take 6-8 months to prepare these numbers at a cost of \$80-100K. SNG is providing this complimentary as part of our commitment to Jefferson County.

Summary Table from BroadbandAnalyzer® Scoping Report

Level of Broadband Service in Jefferson County	Housing (2020)	% of Households	Population (2020)	% of Population	Avg. Fiber Cost	Total Fiber Cost	Avg. Wireless Cost	Total Wireless Cost
Total Households	10,250	100.0%	24,444	100.0%				
Unserved: 25/3 Mbps Commercially viable (for private sector to invest)	3,338	32.6%	7,153	29.3%	\$3,613	\$4,042,713		
Unserved: 25/3 Mbps Subsidized (requires subsidy to fiber households)	2,304	22.5%	4,588	18.8%	\$13,552	\$18,295,144		
Unserved: 25/3 Mbps Fixed Wireless (due to high cost to connect with fiber)	1,173	11.4%	3,286	13.4%			\$13,255	\$11,465,394
Fully Served: 25/3 Mbps	3,435	33.5%	9,417	38.5%				
Fully Served: 100/20 Mbps	??							
Fully Served: 100/100 Mbps	??							

\*Note: SNG will identify and verify broadband service levels once the Type A License has been procured so we have access to the FCC Broadband fabric layer data.



23-228

**OREGON DEPARTMENT OF EMERGENCY MANAGEMENT  
HOMELAND SECURITY GRANT PROGRAM  
STATE HOMELAND SECURITY PROGRAM  
CFDA # 97.067**

**Jefferson County**

**\$32,019**

**Grant No: 23-228**

This Agreement is made and entered into by and between the **State of Oregon**, acting by and through its Department of Emergency Management, hereinafter referred to as “OEM,” and **Jefferson County**, hereinafter referred to as “Subrecipient,” and collectively referred to as the “Parties.”

1. **Effective Date.** This Agreement shall become effective on the date this Agreement is fully executed and approved as required by applicable law. Reimbursements will be made for Project Costs incurred beginning on **October 1, 2023**, and ending, unless otherwise terminated or extended, on **September 30, 2025** (the “Grant Award Period”). No Grant Funds are available for expenditures after the Grant Award Period. OEM’s obligation to disburse Grant Funds under this Agreement is subject to Sections 6 and 10 of this Agreement.
2. **Agreement Documents.** This Agreement consists of this document and the following documents, all of which are attached hereto and incorporated herein by reference:

Exhibit A: **Project Description and Budget**

Exhibit B: **Federal Requirements and Certifications**

Exhibit C: **Subagreement Insurance Requirements**

Exhibit D: **Information required by 2 CFR 200.332(a)**

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

3. **Grant Funds.** In accordance with the terms and conditions of this Agreement, OEM shall provide Subrecipient an amount not to exceed \$32,019 in Grant Funds for eligible costs described in Section 6 hereof. Grant Funds for this Program will be from the Fiscal Year 2023 State Homeland Security Program (SHSP) grant.
4. **Project.** The Grant Funds shall be used solely for the Project described in Exhibit A and shall not be used for any other purpose. No Grant Funds will be disbursed for any changes to the Project unless such changes are approved by OEM by amendment pursuant to Section 11.d hereof.

## 5. Fiscal and Programmatic Performance Reports.

- a. Subrecipient agrees to submit fiscal and programmatic performance reports, using a form provided by OEM, on its progress in meeting each of the agreed upon milestones. The narrative reports will address specific information regarding the activities carried out under the FY 23 State Homeland Security Program. This report will also provide space to disclose financial activities during that reporting period.
- b. Reports are due to OEM on or before the 15th day of the month following each subsequent calendar quarter (ending on March 31, June 30, September 30, and December 31).
- c. Subrecipient may request from OEM prior written approval to extend a performance report requirement past its due date. OEM, in its sole discretion, may approve or reject the request.
- d. Failure of Subrecipient to submit the required program, financial, or audit reports, or to resolve program, financial, or audit issues may result in the suspension of grant payments, termination of this Agreement, or both.

## 6. Disbursement and Recovery of Grant Funds.

- a. **Disbursement Generally.** OEM shall reimburse eligible costs incurred in carrying out the Project, up to the Grant Fund amount provided in Section 3. Reimbursements shall be made by OEM upon approval by OEM of an RFR. Eligible costs are the reasonable and necessary costs incurred by Subrecipient for the Project, in accordance with the State Homeland Security Program guidance and application materials, including without limitation the United States Department of Homeland Security Notice of Funding Opportunity (NOFO), that are not excluded from reimbursement by OEM, either by this Agreement or by exclusion as a result of financial review or audit. The guidance, application materials and NOFO are available at <http://www.oregon.gov/oem/emresources/Grants/Pages/HSGP.aspx>.
- b. **Reimbursement Process.**
  - i. To receive reimbursement, Subrecipient must submit a signed Request for Reimbursement (RFR), using a form provided by OEM that includes supporting documentation for all grant expenditures. RFRs may be submitted monthly but no less frequently than quarterly, if expenses occurred during that quarter, during the term of this Agreement. RFRs must be submitted on or before 15 days following each subsequent calendar quarter (ending on March 31, June 30, September 30, and December 31). The final RFR must be submitted no later than 30 days following the end of the Grant Award Period (the "RFR Deadline"). OEM has no obligation to reimburse Subrecipient for any RFR submitted after the RFR Deadline.
  - ii. Reimbursements for expenses will be withheld if performance reports are not submitted by the specified dates or are incomplete.
  - iii. Reimbursement rates for travel expenses shall not exceed those allowed by the State of Oregon. Requests for reimbursement for travel must be supported with a detailed

statement identifying the person who traveled, the purpose of the travel, the dates, times, and places of travel, and the actual expenses or authorized rates incurred.

- iv. Reimbursements will only be made for actual expenses incurred during the Grant Award Period. Expenses incurred before or after the Grant Award Period are not eligible for reimbursement.

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

- i. OEM has received funding, appropriations, limitations, allotments or other expenditure authority sufficient to allow OEM, in the exercise of its reasonable administrative discretion, to make the disbursement.
- ii. Subrecipient is in compliance with the terms of this Agreement including, without limitation, Exhibit B and the requirements incorporated by reference in Exhibit B.
- iii. Subrecipient's representations and warranties set forth in Section 7 hereof are true and correct on the date of disbursement with the same effect as though made on the date of disbursement.
- iv. Subrecipient has provided to OEM a RFR in accordance with Section 5.b of this Agreement.

**d. Recovery of Grant Funds.** Any funds disbursed to Subrecipient under this Agreement that are expended in violation or contravention of one or more of the provisions of this Agreement ("Misexpended Funds") or that remain unexpended on the earlier of termination or expiration of this Agreement ("Unexpended Funds") must be returned to OEM. Subrecipient shall return all Misexpended Funds to OEM promptly after OEM's written demand and no later than 15 days after OEM's written demand.

**7. Representations and Warranties of Subrecipient.** Subrecipient represents and warrants to OEM as follows:

- a. Organization and Authority.** Subrecipient is a political subdivision of the State of Oregon and is eligible to receive the Grant Funds. Subrecipient has full power, authority, and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Subrecipient of this Agreement (1) have been duly authorized by all necessary action of Subrecipient and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Subrecipient is a party or by which Subrecipient or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Subrecipient of this Agreement.
- b. Binding Obligation.** This Agreement has been duly executed and delivered by Subrecipient and constitutes a legal, valid and binding obligation of Subrecipient, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.

- c. **No Solicitation.** Subrecipient's officers, employees, and agents shall neither solicit nor accept gratuities, favors, or any item of monetary value from contractors, potential contractors, or parties to subagreements. No member or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or any benefit arising therefrom.
- d. **NIMS Compliance.** By accepting FY 2023 funds, Subrecipient certifies that it has met National Incident Management System (NIMS) compliance activities outlined in the Oregon NIMS Requirements located through OEM at [http://www.oregon.gov/oem/emresources/Plans\\_Assessments/Pages/NIMS.aspx](http://www.oregon.gov/oem/emresources/Plans_Assessments/Pages/NIMS.aspx).

The warranties set forth in this section are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

## 8. Records Maintenance and Access; Audit.

- a. **Records, Access to Records and Facilities.** Subrecipient shall make and retain proper and complete books of record and account and maintain all fiscal records related to this Agreement and the Project in accordance with all applicable generally accepted accounting principles, generally accepted governmental auditing standards and state minimum standards for audits of municipal corporations. Subrecipient acknowledges and agrees, and Subrecipient will require its contractors, subcontractors, sub-recipients (collectively hereafter "contractors"), successors, transferees, and assignees to acknowledge and agree, to provide OEM, Oregon Secretary of State (Secretary), Office of Inspector General (OIG), Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), or any of their authorized representatives, access to records, accounts, documents, information, facilities, and staff. Subrecipient and its contractors must cooperate with any compliance review or complaint investigation by any of the above listed agencies, providing them access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary. The right of access is not limited to the required retention period but shall last as long as the records are retained.
- b. **Retention of Records.** Subrecipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Agreement, the Grant Funds or the Project for until the latest of (a) six years following termination, completion or expiration of this Agreement, (b) upon resolution of any litigation or other disputes related to this Agreement, or (c) as required by 2 CFR 200.333. It is the responsibility of Subrecipient to obtain a copy of 2 CFR Part 200, and to apprise itself of all rules and regulations set forth.
- c. **Audits.**
  - i. If Subrecipient expends \$750,000 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 200 Subpart F. Copies of all audits must be submitted to OEM within 30 days of completion. If Subrecipient expends less than \$750,000 in its fiscal year in Federal funds, Subrecipient is exempt from Federal audit

requirements for that year. Records must be available for review or audit by appropriate officials as provided in Section 8.a. herein.

- ii. Audit costs for audits not required in accordance with 2 CFR 200 Subpart F are unallowable. If Subrecipient did not expend \$750,000 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 the grant.
- iii. Subrecipient shall save, protect and hold harmless the OEM from the cost of any audits or special investigations performed by the Secretary or any federal agency with respect to the funds expended under this Agreement. Subrecipient acknowledges and agrees that any audit costs incurred by Subrecipient as a result of allegations of fraud, waste or abuse are ineligible for reimbursement under this or any other agreement between Subrecipient and the State of Oregon.

**9. Subrecipient Procurements; Property and Equipment Management and Records; Subcontractor Indemnity and Insurance**

- a. **Subagreements.** Subrecipient may enter into agreements (hereafter “subagreements”) for performance of the Project. Subrecipient shall use its own procurement procedures and regulations, provided that the procurement conforms to applicable Federal and State law (including without limitation ORS chapters 279A, 279B, 279C, and that for contracts for more than \$150,000, the contract shall address administrative, contractual or legal remedies for violation or breach of contract terms and provide for sanctions and penalties as appropriate, and for contracts for more than \$10,000 address termination for cause or for convenience including the manner in which termination will be effected and the basis for settlement).
  - i. Subrecipient shall provide to OEM copies of all Requests for Proposals or other solicitations for procurements anticipated to be for \$100,000 or more and to provide to OEM, upon request by OEM, such documents for procurements for less than \$100,000. Subrecipient shall include with its RFR a list of all procurements issued during the period covered by the report.
  - ii. All subagreements, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner that encourages fair and open competition to the maximum practical extent possible. All sole-source procurements in excess of \$100,000 must receive prior written approval from OEM in addition to any other approvals required by law applicable to Subrecipient. Justification for sole-source procurement in excess of \$100,000 should include a description of the program and what is being contracted for, an explanation of why it is necessary to contract noncompetitively, time constraints and any other pertinent information. Interagency agreements between units of government are excluded from this provision.
  - iii. Subrecipient shall be alert to organizational conflicts of interest or non-competitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. Contractors that develop or draft specifications, requirements, statements of work, or Requests for Proposals (RFP) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. Any request for exemption must be submitted in writing to OEM.

- iv. Subrecipient agrees that, to the extent it uses contractors, such contractors shall use small, minority, women-owned or disadvantaged business concerns and contractors or subcontractors to the extent practicable.

**b. Purchases and Management of Property and Equipment; Records.** Subrecipient agrees to comply with all applicable federal requirements referenced in Exhibit B, Section II.C.1 to this Agreement and procedures for managing and maintaining records of all purchases of property and equipment will, at a minimum, meet the following requirements:

- i. All property and equipment purchased under this agreement, whether by Subrecipient or a contractor, will be conducted in a manner providing full and open competition and in accordance with all applicable procurement requirements, including without limitation ORS chapters 279A, 279B, 279C, and purchases shall be recorded and maintained in Subrecipient's property or equipment inventory system.
- ii. Subrecipient's property and equipment records shall include: a description of the property or equipment; the manufacturer's serial number, model number, or other identification number; the source of the property or equipment, including the Catalog of Federal Domestic Assistance (CFDA) number; name of person or entity holding title to the property or equipment; the acquisition date; cost and percentage of Federal participation in the cost; the location, use and condition of the property or equipment; and any ultimate disposition data including the date of disposal and sale price of the property or equipment.
- iii. A physical inventory of the property and equipment must be taken and the results reconciled with the property and equipment records at least once every two years.
- iv. Subrecipient must develop a control system to ensure adequate safeguards to prevent loss, damage, or theft of the property and equipment. Subrecipient shall investigate any loss, damage, or theft and shall provide the results of the investigation to OEM upon request.
- v. Subrecipient must develop, or require its contractors to develop, adequate maintenance procedures to keep the property and equipment in good condition.
- vi. If Subrecipient is authorized to sell the property or equipment, proper sales procedures must be established to ensure the highest possible return.
- vii. Subrecipient agrees to comply with 2 CFR 200.313 pertaining to use and disposal of equipment purchased with Grant Funds, including when original or replacement equipment acquired with Grant Funds is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency.
- viii. Subrecipient shall require its contractors to use property and equipment management requirements that meet or exceed the requirements provided herein applicable to all property and equipment purchased with Grant Funds.
- ix. Subrecipient shall, and shall require its contractors to, retain the records described in this Section 9.b. for a period of six years from the date of the disposition or replacement or transfer at the discretion of OEM. Title to all property and equipment purchased with Grant Funds shall vest in Subrecipient if Subrecipient provides written certification to OEM that it will use the property and equipment for purposes consistent with the State Homeland Security Program.

- c. **Subagreement indemnity; insurance.** Subrecipient's subagreement(s) shall require the other party to such subagreements(s) that is not a unit of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless OEM and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the other party to Subrecipient's subagreement or any of such party's officers, agents, employees or subcontractors ("Claims"). It is the specific intention of the Parties that OEM shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of OEM, be indemnified by the other party to Subrecipient's subagreement(s) from and against any and all Claims.

Any such indemnification shall also provide that neither Subrecipient's contractor(s) nor any attorney engaged by Subrecipient's contractor(s) shall defend any claim in the name of OEM or any agency of the State of Oregon (collectively "State"), nor purport to act as legal representative of the State or any of its agencies, without the prior written consent of the Oregon Attorney General. The State may, at any time at its election, assume its own defense and settlement in the event that it determines that Subrecipient's contractor is prohibited from defending State or that Subrecipient's contractor is not adequately defending State's interests, or that an important governmental principle is at issue or that it is in the best interests of State to do so. State reserves all rights to pursue claims it may have against Subrecipient's contractor if State elects to assume its own defense.

Subrecipient shall require the other party, or parties, to each of its subagreements that are not units of local government as defined in ORS 190.003 to obtain and maintain insurance of the types and in the amounts provided in Exhibit C to this Agreement.

## 10. Termination

- a. **Termination by OEM.** OEM may terminate this Agreement effective upon delivery of written notice of termination to Subrecipient, or at such later date as may be established by OEM in such written notice, if:
- i. Subrecipient fails to perform the Project within the time specified herein or any extension thereof or commencement, continuation or timely completion of the Project by Subrecipient is, for any reason, rendered improbable, impossible, or illegal; or
  - ii. OEM fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow OEM, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement; or
  - iii. Federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement; or
  - iv. The Project would not produce results commensurate with the further expenditure of funds; or
  - v. Subrecipient takes any action pertaining to this Agreement without the approval of OEM and which under the provisions of this Agreement would have required the approval of OEM.

- vi. OEM determines there is a material misrepresentation, error or inaccuracy in Subrecipient's application.
- b. Termination by Subrecipient.** Subrecipient may terminate this Agreement effective upon delivery of written notice of termination to OEM, or at such later date as may be established by Subrecipient in such written notice, if:
  - i. The requisite local funding to continue the Project becomes unavailable to Subrecipient; or
  - ii. Federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement.
- c. Termination by Either Party.** Either Party may terminate this Agreement upon at least ten days notice to the other Party and failure of the other Party to cure within the ten days, if the other Party fails to comply with any of the terms of this Agreement.
- d. Settlement upon Termination.** Immediately upon termination under Sections 10.a.i, v., or vi, no Grant Funds shall be disbursed by OEM and Subrecipient shall return to OEM Grant Funds previously disbursed to Subrecipient by OEM in accordance with Section 6.d and the terminating party may pursue additional remedies in law or equity. Termination of this Agreement does not relieve Subrecipient of any other term of this Agreement that may survive termination, including without limitation Sections 11.a and c.

## 11. GENERAL PROVISIONS

- a. Contribution.** To the extent authorized by law, Subrecipient shall defend (subject to ORS chapter 180), indemnify, save and hold harmless OEM and its officers, employees and agents from and against any and all claims, suits, actions, proceedings, losses, damages, liability and court awards including costs, expenses, and attorneys' fees incurred related to any actual or alleged act or omission by Subrecipient, or its employees, agents or contractors. This Section shall survive expiration or termination of this Agreement.
- b. Dispute Resolution.** The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation. Each party shall bear its own costs incurred under this Section 11.b.
- c. Responsibility for Grant Funds.** Subrecipient, pursuant to this Agreement with OEM, shall assume sole liability for its breach of the conditions of this Agreement, and shall, upon its breach of conditions that causes or requires OEM to return funds to DHS or FEMA, hold harmless and indemnify OEM for an amount equal to the funds received under this Agreement; or if legal limitations apply to the Subrecipient's indemnification ability, the indemnification amount shall be the maximum amount of funds available to Subrecipient for expenditure, including any available contingency funds or other available non-appropriated funds, up to the amount received under this Agreement.



- d. **Amendments.** This Agreement may be amended or extended only by a written instrument signed by both Parties and approved as required by applicable law.
- e. **Duplicate Payment.** Subrecipient is not entitled to compensation or any other form of duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Oregon or the United States of America or any other party, organization or individual.
- f. **No Third Party Beneficiaries.** OEM 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 or indirectly, to a third person unless such a third person is individually identified by name herein and expressly described as an intended beneficiary of the terms of this Agreement.

Subrecipient acknowledges and agrees that the Federal Government, absent express written consent by the Federal Government, is not a party to this Agreement and shall not be subject to any obligations or liabilities to Subrecipient, contractor or any other party (whether or not a party to the Agreement) pertaining to any matter resulting from the this Agreement.

- g. **Notices.** Except as otherwise expressly provided in this Section, any communications between the parties hereto or notice to be given hereunder shall be given in writing by personal delivery, facsimile, email or mailing the same by registered or certified mail, postage prepaid to Subrecipient or OEM at the appropriate address or number set forth on the signature page of this Agreement, or to such other addresses or numbers as either party may hereafter indicate pursuant to this Section. Any communication or notice so addressed and sent by registered or certified mail shall be deemed delivered upon receipt or refusal of receipt. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine. Any communication or notice by personal delivery shall be deemed to be given when actually delivered. Any communication by email shall be deemed to be given when the recipient of the email acknowledges receipt of the email. The parties also may communicate by telephone, regular mail or other means, but such communications shall not be deemed Notices under this Section unless receipt by the other party is expressly acknowledged in writing by the receiving party.
- h. **Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by, construed in accordance with, and enforced under the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between OEM (or any other agency or department of the State of Oregon) and Subrecipient that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. Each party hereby consents to the exclusive jurisdiction of the Circuit Court of Marion County in the State of Oregon, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

- i. **Compliance with Law.** Subrecipient shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Agreement or to the implementation of the Project, including without limitation as described in Exhibit B.
- j. **Insurance; Workers' Compensation.** All employers, including Subrecipient, that employ subject workers who provide services in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126. Employer's liability insurance with coverage limits of not less than \$500,000 must be included. Subrecipient shall ensure that each of its subrecipient(s), contractor(s), and subcontractor(s) complies with these requirements.
- k. **Independent Contractor.** Subrecipient shall perform the Project as an independent contractor and not as an agent or employee of OEM. Subrecipient has no right or authority to incur or create any obligation for or legally bind OEM in any way. Subrecipient acknowledges and agrees that Subrecipient is not an "officer", "employee", or "agent" of OEM, as those terms are used in ORS 30.265, and shall not make representations to third parties to the contrary.
- l. **Severability.** If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.
- m. **Counterparts.** This Agreement may be executed in two or more counterparts (by facsimile or otherwise), each of which is an original and all of which together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.
- n. **Integration and Waiver.** This Agreement, including all Exhibits and referenced documents, constitutes the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. The delay or failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by that Party of that or any other provision. Subrecipient, by the signature below of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

**THE PARTIES**, by execution of this Agreement, hereby acknowledge that each Party has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

SIGNATURE PAGE TO FOLLOW

**Jefferson County**

By \_\_\_\_\_

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

Date \_\_\_\_\_

**APPROVED AS TO LEGAL SUFFICIENCY**  
(If required for Subrecipient)

By \_\_\_\_\_  
Subrecipient's Legal Counsel

Date \_\_\_\_\_

**Subrecipient Program Contact:**  
Jason Pollock  
Sheriff  
Jefferson County Sheriff's Office  
675 NW Cherry Lane, Madras, OR 97741  
541-475-6520  
jpollocksheriff@jcsso.jeffersoncountyOR.gov

**Subrecipient Fiscal Contact:**  
Debbie Miles  
Business Manager  
Jefferson County Sheriff's Office  
675 NW Cherry Lane, Madras, OR 97741  
541-475-6520  
dmiles@jcsso.law

**STATE OF OREGON**, acting by and through its  
Department of Emergency Management

By \_\_\_\_\_

Name \_\_\_\_\_  
(printed)  
Preparedness Section Manager, OEM

Date \_\_\_\_\_

**APPROVED AS TO LEGAL SUFFICIENCY**  
10/17/23

**OEM Program Contact:**  
Kevin Jeffries  
Grants Coordinator  
Oregon Department of Emergency Management  
PO Box 14370  
Salem, OR 97309-5062  
Phone: 503-378-3661  
Email: kevin.jeffries@oem.oregon.gov

**OEM Fiscal Contact:**  
Yu Chen  
Grants Accountant  
Oregon Department of Emergency Management  
PO Box 14370  
Salem, OR 97309-5062  
503-378-3734  
yu.chen@oem.oregon.gov

## EXHIBIT A

### Project Description and Budget

#### I. Project Description

Scope of work: This project will fund the purchase of P25 compliant, Tri-band handheld radios for Jefferson County public safety personnel.

Core Capability Addressed: On-scene Security, Protection, Law Enforcement

Investment Justification: Emergency Communications

#### II. Budget

Grant Funds: \$32,019

**Total Budget: \$32,019**

Equipment \$32,019

**Total (Grant) \$32,019**

## EXHIBIT B

### Federal Requirements and Certifications

#### **I. General.**

Subrecipient agrees to comply with all federal requirements applicable to this Agreement. Those federal requirements include, without limitation, financial management and procurement requirements; requirements for maintaining accounting and financial records in accordance with Generally Accepted Accounting Principles (GAAP); and all other financial, administrative, and audit requirements as set forth in the most recent versions of the Code of Federal Regulations (CFR), Department of Homeland Security (DHS) program legislation, and DHS/Federal Emergency Management Agency (FEMA) program regulations and requirements. References below to “recipient” include Subrecipient.

#### **1 - Hotel and Motel Fire Safety Act of 1990**

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. section 2225a, recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, (codified as amended at 15 U.S.C. section 2225.)

#### **2 - Duplication of Benefits**

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

#### **3 - Fly America Act of 1974**

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. section 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. section 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942. Article XXXVI - Reporting of Matters Related to Recipient Integrity and Performance If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

#### **4 - Lobbying Prohibitions**

Recipients must comply with 31 U.S.C. section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt 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 any

federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

#### **5 - False Claims Act and Program Fraud Civil Remedies**

Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. sections 3729-3733, which prohibit the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. sections 3801-3812, which details the administrative remedies for false claims and statements made.)

#### **6 - Federal Debt Status**

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

#### **7 - Nondiscrimination in Matters Pertaining to Faith-Based Organizations**

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

#### **8 - Disposition of Equipment Acquired Under the Federal Award**

When original or replacement equipment acquired under this award by the recipient or its subrecipients is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313.

#### **9 - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX**

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at C.F.R. Part 17 and 44 C.F.R. Part 19.

#### **10 – Copyright**

Recipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

#### **11 - Reporting Subawards and Executive Compensation**

Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

#### **12 - Use of DHS Seal, Logo and Flags**

Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United

States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

### **13 - Whistleblower Protection Act**

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C section 2409,

## **II Other Applicable Federal Regulations**

### **1 - Limited English Proficiency (Civil Rights Act of 1964, Title VI)**

Recipients must comply with Title VI of the *Civil Rights Act of 1964*, (42 U.S.C. section 2000d *et seq.*) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-peoplelimited> and additional resources on <http://www.lep.gov>.

### **2- Universal Identifier and System of Award Management**

Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

### **3 - Americans with Disabilities Act of 1990**

Recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101- 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

### **4 - SAFECOM**

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

### **5 - Rehabilitation Act of 1973**

Recipients must comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*, Pub. L. 93-112 (1973), (codified as amended at 29 U.S.C. section 794,) which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

### **6 - National Environmental Policy Act**

Recipients must comply with the requirements of the *National Environmental Policy Act of 1969 (NEPA)*, Pub. L. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 *et seq.*) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

**7 - Acknowledgement of Federal Funding from DHS**

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

**8 - USA PATRIOT Act of 2001**

Recipients must comply with requirements of Section 817 of the *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001* (USA PATRIOT Act), Pub. L. No. 107-56, which amends 18 U.S.C. sections 175-175c.

**9 - Age Discrimination Act of 1975**

Recipients must comply with the requirements of the *Age Discrimination Act of 1975*, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 *et seq.*), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

**10 - Civil Rights Act of 1964 - Title VI**

Recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* (codified as amended at 42 U.S.C. section 2000d *et seq.*), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

**11 - RESERVED****12 - Notice of Funding Opportunity Requirements**

All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

**13 - Trafficking Victims Protection Act of 2000 (TVPA)**

Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. section 7104. The award term is located at 2 C.F.R. section 175.15, the full text of which is incorporated here by reference.

**14- Acceptance of Post Award Changes**

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to [ASK-GMD@fema.dhs.gov](mailto:ASK-GMD@fema.dhs.gov) if you have any questions.

**15 - Non-Supplanting Requirement**

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

**16 - Drug-Free Workplace Regulations**

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the *Drug-Free Workplace Act of 1988* (41 U.S.C. sections 8101-8106).



#### **16 - Federal Leadership on Reducing Text Messaging while Driving**

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

#### **17 - Environmental Planning and Historic Preservation (EHP) Review**

DHS/FEMA funded activities that may require an EHP review are subject to the FEMA Environmental Planning and Historic Preservation (EHP) review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state, and local laws.

DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/ FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders. To access the FEMA EHP screening form and instructions, go to the DHS/FEMA website at:

<https://www.fema.gov/media-library/assets/documents/90195>. In order to initiate EHP review of your project(s), you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive order, regulations, and policies. If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archeological resources are discovered, applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

#### **18 - Best Practices for Collection and Use of Personally Identifiable Information**

Recipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance at [http://www.dhs.gov/xlibrary/assets/privacy/privacy\\_pia\\_guidance\\_june2010.pdf](http://www.dhs.gov/xlibrary/assets/privacy/privacy_pia_guidance_june2010.pdf) and Privacy Template at [https://www.dhs.gov/sites/default/files/publications/privacy\\_pia\\_template\\_2017.pdf](https://www.dhs.gov/sites/default/files/publications/privacy_pia_template_2017.pdf) as useful resources respectively.

#### **19 - Civil Rights Act of 1968**

Recipients must comply with Title VIII of the *Civil Rights Act of 1968*, Pub. L. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 *et seq.*), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

#### **20- Debarment and Suspension**

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3000. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

**21 - Activities Conducted Abroad**

Recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

**22- Energy Policy and Conservation Act**

Recipients must comply with the requirements of the *Energy Policy and Conservation Act*, Pub. L. 94-163 (1975) (codified as amended at 42 U.S.C. section 6201 *et seq.*), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

**23 - Procurement of Recovered Materials**

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965), (codified as amended by the *Resource Conservation and Recovery Act*, 42 U.S.C. section 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

## EXHIBIT C

### Subagreement Insurance Requirements

#### GENERAL.

Subrecipient shall require in its first tier subagreements with entities that are not units of local government as defined in ORS 190.003, if any, to: i) obtain insurance specified under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, "TAIL" COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance under the subagreement commences; and ii) maintain the insurance in full force throughout the duration of the subagreement. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to OEM. Subrecipient shall not authorize work to begin under subagreements 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 the subagreement permitting it to enforce compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. In no event shall Subrecipient permit work under a subagreement when Subrecipient is aware that the contractor is not in compliance with the insurance requirements. As used in this section, "first tier" means a subagreement in which Subrecipient is a Party.

#### TYPES AND AMOUNTS.

i. **WORKERS COMPENSATION.** Insurance in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers' compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Employers' liability insurance with coverage limits of not less than \$500,000 must be included.

ii. **COMMERCIAL GENERAL LIABILITY.**

Commercial General Liability Insurance covering bodily injury, death, and property damage in a form and with coverages that are satisfactory to OEM. This insurance shall include personal injury liability, products and completed operations. Coverage shall be written on an occurrence form basis, with not less than the following amounts as determined by OEM:

**Bodily Injury, Death and Property Damage:**

Not less than \$1,000,000 per occurrence, (for all claimants for claims arising out of a single accident or occurrence) and an annual aggregate limit of not less than \$2,000,000.

iii. **AUTOMOBILE Liability Insurance: Automobile Liability.**

Automobile Liability Insurance covering all owned, non-owned and hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for "Commercial General Liability" and "Automobile Liability"). Automobile Liability Insurance must be in not less than the following amounts as determined by OEM:

**Bodily Injury, Death and Property Damage:**

Not less than \$1,000,000 per occurrence (for all claimants for claims arising out of a single accident or occurrence) and an annual aggregate limit of not less than \$2,000,000.

**ADDITIONAL INSURED.** The Commercial General Liability Insurance and Automobile Liability insurance must include OEM, its officers, employees and agents as Additional Insureds but only with respect to the contractor's activities to be performed under the subagreement. Coverage must be primary and non-contributory with any other insurance and self-insurance.

**"TAIL" COVERAGE.** If any of the required insurance policies is on a "claims made" basis, such as professional liability insurance, the contractor shall maintain either "tail" coverage or continuous "claims made" liability coverage, provided the effective date of the continuous "claims made" coverage is on or before the effective date of the subagreement, for a minimum of 24 months following the later of : (i) the contractor's completion and Subrecipient's acceptance of all Services required under the subagreement or, (ii) the expiration of all warranty periods provided under the subagreement. Notwithstanding the foregoing 24-month requirement, if the contractor elects to maintain "tail" coverage and if the maximum time period "tail" coverage reasonably available in the marketplace is less than the 24-month period described above, then the contractor may request and OEM may grant approval of the maximum "tail" coverage period reasonably available in the marketplace. If OEM approval is granted, the contractor shall maintain "tail" coverage for the maximum time period that "tail" coverage is reasonably available in the marketplace.

**NOTICE OF CANCELLATION OR CHANGE.** The contractor or its insurer must provide 30 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).

**CERTIFICATE(S) OF INSURANCE.** Subrecipient shall obtain from the contractor a certificate(s) of insurance for all required insurance before the contractor performs under the subagreement. The certificate(s) or an attached endorsement must specify: i) all entities and individuals who are endorsed on the policy as Additional Insured and ii) for insurance on a "claims made" basis, the extended reporting period applicable to "tail" or continuous "claims made" coverage. **INSURANCE REQUIREMENT REVIEW.** Subrecipient agrees to periodic review of insurance requirements by OEM under this Agreement and to provide updated requirements as mutually agreed upon by OEM and Subrecipient.

**OEM ACCEPTANCE.** All insurance providers are subject to OEM acceptance. If requested by OEM, Subrecipient shall provide complete copies of its contractors' insurance policies, endorsements, self-insurance documents and related insurance documents to OEM's representatives responsible for verification of the insurance coverages required under this Exhibit C.

**Exhibit D**  
**Information required by 2 CFR 200.332(a)**

- I. Federal Award Identification:
  - (i) Sub-recipient name (which must match registered name in Sam.gov): Jefferson County
  - (ii) Sub-recipient's Unique Entity Identifier (UEI): PZ2MUEELHTG7
  - (iii) Federal Award Identification Number (FAIN): EMW-2023-SS-00004
  - (iv) Federal Award Date: September 1, 2023
  - (v) Sub-award Period of Performance Start and End Date: From October 1, 2023, to September 30, 2025
  - (vi) Sub-award Budget Period Start and End Date: From October 1, 2023, to September 30, 2025
  - (vii) Amount of Federal Funds Obligated by this Agreement \$32,019
  - (viii) Total Amount of Federal Funds Obligated to the Subrecipient by the pass-through entity including this agreement \*: \$32,019
  - (ix) Total Amount of Federal Award committed to the Subrecipient by the pass-through entity: \$32,019
  - (x) Federal award project description: State Homeland Security Program Grant plays an important role in the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation.
  - (xi) (a) Name of Federal awarding agency: U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA)  
 (b) Name of Pass-through entity: Oregon Department of Emergency Management  
 (c) Contact information for awarding official: Erin McMahon, Director – Oregon Department of Emergency Management, PO Box 14370, Salem, OR 97309-5062
  - (xii) Assistance Listings Number and Title: 97.067 Homeland Security Grant Program  
 Amount: \$ 8,647,500.00
  - (xiii) Is Award R&D? No
  - (xiv) Indirect cost rate for the Federal award: 0%

2. Subrecipient's indirect cost rate: 0%

\*The Total amount of Federal Funds Obligated to the Subrecipient by the pass-through entity is the Total Amount of Federal Funds Obligated to the Subrecipient by the pass-through entity during the current fiscal year

BEFORE THE BOARD OF THE COUNTY COMMISSIONERS  
FOR THE COUNTY OF JEFFERSON

SALARY CHANGE

IN THE MATTER OF SETTING THE  
COMPENSATION OF AN EMPLOYEE

}  
}

SALARY ORDER NO. \_\_\_\_\_

Employee Name:

Position Title:

Mitch Turner.

SRO/ Marine

Department: Jefferson County Sheriff

Effective Date: 09/05/2023

Reason:  
Switch from Marine/ GF to SRO/ Marine  
Moving GL line to 101-125-510-1043 Wages stay the same.

DESCRIPTION	CURRENT	REQUEST
Hourly Rate	39.28	39.28
Monthly Wage	6,834.72	6,834.72
Grade	PD1	PD1
Step	6	6
Salary Matrix/PERS Class	Matrix B	Matrix B
Benefit Group	LEA	LEA
Applicable Benefits & Other Terms	Remain the same	
Employee Signature		

APPROVED, ADOPTED, AND ORDERED this \_\_\_\_\_ day of \_\_\_\_\_,

ATTEST:

BOARD OF COMMISSIONERS

Department Director: \_\_\_\_\_

Commissioner, Chair: \_\_\_\_\_

Finance Director: \_\_\_\_\_

Commissioner: \_\_\_\_\_

County Administrative Officer: \_\_\_\_\_

Commissioner: \_\_\_\_\_

GL BUDGET LINE ITEM: \_\_\_\_\_ - 510 - \_\_\_\_\_ SALARY ANNIVERSARY DATE: \_\_\_\_\_

## Jefferson County

## Position Description

Position: <b>School Resource Officer/ Marine Patrol Deputy</b>	FLSA: <b>Non-exempt</b>
Department: <b>Sheriff's Office</b>	Salary Grade: <b>PD</b>
Bargaining Unit: <b>Sheriff's Office</b>	Status: <b>Full Time</b>

**Summary**

A School and Marine Deputy is a sworn police officer as defined by ORS and the Department of Public Safety Standards and Training. This is a patrol deputy position assigned by the Sheriff to school and marine patrol and is located at Jefferson County school facilities during the school year and in the Marine Division during the marine season.

**Distinguishing Characteristics**

A School and Marine Deputy works under the direct supervision of the Patrol Sergeant and the Sheriff. Employees serve a twelve (12) month probationary period when first hired and/or when promoted to a new position. Continuation of employment will be dependent on the conduct of the appointee and his/her fitness for the performance of the duties to which assigned, as indicated by the quality of his/her work and by reports and recommendations of his/her supervising officers. If, during that period, the appointee proves unfit, he/she may be dismissed from the service by the Sheriff. This position may be assigned to work out of any of the department's sheriff stations/locations. Deputies must be willing to workday shift, swing shift or graveyard assignments including weekends and holidays. While work is generally routine, it may be performed in stressful situations. Activities are reviewed for adequacy of judgment, compliance with rules and regulations, policy and procedures and achievement of results consistent with goals and objectives. Must be free from the conviction of a crime other than a minor traffic violation. Dishonorable or undesirable discharge from the military is cause for disqualification. Requires comprehensive background check. Must be at least 21 years old. NOTICE: As a condition of employment or continued employment for the Jefferson County Sheriff's Office, applicants and employees must meet and maintain the work performance standards set forth in this Position Description and possess the following skills, certifications, education and other requirements as specified in the Sheriff's Policy and Procedures Manual, the Jefferson County Personnel Policies and Procedures Manual and any other applicable collective bargaining agreement.

**Essential Duties and Responsibilities**

Marine Patrol (will likely be June to September)

- Provide law enforcement, boating safety and tourist information on and adjacent to all major waterways in Jefferson County.
- Issue citations, make arrests, and transport arrestees.
- Investigate boating accidents and preserve crime scenes.
- Interview complainants and informants and write reports.
- Perform search and rescue and administer first aid as necessary.
- Launch and retrieve boats, drive vehicles and boats.
- Maintain vehicles, boats and boat trailers, including all safety equipment.
- Place and retrieve navigational and safety equipment on waterways.

School Resource Officer (typically September to June)

- To preserve the public peace; to protect life and property; to prevent crime; to arrest violators of the law and the proper enforcement of all the laws and ordinances and accomplish that end intelligently and effectively.
- Performs security patrols and law enforcement functions at Jefferson County area school campuses and facilities.

- Works an assigned detail using own judgment in deciding course of action, being expected to provide proper initial response to difficult and emergency situations while requesting assistance from regular patrol officers as required and maintaining communication as necessary with on duty supervisor.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances; preserves evidence. Arrests violators as situation may require. Summons ambulances, other law enforcement and other emergency vehicles to assist with injured persons.
- Primary duty is to preserve peace and safety, investigate minor criminal incidents and assist full-time police officers with more serious criminal incidents.
- Prepares required reports and records, which may include officer's daily log. May participate in the investigation of criminal law violations occurring at or around Jefferson County area schools, assists in obtaining evidence and compiling information; testifying in court, and other related activities regarding these crimes.

#### General Responsibilities

- Train other employees in specific areas of expertise. Familiarize new employees in departmental policies and procedures, the geographical and cultural characteristics of the assigned area, and in general methods to use in various situations.
- To be ready at all times to answer calls, render assistance to the public and obey the orders of his/her supervisors.
- Protect the rights of those persons with whom there is contact, as provided in the Constitution of the United States and the laws of the State of Oregon and the County.
- Accountable for the good order of his/her assigned duty area and shall keep such regular hours as may be prescribed by his/her supervisor.
- Unless otherwise directed, he/she shall be present at his/her assigned duty area, punctually at the specified time and place; properly uniformed and equipped.
- Pay careful attention to dispatches and to orders and instructions issued by his/her supervisor.
- Investigate all traffic accidents that are assigned to him/her and shall initially investigate as assigned or report all crimes that occur in his/her area.
- Interview complainants or informants.
- Appear in Court; must be able to render credible testimony in a court of law, must not have a record of untruthfulness, bias, or commission of crimes.
- Secure names, address and such other information that is necessary to complete required police reports.
- Be thoroughly familiar with the County, including the routes of bus lines, the location of streets, public buildings and points of interest, courts, transportation offices and depots, highways, and boundaries thereof and the County; the boundaries of and location of City, County and State institutions, as will enable him/her to render intelligent and helpful information and assistance.
- He/She shall, while working his/her assigned area, report leaking pipes, gas mains, sewers, streetlights out, power lines down, traffic lights or signs in need of repair.
- Observe anything likely to prove dangerous or a public nuisance or inconvenience to the public; he/she shall remedy it if possible or report it without delay.
- Report, immediately, dangerous condition of streets, sidewalks, or other county property.
- All such conditions shall be called to the attention of the department orally and on a written memo.
- He/she shall not conceal himself, except when so assigned for investigative purposes.
- He/she shall be constantly alert and keep vigilant watch for fires and offenses against persons, property and the public peace.
- He/she shall at all times, when in uniform, keep his/her badge and name plate in sight and give his/her name and identification number in a respectful manner when requested.
- Possess excellent verbal, written and arithmetic skills necessary to effectively and efficiently complete required report writing and deliver accurate testimony in a cogent fashion.
- At all times while on duty, he/she shall have in his/her possession his/her Identification card and his/her valid Oregon driver's license.
- Meet Performance Measures established by the Sheriff.
- Perform other duties as assigned that support the overall objective of the position.



- Possess excellent interpersonal and communicative skills and work within and maintain a cooperative and effective working relationship with other Sheriff Department employees.
- Regular attendance is an essential function of the position.

## **Qualifications**

### **Knowledge and Skills**

Must have a working knowledge of all laws and ordinances in Jefferson County and the State of Oregon relating to criminal acts; a working knowledge of boats, boat safety, engine mechanics and vehicle mechanics; a working knowledge of the proper and safe use of duty weapons. Must possess excellent verbal, written and arithmetic skills. Must have excellent public relations skills.

### **Abilities**

Must be able to use computer workstation to write various reports and letters. Must be able to use a variety of modern electronic equipment, including laptop or portable computers, handheld gps, digital cameras, e-mail and voice mail. Must be familiar with and able to use a variety of specialty software including Sheriff department proprietary report writing software, Microsoft Word, and Microsoft Excel. Must have the ability to develop skill in the use and care of a variety of firearms and related mechanical and electrical equipment; must have the ability to develop skill in the use and care of Sheriff Department Patrol vehicles. Must possess and exercise the ability to meet and deal with the public in an effective and courteous manner. Will be required, on occasion, to attend training and meetings away from normal duty station. Training will require out of town (and County) travel and overnight(s) stays.

Must be able to attend various training and understand and apply various laws and ordinances including boating laws, criminal code, State Park Violations, game code, vehicle code and Jefferson County Ordinances.

Ability to relate and communicate with students, staff and members of the public in an educational environment and demonstrate the necessary tact and restraint within such environments. Ability to respond effectively to a high-stress crisis incident, which may include violence in and around schools.

### **Physical Abilities**

Must be 21 years old.

Requires sufficient hand/eye coordination to operate sheriff equipment, weapons and apparatus, computer keyboard and recognize words and numbers, and other abilities as prescribed by the Board of Public Safety Standards and Training. Visual acuity necessary for performing necessary tasks including normal color discrimination, binocular coordination, peripheral vision. Hearing range within the standards set by the Department of Safety Standards and Training. Requires speech and auditory abilities sufficient to carry on conversations and project voice among large crowds.

Ambulatory ability to walk at work; subdue resistive or combative individual(s); work in a variety of indoor and outdoor environments, including adverse weather conditions, rain, high temperatures, cool temperatures, bright sun, overcast conditions, poor lighting conditions and at night; ability to stand, walk and run on uneven surfaces; sit and/or stand for several hours while driving a boat; drive a Sheriff's vehicle; launch and retrieve a boat; lift and carry at least 80 lbs; ability to swim and must be able to pass OSMB swim standard.

Must be free of any physical, emotional or mental condition that may affect job performance. This position requires a post offer physical capacity test based on this job description.

## **Education and Experience**

Minimum of a High School Diploma (Associate's, bachelor's degree or equivalent Oregon Law Enforcement certification. (Basic, intermediate, or advanced) in criminal justice or similar discipline preferred) and demonstrate considerable reasoning skill.

**Licenses and Certificates**

A valid Oregon driver's license with an acceptable driving record. Must possess or be able to acquire, within 12 months of initial appointment, a Basic DPSST certification. Must have completed or be able to successfully complete the Marine Academy within one year of the appointment.

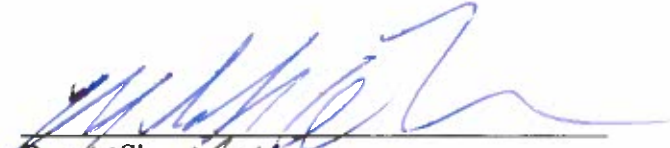

**Working Conditions**

Work is performed indoors and outdoors. Work will be physical in nature and require the ability to walk, climb, run and carry or move inanimate objects up to 60 pounds.

**Probationary Conditions**

This position is based on the successful completion of a twelve-month probationary period.

Modified on: April 15, 2023

 _____ Deputy Signature	<u>11/20/23</u> Date Signed
 _____ Supervisor Signature	<u>11/20/2023</u> Date Signed

## EMPLOYMENT AGREEMENT

This Agreement is entered into between Jefferson County, a political subdivision of the State of Oregon, by and through the Chair of the Board of County Commissioners, hereinafter "County", and Ben Toops, hereinafter referred to as "Employee."

### **Section 1 Employment**

For and in consideration of the salary and other benefits provided to Employee as hereafter more particularly described, Employee agrees to appointment as Patrol Sergeant for the Jefferson County Sheriff's Office, and to carry out all duties imposed by the County Sheriff as set forth and contained in the job description for said position, attached hereto and by this reference incorporated herein, subject to modification by the County in its discretion, and to such other duties as the County may hereafter assign.

### **Section 2 Term of Agreement, Termination, Severance Pay**

A. The term of this agreement shall commence on October 21, 2023 and shall continue in full force and effect thereafter until terminated by either party. The anniversary date for performance evaluations and computation of any salary step increases, if eligible, shall be October 21 of each calendar year. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the County to terminate the services of Employee at any time and for any reason the County deems appropriate and sufficient. Notwithstanding any other County policy or provision to the contrary, Employee shall at all times be terminable at will in the complete discretion of the County.

B. Notice of Resignation. Employee is required to provide the County with 30 days advance written notice of intent to resign. Failure to provide such notice will result in forfeiture of accrued, but unused, vacation leave for which Employee will not receive payment upon termination of employment.

C. Severance Pay. If Employee is terminated by the County for any reason other than those set forth below, Employee shall be entitled to the equivalent of 1 month salary as severance pay in complete settlement of all claims against the County, but subject to other obligations set forth herein or as otherwise required by law for payment of unused vacation time or other accrued benefits. County shall have no obligation for severance pay in the event Employee is terminated for malfeasance in office or willful or wanton neglect of the duties and responsibilities assigned by the County; conviction of any crime that in the sole discretion of the County would reflect negatively upon Jefferson County; or violation of any ethical standard or policy imposed by the State of Oregon or Jefferson County.

### **Section 3 Compensation**

A. Salary. For the position of Patrol Sergeant, County shall pay to Employee, and Employee hereby accepts as full payment for services rendered herein, compensation at the rate of Salary

Grade 28, Step 15. The County will pay the "employee share", currently 6% of salary to PERS, per Oregon statute.

B. Exempt Status. The salary shall be payable on a monthly basis at the same time and under the same conditions as other employees of Jefferson County are paid. This position is classified as "exempt" under the Fair Labor Standards Act (FLSA) and is exempt from all collective bargaining agreements.

#### **Section 4 Benefits Generally**

A. Except as otherwise provided herein, during the term of this contract, the fringe benefit provisions of the Jefferson County Personnel Policies and Procedures shall apply to Employee, including those pertaining to vacation, sick leave, retirement, medical and dental insurance, holidays and other fringe benefits as they now exist, or may be hereafter be amended in the manner as they would apply to other non-represented employees of Jefferson County; however, Employee shall not be entitled to Vacation Sell Back under Jefferson County Policy 310 and any policy governing vacation payout at termination that is inconsistent with this Agreement shall not apply.

B. Administrative Leave. The parties recognize that Employee must devote time outside of normal working hours to official business and the duties of the Patrol Sergeant position. For this reason, Employee shall receive 2 hours of administrative leave, to accrue on a monthly basis. Such administrative leave must be used within one year of its accrual or it is forfeited and in no circumstance shall the total accrued administrative leave exceed 24 hours. The County shall not be obligated to pay Employee for any unused administrative leave upon separation from employment with County. As Employee's position is classified exempt under the FLSA, Employee shall not be entitled to any other claim for compensation for any hours worked in excess of forty hours per week, except as provided in this Section.

#### **Section 5 Review**

The County may review the performance of Employee at any interval in their discretion, preferably at least annually. Employee recognizes and agrees that notwithstanding any other provisions of this agreement, Employee is employed at the pleasure of the County which has the right to terminate Employee at any time and for any reason in their sole discretion.

#### **Section 6 Waiver or Modification**

No waiver or modification of this Agreement or any part thereof shall be valid unless in writing and duly executed by the parties hereunder. No evidence of any waiver or modification shall be offered or received in evidence in any proceeding, arbitration, or litigation between the parties arising out of or affecting this Agreement or the rights or obligations of the parties hereto, unless such waiver or modification is in writing and duly executed by the parties.

**Section 7 Severability**


If any provision or portion thereof contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of the Agreement or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

**Section 8 Arbitration**

Any dispute or claim that arises out of or that relates to this Agreement, or that relates to the breach of this Agreement, or that arises out of or that is based upon the employment relationship (including any wage claim, any claim for wrongful termination, or any claim based upon any statute, regulation, or law, including those dealing with employment discrimination, sexual harassment, civil rights, age, or disabilities), including tort claims (except a tort that is a "compensable injury" under Workers' Compensation Law), shall be resolved by arbitration in accordance with the then effective arbitration rules of (and by filing a claim with) Arbitration Service of Portland, Inc., and judgment upon the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof. In the event arbitration is prohibited or unenforceable, Employee agrees to waive a jury trial for claims brought in court.

**Section 9 Governing Law**

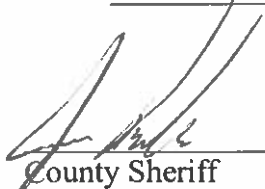
This contract shall be construed and interpreted for all purposes as executed in the State of Oregon, and subject to the laws of the State of Oregon.

  
\_\_\_\_\_  
Employee

Date: 11.14.2023

\_\_\_\_\_  
Commission Chair

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

  
\_\_\_\_\_  
County Sheriff

Date: 11/15/2023

JEFFERSON COUNTY NON-REPRESENTED SALARY 2023-2024 SALARY SCHEDULE

EFFECTIVE July 1, 2023

MATRIX A: NON OPSRP (Employer pays 6%)

Based on 2.65% increase and 174 monthly base hours

2% increase in between steps

Step	Grade	6	7	8	9	10	11	12	13	14	15
27	HR	36.46	37.19	37.93	38.69	39.46	40.25	41.06	41.88	42.72	43.57
	Monthly	6,344.04	6,471.06	6,599.82	6,732.06	6,866.04	7,003.50	7,144.44	7,287.12	7,433.28	7,581.18
28	HR	38.19	38.95	39.73	40.53	41.34	42.16	43.01	43.87	44.75	45.64
	Monthly	6,645.06	6,777.30	6,913.02	7,052.22	7,193.16	7,335.84	7,483.74	7,633.38	7,786.60	7,941.36
29	HR	40.02	40.82	41.64	42.47	43.32	44.19	45.07	45.97	46.89	47.83
	Monthly	6,963.48	7,102.68	7,245.36	7,391.78	7,537.68	7,689.06	7,842.18	7,998.78	8,158.86	8,322.42
30	HR	41.96	42.80	43.66	44.53	45.42	46.33	47.26	48.20	49.17	50.15
	Monthly	7,301.04	7,447.20	7,596.84	7,749.22	7,903.08	8,061.42	8,223.24	8,386.80	8,555.68	8,728.10
31	HR	44.02	44.90	45.80	46.71	47.65	48.60	49.57	50.56	51.58	52.61
	Monthly	7,659.48	7,812.60	7,969.20	8,127.54	8,291.10	8,456.40	8,625.18	8,797.44	8,974.92	9,154.14
32	HR	46.20	47.12	48.06	49.03	50.01	51.01	52.03	53.07	54.13	55.21
	Monthly	8,038.80	8,198.88	8,362.44	8,531.22	8,701.74	8,875.74	9,053.22	9,234.18	9,418.62	9,606.64
33	HR	48.51	49.48	50.47	51.48	52.51	53.56	54.63	55.72	56.83	57.97
	Monthly	8,440.74	8,609.52	8,781.78	8,957.78	9,136.64	9,319.54	9,506.74	9,698.42	9,894.92	10,096.78
34	HR	50.96	51.98	53.02	54.08	55.16	56.26	57.39	58.53	59.70	60.90
	Monthly	8,867.04	9,044.52	9,225.48	9,409.92	9,597.84	9,789.24	9,985.86	10,184.22	10,387.80	10,596.60
35	HR	53.56	54.63	55.72	56.83	57.97	59.13	60.31	61.52	62.75	64.00
	Monthly	9,319.44	9,505.52	9,695.28	9,888.42	10,086.78	10,288.62	10,493.94	10,704.48	10,918.50	11,136.00
36	HR	56.31	57.44	58.59	59.76	60.96	62.18	63.42	64.69	65.98	67.30
	Monthly	9,797.94	9,994.66	10,194.66	10,398.24	10,607.04	10,819.32	11,035.08	11,256.06	11,480.52	11,710.20
37	HR	59.24	60.43	61.64	62.87	64.13	65.41	66.72	68.05	69.41	70.80
	Monthly	10,307.76	10,514.82	10,725.36	10,939.38	11,158.62	11,381.34	11,609.28	11,843.70	12,077.34	12,319.20
38	HR	62.36	63.60	64.87	66.17	67.49	68.84	70.22	71.62	73.05	74.52
	Monthly	10,848.90	11,068.40	11,287.38	11,513.68	11,743.26	11,978.16	12,218.28	12,461.88	12,710.70	12,966.48
39	HR	65.66	66.97	68.31	69.68	71.07	72.49	73.94	75.42	76.93	78.46
	Monthly	11,424.84	11,652.78	11,885.94	12,124.32	12,366.18	12,613.26	12,865.56	13,123.08	13,385.82	13,652.04

Year-to-Year Application of Wage Adjustments: In order to keep a formulaic difference between salary grades and steps year-to-year, the annual salary is considered the 'base'. To determine the actual hourly rate, the annual wage is divided by 2,088 (174 hours times 12 months) and then rounded up to the nearest cent using MS Excel. Multiplying the hourly rate by 2,088 will likely be different than the actual annual base due to rounding. When double-checking COLAs, Step Differentials, or Salary Grade differentials, employees should use the annual salary amounts.

BEFORE THE BOARD OF THE COUNTY COMMISSIONERS  
FOR THE COUNTY OF JEFFERSON

IN THE MATTER OF SETTING THE }  
COMPENSATION OF AN EMPLOYEE } SALARY ORDER NO. \_\_\_\_\_

WHEREAS, a department Director has informed the Board of Commissioners of the need to employ an individual and set the compensation of said employee within that Department, and

WHEREAS, pursuant to ORS 204.116, the Board of Commissioners sets salaries and authorizes the employment of personnel.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT the following person be employed by Jefferson County, and the Board of Commissioners incorporate with this Order the particular details relevant to the employment of this person as set forth below:

Employee Name: Barry D. Wilson Offer Date: 10/11/2023 Start Date: 12/04/2023  
Position: Patrol/ Narcotics detective Department: Sheriff's Office Grade: 7 Step: 7+7.5  
Wages: Per Hour: 45.40 Per Month: 7899.60 Annual: 94,782.93 Hours per Week: 40  
Leave Benefits (hours per month): Vacation: 9.333 Sick: 8 Admin: \_\_\_\_\_ Wage Matrix: (A/B) B  
Probation Period: 12 mo Benefits Group: JCLEA Residency Required: (Yes/No) No

Other Benefits or conditions not stated above:

Detective position wages reflect 7.5% above Step 7.

This position IS  or IS NOT  exempt from overtime and/or compensatory time-off (pick one). A management or supervisory position is exempt from overtime and may be required to work more hours than specified as a condition of employment and will not be compensated for those extra hours.

I, Barry D. Wilson, accept the above tentative job offer terms and conditions of employment. I understand that this offer of employment constitutes the entire employment offer made by Jefferson County and that this job offer is not final until the Board of Commissioners approves this order. In accepting the offer of employment, I certify my understanding that employment will be on an at-will basis.

Employee Signature: \_\_\_\_\_ Date: 11/21/2023

APPROVED, ADOPTED, AND ORDERED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ATTEST: BOARD OF COMMISSIONERS  
Department Director: \_\_\_\_\_ Commissioner, Chair: \_\_\_\_\_  
Finance Director: \_\_\_\_\_ Commissioner: \_\_\_\_\_  
County Administrative Officer: \_\_\_\_\_ Commissioner: \_\_\_\_\_

PERS ENROLLMENT DATES: QUALIFYING \_\_\_\_\_ START \_\_\_\_\_  
GL BUDGET LINE ITEM: 101 - 125 - 510 - 1045 ANNIVERSARY DATE: 12/04/2023



## Oregon Criminal Justice Information Records Inquiry System (CJ IRIS)

**Wilson, Barry D.**      **ID: 50331**

Warm Springs Police Department

Status: Active

Rank: Detective

Level:

Class:

Assign:

Transcript

Certification						
Status Date	Certificate	Level	Status	Certificate Date	Expiration Date	Probation Date
11/8/2023	Police Officer	Intermediate	Granted	11/8/2023		
8/9/2019	Police Officer	Basic	Reactivatd	11/19/2013		

May not reflect most current data



## Jefferson County

## Position Description

Position: <b>Narcotics Detective (CODE)</b>	FLSA: <b>Non-exempt</b>
Department: <b>Sheriff's Office</b>	Salary Grade: <b>PD</b>
Bargaining Unit: <b>Sheriff's Office</b>	Status: <b>Full Time</b>

**Summary**

A Deputy Sheriff/ narcotics Detective (CODE) is a sworn police officer as defined by ORS and the Department of Public Safety Standards and Training.

The individual to be considered for this position must be able to pass a rigorous background investigation. He or She must have a minimum of (5) five years as a Certified Law Enforcement Officer. A narcotics Detective investigates and apprehends persons suspected of illegal sale or use of narcotics. Their goal is to catch these criminals and convict them of their crimes and ensure that the community is kept safe.

**Distinguishing Characteristics**

A Deputy Sheriff/ narcotics Detective (CODE) works under the direct supervision of the Patrol Sergeant and the Sheriff. Employees serve a twelve (12) month probationary period when first hired and/or when promoted to a new position. Continuation of employment will be dependent on the conduct of the appointee and his/her fitness for the performance of the duties to which assigned, as indicated by the quality of his/her work and by reports and recommendations of his/her supervising officers. If, during that period, the appointee proves unfit, he/she may be dismissed from the service by the Sheriff. This position may be assigned to work out of any of the department's sheriff stations/locations. Deputies must be willing to work, day shift, swing shift or graveyard assignments including weekends and holidays. While work is generally routine, it may be performed in stressful situations. Activities are reviewed for adequacy of judgment, compliance with rules and regulations, policy and procedures and achievement of results consistent with goals and objectives. Must be free from the conviction of a crime other than a minor traffic violation. Dishonorable or undesirable discharge from the military is cause for disqualification. Requires comprehensive background check. Must be at least 21 years old. NOTICE: As a condition of employment or continued employment for the Jefferson County Sheriff's Office, applicants and employees must meet and maintain the work performance standards set forth in this Position Description and possess the following skills, certifications, education and other requirements as herein set forth as well as those other requirements specified in the Sheriff's Policy and Procedures Manual, the Jefferson County Personnel Policies and Procedures Manual and any other applicable collective bargaining agreement.

**Essential Duties and Responsibilities**

- To preserve the public peace; to protect life and property; to prevent crime; to arrest violators of the law and the proper enforcement of all the laws and ordinances and accomplish that end intelligently and effectively.
- Compiling identifying information on suspects charged with selling narcotics.
- Developing plans on how to catch the suspect.
- Gathering, verifying and assessing all appropriate and available information.

- Maintaining surveillance of suspects to detect their habit of working.
- Selecting the undercover officers best suited to contacting the suspect and purchasing narcotics
- Physical stamina, as they may have to chase or restrain suspects.
- Verbal communication skills, as narcotic officers will need to communicate clearly with other police officers/officers, witnesses, and the suspect.
- Written communication skills, as narcotics officers will need to write maintain written documents.
- Attention to detail, as narcotic officers must carefully examine all information to paint a complete picture and successfully track down the criminal.
- Leadership skills, as narcotic officers will have to instruct a team of police officers and other officers.
- Ability to remain calm in stressful situations, as narcotic officers will have to work in unpredictable environments. They will also need to be able to effectively lead teams under these circumstances too.
- Submitting written reports containing charges, available facts, and evidence to authorize getting a search warrant or wiretap.
- Participating in and conducting raids, searches, or arrests
- Appearing in court as a witness
- Instructing a team of other officers or police officers
- Patrols roads, highways, and business areas in assigned area, in the enforcement of traffic and criminal laws; responds to a variety of misdemeanor and felony reports.
- Investigates automobile accidents and crimes and makes reports; administers first-aid as needed; conducts investigations and interrogations, identify, collect, process evidence, take photographs, and take statements of offenders.
- Trains other employees in specific areas of expertise. Familiarize new employees in departmental policies and procedures, the geographical and cultural characteristics of the assigned area, and in general methods to use in various situations.
- To be ready at all times to answer calls, render assistance to the public and obey the orders of his/her supervisors.
- Protect the rights of those persons with whom there is contact, as provided in the Constitution of the United States and the laws of the State of Oregon and the County.
- Accountable for the good order of his/her assigned duty area and shall keep such regular hours as may be prescribed by his/her supervisor.
- Unless otherwise directed, he/she shall be present at his/her assigned duty area, punctually at the specified time and place; properly uniformed and equipped.
- Pay careful attention to dispatches and to orders and instructions issued by his/her supervisor.
- Investigate all traffic accidents that are assigned to him/her and shall initially investigate as assigned or report all crimes that occur in his/her area.
- Interviews complainants or informants.
- Secure names, address and such other information that is necessary to complete required police reports.
- Be thoroughly familiar with the County, including the routes of bus lines, the location of streets, public buildings and points of interest, courts, transportation offices and depots, highways, and boundaries thereof and the County; the boundaries of and location of City, County and State institutions, as will enable him/her to render intelligent and helpful information and assistance.
- He/She shall, while working his/her assigned area, report leaking pipes, gas mains, sewers, streetlights out, power lines down, traffic lights or signs in need of repair.
- Observe anything likely to prove dangerous or a public nuisance or inconvenience to the public; he/she shall remedy it if possible or report it without delay.

- Report, immediately, dangerous condition of streets, sidewalks, or other county property.
- All such conditions shall be called to the attention of the department orally and on a written memo.
- He/she shall not conceal himself, except when so assigned for investigative purposes.
- He/she shall be constantly alert and keep vigilant watch for fires and offenses against persons, property, and the public peace.
- He/she shall at all times, when in uniform, keep his/her badge and name plate in sight and give his/her name and identification number in a respectful manner when requested.
- Posses excellent verbal, written and arithmetic skills necessary to effectively and efficiently complete required report writing and deliver accurate testimony in a cogent fashion.
- At all times while on duty, he/she shall have in his/her possession his/her Identification card and his/her valid Oregon driver's license.
- Meet Performance Measures established by the Sheriff.
- Perform other duties as assigned that support the overall objective of the position.
- Possess excellent interpersonal and communicative skills and work within and maintain a cooperative and effective working relationship with other Sheriff Department employees.
- Regular attendance is an essential function of the position.

## **Qualifications**

### ▪ **Knowledge and Skills**

Requirements at this level include knowledge of the principles and techniques of investigation; of state and federal laws pertaining to controlled dangerous substances; of laws, court decisions, and rules pertaining to search and seizure, invasion of privacy, arrest, and rules of evidence; of the scope, applications, and interpretation of laws and regulations relating to investigating records, reports, and other documents; of laws and regulations relating to investigating, interviewing, and interrogating witnesses, suspects, and informants; and of firearm safety practices.

Must have a working knowledge of all laws and ordinances relating to criminal acts.

Must have a working knowledge of all laws of the State of Oregon and Jefferson County.

Must posses excellent verbal, written and arithmetic skills.

Possess the ability and willingness to carry a firearm and use deadly force as required;

Have and maintain physical and mental stamina to perform the work, as evidenced by a complete physical examination.

Possess a willingness to accept the physical discomforts and/or dangers inherent in the work.

Be accessible by phone 24 hours a day, 7 days a week with various periods of on call status.

Be willing to travel and occasionally be away from home for extended periods of time.

### ▪ **Abilities**

Must be able to use computer workstation to write various reports and letters. Must be able to use a variety of modern electronic equipment, including laptop or portable computers, handheld gps, digital cameras, e-mail, and voice mail. Must be familiar with and able to use a variety of specialty software including Sheriff department proprietary report writing software, Microsoft Word, and Microsoft Excel. Must have the ability to develop skill in the use and care of a variety of firearms and related mechanical and electrical equipment; must have the ability to develop skill in the use and care of Sheriff Department Patrol vehicles. Must possess and exercise the ability to meet and deal with

the public in an effective and courteous manner. Will be required, on occasion, to attend training and meetings away from normal duty station. Training will require out of town (and County) travel and overnight(s) stays.

▪ **Physical Abilities**

Must be 21 years old. Requires sufficient hand/eye coordination to operate sheriff equipment, weapons and apparatus; visual acuity necessary for performing necessary tasks including normal color discrimination, ambulatory ability to walk at work; ability to subdue resistive or combative individual. Requires speech and auditory abilities sufficient to carry on conversations and project voice among large crowds. Sufficient hand/eye coordination to operate a computer keyboard and recognize words and numbers, and other abilities as prescribed by the Board of Public Safety Standards and Training. Must be free of any physical, emotional or mental condition that may affect job performance. This position requires a post offer physical capacity test.

▪ **Education and Experience**

Minimum of a High School Diploma (Associate or Bachelor degree in Criminal Justice or similar discipline preferred) and demonstrate considerable reasoning skill.

▪ **Licenses and Certificates**

A valid Oregon driver's license with an acceptable driving record. Must possess or be able to acquire, within 12 months of initial appointment, a Basic DPSST certification

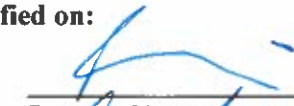

▪ **Working Conditions**

Work is performed indoors and outdoors. Work will be physical in nature and require the ability to walk, climb, run and carry or move inanimate objects up to 60 pounds.

▪ **Probationary Conditions**

This position is based on the successful completion of a twelve-month probationary period

Modified on:

  
\_\_\_\_\_  
Deputy Signature  
  
\_\_\_\_\_  
Supervisor Signature

10/11/2023  
Date Signed  
10/11/2023  
Date Signed

BEFORE THE BOARD OF THE COUNTY COMMISSIONERS  
FOR THE COUNTY OF JEFFERSON

IN THE MATTER OF SETTING THE  
COMPENSATION OF AN EMPLOYEE

}  
}

SALARY ORDER NO. \_\_\_\_\_

WHEREAS, a department Director has informed the Board of Commissioners of the need to employ an individual and set the compensation of said employee within that Department, and

WHEREAS, pursuant to ORS 204.116, the Board of Commissioners sets salaries and authorizes the employment of personnel.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT the following person be employed by Jefferson County, and the Board of Commissioners incorporate with this Order the particular details relevant to the employment of this person as set forth below:

Employee Name: Jacob Snow Offer Date: 09/26/2023 Start Date: 11/30/2023  
Position: Adult Parole and Probation Officer I Department: Adult Community Corrections Grade: PO I Step: 9 D  
Wages: Per Hour: \$30.23 Per Month: \$5,259.79 Annual: \$63,117.50 Hours per Week: 40  
Leave Benefits (hours per month): Vacation: 8 Sick: 8 Admin: 0 Wage Matrix: (A/B) B  
Probation Period: 18 months Benefits Group: FOPPO Residency Required: (Yes/No) NO

Other Benefits or conditions not stated above:

Employee is a current member of PERS, employee will pay PERS IAP Contribution currently at 6% immediately upon first payroll.

This position IS  or IS NOT  exempt from overtime and/or compensatory time-off (pick one). A management or supervisory position is exempt from overtime and may be required to work more hours than specified as a condition of employment and will not be compensated for those extra hours.

*I, Jacob Snow, accept the above tentative job offer terms and conditions of employment. I understand that this offer of employment constitutes the entire employment offer made by Jefferson County and that this job offer is not final until the Board of Commissioners approves this order. In accepting the offer of employment, I certify my understanding that employment will be on an at-will basis.*

Employee Signature: [Signature] Date: 11-13-23

APPROVED, ADOPTED, AND ORDERED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ATTEST:

BOARD OF COMMISSIONERS

Department Director: [Signature] Commissioner, Chair: \_\_\_\_\_

Finance Director: [Signature] Commissioner: \_\_\_\_\_

County Administrative Officer: [Signature] Commissioner: \_\_\_\_\_

PERS ENROLLMENT DATES: QUALIFYING \_\_\_\_\_ START \_\_\_\_\_

GL BUDGET LINE ITEM: 254-101-510-1010 ANNIVERSARY DATE: \_\_\_\_\_

## Jefferson County

## Position Description

Position: <b>Parole and Probation Officer I</b>	FLSA: <b>Non-Exempt</b>
Department: <b>Adult Community Corrections Department</b>	Salary Grade: <b>PO-I</b>
Bargaining Unit: <b>FOPPO</b>	Status: <b>Full Time</b>

**Summary**

Under the direct supervision of the Adult Community Corrections Director this position performs professional case management in the investigation, counseling, supervision, re-entry and rehabilitation of adult offenders on probation or post-prison supervision. Supervise and implement sanctions and programs to assist in offender accountability and behavior change.

**Distinguishing Characteristics**

This is professional work requiring the use of specialized knowledge in the area of community corrections. The position will perform a wide range of duties, possess functional and certified expertise, and perform specialized duties in a highly independent manner. Training and proficiency in case management, evidence based practices, safety procedures and current law is ongoing and physically/mentally demanding.

**Essential Duties and Responsibilities**

- Supervise and manage a general or specialized caseload of adult felony and/or misdemeanor offenders on probation, parole and post-prison supervision.
- Conduct intake and assessment interviews to determine risk to re-offend and criminogenic needs. Develop case plans to assist offenders in completing and complying with conditions of supervision.
- Assess, counsel and refer to mental health, substance abuse treatment, community service work, employment services, support groups, sex offender treatment, domestic violence treatment, and any other social service agency. Coordinate and staff with treatment/service providers on a regular basis.
- Maintain regular contact with offenders and monitor activities. Monitor progress of meeting probation/post-prison supervision condition such as fines, restitution, and enrollment in programming.
- Impose sanctions on offenders and/or arrest offenders as a result of violations. Prepare cases for subsequent hearings as necessary. Testify in court or before a Grand Jury. Participate in Morrissey Hearings.
- Conducts searches of persons, residence, property and vehicle when necessary. Follow protocol, including planning searches, requesting permission, confiscating contraband and transporting offenders safely and securely.
- Be able to prepare multiple reports i.e. pre-sentence investigations, probation violation reports, modification and special informational reports to the Court, early termination, bench probation and earned discharged reports, extension reports, inactive and unsupervised recommendation reports.
- Monitor satisfaction of offenders' obligation to victims, including restitution payments, no-contact conditions and respond to victim's concerns or inquires.
- Respond to emergency situations and crisis calls on a 24-hour basis at the request of law enforcement officer and/or community concerns.
- Promote public relations and education in the County. Cooperate with and respond to

common needs of social agencies, law-enforcement agencies and judicial officials in the supervision of offenders. Work in a professional manner that promotes the public image of the Community Corrections Department. Maintain a level of community involvement that promotes the image and community standing of the Community Corrections.

- Maintain strong collaborative relationships with all staff, offenders, community partners, victims, and the public. Participate and contribute in teams and groups.
- Maintain records of offender casework, including interviews, assessments, services provided, and other important information both electronically and in a hard file.
- Investigate and coordinate requests for transfer or release planning of offenders' supervision from other counties, states or the Department of Corrections. Prepare detailed release plans for all inmates releasing to the community from custody.
- Operate a variety of office equipment, including computers, copier, fax machine, etc.; as well as law enforcement equipment, including firearms, taser, capstun (pepper spray), restraining devices, radios, electronic monitoring devices, breathalyzer, drug test kits, fingerprint kit, camera, cell phone and office phone.
- Attends assigned Statewide and Regional Network meetings and ongoing trainings providing tools, strategies, and education in working with offenders.
- Regular and reliable attendance is an essential function of the position.
- Attend staff meetings, professional conferences and training programs as scheduled.
- Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.
- Performs other duties as assigned that support the overall objectives of the position.

### Qualifications

#### ▪ Knowledge and Skills

Thorough knowledge and understanding of behavior and adjustment problems of adult criminal offenders as well as a thorough understanding of the Oregon criminal justice system, law enforcement procedures, federal law, case law decisions and state administrative rules. Familiarization with Evidence Base Practices, strategic planning and motivational interviewing.

#### ▪ Abilities

The ability to work collaboratively with the public, criminal offenders, victims and other professionals in a stressful and demanding environment. Investigate cases and objectively evaluate information. Maintain a consistent, encouraging, empathetic, non-controlling and motivational attitude. The ability to lead others, act as a role model and promote effective teamwork in a community corrections setting. Must be able to communicate effectively, both verbally and in writing. Ability to pass a thorough background investigation and psychological examinations. Ability to be granted access (and maintain access) to the Department of Corrections computer system and the Law Enforcement Data System. Must be able to work independently when required, meet deadlines and manage time and resources efficiently. Must be able to maintain composure, emotions and behavior in difficult situations. Behave and contribute in a way that encourages and supports a positive and supportive organizational culture. Work as team member, share knowledge and skills, accept, adapt, offer and respond to coaching on performance and skill development needs.

#### ▪ Physical Abilities

The ability to meet medical requirements established by the Department of Public Safety Standards and Training in effect on the date of hire. The ability to physically restrain individuals, to operate a safety equipment and transport offenders safely. Typically requires climbing stairs, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, grasping, talking, hearing, seeing, and repetitive motions. Requires exerting

up to 20 pounds frequently, 50 pounds occasionally, of force to move objects. Requires sufficient strength and coordination for restraining and/or carrying the weight of adults and defending oneself from attack. Requires the ability to operate a motor vehicle. Work may be conducted in a noisy, crowded area, with exposure to chemicals, solvents, grease, oils, inks, illnesses, diseases, blood borne pathogens, etc. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires a post offer physical capacity test.

▪ **Education and Experience**

Must have two years of professional experience in social service, corrections, or law enforcement agency, preferably performing community supervision duties. Must possess a bachelor's degree in the Humanities or Social Sciences, (i.e. sociology, psychology, criminal justice, corrections, counseling, etc.) OR any satisfactory equivalent combination of experience, education, and training which demonstrates the ability to perform the work described. Must be 21 years of age or older (ORS 181.645).

▪ **Licenses and Certificates**

Must be certified by the Oregon Department of Public Safety Standards Training as an Adult Probation and Parole Officer (ORS 181.640 through ORS 181.653) or be certified within twelve months of employment. Possession of a valid Oregon Driver's license with an acceptable driving record. Must pass a criminal background check (no convictions).

▪ **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from physical labor and handling of light-to-medium weight, yet, awkward material. Work is performed with potentially abusive, violent, and combative people.

▪ **Probationary Requirement**

This position is based on the successful completion of an (18) eighteen month probationary period for new employees who do not possess a DPSST Basic Certificate, new employees who do possess a DPSST Basic Certificate shall serve a (12) twelve-month probationary period.

Modified on: January, 2019

  
\_\_\_\_\_  
Employee Signature

9-27-23  
Date Signed

  
\_\_\_\_\_  
Supervisor Signature

9/27/23  
Date Signed



**JEFFERSON COUNTY FOPPO EMPLOYEES - OPSRP Swap (6.95%)**

**Year 4 - 2023-24 SALARY SCHEDULE - Matrix B - OPSRP Only**

**EFFECTIVE On July 1, 2023**

**COLA 3.50%**

CLASSIFICATION		ST/GR	A	B	C	D	E	F	G	H	I	J	
Adult PO I (Basic)	HR		\$ 28.49	\$ 29.05	\$ 29.64	\$ 30.23	\$ 30.83	\$ 31.45	\$ 32.08	\$ 32.72	\$ 33.37	\$ 34.04	
	Monthly	POI	\$ 4,956.42	\$ 5,055.55	\$ 5,156.66	\$ 5,259.79	\$ 5,364.99	\$ 5,472.29	\$ 5,581.73	\$ 5,693.37	\$ 5,807.24	\$ 5,923.38	
	Annual		\$ 59,477.03	\$ 60,666.57	\$ 61,879.90	\$ 63,117.50	\$ 64,379.85	\$ 65,667.45	\$ 66,980.80	\$ 68,320.41	\$ 69,686.82	\$ 71,080.56	7.00%
Adult PO II (Intermediate)	HR		\$ 30.48	\$ 31.09	\$ 31.71	\$ 32.34	\$ 32.99	\$ 33.65	\$ 34.32	\$ 35.01	\$ 35.71	\$ 36.43	
	Monthly	POII	\$ 5,303.37	\$ 5,409.44	\$ 5,517.62	\$ 5,627.98	\$ 5,740.54	\$ 5,855.35	\$ 5,972.45	\$ 6,091.90	\$ 6,213.74	\$ 6,338.02	
	Annual		\$ 63,640.42	\$ 64,913.23	\$ 66,211.50	\$ 67,535.73	\$ 68,886.44	\$ 70,264.17	\$ 71,669.45	\$ 73,102.84	\$ 74,564.90	\$ 76,056.20	7.00%
Adult PO III (Advanced)	HR		\$ 32.61	\$ 33.26	\$ 33.93	\$ 34.61	\$ 35.30	\$ 36.01	\$ 36.73	\$ 37.46	\$ 38.21	\$ 38.98	
	Monthly	POIII	\$ 5,874.80	\$ 5,788.10	\$ 5,903.66	\$ 6,021.94	\$ 6,142.37	\$ 6,265.22	\$ 6,390.53	\$ 6,518.34	\$ 6,648.70	\$ 6,781.68	
	Annual		\$ 68,095.25	\$ 69,457.16	\$ 70,846.30	\$ 72,263.23	\$ 73,708.49	\$ 75,182.66	\$ 76,688.31	\$ 78,220.04	\$ 79,784.44	\$ 81,380.13	COLA 2.00%

LEAD PO 5.0% or 7.5% if County Resident

Year-to-Year Application of Wage Adjustments: In order to keep a formulaic difference between salary grades and steps year-to-year, the annual salary is considered the 'base'. To determine the actual hourly rate, the annual wage is divided by 2,088 (174 hours times 12 months) and then rounded up to the nearest cent using MS Excel. Multiplying the hourly rate by 2,088 will likely be different than the actual annual 'base' due to rounding. When double-checking COLAs, Step Differentials, or Salary Grade differentials, employees should use the annual salary amounts.

## AGENDA ITEM COVERSHEET

Admin. Session  
 Action Item

Consent Agenda  
 Report/Request

Public Hearing  
 Other/Announcements

**Agenda Item Title (Do not put in all-caps):**

Pacific Office Automation updated lease with JCPH

**Department:** Public Health

**Date Submitted:** 11/15/2023

**Contact Person:** Michael Baker/Karla Hood

**Phone:** 541-475-4456

**Effective Dates of Contract/Grant/ Proposal:** upon signature. 60 mos

**Amount of Contract/Grant/Proposal:** \$56/mo + Images **Requested Agenda Date:** 11/29/2023

**Reviewed By:** (Signature and Date Required) **Director/Elected Official:** \_\_\_\_\_

Finance Director: \_\_\_\_\_

County Counsel: \_\_\_\_\_

CAO: \_\_\_\_\_

**AGENDA ITEM BRIEF DESCRIPTION:**

Update lease - replacing the HP model (M-206-22) with a Lexmark.

**BACKGROUND/SUMMARY STATEMENT:**

Due to the ongoing issues with the HP, it has been removed and replaced with a temporary Lexmark. The Lexmark is working great.

**RECOMMENDATION:** (i.e., Discussion, Discussion/Action, Introduction, Presentation, or Information)

Discuss and move to approve

**REQUESTED ACTION:** (Exact action requested of Commissioners in the form of a motion)

Motion to sign and approve

**ATTACHMENTS:** Original Document

**POST ACTION INSTRUCTIONS:** (Fully executed originals will be retained for the official record)

Please return a signed/numbered document to Karla at Public Health.



# PACIFIC OFFICE AUTOMATION

— PROBLEM SOLVED —

## IMAGING EQUIPMENT SERVICE ORDER

This Order is incorporated into and made part of the Total Services Agreement ("TSA") between Customer and POA which governs the imaging equipment and/or services specified below.

CUSTOMER NAME Jefferson County Public Health

TSA # \_\_\_\_\_

ORDER # \_\_\_\_\_

BILL TO:		PO #	SOLD BY			
500 NE A Street STE 102* Madras, OR 97741			Doug Judish			
SHIP TO:		CONTACT PHONE #				
500 NE A Street STE 102* Madras, OR 97741		Karla Hood - 541 325 5001				
QTY	ITEM	TYPE	DESCRIPTION	UNIT PRICE	TOTAL	
1		New	Lexmark XC2326 Color/BW System		Leased	
			Includes:			
			Auto doc feeder/Duplex			
			Print/Copy/Scan			
			2 paper sources			
			Wi-Fi			
MINIMUM MONTHLY PAYMENT (plus applicable taxes) \$		56.00	TERM 60	MONTHS	Device Management	
SERVICE/SUPPLY AGREEMENT	MODELS	MONTHLY MINIMUM NUMBER OF IMAGES	EXCESS PER IMAGE CHARGE	EXCESS BILLING CYCLE		
BW images	XC 2326	usage only	0.0259	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual	Automated Meter Reading	
Color images	XC 2326	usage only	0.1289		Auto Toner Replenishment	
					Advanced Scanning	
					Security	
					MFP Network Support	
					Power Filter	
CONDITIONS OF SALE, CONTINGENCIES OR COMMENTS					Delivery/Networking	NC
					SUBTOTAL	
					SALES TAX	
					TOTAL	Leased

By signing this Order, Customer acknowledges and agrees: (a) this Order is NON-Cancelable; (b) this Order will be governed by the TSA General Terms and Conditions, the applicable TSA Additional Terms and Conditions for the Solution and this Order all of which are an integral part of this Order and incorporated herein; and (c) this Order relating to the equipment and services described herein, can only be changed by written agreement signed by both Parties.

PACIFIC OFFICE AUTOMATION

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

CUSTOMER

CUSTOMER LEGAL NAME  
Jefferson County Public Health

SIGNER NAME & TITLE  
Kelly Simmelink, Commission Chair

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

## AGENDA ITEM COVERSHEET

Admin. Session  
 Action Item

Consent Agenda  
 Report/Request

Public Hearing  
 Other/Announcements

**Agenda Item Title (Do not put in all-caps):**

2023-2025 Oregon Health Authority IGA for the Financing of Public Health Services #180015 Amendment #4

**Department:** Public Health **Date Submitted:** November 20, 2023

**Contact Person:** Michael Baker/Karla Hood **Phone:** 541-475-4456

**Effective Dates of Contract/Grant/ Proposal:** July 1, 2023-June 30, 2025

**Amount of Contract/Grant/Proposal:** \$573,194.10 **Requested Agenda Date:** November 29, 2023

**Reviewed By:** (Signature and Date Required) **Director/Elected Official:** \_\_\_\_\_

Finance Director: \_\_\_\_\_

County Counsel: \_\_\_\_\_

CAO: \_\_\_\_\_

**AGENDA ITEM BRIEF DESCRIPTION:**

2023-2025 OHA IGA 180015-4: PE01-09 COVID-19 Active Monitoring-ELC c/o \$289,011.36, PE01-10 OIP Cares c/o \$101,837.94, PE13 TPEP carry over \$120,165.01 and PE51-03 ARPA WF Funding c/o \$62,179.79.

**BACKGROUND/SUMMARY STATEMENT:**

Reviewed and recommended for approval by Michael Baker, PH Director

**RECOMMENDATION:** (i.e., Discussion, Discussion/Action, Introduction, Presentation, or Information)

Discussion for approval

**REQUESTED ACTION:** (Exact action requested of Commissioners in the form of a motion)

Move to approve and sign.

**ATTACHMENTS:** OHA IGA #180015-4, Document Return Statement

**POST ACTION INSTRUCTIONS:** (Fully executed originals will be retained for the official record)

Return signed & numbered documents to Karla Hood at Public Health to submit to the State.

## DOCUMENT RETURN STATEMENT

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

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

**Document number:** 180015-4, hereinafter referred to as "Document."

I, Jeff Rasmussen County Administrator Officer  
Name Title

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

Jefferson County of Oregon by email.

**Contractor's name**

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

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

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

\_\_\_\_\_  
 Date

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

Agreement #180015



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

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

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

**RECITALS**

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

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

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

**AGREEMENT**

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

**OHA - 2023-2025 INTERGOVERNMENTAL AGREEMENT - FOR THE FINANCING OF PUBLIC HEALTH SERVICES**

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

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

**7. Signatures.**

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

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

Name: /for/ Nadia A. Davidson

Title: Director of Finance

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

**JEFFERSON COUNTY LOCAL PUBLIC HEALTH AUTHORITY**

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

Printed Name: Kelly Simmelink

Title: Commission Chair

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

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

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

**REVIEWED BY OHA PUBLIC HEALTH ADMINISTRATION**

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

Name: Rolonda Widenmeyer (or designee)

Title: Program Support Manager

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



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

State of Oregon Oregon Health Authority Public Health Division		
<b>1) Grantee</b> Name: Jefferson County  Street: 715 SW 4th St., Suite C City: Madras State: OR Zip: 97741-1022	<b>2) Issue Date</b> Sunday, October 1, 2023	<b>This Action</b> Amendment
	<b>3) Award Period</b> From July 1, 2023 through June 30, 2024	

4) OHA Public Health Funds Approved				
Number	Program	Previous Award Balance	Increase / Decrease	Current Award Balance
PE01-01	State Support for Public Health	\$31,324.00	\$0.00	\$31,324.00
PE01-09	COVID-19 Active Monitoring - ELC	\$0.00	\$289,011.36	\$289,011.36
PE01-10	OIP - CARES	\$0.00	\$101,837.94	\$101,837.94
PE01-12	ACDP Infection Prevention Training	\$1,517.82	\$0.00	\$1,517.82
PE10-02	Sexually Transmitted Disease (STD)	\$74,546.00	\$0.00	\$74,546.00
PE12-01	Public Health Emergency Preparedness and Response (PHEP)	\$70,208.00	\$0.00	\$70,208.00
PE13	Tobacco Prevention and Education Program (TPEP)	\$288,080.71	\$120,165.01	\$408,245.72
PE40-01	WIC NSA: July - September	\$42,060.00	\$0.00	\$42,060.00
PE40-02	WIC NSA: October - June	\$126,181.00	\$0.00	\$126,181.00
PE40-05	Farmer's Market	\$1,868.00	\$0.00	\$1,868.00
PE42-03	MCAH Perinatal General Funds & Title XIX	\$2,265.00	\$0.00	\$2,265.00
PE42-04	MCAH Babies First! General Funds	\$7,241.00	\$0.00	\$7,241.00
PE42-06	MCAH General Funds & Title XIX	\$4,249.00	\$0.00	\$4,249.00
PE42-11	MCAH Title V	\$22,478.00	\$0.00	\$22,478.00



OHA - 2023-2025 INTERGOVERNMENTAL AGREEMENT - FOR THE FINANCING OF PUBLIC HEALTH SERVICES

4) OHA Public Health Funds Approved				
Number	Program	Previous Award Balance	Increase / Decrease	Current Award Balance
PE42-12	MCAH Oregon Mothers Care Title V	\$12,197.00	\$0.00	\$12,197.00
PE42-13	Family Connects Oregon	\$50,000.00	\$0.00	\$50,000.00
PE43-01	Public Health Practice (PHP) - Immunization Services	\$11,307.00	\$0.00	\$11,307.00
PE44-01	SBHC Base	\$60,000.00	\$0.00	\$60,000.00
PE44-02	SBHC - Mental Health Expansion	\$87,500.00	\$0.00	\$87,500.00
PE46-05	RH Community Participation & Assurance of Access	\$19,468.92	\$0.00	\$19,468.92
PE50	Safe Drinking Water (SDW) Program (Vendors)	\$13,740.00	\$0.00	\$13,740.00
PE51-01	LPHA Leadership, Governance and Program Implementation	\$361,332.00	\$0.00	\$361,332.00
PE51-03	ARPA WF Funding	\$12,544.00	\$62,179.79	\$74,723.79
PE51-05	CDC PH Infrastructure Funding	\$204,493.63	\$0.00	\$204,493.63
		\$1,504,601.08	\$573,194.10	\$2,077,795.18

*Footnotes and Comments on following pages.*

## OHA - 2023-2025 INTERGOVERNMENTAL AGREEMENT - FOR THE FINANCING OF PUBLIC HEALTH SERVICES

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

*Comments on following page.*

OHA - 2023-2025 INTERGOVERNMENTAL AGREEMENT - FOR THE FINANCING OF PUBLIC HEALTH SERVICES

<b>6) Comments:</b>	
PE01-01	8/2023: Prior Comment dated 7/2023 Null and Void 7/2023: SFY24 funding available 7/1/23-9/30/23 only.
PE01-09	10/2023: rollover unspent SFY23 funds of \$289,011.36
PE01-10	10/2023: rollover unspent SFY23 funds of \$101,837.94
PE12-01	8/2023: Prior Comment dated 7/2023 Null and Void 7/2023: SFY24 Award funding for first 3 months only
PE13	10/2023: rollover unspent SFY23 funds of \$120,165 9/2023: All Prior Comments Null and Void 7/15/23: SFY24 Award adding funding for 10/1/23-6/30/24 7/2023: SFY24 Bridge Funding 7/1/23-9/30/23
PE40-01	7/2023: SFY2024 Q1 WIC NSA grant award. \$8,412 must spent on Nutrition Ed; \$1,228 on BF Promotion. Underspend Q1 award cannot be carried over to Q2-4 period.
PE40-02	7/2023: SFY2024 Q2-4 grant award. \$25,236 must be spent on Nutrition Ed, \$3,684 on BF Promotion.
PE40-05	10/2023: Prior Comment dated 7/2023 Null and Void. 7/2023: SFY2024 WIC Farmers Market Mini grant award. Final Q2 Rev & Exp Report is required for final accounting. Underspent funds will be rescinded by the state in February 2024
PE51-03	10/2023: rollover unspent SFY23 funds of \$62,179.79
PE51-05	7/2023: SFY24 Award Available 7/1/23-6/30/24. Funds are available 7/1/23-11/30/27. Unspent Funds in SFY24 will be carried over to the next fiscal year.

**7) Capital outlay Requested in this action:**

Prior approval is required for Capital Outlay. Capital Outlay is defined as an expenditure for equipment with a purchase price in excess of \$5,000 and a life expectancy greater than one year.

Program	Item Description	Cost	PROG APPROV	

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

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

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

Agency	UEI	Amount	Grand Total:
Jefferson	PZ2MUEELHTG7	\$289,011.36	\$289,011.36

**PE01-10 OIP - CARES**

Federal Award Identification Number:	NH23IP922626	NH23IP922626
Federal Award Date:	08/05/21	03/31/21
Budget Performance Period:	7/1/2023-6/30/2024	7/1/2023-6/30/2024
Awarding Agency:	CDC	CDC
CFDA Number:	93.268	93.268
CFDA Name:	Immunization Cooperative Agreements	Immunization Cooperative Agreements
Total Federal Award:	38,110,851	38,627,576
Project Description:	CDC-RFA-IP19-1901 Immunization and Vaccines for Children	CDC-RFA-IP19-1901 Immunization and Vaccines for Children
Awarding Official:	Divya Cassity	Divya Cassity
Indirect Cost Rate:	17.64	17.64
Research and Development (T/F):	FALSE	FALSE
HIPPA	No	No
PCA:	53120	53856
Index:	50404	50404

Agency	UEI	Amount	Amount	Grand Total:
Jefferson	PZ2MUEELHTG7	\$1,251.94	\$100,586.00	\$101,837.94

**PE51-03 ARPA WF Funding**

Federal Award Identification Number:	NU90TP922194
Federal Award Date:	10/05/22
Budget Performance Period:	07/01/2021-06/30/2024
Awarding Agency:	CDC
CFDA Number:	93.354
CFDA Name:	Public Health Emergency Response: Cooperative Agreement for Emergency Response: Public Health Crisis Response
Total Federal Award:	25,667,917
Project Description:	Cooperative Agreement for Emergency Response: Public Health Crisis Response - 2018
Awarding Official:	Jaime Jones
Indirect Cost Rate:	17.64%
Research and Development (T/F):	FALSE
HIPPA	No
PCA:	50271
Index:	50107

Agency	UEI	Amount	Grand Total:
Jefferson	PZ2MUEELHTG7	\$74,723.79	\$74,723.79

**INTERGOVERNMENTAL AGREEMENTS FOR  
FINANCING PUBLIC HEALTH SERVICES  
2023-2025**

**October 2023 Amendment Summary**

Requests to amend the 2023-2025 Intergovernmental Agreements for Financing Public Health Services were submitted to the Office of Contracts and Procurement. Program specific information is listed below.

**PE01-07: ELC ED Contact Tracing**

Rollover of unspent SFY23 funds to SFY24 for the following counties:

Benton	Gilliam	Klamath	Lake	Morrow
Tillamook	Wheeler			

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

Rollover of unspent SFY23 funds to SFY24 for the following counties:

Columbia	Crook	Douglas	Grant	Jackson
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**PE01-09: COVID-19 Active Monitoring – ELC**

Rollover of unspent SFY23 funds to SFY24 for the following counties:

Baker	Benton	Clackamas	Columbia	Crook
Deschutes	Douglas	Grant	Harney	Hood River
Jackson	Jefferson	Josephine	Klamath	Lake
Lane	Lincoln	Linn	Malheur	Marion
Morrow	Umatilla	Union	Wheeler	Yamhill

**PE01-10: OIP – CARES**

Rollover of unspent SFY23 funds to SFY24 for the following counties:

Baker	Benton	Clatsop	Coos	Crook
Deschutes	Douglas	Gilliam	Grant	Hood River
Jackson	Jefferson	Josephine	Klamath	Lincoln
Linn	Marion	Morrow	Multnomah	NCPHD
Polk	Tillamook	Umatilla	Union	Wheeler
Yamhill				

**PE03-02: Tuberculosis Case Management**

Rollover of unspent SFY23 funds to SFY24 for the following counties:

Multnomah	Washington
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**PE04-02: Community Chronic Disease Prevention**

New SFY24 Award for the following county:

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

Rollover of unspent SFY23 funds to SFY24 for the following counties:

Benton	Clatsop	Columbia	Coos	Douglas
Gilliam	Harney	Hood River	Josephine	Klamath
Morrow	Polk	Tillamook	Umatilla	Union
Wheeler	Yamhill			

SFY24 Awards created in error; per MOU between counties, funds are awarded to Harney County, then distributed to the following counties:

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

Additional SFY24 funds for the HPP project awarded to the following county:

Lane
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**PE13: Tobacco Prevention and Education Program (TPEP)**

Rollover of unspent SFY23 funds to SFY24 for the following counties:

Benton	Clackamas	Clatsop	Columbia	Coos
Crook	Deschutes	Douglas	Gilliam	Grant
Hood River	Jefferson	Josephine	Klamath	Lane
Lincoln	Linn	Marion	Multnomah	NCPHD
Polk	Tillamook	Umatilla	Union	Washington
Wheeler	Yamhill			

**PE43-06: CARES Flu**

Rollover of unspent SFY23 funds to SFY24 for the following counties:

Hood River	Union
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**PE51-03: ARPA WF Funding**

Rollover of unspent SFY23 funds to SFY24 for the following counties:

Baker	Benton	Clatsop	Columbia	Crook
Deschutes	Douglas	Gilliam	Grant	Harney
Jackson	Jefferson	Josephine	Klamath	Lake
Lane	Lincoln	Linn	Marion	Morrow
Multnomah	NCPHD	Tillamook	Umatilla	Union
Washington	Wheeler	Yamhill		

**PE51-05: CDC PH Infrastructure Funding**

Rollover of unspent SFY23 funds to SFY24 for the following counties:

Clackamas	Clatsop	Coos	Douglas	Grant
Harney	Hood River	Josephine	Lake	Linn
Morrow	Tillamook	Union	Wheeler	Yamhill



**PE58-02: Tribal CDC PH Infrastructure Funding**

Rollover of unspent SFY23 funds to SFY24 for the following Tribes:

Confederated Tribes of the Umatilla Indian Reservation, Yellowhawk Tribal Health Center	The Confederated Tribes of Grand Ronde
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**PE62: Overdose Prevention-Counties**

Additional awards of SFY24 funds for the following counties:

Clackamas	Clatsop	Crook	Klamath	Lane
Lincoln	Multnomah	NCPHD	Umatilla	Yamhill

**PE65-03: Tribal - ELC ED Contact Tracing**

Rollover of unspent SFY23 funds to SFY24 for the following Tribes:

The Coquille Indian Tribe	The Confederated Tribes of the Warm Springs	Confederated Tribes of the Umatilla Indian Reservation, Yellowhawk Tribal Health Center
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**PE65-04: Tribal Active Monitoring and Vaccine/Equity**

Rollover of unspent SFY23 funds to SFY24 for the following Tribes:

The Coquille Indian Tribe	The Cow Creek Band of the Umpqua Tribe of Indians	The Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians	The Klamath Tribes	The Confederated Tribes of Siletz Indians
The Confederated Tribes of the Warm Springs	Confederated Tribes of the Umatilla Indian Reservation, Yellowhawk Tribal Health Center			

**PE66-04: Private Active Monitoring and Vaccine/Equity Funds**

Rollover of unspent SFY23 funds to SFY24 for the following grantee:

Native American  
Rehabilitation  
Association of  
the Northwest,  
Inc.

**PE66-05: Private COVID Equity Funds**

Rollover of unspent SFY23 funds to SFY24 for the following grantee:

Native American  
Rehabilitation  
Association of  
the Northwest,  
Inc.

**PE70: Overdose Prevention - Private**

Additional award of SFY24 funds for the following grantee:

Douglas Public  
Health Network

**PE72: HPP and HPP COVID SUPP**

Additional award of SFY24 funds for the following county:

Washington

## AGENDA ITEM COVERSHEET

<input type="checkbox"/> Admin. Session	<input checked="" type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Hearing
<input type="checkbox"/> Action Item	<input type="checkbox"/> Report/Request	<input type="checkbox"/> Other/Announcements

**Agenda Item Title (Do not put in all-caps):**

GSK (GlaxoSmithKline) Consumer Healthcare Customer Registration & Credit Application

**Department:** Public Health

**Date Submitted:** 11/17/2023

**Contact Person:** Michael Baker/Karla Hood

**Phone:** 541-475-4456

**Effective Dates of Contract/Grant/ Proposal:** Upon Signature

**Amount of Contract/Grant/Proposal:** vendor set up **Requested Agenda Date:** 11/29/2023

**Reviewed By:** (Signature and Date Required) **Director/Elected Official:** \_\_\_\_\_

Finance Director: \_\_\_\_\_

County Counsel: \_\_\_\_\_

CAO: \_\_\_\_\_

**AGENDA ITEM BRIEF DESCRIPTION:**

Application to order Nicotine Replacement Therapy supplies as required under OHA PE13 TPEP (Tobacco Prevention and Education Program).

**BACKGROUND/SUMMARY STATEMENT:**

Recommended for approval by Michael Baker, PH Director

**RECOMMENDATION:** (i.e., Discussion, Discussion/Action, Introduction, Presentation, or Information)

Discuss and move to approve

**REQUESTED ACTION:** (Exact action requested of Commissioners in the form of a motion)

Motion to sign and approve

**ATTACHMENTS:** Original Document

**POST ACTION INSTRUCTIONS:** (Fully executed originals will be retained for the official record)

Please return a signed/numbered document to Karla at Public Health.



Welcome to GlaxoSmithKline Consumer Healthcare's Nicotine Replacement Therapy (NRT) Direct Purchase Program (Program) administered by Arrowhead Promotion & Fulfillment. This Program is offered to qualified customers who want to directly purchase NRT in bulk case quantities to complement their smoking cessation initiatives.

Enclosed are the required documents that must be completed to participate in the Program. Please complete all the requested information to expedite processing and follow these instructions:

- Page 2:
  - All customers must complete Section 1.
  - Provide supporting documentation of sales tax exempt status if applicable.
  - Section 2 should only be completed by 'non-government' customers who are requesting 30 day credit terms. This section does not need to be completed for government customers or those opting to pay with credit card—skip and go to page 5.
  
- Page 3:
  - Non-Government customers requesting 30 day credit terms need to complete Section 3, 'Suppliers Extending Credit'.
  - Please print legibly and ensure all reference information is current to prevent processing delays.
  
- Page 4:
  - Sign and date, if requesting 30 day credit terms.
  
- Page 5:
  - Select 'one' method of payment, and fill in corresponding information.
  - Please factor in a minimum of two weeks for processing if requesting credit terms.
  - Sign and date.
  
- Page 6:
  - Enter organization name and complete Customer ship to address
  - Review Standard Terms and Conditions of Sale
  
- Page 7:
  - Sign and Date
  
- Page 8:
  - Review Exhibit A: Product Pricing Exhibit and Additional Charges
  
- Page 9:
  - Review Exhibit B: Prevention of Corruption - Third Party Guidelines

Please e-mail completed pages 2-9 to:  
[michael.c.conahan@haleon.com](mailto:michael.c.conahan@haleon.com)



## Customer Registration & Credit Application

### Section 1

#### Customer Headquarters

If a Division or Subsidiary of Another Company, Give Legal Name and Address of Parent Company Jefferson County Public Health				Date 11/29/2023	
Phone No (Headquarters) 541-475-4456		If Not a Corporation, List Names of Owner/Partners Jefferson County of Oregon			
Company Web Site www.jeffco.net		Dun & Bradstreet # 091298356	Years in Business	Public or Private Public	Ticker Symbol
If This Company Succeeds Another, Give Name of Previous Owner			If At Above Address Less Than One Year, Give Prior Business Address		
ARE FINANCIAL STATEMENTS AVAILABLE?	YES		XNO	If Yes - Attach Reference Period Ended	

#### State Sales Tax Exemption Documentation Certificate

Applicant must provide copy of their sales tax exempt certificate or supporting documentation that your company is tax exempt.

#### Billing Information

#### Shipping Information

Corporate Name Jefferson County Public Health			Shipping Location Name (If Different Than Billing Address) SAME		
Street Address 500 NE A Street, Suite 102			Ship To Street Address (If Different Than Billing Address)		
City Madras	State OR	Zip Code 97741	City	State	Zip Code
Contact (Accounts Payable) Karla Hood	Phone Number (Accounts Payable) 541-475-4456		Email Address (Accounts Payable) Karla.Hood@publichealth.jeffersoncountyOR.gov		

### Section 2

#### Bank References - primary & secondary facilities

**\*\*Please print legibly and ensure all reference information is current\*\***

<b>Primary Bank Name:</b>	Phone No. ( )
<b>Bank Representative Name:</b>	Fax No. ( )
<b>Street Address:</b>	Checking Acct #:
<b>City, State, Zip:</b>	Line of Credit and/or Loan Acct #:
<b>Secondary Bank Name:</b>	Phone No. ( )
<b>Bank Representative Name:</b>	Fax No. ( )
<b>Street Address:</b>	Checking Acct #:
<b>City, State, Zip:</b>	Line of Credit and/or Loan Acct #:



Section 3

**Suppliers Extending Credit – Minimum of 3**

Name:	Phone Number: (    )
Street Address:	Fax Number: (    )
City, State, Zip:	Account Number:
Name:	Phone Number: (    )
Street Address:	Fax Number: (    )
City, State, Zip:	Account Number:
Name:	Phone Number: (    )
Street Address:	Fax Number: (    )
City, State, Zip:	Account Number:
Name:	Phone Number: (    )
Street Address:	Fax Number: (    )
City, State, Zip:	Account Number:
Name:	Phone Number: (    )
Street Address:	Fax Number: (    )
City, State, Zip:	Account Number:
Name:	Phone Number: (    )
Street Address:	Fax Number: (    )
City, State, Zip:	Account Number:



**Credit Agreement – Terms & Conditions**

**Authorization for Credit Review:**

Applicant hereby authorizes Arrowhead Promotion & Fulfillment on behalf of GlaxoSmithKline Consumer Healthcare (Creditor) to obtain any and all information it deems necessary from any and all sources. Applicant further authorizes each source to supply Creditor such information, as Creditor deems necessary to assist in its consideration of this Credit Application. All decisions with respect to the extension or continuation of credit shall be in the sole discretion of Creditor. Creditor may terminate any credit availability within its sole discretion.

**Fees:**

Applicant agrees to pay in full all costs and expenses incurred by Creditor in collecting the amounts owed by Applicant under this Agreement, including any and all court costs and attorney fees. Should any dispute result in trial, Applicant agrees to forgo a jury trial.

**Changes in Ownership:**

Applicant must promptly notify Creditor in writing by mail of any change in ownership that would change the party obligated by this debt. Applicant shall be responsible for a change made to this account until such notice is received by Creditor.

**The undersigned certifies that the information shown on this application to be true and agrees to the terms of the agreement. Further, I authorize Arrowhead Promotion & Fulfillment, to whom this application is being submitted to investigate the information provided.**

**Authorized Signature:** \_\_\_\_\_ **Print Name:** Kelly Simmelink

**Title:** Jefferson County Commission Chair **Date:** 11/29/2023



## Payment Policy Statement

(GSK NRT Direct Purchase Program)

Please select from one of the following payment options:

1.  **Net 30 Day Terms Date of Invoice:**

This verifies that Jefferson County Public Health agrees to comply with GlaxoSmithKline Consumer Healthcare's NRT Direct Purchase Program published terms of sale of **net 30 days from invoice date**. All payments are to be made in accordance with these terms of sale. Therefore, any violation of GlaxoSmithKline's NRT Direct Purchase Program terms of sale may result in restrictive action as outlined in the Standard Terms & Conditions of Sale.

Signature	Jefferson County Commission Chair	11/29/2023
Kelly Simmelink	Title	Date
Print Name		

**OR**

2.  **Credit Card:**

This verifies that \_\_\_\_\_ agrees to pay by credit card and the additional credit card processing fee calculated as a % of total order cost prior to shipment.

Authorized Signature: \_\_\_\_\_

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

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

\*Do not provide credit card number at this time. Credit card information will be requested during the on-line order process.





## GSK NRT DIRECT PURCHASE PROGRAM AGREEMENT STANDARD TERMS AND CONDITIONS OF SALE

This agreement is between GlaxoSmithKline Consumer Healthcare, Holdings (US) LLC a Haleon group company, ("GSK" or "Seller") and

Jefferson County Public Health ("Buyer" or "Customer")

at 500 NE A Street, Suite 102. Madras Oregon 97741 [Customer Ship to Address]

- (1) **EXCLUSIVE TERMS.** This agreement and its Exhibits contains all the terms and conditions of sale and purchase of the products set forth in Exhibit A and constitutes the complete understanding of the parties with respect thereto. All terms and conditions contained in the Buyer's purchase order, if any, which differ from the terms contained herein are hereby rejected. No modification, extension or release from any provision hereof shall be effected by mutual agreement, acknowledgment, acceptance of purchase order or shipping instruction forms, or otherwise, unless the same shall be in writing, signed by the party to be bound, and specifically described as an amendment or extension of this agreement. Seller may cancel any order at any time, without penalty, upon written notice to Buyer.
- (2) **THIRD PARTY FULFILLMENT.** GSK has subcontracted a third party fulfillment vendor, Arrowhead Promotion & Fulfillment ("APF"), to administer the GSK NRT Direct Purchase Program to include but not limited to customer registration, credit checks, fulfillment of orders, and collecting payment.
- (3) **SHIPMENTS.** Title and risk of loss to all products sold hereunder shall pass to Buyer upon Seller's delivery at the F.O.B. point indicated in Section I "Shipping Information" as designated on Page 2. Shipments are in full cases only, shipped to one location. The carrier will always be designated by GSK. No penalty charges will be accepted. Merchandise arriving in damaged condition should be refused and noted on the bill of lading. Credit for damaged merchandise will only be issued upon receipt of damaged products at APF's facility. No returns will be accepted or issued. Order quantities should take into consideration expiry of one-year from date of arrival. Orders that are short should be recorded on delivery receipt upon arrival and claims for short orders should be sent directly to APF, with a copy of the delivery receipt. Invoice payment will be adjusted accordingly. A backorder process does not exist. A separate purchase order for cut orders should be initiated by Customer.
- (4) **PRICE and PAYMENT.** Buyer shall pay the net amount indicated on Seller's invoice within thirty (30) days after the date of the invoice. The invoice amount shall accrue interest at a rate of 1.5% per month from the date due until the date paid in full.
- (5) **BUYER'S CREDIT.** Seller reserves the right, among other remedies, either to terminate this agreement or to suspend further deliveries in the event Buyer fails to pay for any one shipment when same becomes due. Should Buyer's financial responsibility become unsatisfactory to Seller, credit card payments, cash payments or satisfactory security may be required by Seller for future deliveries and for products theretofore delivered.
- (6) **FORCE MAJUERE.** Neither party shall be subject to any liability for delay in performance, or nonperformance as a result of fire, flood, natural catastrophe, strike, labor trouble, accident, riot, war, terrorism, act of governmental authority, act of God, or other contingencies and circumstances beyond its control interfering with the production, supply, transportation, or consumption of the products covered by this agreement or with the supply of any raw products (including energy sources) used in connection therewith, or the inability of the Seller to purchase raw products at a commercially reasonable price, or in the event Seller ceases or suspends the operation of any facility where it is producing any quantity of product deliverable hereunder and such termination or suspension is made by Seller because such facility, the operation thereof, and/or the product therefrom violates or fails to comply with applicable government law, regulation, ordinance, standard order or decree relating to pollution, ecology, occupational safety and health, or environmental matters. Quantities so affected may be eliminated from this agreement without liability, but this agreement shall otherwise remain unaffected. Seller may, during any period of shortage due to any cause, prorate and allocate its supply of such products among itself for its own consumption, its subsidiaries and affiliated companies, its accepted orders, its contract customers and the regular customers not then under contract in such manner as may be deemed fair and reasonable by Seller. In no event shall the Seller be obligated to purchase products in the marketplace to satisfy its obligations hereunder.
- (7) **FREIGHT AND TAXES.** Any increase in freight rates paid by Seller on shipments covered by this agreement and any tax or governmental charge or increase in same hereafter becoming effective increasing the cost to the Seller of producing, selling or delivering the products or procuring products use therein, and in any tax now in effect or increase in same payable by Seller because of the importation, production, sale or delivery of the product other than income or franchise taxes, may, at Seller's option, be added to the purchase price herein specified.
- (8) **LIMITED WARRANTY.** Seller warrants to the Buyer that the products to be delivered pursuant to this agreement will conform to all relevant specifications and will be free from defects in product or workmanship. Minor deviations which do not affect the performance of the product(s) shall not be deemed to constitute either a failure to conform to the specifications or a defect in product or workmanship. This warranty shall extend for a period of twelve (12) months from the initial date of shipment. Should any breach of this warranty appear within twelve (12) months from the initial date of shipment, Seller shall, upon immediate notification of such alleged failure and substantiation that the products have been handled, used and/or maintained in accordance with Seller's recommendations and standard industry practices, correct such defects by suitable repair or replacement at its own expense. Seller's liability under this warranty shall cease if any major repairs to or any replacement or modification of the products is made by any person other than Seller's personnel or persons working under the supervision of Seller's personnel. THIS LIMITED WARRANTY IS IN LIEU OF ANY AND ALL OTHER REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR OTHER WARRANTY OF QUALITY. THIS WARRANTY CONSTITUTES THE EXCLUSIVE REMEDY OF THE BUYER FOR DEFECTIVE OR NON-CONFORMING PRODUCTS.
- (9) **LIMITATION OF LIABILITY.** Upon receipt of each shipment of product sold hereunder, Buyer shall examine such product for damage, defects or shortages. All claims, including claims for alleged damaged or defective products, shortage or non-deliverance of products, negligence or any other cause whatsoever, shall be deemed waived unless made in writing and received by Seller within such 15 day period after Buyer's receipt of the product. Failure of Buyer to give notice of any claim within such time period shall be deemed an absolute and unconditional waiver of such claim, regardless of whether processing, use or resale of the product shall have taken place. In the event the Buyer has timely notified Seller of a defective or damaged product, Seller's sole obligation shall be to repair or replace such defective or damaged products at its sole expense. SELLER SHALL NOT, UNDER ANY CIRCUMSTANCES, BE LIABLE FOR DIRECT, INDIRECT, SPECIAL INCIDENTAL OR CONSEQUENTIAL DAMAGES. Except to the extent provided in the LIMITED WARRANTY, Seller shall not be liable for any claim or loss arising out of or related to this agreement or the products provided pursuant thereto, whether such claim allegedly arises or is based on contract, warranty, tort (including negligence), strict liability in tort or otherwise. Liability shall not in any event exceed the cost of the products upon which such claim is based.
- (10) **ADJUSTMENT TO PRICE AND TERMS.** At any time during the term of this agreement, Seller may upon written notice to Buyer, change the price, transportation or payment terms specified herein effective on the date set forth in such notice. Seller's prices and terms of delivery as in effect on date of adjustment shall govern. Seller reserves the right to terminate this agreement on thirty days written notice if any government authority in any way restricts or limits the right of Seller to increase the prices or to continue any price already in effect.

## GSK NRT Direct Purchase Program (APF)

7

- (11) **RETURN OF PRODUCT.** Products may not be returned.
- (12) **INTERNATIONAL SALES.** Buyer and Seller hereby opt out of the UNITED NATIONS CONVENTION ON CONTRACTS FOR THE INTERNATIONAL SALE OF PRODUCTS, and the same shall have no force, effect or control over the transactions undertaken in accordance with this agreement.
- (13) **TERMINATION.** This agreement can be terminated by either party with 30 days notice.
- (14) **SALE TERMS.** Program is Not for Profit, Not for Resale. Program must be accompanied by counseling. Buyer will provide the product as per one of the two alternatives (i) free of charge to participant (ii) subsidize at least 50% of the cost of product, with the remainder paid by the participant in the form of a co-pay. Product that is distributed must be used by participant. Duration of program and number of units provided is based on product recommendation. Product is not to be sold outside of the Program.
- (15) **ANTI-BRIBERY and CORRUPTION:** Buyer agrees to perform its obligations under the Agreement in accordance with the requirements of Exhibit B (Anti-Bribery and Corruption). Buyer shall comply fully at all time with all applicable laws and regulations, including but not limited to applicable anti-corruption laws, of the territory in which the Buyer conducts business with GSK. GSK shall be entitled to terminate this Agreement immediately on written notice to the Buyer, if Buyer fails to perform its obligations in accordance with this Clause Buyer shall have no claim against GSK for compensation for any loss of whatever nature by virtue of the termination of this Agreement in accordance with this Clause. To the extent (and only to the extent) that the laws of the territory provide for any such compensation to be paid to Buyer upon the termination of this Agreement, Buyer hereby expressly agrees to waive (to the extent possible under the laws of the territory) or to repay to GSK any such compensation or indemnity.
- (16) **COMPLIANCE WITH LAWS:** Buyer shall comply fully at all time with all applicable laws and regulations, including but not limited to applicable anti-corruption laws, of the territory in which the Buyer conducts business with GSK.
- (17) **ADVERSE EVENT REPORTING:** GSK is required by law to report adverse drug events associated with GSK products to the FDA. The definition of an "adverse drug event" is "any untoward medical event in a patient administered a GSK product." The medical event does not necessarily have to be related to the product. An adverse event may consist of a new disease, a worsening of a pre-existing illness or condition, a recurrence of an illness or condition that comes and goes, a set of related signs or symptoms, or a single sign or symptom, or simply a failure to work as expected. Therefore, if someone reports an adverse event related to a GSK product to you while you are providing services to GSK, you agree that you will attempt to speak to the person about the adverse event and request that he/she provide (1) his/her name, (2) address, (3) phone number, (4) the name of the product and the product formulation involved, (5) the event that occurred, and if the person reporting the event is not the patient who experienced the adverse event, (6) the patient initials and gender. You agree to report as much of this information as you are able to obtain to the GSK Consumer Healthcare Response Center by either telephone at (800) 245-1040 or e-mail at <https://www.haleon.com/contact-us/general-enquiry/> within 24 hours after receipt of that information. You agree that you will inform the person that a representative from GSK may contact him/her to request additional information about the adverse event. If the report is from a consumer, you agree that you will suggest that the consumer also talk to his/her physician or other healthcare provider about the event if they have not already done so. Your efforts in support of the adverse event reporting system are important and very much appreciated. In the event that your provision of Services to GSK will bring Buyer into direct contact with consumers or healthcare professionals, you shall notify GSK in advance and GSK shall arrange for any necessary additional training for Buyer staff to identify and report adverse drug events.
- (18) **CORPORATE RESPONSIBILITIES:** Ethical Standards and Human Rights - Unless otherwise required or prohibited by law, Buyer represents and warrants, to the best of its knowledge, that:
- it does not employ engage or otherwise use any child labor in circumstances such that the tasks performed by any such child labor could reasonably be foreseen to cause either physical or emotional impairment to the development of such child;
  - it does not use forced labor in any form (prison, indentured, bonded or otherwise) and its employees are not required to lodge papers or deposits on starting work;
  - it provides a safe and healthy workplace, presenting no immediate hazards to its employees. Any housing provided by Buyer to its employees is safe for habitation. Buyer provides access to clean water, food, and emergency healthcare to its employees in the event of accidents or incidents at the Buyer's workplace;
  - it does not discriminate against any employees on any ground (including race, religion, disability or gender);
  - it does not engage in or support the use of corporal punishment, mental, physical, sexual or verbal abuse and does not use cruel or abusive disciplinary practices in the workplace;
  - it pays each employee at least the minimum wage, or a fair representation of the prevailing industry wage, (whichever is the higher) and provides each employee with all legally mandated benefits;
  - it complies with the laws on working hours and employment rights in the countries in which it operates; and
  - it is respectful of its employees' right to join and form independent trade unions and freedom of association.
- Buyer agrees that it is responsible for controlling its own supply chain and that it shall encourage compliance with ethical standards and human rights by any subsequent Buyer of goods and services that are used by Buyer when performing its obligations under this Agreement.
- Buyer shall ensure that it has ethical and human rights policies and an appropriate complaints procedure to deal with any breaches of such policies.
- GSK reserves the right upon reasonable notice (unless inspection is for cause, in which case no notice shall be necessary) to enter upon Buyer's premises to monitor compliance by Buyer of the warranties set out in sub-sections (i) through (viii) above and Buyer shall, subject to compliance with law, furnish GSK with any relevant documents requested by GSK in relation thereto.
- (19) **GOVERNMENT CONTRACTOR:** GSK is a federal contractor to the U.S. Government and is required to flow down to its subcontractors certain regulatory provisions, including, but not limited to, the following which are hereby incorporated by reference and made part of this Agreement as if fully set forth herein (i) the provisions of the Equal Opportunity Clauses set forth in 41 CFR parts 60-1.4(a), and the employee notice found at 29 CFR Part 471, Appendix A to Subpart A; (ii) applicable requirements of 41 CFR §§ 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veteran status or disability, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities; (iii) applicable contractual provision of Public Law 95-507 concerning the Utilization of Small Business Concerns; and (iv) any law, order, or regulatory provision issued in addition, supplement or replacement of the foregoing concerning federal contractors. Buyer also agrees to comply with all applicable federal, state, or local statutes, ordinances, and regulations relating to non-discrimination in employment.
- (20) **CONFIDENTIALITY:** GSK pricing methods and rates are confidential. Buyer shall not disclose GSK pricing methods or rates to any third party.
- (21) **MISCELLANEOUS.** No waiver by either GSK or Buyer with respect to any breach or default or of any right or remedy, and no course of dealing, shall be deemed to constitute a continuing waiver of any other breach or default or any other right or remedy, unless such waiver is expressed in writing signed by the party to be bound. This agreement and performance hereunder shall be constructed and governed by the laws of Delaware, and any dispute related to this agreement shall be brought before a court within the State of Delaware. Neither this agreement nor any interest herein shall be transferred or assigned by the parties except upon the prior written consent of the other party.

Buyer Jefferson County Public Health

GlaxoSmithKline Consumer Healthcare, Holdings (US) LLC  
a Haleon group company.

Kelly Simmelink, JC Commission Chair

Date 11/29/2023

Date

**Exhibit A****NRT Direct Purchase Program (DPP) - Product Pricing**

Product*	Pieces Per Carton	Strength	Item #	Cost Per Carton	Cost Per Case**
Nicorette Gum - Spearmint	100	2 mg	6000000120131	\$24.50	\$294.00
Nicorette Gum - Spearmint	100	4 mg	6000000120279	\$24.50	\$294.00
Nicorette Gum - Fruit Chill	100	2 mg	6000000120317	\$24.50	\$294.00
Nicorette Gum - Fruit Chill	100	4 mg	6000000120318	\$24.50	\$294.00
Nicorette Gum - Cinnamon Surge	100	2 mg	6000000120315	\$24.50	\$294.00
Nicorette Gum - Cinnamon Surge	100	4 mg	6000000120316	\$24.50	\$294.00
Nicorette Gum - White Ice Mint	100	2 mg	6000000120310	\$24.50	\$294.00
Nicorette Gum - White Ice Mint	100	4 mg	6000000120311	\$24.50	\$294.00
NicoDerm CQ - Step #1 Patch	14	21 mg	6000000110554	\$20.99	\$251.88
NicoDerm CQ - Step #2 Patch	14	14 mg	6000000110576	\$20.99	\$251.88
NicoDerm CQ - Step #3 Patch	14	7 mg	6000000110577	\$20.99	\$251.88
Nicorette Mini Lozenge - Mint	81	2 mg	788000C	\$27.99	\$335.88
Nicorette Mini Lozenge - Mint	81	4 mg	788050C	\$27.99	\$335.88

\*Shipments in full cases only. 12 Cartons per Case. No mixing of different products within one case. Minimum order is one case and the maximum order is 16 cases.

**Additional Shipping & Handling Charges:**

- One (1) to Four (4) Cases = \$12 per order.
- Five (5) to Eight (8) Cases = \$22 per order.
- Nine (9) to Twelve (12) Cases = \$32 per order.
- Thirteen (13) to Sixteen (16) Cases = \$42 per order.
- The above shipping charges per case are within the contiguous United States.
- Shipments to Alaska and Hawaii require additional shipping charges over and above the quoted shipping charge per case. An estimated shipping charge for Alaska and Hawaii will be submitted to the Buyer for approval prior to shipping.

**Sales Tax:**

- Sales tax is additional to the above Product Pricing unless Buyer is tax exempt.
- If Buyer is tax exempt, a tax-exempt certificate or supporting documentation must be provided to retain on file for tax audit purposes.
- Sales taxation is calculated by the shipment destination address.
- If sales tax applies, GSK will collect and remit sales tax on behalf of Buyer except in the following states where GSK is not registered to remit: CO, ID, ME, ND, NE, NV, SD, UT, & WY.
- It is the responsibility of the Buyer, to collect applicable sales tax in these nine (9) states and remit accordingly.

**Credit Card Processing Fee:**

- For credit purchases, an additional credit card processing fee is calculated as a % of the total order cost prior to shipment.



## EXHIBIT B ANTI-BRIBERY AND CORRUPTION

1.1 "Government Official" (where "government" means all levels and subdivisions of governments, i.e. local, regional, national, administrative, legislative, executive, or judicial, and royal or ruling families) means any officer or employee of a government or any department, agency or instrumentality of a government (including public enterprises, and entities owned or controlled by the state); any officer or employee of a public international organization such as the World Bank or United Nations; any officer or employee of a political party, or any candidate for public office; any person defined as a government or public official under applicable local Laws (including anti-bribery and corruption laws) and not already covered by any of the above; or any person acting in an official capacity for or on behalf of any of the above. "Government Official" will include any person with close family members who are Government Officials (as defined above) with the capacity, actual or perceived, to influence or take official decisions affecting GSK business.

1.2 Customer will, and will take reasonable measures to ensure its subcontractors, agents or any other third parties subject to its control or determining influence will, comply with anti-corruption laws and will not, in connection with the performance of this Agreement, directly or indirectly make, promise, authorize, ratify or offer to make, or take any act in furtherance of any payment or transfer of anything of value for the purpose of influencing, inducing or rewarding any act, omission or decision to secure an improper advantage; or improperly assisting Customer or GSK in obtaining or retaining business, or in any way with the purpose or effect of public or commercial bribery. For the avoidance of doubt this includes facilitating payments, which are unofficial, improper, small payments or gifts offered or made to Government Officials to secure or expedite a routine or necessary action to which GSK is legally entitled.

1.3 Customer represents and warrants that, except as disclosed to GSK in writing prior to the commencement of the Agreement: (i) none of its significant shareholders (>25% shareholding) or senior management has influence over GSK's business; (ii) no significant shareholders, members of senior management, members of the Board of Directors, or key individuals who will be responsible for the provision of goods or services are currently or have been in the past 2 years a

Government Official with actual or perceived influence which could affect GSK business; (iii) it is not aware of any immediate relatives (e.g. spouse, parents, children or siblings) of the persons listed above having a public or private role which involves making decisions which could affect GSK business or providing services or products to, or on behalf of GSK; (iv) it does not have any other interest which directly or indirectly conflicts with its proper and ethical performance of the Agreement; and (v) it will maintain arm's length relations with all third parties with which it deals for or on behalf of GSK in performance of the Agreement. Customer will inform GSK in writing at the earliest possible opportunity of any conflict of interest as described in this paragraph that arises during the performance of the Agreement.

1.4 Unless requested by and with the prior written approval of GSK, Customer will not contact, or otherwise knowingly meet with any Government Official for the purpose of discussing activities arising out of or in connection with the Agreement. When engaging in government relations, advocacy or lobbying activity expressly authorized by GSK, Customer will in all interactions with Government Officials identify that it acts on behalf of GSK and will at all times during the term of the Agreement maintain (separately from any of its business records not relating to the Agreement) a log documenting all interactions with Government Officials on behalf of GSK or in relation to the activities arising out of or in connection with the Agreement to include, at least, the following information: (i) the title of the Government Official with whom they interacted; (ii) the location and context in which such interaction took place; (iii) the subject matter of the interaction; and (iv) whether any transfer of value to the Government Official was made or offered and a description of the same. Customer will provide a copy of the log referred to above to GSK upon request and no less frequently than every 6 months during the term of the Agreement.

1.5 Customer, upon request by GSK, will certify that adequate anti-bribery and anti-corruption training has been provided to relevant Personnel.

1.6 Notwithstanding any other provision in the Agreement, if GSK terminates the Agreement due to Customer breach of these Anti-Bribery and Corruption requirements, GSK will not be obliged to make any payments, indemnify, or otherwise provide compensation to Customer subsequent to the termination of the Agreement.

BEFORE THE BOARD OF THE COUNTY COMMISSIONERS  
FOR THE COUNTY OF JEFFERSON

SALARY CHANGE

IN THE MATTER OF SETTING THE  
COMPENSATION OF AN EMPLOYEE

}  
} SALARY ORDER NO. \_\_\_\_\_

Employee Name:

Position Title:


Alexa Gassner

County Counsel

Department: Administration

Effective Date: 11/21/2023

Reason:  
Increase FTE from 0.9 FTE to 1.0 FTE

DESCRIPTION	CURRENT	REQUEST
Hourly Rate	76.01	76.01
Monthly Wage	11,903.17	13,225.74
Grade	39	39
Step	10	10
Salary Matrix/PERS Class	NR-B	NR-B
Benefit Group	NR	NR
Applicable Benefits & Other Terms	3-month severance in employment contract is no longer prorated to 90%. Vacation and Sick Leave accruals adjusted to 1.0 FTE levels. No other changes.	
Employee Signature		

APPROVED, ADOPTED, AND ORDERED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ATTEST:

BOARD OF COMMISSIONERS

Department Director: 

Commissioner, Chair: \_\_\_\_\_

Finance Director: 

Commissioner: \_\_\_\_\_

County Administrative Officer: 

Commissioner: \_\_\_\_\_

GL BUDGET LINE ITEM: \_\_\_\_\_ - 510 - \_\_\_\_\_ SALARY ANNIVERSARY DATE: \_\_\_\_\_

Form 7

**CERTIFICATION OF PLAT EXECUTION**  
**(Health Campus Condominium)**

The undersigned hereby acknowledges that the plat required in the condominium filing process pursuant to the Oregon Condominium Act (ORS 100.005 to ORS 100.910 and 100.990) regarding HEALTH CAMPUS CONDOMINIUM located in Jefferson County, Oregon is a true copy of the plat signed by the Declarant.

Oregon law (ORS 100.110(4)(e)) provides that this Certification may be executed by the Declarant, the professional land surveyor who signed the surveyor's certificate on the plat, the attorney for the Declarant, a representative of the title insurance company that issued the information required under ORS 100.640 (5) or 100.660 (2)(d) or another person authorized by the Declarant in writing to execute the certification.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2023.

DECLARANT:

JEFFERSON COUNTY,  
a political subdivision of the State of Oregon

\_\_\_\_\_  
Wayne Fording, Commissioner

\_\_\_\_\_  
Kelly Simmelink, Commissioner

\_\_\_\_\_  
Mark Wunsch, Commissioner

BEFORE THE BOARD OF COMMISSIONERS OF  
JEFFERSON COUNTY  
**PURCHASE REQUISITION FORM**

M: \_\_\_\_\_

Department/Office: Buildings and Grounds Date: 11/21/2003

Are three or more informal estimates/bids attached? Check  YES  NO

\$3,000 - \$9,999

Item Requested: <i>(Explain what the item is)</i>	Repairs to the wide area mower. Was approved for \$7,500 at the Nov. 1 meeting. Since then we have found additional repair needs. Up to \$9,500
--	---

General Ledger # 508 - 101 - 520 - 2301

Is there sufficient funds in your current budget line? (check yes or no)  YES  NO

NT Equipment Approval: Network Administrator

  
Submitted By: Department Director/Elected Official

Approved by: County Administrative Officer (CAO)

\$10,000 - \$149,999

Item Requested: <i>(Explain what the item is)</i>	
--	--

General Ledger # \_\_\_\_\_

Is there sufficient funds in your current budget line? (check yes or no)  YES  NO

BOARD OF COMMISSIONERS:

*Purchases of \$150,000 and above must meet competitive bidding process required by JCC 3.04. Consult with County Counsel.*

\_\_\_\_\_  
Mark Wunsch, Commissioner

\_\_\_\_\_  
Wayne Fording, Commissioner

\_\_\_\_\_  
Kelly Simmelink, Commission Chair

Attest:  
  
\_\_\_\_\_  
Lyndsay Hessel, Assistant

**INTERGOVERNMENTAL PARTNERSHIP AGREEMENT**  
ePermit System and Services

**THIS INTERGOVERNMENTAL PARTNERSHIP AGREEMENT** (“Agreement”) is effective when all required signatures have been obtained by and between The State of Oregon, acting by and through the Department of Consumer and Business Services (DCBS), Building Codes Division (“BCD”) and the Jefferson County (“Jurisdiction”), a political subdivision of the State of Oregon. BCD and the Jurisdiction may collectively be referred to herein as the Parties and individually as a Party. The Parties enter into this Agreement to cooperate and share services pursuant to the authority granted under ORS 455.185. The purpose of this Agreement is to encourage economic development through construction and to experiment and innovate for administration of building inspection programs. It is in the best interest of BCD and Jurisdiction’s leaders to ensure that construction-related development activities proceed in a manner that is quick, efficient, and practical. Having a flexible and responsive system requires sufficient staff and resources to be available to construction businesses. By partnering, BCD and Jurisdiction can explore new ways to maximize the use of scarce resources. This Agreement supersedes and amends and replaces in its entirety any pre-existing intergovernmental partnership agreement for the ePermit System and Services between Jurisdiction and BCD.

**DCBS:**

Celina Patterson  
e-Permitting Manager  
1535 Edgewater Street NW  
PO Box 14470  
Salem, OR 97309  
(503) 373-0855

**Jurisdiction:**

Jeremy Faircloth  
Building Official  
66 SE D Street  
Madras, OR 97741  
(541) 475-4462  
permits@co.jefferson.or.us

**RECITALS**

- A. Oregon Revised Statute ORS 455.095 provides that DCBS shall develop and implement a system that provides electronic access to building permitting information. The statute also requires DCBS to make the system accessible for use by municipalities in carrying out the building inspection programs administered and enforced by the municipalities.
- B. The Department of Administrative Services Procurement Office, on behalf of DCBS, issued a Request for Proposal (RFP) for a statewide electronic permit system and



associated products and services. Accela, Inc. was the successful proposer. DCBS and Accela Inc. executed a contract in August, 2008 (“ePermit contract”), by which Accela, Inc. licensed to DCBS ePermitting system software, an Integrated Voice Recognition (IVR) system and provided related configuration, implementation and hosting services (collectively the “ePermit System”).

- C. The ePermit contract provided that the ePermit System and related Services would be available to municipalities (“Participating Jurisdictions”).
- D. BCD is the division of DCBS that implements and administers the ePermitting system.
- E. Jurisdiction has requested that BCD provide access to the ePermitting System and related Services to Jurisdiction and to implement the Jurisdiction as a Participating Jurisdiction as set forth in the ePermitting contract.
- F. BCD is willing, upon the terms of and conditions of this Agreement, to provide access to Jurisdiction to the ePermitting System and related Services and to implement Jurisdiction as provided herein.

## **1. DEFINITIONS.**

- 1.1. As used in this Agreement, the following words and phrases shall have the indicated meanings.
- 1.2. “Agreement” means this Regional Partnership Agreement.
- 1.3. “ePermitting Contract” has the meaning set forth in Recital B and includes all amendments.
- 1.4. “ePermit System” means the entire system including the ePermitting software, licensed, implemented and configured pursuant to the ePermit contract and related Services including hosting, mobile applications and IVR.
- 1.5. “Jurisdiction” has the meaning set forth in the first paragraph of this Agreement.

## **2. TERM, RENEWAL AND MODIFICATIONS.**

- 2.1. Term. This Agreement is effective, and will be considered fully executed, upon signature by both parties, and shall remain in effect until termination of this Agreement as provided herein. Unless otherwise terminated as provided herein, this Agreement will be in effect for the period that Jurisdiction administers and enforces a building inspection program. This Agreement will automatically renew if or when the Jurisdiction’s program assumption is renewed for an additional period.
- 2.2. Agreement Modifications. Notwithstanding the foregoing, or any other provision of the Agreement, BCD may propose a modified Agreement or new intergovernmental agreement for Jurisdiction access to the ePermit System. BCD will propose such

modified Agreement or new intergovernmental agreement with at least 60 days written notice prior to expiration of the Jurisdiction's current program assumption period. The new intergovernmental agreement or modified Agreement will be effective on the effective date of the renewal of Jurisdiction's program assumption. If the parties cannot agree to the new intergovernmental agreement or modified Agreement, this Agreement will terminate effective on the renewal date of Jurisdiction's program assumption. Additionally, during the term of this Agreement, BCD may propose modifications to this Agreement; such modifications will become effective upon mutual agreement by the parties in accordance with section 19 of this Agreement.

### **3. PERFORMANCE AND DELIVERY.**

#### **3.1 Responsibilities of BCD.**

3.1.1. BCD shall use its best efforts to provide Jurisdiction access to the ePermit System and related Services. BCD shall use best efforts to provide the Jurisdiction with satisfactory access on a parity with all other jurisdictions implemented by BCD to the ePermit System.

3.1.2. BCD will implement the Jurisdiction's access using the process according to the ePermitting Implementation Methodology set forth in Exhibit E. If a Work Order Contract is used to implement a specific city or county, a copy of that Work Order Contract will be provided in Exhibit D.

3.1.3. Upon implementation, Jurisdiction will have access to the System and the functionality, as described in Exhibit E.

3.1.4. BCD will provide technical support for the ePermit program. Support is available 8:00 a.m. to 5:00 p.m. Monday through Friday, except for state-observed holidays and from 8:30-10:00 am on Mondays when ePermitting staff holds its weekly staff meeting. The general support structure shall be as follows:

3.1.4.1. State ePermitting team provides technical support to participating city or county.

3.1.4.2. Accela provides technical support to State ePermitting team.

In the event that the State team is unable to communicate a solution to the participating city or county, the State team will facilitate communication between Accela and participant.

3.1.5 BCD will provide software that fulfills the Jurisdiction's basic requirement for accepting and reviewing electronic plans.

#### **3.2. Responsibilities of Jurisdiction.**

3.2.1. Jurisdiction agrees to the requirements of Exhibit A.

3.2.2. Jurisdiction agrees to abide by the terms and conditions of the Software License set forth in Exhibit B.

3.2.3. Jurisdiction agrees to abide by the implementation model that is identified in Exhibit E.

#### **4. COMPENSATION AND PAYMENT**

4.1 Not-to-Exceed Compensation. The maximum, not-to-exceed compensation payable by Jurisdiction to BCD under this contract, which includes any allowable expenses, is \$50,000.00.

4.2 Invoicing. BCD may invoice Jurisdiction for services rendered under Exhibit E. BCD will submit all invoices to Jurisdiction upon completion of the services. Invoices must be paid within 30 days of receipt.

#### **5. REPRESENTATIONS AND WARRANTIES.**

5.1 Representations of Jurisdiction. Jurisdiction represents and warrants to BCD as follows:

5.1.1. Organization and Authority. Jurisdiction is a political subdivision of the State of Oregon (or an intergovernmental entity formed by political subdivisions of the State of Oregon under ORS Chapter 190) duly organized and validly existing under the laws of the State of Oregon. Jurisdiction has full power, authority and legal right to make this Agreement and to incur and perform its obligations hereunder. Jurisdiction has assumed and administers a building inspection program under ORS 455.148 to ORS 455.153.

5.1.2. Due Authorization. The making and performance by Jurisdiction of this Agreement (1) have been duly authorized by all necessary action of Jurisdiction and (2) do not and will not violate any provision of any applicable law, rule, and regulation.

5.1.3. Binding Obligation. This Agreement has been duly executed and delivered by Jurisdiction and constitutes a legal, valid and binding obligation of Jurisdiction, enforceable according to its terms.

5.1.4. Jurisdiction has reviewed the ePermit Contract and ePermit System and is knowledgeable of the ePermit system functionality and performance and has entered into this Agreement based on its evaluation of the ePermit Contract and the ePermit System

5.2. Representations and Warranties of BCD. BCD represents and warrants to Jurisdiction as follows:

5.2.1. Organization and Authority. BCD is a division of DCBS, an agency of the state government and BCD has full power, authority and legal right to make this Agreement and to incur and perform its obligations hereunder.

5.2.2. Due Authorization. The making and performance by BCD of this Agreement (1) have been duly authorized by all necessary action of BCD and DCBS and (2) do not and will not violate any provision of any applicable law, rule, and regulation.

5.2.3. Binding Obligation. This Agreement has been duly executed and delivered by BCD and constitutes a legal, valid and binding obligation of BCD and DCBS; it is enforceable according to its terms.

5.2.4. Performance Warranty. BCD will use its best efforts to provide Jurisdiction access to the ePermit System according to the ePermit contract. Notwithstanding the foregoing, Jurisdiction understands and agrees that the ePermit System is composed of software and services provided by third parties and BCD has no responsibility to Jurisdiction for the functionality or performance of the ePermit System.

5.3. The warranties set forth above are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

## **6. ACCESS TO RECORDS AND FACILITIES.**

6.1. Records Access. DCBS, BCD, the Secretary of State's Office of the State of Oregon, the Federal Government, and their duly authorized representatives may access the books, documents, papers and records of the Jurisdiction that are directly related to this Agreement, for the purpose of making audits, examinations, excerpts, copies and transcriptions.

6.2. Retention of Records. Jurisdiction shall retain and keep accessible all books, documents, papers, and records that are directly related to this Agreement for a minimum of six (6) years, or such longer period as may be required by other provisions of this Agreement or applicable law, following the termination of this Agreement.

6.3. Public Records. Jurisdiction is deemed the Custodian for the purposes of public records requests regarding requests related to Jurisdiction's building inspection program.

## **7. JURISDICTION DEFAULT.**

Jurisdiction shall be in default under this Agreement upon the occurrence of any of the following events:

7.1. Jurisdiction fails to perform, observe or discharge any of its covenants, agreements or obligations set forth herein.

7.2. Any representation, warranty or statement made by Jurisdiction herein is untrue in any material respect when made.

## **8. BCD DEFAULT.**

BCD shall be in default under this Agreement upon the occurrence of any of the following events:

- 8.1. BCD fails to perform, observe or discharge any of its covenants, agreements, or obligations set forth herein; or
- 8.2. Any representation, warranty or statement made by BCD herein is untrue in any material respect when made.

#### **9. TERMINATION BY JURISDICTION.**

Jurisdiction may terminate this Agreement in its entirety as follows:

- 9.1. For its convenience, upon at least six calendar months advance written notice to BCD, with the termination effective as of the first day of the month following the notice period;
- 9.2. Upon 30 days advance written notice to BCD, if BCD is in default under this Agreement and such default remains uncured at the end of said 30-day period or such longer period, if any, as Jurisdiction may specify in the notice; or
- 9.3. Immediately upon written notice to BCD, if Oregon statutes or federal laws, regulations or guidelines are modified, changed or interpreted by the Oregon Legislative Assembly, the federal government or a court in such a way that Jurisdiction no longer has the authority to meet its obligations under this Agreement.

#### **10. TERMINATION BY BCD.**

BCD may terminate this Agreement as follows:

- 10.1. For its convenience, upon at least twenty-four calendar months advance written notice to Jurisdiction, with the termination effective as of the first day of the month following the notice period.
- 10.2. Upon termination of the ePermit Contract with such reasonable notice to Jurisdiction as feasible under the terms of the ePermit Contract.
- 10.3. Immediately upon written notice to Jurisdiction if Oregon statutes or federal laws, regulations or guidelines are modified, changed or interpreted by the Oregon Legislative Assembly, the federal government or a court in such a way that DCBS no longer has the authority to meet its obligations under this Agreement.
- 10.4. Upon 30 days advance written notice to Jurisdiction, if Jurisdiction is in default under this Agreement and such default remains uncured at the end of said 30 day period or such longer period, if any, as BCD may specify in the notice.
- 10.5. Immediately, in the event that Jurisdiction no longer administers and enforces a building inspection program.

## **11. EFFECT OF TERMINATION.**

- 11.1. **No Further Obligation.** Upon termination of this Agreement in its entirety, BCD shall have no further obligation to provide access to the ePermit System and related Services to Jurisdiction.
- 11.2. **Survival.** Termination or modification of this Agreement pursuant to sections 8 and 9 above, shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination or modification. However, upon receiving a notice of termination, Jurisdiction shall immediately cease all activities under this Agreement, unless expressly directed otherwise by BCD in the notice of termination.
- 11.3. **Minimize Disruptions.** If a termination right set forth in section 8 or 9 is exercised, both parties shall make reasonable good faith efforts to minimize unnecessary disruption or other problems associated with the termination.
- 11.4. **Jurisdiction Data.** Jurisdiction may obtain a copy of all of its data related to its usage of ePermitting, for usage in a move into a Jurisdiction-administered electronic system, by submitting a written request to BCD as part of Jurisdiction's notice of termination, or within 60 days of termination of this agreement. BCD will request the data from Accela, and Accela will provide the data in the same format as the Accela database.

## **12. NOTICE.**

Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, or mailing the same, postage prepaid to Jurisdiction or BCD at the addresses or numbers set forth on page one of this agreement, or to such other addresses or numbers as either party may indicate pursuant to this section. Any communication or notice so addressed and mailed shall be effective five (5) days after mailing. Any communication or notice delivered by facsimile shall be effective on the day the transmitting machine generates a receipt of the successful transmission, if transmission was during normal business hours of the recipient, or on the next business day, if transmission was outside normal business hours of the recipient. To be effective against BCD, any notice transmitted by facsimile must be confirmed by telephone notice to BCD's ePermitting Manager. To be effective against Jurisdiction, any notice transmitted by facsimile must be confirmed by telephone notice to Jurisdiction's City Manager. Any communication or notice given by personal delivery shall be effective when actually delivered.

## **13. SEVERABILITY.**

The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of

the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

#### **14. 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.

#### **15. GOVERNING LAW, CONSENT TO JURISDICTION.**

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between BCD (and/or any other division, agency or department of the State of Oregon) and Jurisdiction that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within a circuit court in the State of Oregon of proper jurisdiction. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. Jurisdiction, by execution of this agreement, hereby consents to the in personam jurisdiction of said courts.

#### **16. COMPLIANCE WITH LAW.**

The parties shall comply with all state and local laws, regulations, executive orders and ordinances applicable to the Agreement. All employers, including BCD and Jurisdiction, that employ subject workers who provide Services in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126.

#### **17. ASSIGNMENT OF AGREEMENT, SUCCESSORS IN INTEREST.**

The parties agree there will be no assignment or delegation of the Agreement, or of any interest in this Agreement, unless both parties agree in writing. The parties agree that no services required under this Agreement may be performed under subcontract unless both parties agree in writing. The provisions of this Agreement shall be binding upon and shall inure to the parties hereto, and their respective successors and permitted assignees.

#### **18. NO THIRD-PARTY BENEFICIARIES.**

BCD and Jurisdiction are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons any greater than the rights and benefits enjoyed by the general public unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this

Agreement.

**19. WAIVER.**

The failure of either party to enforce any provision of this Agreement shall not constitute a waiver by that party of that or any other provision. No waiver or consent shall be effective unless in writing and signed by the party against whom it is asserted.

**20. AMENDMENT.**

No amendment, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties and when required by the Department of Administrative Services and Department of Justice. Such amendment, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. Jurisdiction, by signature of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

**21. HEADINGS.**

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

**22. CONSTRUCTION.**

This Agreement is the product of extensive negotiations between BCD and representatives of Jurisdiction. The provisions of this Agreement are to be interpreted and their legal effects determined as a whole. An arbitrator or court interpreting this Agreement shall give a reasonable, lawful and effective meaning to the Agreement to the extent possible, consistent with the public interest.

**23. INDEPENDENT CONTRACTOR.**

The parties agree and acknowledge that their relationship is that of independent contracting parties and that neither party is an officer, employee, or agent of the other as those terms are used in ORS 30.265 or otherwise.

**24. LIMITATION OF LIABILITY.**

24.1. Jurisdiction agrees that BCD shall not be subject to any claim, action, or liability ARISING IN ANY MANNER WHATSOEVER OUT OF ANY ACT OR OMISSION, INTERRUPTION, OR CESSATION OF ACCESS OR SERVICE UNDER THIS AGREEMENT. THE STATE SHALL NOT BE LIABLE OR RESPONSIBLE FOR ANY DIRECT, INDIRECT SPECIAL OR CONSEQUENTIAL DAMAGES SUSTAINED BY THE POLITICAL SUBDIVISION, INCLUDING, BUT NOT LIMITED TO, DELAY, INTERRUPTION OF BUSINESS ACTIVITIES, OR LOST RECEIPTS THAT MAY RESULT IN ANY MANNER WHATSOEVER FROM ANY ACT OR OMISSION, INTERRUPTION,



**OR CESSATION OF SERVICE.**

24.2. EXCEPT FOR LIABILITY ARISING UNDER SECTION 26 NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT. NEITHER PARTY SHALL BE LIABLE FOR ANY DAMAGES OF ANY SORT ARISING SOLELY FROM THE TERMINATION OF THIS AGREEMENT OR ANY PART HEREOF IN ACCORDANCE WITH ITS TERMS.

**25. FORCE MAJEURE.**

Neither BCD nor Jurisdiction shall be held responsible for delay or default caused by fire, civil unrest, labor unrest, natural causes, or war which is beyond the reasonable control of BCD or Jurisdiction, respectively. Each party shall, however, make all reasonable efforts to remove or eliminate such cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.

**26. TIME IS OF THE ESSENCE.**

Time is of the essence in the performance of all under this Agreement.

**27. CONTRIBUTION**

27.1. If any third party makes any claim or brings any action, suit or proceeding ("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.

27.2. With respect to a Third Party Claim for which BCD is jointly liable with the Jurisdiction (or would be if joined in the Third Party Claim ), BCD 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 Jurisdiction in such proportion as is appropriate to reflect the relative fault of BCD on the one hand and of the Jurisdiction 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 BCD on the one hand and of the Jurisdiction 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. BCD's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if BCD had sole liability in the proceeding.

27.3. With respect to a Third Party Claim for which the Jurisdiction is jointly liable with BCD (or would be if joined in the Third Party Claim), the Jurisdiction 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 BCD in such proportion as is appropriate to reflect the relative fault of the Jurisdiction on the one hand and of BCD 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 Jurisdiction on the one hand and of BCD 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 Jurisdiction'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.

## **28. AGREEMENT DOCUMENTS IN ORDER OF PRECEDENCE.**

This Agreement consists of the following documents that are listed in descending order of precedence:

- This Agreement less all exhibits;
- Exhibit A - Jurisdiction Obligations
- Exhibit B - ePermit License Agreement
- Exhibit C - ePermit Contract (not attached, but made available to Jurisdiction)
- Exhibit D-Work Order Contract
- Exhibit E - Implementation Model

All attached and referenced exhibits are hereby incorporated by reference.

**29. MERGER CLAUSE.** This Agreement and attached exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind all parties unless in writing and signed by both parties and all necessary State approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in

the specific instance and for the specific purpose given. The failure of BCD to enforce any provision of this Agreement shall not constitute a waiver by BCD of that or any other provision.

[Signature on following page]

**JURISDICTION, BY EXECUTION OF THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT JURISDICTION HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.**

**A. Jurisdiction**

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

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

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

**B. State of Oregon, Acting by and through its Department of Consumer and Business Services, Building Codes Division**

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: Dawn Bass \_\_\_\_\_

Title: Deputy Administrator \_\_\_\_\_

Executed By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: Miriha Aglietti \_\_\_\_\_

Title: Designated Procurement Officer \_\_\_\_\_

## **Exhibit A Jurisdiction Obligations**

### **Jurisdiction Software**

As part of the state hosted system, any software being used by Jurisdiction to support either the building permitting system or any supplemental products being purchased from Accela, must be compatible with the Accela product.

### **Electronic Document Acceptance**

Beginning January 1, 2025, Jurisdiction is required by administrative law to accept electronic plans. Agency will provide software that fulfills the basic ability to meet this requirement; however, Jurisdiction may independently source their own software.

If Jurisdiction uses the Agency-provided software, then Jurisdiction will be required to comply with all third-party agreements associated with the software and must notify Agency promptly of any non-compliance. Jurisdiction must also comply with all Agency-provided instructions on the use of the software, including instruction relating to installation and removal of the software. Jurisdiction must remove or destroy any or all copies of the software at Agency's request.

### **Product Features**

Jurisdiction agrees to sell permits online through the ePermitting Portal. Jurisdiction agrees to offer online and IVR inspection scheduling for permits in an appropriate status.

Jurisdiction agrees to offer online submittal of plan documents at appropriate point(s) in the application process as dictated by the Jurisdiction's workflow associated with each record type.

### **Permit Numbering Scheme.**

As a full-service participant, Jurisdiction agrees to include the pre-assigned three digit prefix to all permits covered by and processed through ePermitting system. Permits for any supplemental products purchased through Accela, hosted in the State of Oregon environment and being serviced through the State of Oregon ePortal must also use the three-digit prefix in the permit number. Permits for supplemental products purchased through Accela that will not be hosted or maintained on the Oregon platform and that are not serviced through the State of Oregon ePortal are not required to use the three-digit prefix.

### **Status and Result Codes.**

All status and result codes such as inspections, plan review, permit issuance status will be pursuant to a statewide uniform system. Jurisdiction shall only use the uniform status and result codes.

### **Inspection Codes.**

Inspection types for code required inspections must be consistent throughout the state. Unique inspection types must be requested through and assigned by the ePermitting staff.

### **Supplemental Products Purchased by Jurisdiction through Accela.**

Any supplemental product such as, but not limited to, Land Use, Enforcement, Licensing, or

other services, may be licensed directly to Jurisdiction by Accela. Support services for the supplemental products fall outside of the scope of this Intergovernmental Agreement and are therefore provided through direct agreement with Accela or other service provider. Installation of supplemental products onto the State hosted servers cannot occur before the State ePermitting team begins active development of the building permitting module.

**Version (Product) updates.**

Migration from one product version of Accela Automation to another product version will be regulated and coordinated through BCD. Supplemental products will be required to migrate to the same version of the product at the same time as the product version for the building product module. After implementation, Jurisdiction is required to test the configuration against new versions of the product in the timeframe specified by BCD.

## Exhibit B Software License Agreement

**Note: DCBS through the ePermit Contract has the right to permit Jurisdictions to use the ePermit System software as set forth in Exhibit G, License Agreement, of the ePermit Contract. While the entire software license agreement between the State and Accela, Inc., including the added language in Amendment 7, has been provided here for continuity and ease of use, a participating city or county is only bound by Sections 3.1, 3.2, and 4 as specified in this Agreement.**

<p>1. Parties ACCELA Accela, Inc.  2633 Camino Ramon, Suite 120 Bishop Ranch 3 San Ramon, California 94583 Attention: Contracts Administration T: 925.659.3200 F: 925.407.2722 e-Mail: <a href="mailto:contractsadrnin@accela.com">contractsadrnin@accela.com</a></p>	<p>CUSTOMER State of Oregon Department of Consumer &amp; Business Services P.O. Box 14470  Salem, OR 97309 Attention: Building Codes Division T: (503)378-4100 F: (503)378-3989 e-Mail: <a href="mailto:chris.s.huntington@state.or.us">chris.s.huntington@state.or.us</a></p>
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This License Agreement ("LA") is intended for the exclusive benefit of the Parties; except as expressly stated herein, nothing will be construed to create any benefits, rights, or responsibilities in any other parties.

### 2. Term and Termination

- 2.1 Term Provided that Customer signs and returns this LA to Accela **no later than August 8, 2008**, this LA is effective as of the date of Customers signature ("Effective Date") and will continue until terminated as provided herein.
- 2.2 Termination Either party may terminate if the other party materially breaches this LA and, after receiving a written notice describing the circumstances of the default, fails to correct the breach within thirty (30) calendar days. Upon any termination or expiration of this LA, all rights granted to Customer are cancelled and revert to Accela.

### 3 Intellectual Property

- 3.1 License The software products ("Software") listed in Exhibit A are protected under the laws of the United States and the individual states and by international treaty provisions. Accela retains full ownership in the Software and grants to Customer a perpetual, limited, nonexclusive, nontransferable license to use the Software, subject to the following terms and conditions:

- 3.1.1 The Software is provided for use only by Customer employees. For the purposes of subsections 3.1, 3.2 and Sections 4 of this LA, Customer means: i)

the individual Jurisdiction with respect to its use of the Software, provided that the licensing fee has been paid for such Jurisdiction, and ii) the State of Oregon acting by and through its Department of Consumer and Business Services with respect to its use of the Software.

- 3.1.2 The Software may be installed on one or more computers but may not be used by more than the number of users for which the Customer has named user licenses. For the purposes of this License Agreement, the Customer has unlimited use, per department, of any license covered by this agreement. The Software is deemed to be in use when it is loaded into memory in a computer, regardless of whether a user is actively working with the Software. Accela may audit Customer's use of the Software to ensure that Customer has paid for an appropriate number of licenses. Should the results of any such audit indicate that Customer's use of the Software exceeds its licensed allowance, Customer agrees to pay all costs of its overuse as determined using Accela's then-current pricing; any such assessed costs will be due and payable by Customer upon assessment. Customer agrees that Accela's assessment of overuse costs pursuant to this Subsection is not a waiver by Accela of any other remedies available to Accela in law and equity for Customer's unlicensed use of the Software.
- 3.1.3 Customer may make backup copies of the Software only to protect against destruction of the Software. With exception of the Entity Relationship Diagram and any other documentation reasonably-designated and specifically-marked by Accela as trade secret information not for distribution, Customer may copy Accela's documentation for use by those persons described in section 3.1.1, supra, provided that such use is for business purposes not inconsistent with the terms and conditions of this Licensing Agreement. "Trade Secret" has the meaning set forth in ORS 192.501(2)
- 3.1.4 Customer may not make any form of derivative work from the Software, although Customer is permitted to develop additional or alternative functionality for the Software using tools and/or techniques licensed to Customer by Accela.
- 3.1.5 Customer may not obscure, alter, or remove any confidentiality or proprietary rights notices.
- 3.1.6 Subject to the limitations of Article XI, § 7 of the Oregon Constitution and the Oregon Tort Claims Act (**ORS 30.260 through 30.300**), Customer is liable to Accela for any direct damages incurred as the result of unauthorized reproduction or distribution of the Software which occur while the Software is in Customer's possession or control.
- 3.1.7 Customer may use the Software only to process transactions relating to properties within both its own geographical and political boundaries and in counties contiguous to Oregon with populations below 100,000. Customer



may not sell, rent, assign, sublicense, lend, or share any of its rights under this LA.

- 3.1.8 Customer is entitled to receive the Software compiled (object) code and is licensed to use any data code produced through implementation and/or normal operation of the Software; Customer is not entitled to receive source code for the Software except pursuant to an Intellectual Property Escrow Agreement, which may be executed separately by the Parties. Accela and Customer will execute an Intellectual Property Escrow Agreement within 30 days of Contract execution.
- 3.1.9 All rights not expressly granted to Customer are retained by Accela.
- 3.1.10 Customers are allowed unlimited use, per department, of software products listed in Exhibit A, for in-scope record type categories defined in Attachment 1 to this LA In addition, each customer is allowed five (5) additional record types for activities that fall outside of the in-scope record type categories defined in Attachment 1 to this L.A., are delivered under the Building Department and are submitted to and approved by DCBS.

### 3.2 License Warranties

- 3.2.1 Accela warrants that it has full power and authority to grant this license and that, as of the effective date of this LA, the Software does not infringe on any existing intellectual property rights of any third party. If a third party claims that the Software does infringe, Accela may, at its sole option, secure for Customer the right to continue using the Software or modify the Software so that it does not infringe. Accela expressly agrees to defend, indemnify, and hold Customer harmless from any and all claims, suits, actions, losses, liabilities, costs, expenses, including attorneys fees, and damages arising out of or related to any claims that the Software, or the Customers use thereof, infringes any patent, copyright, trade secret, trademark, trade dress, mask work, utility design, or other proprietary right of any third party; provided, that Customer shall provide Accela with prompt written notice of any infringement claim. Accela will have the sole right to conduct the defense of any legal action and all negotiations for its settlement or compromise; provided, however, Accela shall not settle any claim against the Customer with the consent of Customer.
- 3.2.2 Accela has no obligation for any claim based upon a modified version of the Software or the combination or operation of the Software with any product, data, or apparatus not provided by Accela, with the exception of those products identified in Exhibit J. Accela provides no warranty whatsoever for any third-party hardware or software products.
- 3.2.3 Except as expressly set forth herein, Accela disclaims any and all express

and implied warranties, including but not necessarily limited to warranties of merchantability and fitness for a particular purpose.

### 3.3 Compensation

3.3.1 License Fees In exchange for the Software described hereinabove, Customer will pay to Accela the amounts indicated in Exhibit A3.

3.3.2 Payment Terms Amounts are quoted in United States dollars and do not include applicable taxes, if any. The payment terms of all invoices are net forty-five (45) calendar days from the dates of the invoices. Any payment not paid to Accela within said period will incur a late payment in an amount equal to two-thirds of one percent (.66%) per month (eight percent (8% per annum), on the outstanding balance from the billing date. Accela may, at its sole discretion, suspend its obligations hereunder without penalty until payments for all past-due billings have been paid in full by Customer. All payments to Contractor are subject to ORS 293.462

## 4. Confidentiality

4.1 Confidentiality and Nondisclosure. Each party acknowledges that it and its employees or agents may, in the course of performing its responsibilities under this LA, be exposed to or acquire information that is confidential to the other party or the other party's clients. Any and all information clearly marked confidential, or identified as confidential in a separate writing as confidential provided by one party or its employees or agents in the performance of this LA shall be deemed to be confidential information of the other party ("Confidential Information"). Any reports or other documents or items (including software) which result from the use of the Confidential Information by the recipient of such information shall be treated with respect to confidentiality in the same manner as the Confidential Information. Confidential Information shall be deemed not to include information that (a) is or becomes (other than by disclosure by the party acquiring such information) publicly known or is contained in a publicly available document; (b) is furnished by the party disclosing such information to others without restrictions similar to those imposed by this LA; (c) is rightfully in the receiving party's possession without the obligation of nondisclosure prior to the time of its disclosure under this LA; (d) is obtained from a source other than the discloser without the obligation of confidentiality, (e) is disclosed with the written consent of the disclosing party, or; (f) is independently developed by employees or agents of the receiving party who can be shown to have had no access to the Confidential Information.

4.2 The recipient of Confidential Information agrees to hold Confidential Information in strict confidence, using at least the same degree of care that it uses in maintaining the confidentiality of its own Confidential Information, and not to copy, reproduce,

sell, assign, license, market, transfer or otherwise dispose of, give or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than as contemplated by this LA or reasonably related thereto, including without limitation the use by Customer of Accela who need to access or use the System for any valid business purpose, and to advise each of its employees and Accela of their obligations to keep Confidential Information confidential.

- 4.3 Each party shall use commercially reasonable efforts to assist the other in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limitation of the foregoing, each party shall advise the other immediately in the event it learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this LA and each party will at its expense cooperate with the other in seeking injunctive or other equitable relief in the name of the other against any such person.
- 4.4 Each party agrees that, except as provided in this LA or directed by the other, it will not at any time during or after the term of this LA disclose, directly or indirectly, any Confidential Information to any person, and that upon termination of this LA each party will turn over to the other all documents, papers and other matter in its possession which embody Confidential Information.
- 4.5 Each party acknowledges that breach of this Article VIII, including disclosure of any Confidential Information will give rise to irreparable injury which is inadequately compensable in damages. Accordingly, each party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies that may be available. Each party acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate business interests of the other and are reasonable in scope and content.
- 4.6 Customers obligations under this Article VIII shall be subject to the Oregon Public Records Laws, ORS 192.410 through ORS 192.505.

**Exhibit C**  
**ePermitting Contract**

The ePermitting contract is available, upon request, for the Jurisdiction to review.

**Exhibit D**

**Work Order Contract**

Under the terms and conditions of the ePermit System Agreement, DCBS may enter into a Work Order Contract for implementation services. Should implementation services be used for the implementation of a specific participating city or county, the provisions of that agreement will be provided here.

A Work Order Contract is not being used to implement this jurisdiction.

**EXHIBIT E**

**IMPLEMENTATION**

**OREGON STANDARD MODEL**

**Third Party Components**

The ePermitting system contains multiple components created and licensed by third parties. BCD cannot guarantee the continued support of these components, and may have to make changes to the system based upon changes made by the third party providers. BCD will provide prompt notice to Jurisdiction upon becoming aware of any necessary changes and will work to provide solutions with the least possible disruption of system usage.

**Oregon Standard Model (OSM) includes:**

- Standard Model Permits (records):
  - Commercial Agricultural Equine
  - Commercial Alarm Suppression Systems
  - Commercial & Residential Deferred Submittal
  - Commercial & Residential Demolition
  - Commercial & Residential Electrical
  - Commercial & Residential Investigation
  - Commercial & Residential Mechanical
  - Commercial & Residential Phased
  - Commercial & Residential Plumbing
  - Commercial RV Park or Manufactured Home Park
  - Commercial & Residential Structural
  - Commercial & Residential Research
  - Master Electrical Permits
  - Inquiry
  - Post Disaster
  - Residential 1 & 2 Family Dwelling
  - Residential Manufactured Dwelling
- Standard Model Reports include:
  - Application About to Expire (List and Letters to Applicant and Owner)
  - Permit About to Expire ((List and Letters to Applicant and Owner)
  - Usage
  - Configuration Reports
  - Fee by Account (Summary & Detail)
  - Invoice
  - Out of Balance
  - Payments Applied
  - Payments Not Applied

- Refunds Issued
- Payments Received
- Payments Summary
- School Construction Excise Tax
- Inspection Correction Notice
- Inspection Summary
- Inspections Assigned
- Recent Inspection Activity
- Monthly Permit Summary
- Monthly Permits Issued
- Monthly Permits Issued Valuation Report
- State Surcharge
- State Surcharge Details
- Balance Due
- Building Application
- Building Permit
- Certificate of Occupancy
- Fee Estimate
- Fee by Record
- Phased Authorization to Begin Work
- Plan Review Checklist
- Temporary Certificate of Occupancy
- Work Authorization
- Receipt

#### Use of “Consistent Form and Fee Methodology”

Use of Elavon “Converge” payment processor with US Bank for internet credit card processing in Accela Citizen Access (ACA); jurisdiction opens and maintains its own account.

- Optional Modules:
  - Onsite
  - Planning Tracking
  - Code Enforcement
  - Public Works

The first time these optional modules are implemented, BCD will provide implementation services at no cost. If for any reason these optional modules need to be reimplemented, BCD may invoice Jurisdiction for the reasonable costs of the implementation. Costs will depend upon the complexity of the work, but will not exceed \$5,000 per module implemented. BCD and Jurisdiction will agree on the costs prior to any implementation.

#### **Oregon Standard Model Implementation includes:**

- Importing jurisdiction’s fee schedule into Accela
- Data conversion from jurisdiction’s database

- ePermitting will provide documentation about how the data is to be formatted for loading
  - ePermitting will work with jurisdiction to map the data from existing permitting system to Accela
  - Jurisdiction is responsible for extracting data from existing system
- Address, Parcel, Owner Database Load
  - ePermitting will provide documentation about data format requirements
  - Jurisdiction will provide files containing Address, Parcel, Owner reference data for loading into ePermitting database
- Interfaces to Jurisdiction Systems (optional)
  - Financial
    - ePermitting will provide files with specified fields for interfaces to jurisdiction's on site systems
    - Jurisdiction will upload the files into their on site system
  - GIS
    - ESRI ArcGIS Server 10 or ESRI ArcGIS Server 10 sp 1
    - Future versions of Accela Software may require upgrades to ESRI software to maintain interface operability
- Training
  - ePermitting provides online weekly training via video conference.
  - Jurisdiction's "super users" will train other jurisdictional employees.
  - ePermitting will attend jurisdictions Go Live in person.
- Coordination with Accela
  - If Jurisdiction purchases other modules, such as Planning or Code Enforcement, directly from Accela and has them implemented by Accela, an independent contractor or by Jurisdiction staff, Jurisdiction must coordinate that implementation with ePermitting.
    - Coordination with ePermitting means including ePermitting staff in project management meetings with Jurisdiction and the party implementing the other modules.
- Third Party Jurisdictions
  - If Jurisdiction uses a third party building official and/or inspection agency, Jurisdiction shall run the third-party report provided with OSM and submit it with their program assumption Plans. ORS 455.148 (4).



## IMPLEMENTATION OVERVIEW

The following list is a distilled version of the major tasks associated with implementation of ePermitting. The tasks run concurrently and can take varying amounts of time, however, this is a look at the things that Jurisdiction must complete. Of this list, testing is the major responsibility that will take some time to complete. The more thoroughly the Jurisdiction tests the system before Go Live, the smoother the transition will be when ePermitting begins.

### Start Up

- Sign IGA
- Send "Contact Information" document and Logo
- Scan and send copies of permit applications
- Provide "Roles and Responsibilities" Document

### Training

- Have "super users" complete all of the online training
- Assign targeted online training to specific staff

### Finances

- Fill in the three financial documents:
  - General Accounting Practices
  - Settling & Balancing Procedures
  - Refunds
- Provide Project Manager with fee information
- Test fees that have been configured in the database
- Choose data to be included in financial interface,
  - Create or link an ftp site to which the financial data will be uploaded
  - Test and approve the transfer of data through the ftp site and into the financial system
- Set up a Converge account 1-2 weeks before Jurisdiction's Go Live date.

### Addresses

- Work with APO specialist to determine the requirements for the address/parcel file that will be loaded into Jurisdiction's ePermitting database
- Provide the address file to APO specialist
- Test the addresses that are loaded into Jurisdiction's database
- Approve the addresses in Jurisdiction's database

### Configuration

- Provide User spreadsheet and Inspector profiles

- Test applications
- Test workflow
- Test inspections

**Data Conversion**

- Talk with Project Manager about data conversion
- Determine which permits are open
- Map data
- Fill in conversion tables
- Test the converted data
- Approve the converted data

**Reports**

- Examine the existing reports
- If there are additional reports that you desire, discuss them with your Project Manager
- If additional reports are built, then test and approve them

**IVR**

- Fill out Set Up document and return to Project Manager
- Test and approve IVR

## Training Overview

- Home Screen and Records Portlet
  - Orientation to Portlets – User, Quick Links, Alerts or My Tasks, Record List/Detail, My Navigation, and Reports
  - Alerts portlet – incoming ACA
  - Searching, sorting, CSV export, Quick Queries
  - My Navigation vs Go To dropdown menu
  
- Applications
  - Starting new records from the Back Office
  - Four A's: APO address/parcel/owner, ASI application specific information, Applicant, Automation of fees
  - Printing an application
  
- Fees
  - Adding and Invoicing fees – NEW fees DELETE vs. INVOICED fees VOID
  - Invoiced fees and ACA
  - Making payment and CASH payment types – best practice (payor, recording actual payment amount/change)
  - Partial payment (applying monies) and Pay More function
  - Printing/Emailing receipts – generating Invoice – reprinting from Documents
  
- Workflow – Permit Lifecycle
  - Workflow statuses – advancing workflow, TSI task specific info, record status relationship
  - Withdrawn vs Void
  - Parallel tasks at Ready for Plan Review
  - Automated emails notification from Workflow
  - Supervisor function
  - Auto-close of EMP at Final Inspection sign-off (optional)
  - Workflow history – show where it's at, what's included
  
- Special Record Types
  - Revision vs Additional Info Requested
  - Deferred submittals
  - Phased permitting
  - Temp C of O
  - C of O
  - CSC Certificate of Satisfactory Completion
  - Required elements for C of O – how to correct and rerun report
  
- Data Management
  - Cloning vs Copying

- Related records – at Intake, thru Cloning, after the fact
- Sets – 3 ways to create – Sets portlet, Record List, Related Records
- Conditions
  
- Reference Data
  - Reference vs Transactional – importance of making corrections and where, Synch to Reference option
  - People reference
  - APO reference – Inspection Districts, Parcel Attributes that should stop issuance
  
- “Day in the Life” walk-through
  - Alerts for Permit Techs and My Tasks for Inspectors/Plans Examiners
  
- Inspections
  - Daily load and printing Inspection Slips
  - Assigning, reassigning, canceling, deleting if unnecessary for Final
  - Resulting – introduce options for resulting (back office, Inspector App, IVR)
  
- Reports
  - Demonstrate what reports are available – Financial, Stats, State Surcharge
  - Quick Queries – information only, not training (as time allows)
  - Ad-hoc – information only, not training (as time allows)
  
- Advanced Money
  - Change in valuation
  - Making fee changes – Voiding fees to Credit – adding/voiding fee items that impact State Surcharge – show Assess Fee History and Payment History
  - Exceptional payment types
  - Financial batch file –reconciling exceptional payment types and transfers - account codes/GL and Agency financial process
  - Cash Balancing
  
- SCHEDULE** - Contractor Training (in the field) – Coordinated and provided by Jerod Broadfoot at the Agency location
- SCHEDULE** - EDR (in the field)

# Memo



Central  
Oregon  
Ready  
Responsive  
Resilient

**To:** CORE3 Partners  
**From:** Shelby Knight, CED Resilience Planner, COIC  
**Date:** October 19, 2023  
**Re:** CORE3 IGA

## Overview

Since November 2022, staff have been working with the Project Management Team, COIC's Legal Counsel, the COIC Board, and the Executive Council to draft an IGA to replace the March 2022 MOU. The IGA formalizes the following:

- Partner roles and obligations
- COIC roles and obligations
- Annual workplan and budget process

A summary of the timeline and process for developing and finalizing the IGA is included below:

TIMELINE	DESCRIPTION OF ACTIVITIES	OUTCOME
Spring 2022	MOU signing complete – 28 agencies sign on	Final MOU in place
July 2022	Executive Council formally designates COIC as the governing body and fiscal and administrative home for the CORE3 project *until such time as a new agency is designated	COIC serves as "home" for CORE3
November 2022	IGA process initiated – COIC worked with attorney to develop first draft	Draft 1 of IGA
January 2023	First round of partner and COIC Board review and comments	Draft 2 of IGA
April 2023	Second round of partner review and comments, including legal review	Draft 3 of IGA
September 2023	Final updates to insurance language and the budget allocation process  Staff and the Project Management Team worked in partnership with COIC's insurance carrier, Deschutes County risk management and legal counsel, and COIC's Community Economic Development Fiscal Administrator on the final changes.	Executive Council approves final IGA at the September 28, 2022 meeting

\*This is only for the current developmental phase of the project. The Executive Council and COIC have agreed that CORE3 partners will initiate their own ORS190 to govern the construction and beyond phases of the project.

## Next Steps

At this time, the IGA has been formally approved as final and is being routed for partner signature. Each partner organization will be assigned a basic signature page. Partners will complete their page individually and send to COIC staff by 30 days from receipt. A final signed IGA will be distributed once all signatures have been collected.

Please reach out to Shelby Knight ([sknight@coic.org](mailto:sknight@coic.org)) and Sommers Taylor ([staylor@coic.org](mailto:staylor@coic.org)) with questions.

Sincerely,  
 CORE3 Staff Team

**INTERGOVERNMENTAL AGREEMENT  
CENTRAL OREGON READY, RESPONSIVE, RESILIENT (“CORE3”) PROJECT**

This Intergovernmental Agreement (the “Agreement”) is dated effective starting the date of last signature (the “Effective Date”), and is entered into between the signatory parties collectively referred to as Party or Parties.

RECITALS:

- A. The Parties to this Agreement entered into a Memorandum of Understanding dated May 10, 2022 (the “MOU”) pursuant to which the Parties agreed to work collaboratively to support the development and construction of a regional emergency services training and coordination center (the “Project”).
- B. This Agreement replaces the MOU as further described in Section 9.5, and further outlines and defines the terms and conditions under which the Parties will complete the Project.
- C. This Agreement is made pursuant to Oregon Revised Statutes (“ORS”) 190.010, which provides for the authorization of units of local government to enter into agreements for the performance of any functions and activities that any party to the agreement, or its officers or agents, has the authority to perform.

AGREEMENT:

NOW, THEREFORE, in consideration of the Parties’ respective obligations under this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto hereby agree as follows:

1. Definitions. Unless defined elsewhere in this Agreement, capitalized terms contained in this Agreement have the meaning assigned to them in the attached Appendix A.
2. Project Planning. The Parties acknowledge and agree that the following actions concerning the Project have been taken and/or memorialized by the MOU prior to the Effective Date of this Agreement: (a) representatives from various agencies have convened as an Executive Council to discuss the primary objectives of the Project and guide project development; (b) limited funding/grants have been received or obtained for the Project; (c) 300-acres of that certain Deschutes County-owned land with an appraised value of \$16.3M as of January 2022 and described on the attached Exhibit A (the “Property”) have been reserved for the Project; and (d) discussions concerning a separate written agreement between COIC and Deschutes County for the transfer and conveyance of the Property have commenced. The Parties anticipate that the Project will be completed in those Project phases identified in the attached Exhibit B.
3. Party Obligations.
  - 3.1. Core Partner Determination. Subject to the terms and conditions contained in this Agreement, each signatory organization will determine each fiscal year if they want to be a Core Partner or an Associate Partner. Core Partners contribute to and provide funding for the Project. Core Partner funding will be determined annually in accordance with this Agreement, and as outlined in Exhibit D. Each Core Partner will appoint one representative to serve on the Executive Council; provided, however, a Core Partner may appoint an alternate representative to serve as the Core Partner’s Executive Council representative in the absence of the Core Partner’s primary representative. Each Core Partner will receive one voting seat on the Executive Council. The primary and alternate representatives will serve on the Executive Council in accordance with the Bylaws attached hereto as Exhibit C. Notwithstanding anything contained in this Agreement to the contrary, each Party will determine whether the Party will become or remain a Core Partner and continue to make the Contribution) by July

1 each year.

3.2. Associate Partner. Subject to the terms and conditions contained in this Agreement, each Associate Partner will provide support for the Project by, among other things, contributing staff time at Project-planning meetings, testifying in support of the Project before governing bodies, and performing other Project-related activities and/or obligations requested by COIC from time to time. Associate Partners are not financial contributors to the Project. Associate Partners will (collectively) appoint two representatives to the Executive Council. These representatives will hold voting seats on the Executive Council.

3.3. COIC. As directed by the Executive Council and the terms and conditions contained in this Agreement, COIC shall implement all Project related real property, personal property, and all other assets, including, without limitation, intellectual property. In addition, COIC will be responsible for all day-to-day Project-related operations, administration, and personnel functions, including, without limitation, the following: (a) contracting, employing, and supervising all contractors and personnel assigned to and/or employed for or concerning the Project; (b) managing and supervising all contractors retained for the Project; (c) incurring and paying, on the behalf of the Parties in accordance with this Agreement and the approved Budget, all Project expenses; (d) expending funds in accordance with the approved Budget; (e) providing (or causing to be provided) all Project related personnel, insurance, legal advice, and management support in accordance with this Agreement and the approved Budget; (f) administrating the invoice process and collecting from each Core Partner the Core Partner's Contribution; and (g) providing generally for the audit, accounting for, reporting, receipt, and custody of Project funds.

#### 4. Project Management.

4.1 Executive Council. Decisions concerning the Project will be made by voting members of an executive council (the "Executive Council") composed of one appointed representative from each Core Partner, two appointed Associate Partner representatives, and two appointed Ex Officio representatives. The Executive Council may appoint subcommittees in accordance with the Bylaws.

4.2 Authority. Subject to the terms and conditions contained in this Agreement, the Executive Council will have the following authority, duties, and responsibilities: (a) oversee and have full responsibility for all matters pertaining to the Project's development and operations, including Project outreach and decision-making; (b) review and recommend the Project budget to the COIC Board of Directors; (c) form subcommittees; (d) enter into contracts subject to and in accordance with this Agreement, the Laws, and Executive Council policies; and (e) carry out such other activities as necessary, required, and/or implied to accomplish the Project's purposes and/or this Agreement. Notwithstanding anything contained in this Agreement to the contrary, the Executive Council will not have the authority to perform the following: (x) commit the taxing authority or general funds of any Party's governing body; (y) impose ad valorem property taxes; and/or (z) expend (or cause the expenditure of) funds exceeding (or inconsistent with) Budget appropriations.

4.3 Meetings. Except as this Agreement and/or applicable Law requires otherwise, all Executive Council meetings will be held pursuant to and in accordance with the Bylaws. A majority of the then-appointed Executive Council voting members will constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. Except as this Agreement and/or applicable Law requires otherwise, the express concurrence (approval) of a quorum is necessary to decide any question before the Executive Council. All Executive Council meetings are subject to Oregon's Public Meetings Law, ORS 192.610 – ORS 192.690, as amended. Unless otherwise provided, Robert's Revised Rules of Order Newly Revised 12<sup>th</sup> Edition will govern all procedural matters.

#### 5. Budget; Contributions.

5.1 Budget Preparation. COIC, with assistance from the Project Management Team, will

prepare, develop, and recommend an annual Project development work plan and associated budget (collectively, the "Budget") for the Executive Council's review and approval. The Budget will be prepared on a fiscal year basis, commencing July 1 each year and end the following June 30. The Budget will include, among other things, staff costs, consultant fees, capital management, etc. Notwithstanding anything contained in this Agreement to the contrary, the Budget will not be final, binding, and effective unless and until approved by the Executive Council and COIC.

5.2 Core Partner Contributions and Determination of Contribution Amount. No monetary contribution is required to participate in this IGA. Core Partners are determined by contribution amounts. Each signatory party will determine each year if they wish to be a Core Partner. Core Partner contributions and amounts will be determined as per the process outlined in Exhibit D

5.3 Budget Manager. Subject to the terms and conditions contained in this Agreement, COIC will manage and administer the Budget. COIC will maintain one or more independent bank account(s) for the purpose of recording financial transactions concerning the Project (the "Project Account(s)"). Funds contributed to the Project will be maintained in the Project Account. Project funds will not be commingled with any COIC and/or other Party funds (and will be maintained in accounts separate from COIC and/or any Party accounts).

5.4 Books, Records and Reporting. COIC will maintain separate books and records concerning this Agreement and the Project (i.e., the books and records will not be combined or mixed with any other COIC matters). COIC will make books, records and reporting concerning this Agreement and the Project available to the Executive Council at every meeting.

5.5 Executive Council Budget Obligations. The Executive Council will appoint of one member to serve on COIC's budget committee (the "Budget Committee"). All Budget Committee financial decisions concerning the Project must include the concurrence of the then-appointed Executive Council member. The then-appointed Executive Council member shall receive prior approval authority from the Executive Council before concurring with the Budget Committee. Notwithstanding the above in Section 5.6, the Executive Council's authority and/or involvement with the COIC budget is only to the extent the COIC budget concerns the Project. The Executive Council will have no other authority and/or control over the COIC budget.

## 6. Insurance; Indemnification; Relationship.

6.1 Insurance. During the term of this IGA, all parties shall maintain in force insurance coverage required by law.

If requested, complete copies of insurance policies shall be provided to CORE3. There shall be no cancellation, material change, reduction of limits without 60 days prior written notice from the Party or its insurer(s) to CORE3.

6.2 Indemnification. To the fullest extent permitted under applicable law, each Party will defend, indemnify, and hold the other Party and the other Party's Representatives harmless for, from, and against all claims, actions, proceedings, damages, liabilities, injuries, losses, and expenses of every kind, whether known or unknown, including, without limitation, attorney fees and costs, resulting from or arising out of the party's breach and/or failure to perform the party's representations, warranties, covenants, and/or obligations contained in this Agreement. Each party's indemnification obligations provided under this Section 6.2 will survive the termination of this Agreement.

6.3 Relationship. Each Party is an independent contractor of the other Parties. This Agreement does not create a joint venture and/or agency relationship between the Parties. No Party has the authority to bind the other Party or represent to any person that a Party is an agent of the other Party. No Party will provide any benefits to any other Party; each Party will be solely responsible for obtaining the Party's own benefits, including, without limitation, insurance, medical reimbursement, and retirement plans. Notwithstanding anything contained in this Agreement to the contrary, the Executive Council will not have the authority to bind



and/or encumber a Party in any manner except as the Party agrees through both the policy and administrative authority granted to the Party's appointed Executive Council member.

7. Intent; Formation of ORS 190. The Parties anticipate that the Project may require formation of an intergovernmental entity under ORS chapter 190 ("CORE3"), which intergovernmental entity may be the sole operator of the Project. CORE3 will be a legal entity separate and distinct from the Parties and will have the following general powers: (a) adopt, through action of the Executive Council, such bylaws, rules, regulations, standards, and/or policies necessary to carry out the purposes of the Project and/or this Agreement; and (b) perform and exercise all powers pursuant to the Laws, including, without limitation, ORS chapter 190, which are necessary and/or appropriate to carry out the objectives of the Project. After formation of CORE3, COIC will transfer and convey all Project related assets subject to this Agreement to CORE3, contingent upon the approval of the Executive Committee.

8. Term; Termination

8.1 Term. Subject to the terms and conditions contained in this Agreement, the term of this Agreement commenced on the Effective Date and will remain in full force and effect until Project construction is complete (the "Initial Term"), unless sooner terminated as provided in this Agreement. Project construction will be deemed complete when the local government issues a Certificate of Occupancy. Upon expiration of the Initial Term, this Agreement may renew for one or more term(s) of one year each, upon the mutual written agreement of the Parties. This Agreement may be terminated (a) at any time by the written agreement of all Parties, and/or (b) by majority vote of the Executive Council.

8.2 Voluntary Withdrawal by a Party. Any Party may elect to terminate its participation in this Agreement (and the Project) by providing prior written notice to the Executive Council. Termination of this Agreement does not relieve any Party from its obligations incurred prior to the effective date of termination.

9. Miscellaneous.

9.1 Coordination; Assignment; Binding Effect. The Parties will maintain adequate levels of communication to ensure maximum cooperation and coordination between the Parties. No Party may assign the Party's rights and/or obligations under this Agreement to any person without the prior written consent of all other Parties. Subject to the immediately preceding sentence, this Agreement will be binding on the Parties and their respective administrators, successors, and permitted assigns and will inure to their benefit. The Parties will execute all documents or instruments and will perform all lawful acts necessary or appropriate to carry out the intent of this Agreement. All exhibits, schedules, instruments, and other documents referenced in this Agreement are part of this Agreement. Subject to the Laws, the Executive Council may authorize a new party to join the Executive Council only if approved by the unanimous vote of the Executive Council and the additional party agrees to the terms of this Agreement and signs a copy of this Agreement, as amended.

9.2 Notices; Severability; Remedies. Any notice will be deemed given when personally delivered or delivered by facsimile or email transmission (with electronic confirmation of delivery), or will be deemed given three days following delivery of the notice by U.S. mail, certified, return receipt requested, postage prepaid, by the applicable Party to the address shown in Appendix A (or any other address that a Party may designate by notice to the other parties), unless that day is a Saturday, Sunday, or legal holiday, in which event it will be deemed delivered on the next following business day. Each provision contained in this Agreement will be treated as a separate and independent provision. The unenforceability of any one provision will in no way impair the enforceability of any other provision contained herein. Any reading of a provision causing unenforceability will yield to a construction permitting enforcement to the maximum extent permitted by applicable law. Subject to the terms and conditions contained in this Agreement, each Party will pay all wages and benefits due the Party's personnel, including, without limitation, overtime, workers' compensation, and death benefits. If a Party breaches and/or otherwise fails to perform any of the Party's representations, warranties, covenants, and/or obligations under this Agreement, the non-defaulting Parties may, in addition to any other remedy provided to the non-

defaulting Parties under this Agreement, pursue all remedies available to the non-defaulting Parties at law or in equity. All available remedies are cumulative and may be exercised singularly or concurrently.

9.3 Waiver; Entire Agreement; Amendment; Counterparts. Notwithstanding anything contained in this Agreement to the contrary, no provision of this Agreement may be modified, waived, and/or discharged unless such waiver, modification, and/or discharge is agreed to in writing by the Parties. No waiver by a Party at any time of the breach of, or lack of compliance with, any conditions or provisions of this Agreement will be deemed a waiver of other provisions or conditions hereof. This Agreement contains the entire agreement and understanding between Parties with respect to the subject matter of this Agreement and contains all the terms and conditions of the Parties' agreement and supersedes any other oral or written negotiations, discussions, representations, and/or agreements, including, without limitation, the Memorandum. No addition, modification, amendment, or alteration to this Agreement will be effective against the Parties unless specifically agreed upon in writing and signed by the Parties. This Agreement may be signed in one or more counterparts.

9.4 Applicable Law; Venue; Attorney Fees. This Agreement will be construed, applied, and enforced in accordance with the laws of the State of Oregon. Any action or proceeding arising out of this Agreement will be litigated in courts located in Deschutes County, Oregon. Each Party consents and submits to the jurisdiction of any local, state, or federal court located in Deschutes County, Oregon. With respect to any dispute relating to this Agreement, or if a suit, action, arbitration, or other proceeding of any nature whatsoever is instituted to interpret or enforce the provisions of this Agreement, including, without limitation, any proceeding under the U.S. Bankruptcy Code and involving issues peculiar to federal bankruptcy law or any action, suit, arbitration, or proceeding seeking a declaration of rights or rescission, each party shall bear its own costs and attorney fees.

9.5 Legal Representation; Memorandum. The law firm of Bryant, Lovlien & Jarvis, P.C. ("Law Firm") has been contracted by COIC to prepare this Agreement. Law Firm represents only COIC in the negotiation and preparation of this Agreement. The Parties have thoroughly reviewed this Agreement with their own legal counsel or have knowingly waived their right to do so. The MOU is terminated and deemed null and void and of no further force and effect as of the Effective Date; provided, however, the Parties are not released from (and remain obligated for) any liabilities and/or obligations that have arisen out of or under the MOU prior to the Effective Date. This Agreement will not be construed as an actual or implied waiver and/or release of any Party's obligations and/or liabilities arising out of or under the Memorandum.

9.6 Person; Interpretation; Signatures. For purposes of this Agreement, the term "person" means any natural person, corporation, limited liability company, partnership, joint venture, firm, association, trust, unincorporated organization, government or governmental agency or political subdivision, or any other entity. All pronouns contained herein and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. This Agreement may be signed in counterparts. A fax or email transmission of a signature page will be considered an original signature page. At the request of a Party, the other Party or Parties will confirm a fax or email transmitted signature page by delivering an original signature page to the requesting party.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be binding and effective for all purposes as of the Effective Date.

[PLACEHOLDER FOR SIGNATURE PAGES]



Appendix A  
Definitions

“Agreement” has the meaning assigned to such term in the preamble.

“Associate Partner” has the meaning assigned to such term in Section 3.2.

“Budget” has the meaning assigned to such term in Section 5.1.

“Bylaws” means the CORE3 Executive Council Bylaws adopted September 22, 2022, and attached hereto as Exhibit C, as amended.

“COIC” means Central Oregon Intergovernmental Council, an intergovernmental entity organized under ORS chapter 190, whose address is 334 NE Hawthorne, Bend, Oregon 97701.

“COIC Budget Committee” means the then-appointed budget committee of COIC.

“CORE3” has the meaning assigned to such term in Section 7.

“Core Partner” has the meaning assigned to such term in Section 3.1.

“Deschutes” means Deschutes County, Oregon whose address is 1300 NW Wall Street, Bend, Oregon, 97703.

“Effective Date” has the meaning assigned to such term in the preamble.

“Executive Council” has the meaning assigned to such term in Section 3.1.

“Initial Term” has the meaning assigned to such term in Section 8.1.

“Law(s)” mean all federal, state, and local laws, statutes, ordinances, and/or regulations directly or indirectly affecting this Agreement, including, without limitation, the Americans with Disabilities Act of 1990 (and the rules and regulations promulgated thereunder) and ORS chapter 190, all as now in force and/or which may hereafter be amended, modified, enacted, or promulgated.

“Law Firm” has the meaning assigned to such term in Section 9.5.

“MOU ” has the meaning assigned to such term in Recital A.

“Party” or “Parties” means the parties to this Agreement, individually and collectively.

“Project” has the meaning assigned to such term in Recital A.

“Property” has the meaning assigned to such term in Section 2 and is more particularly described in the attached Exhibit A.

“Project Management Team” (PMT) means an advisory committee to the CORE3 Executive Council, composed of members appointed by the Executive Council. The PMT meets monthly and serves as an initial review and idea generation group working with COIC staff.

“Representative(s)” mean the officers, employees, volunteers, and authorized representatives of the identified person or Party.

Exhibit A  
Property

## I. Site

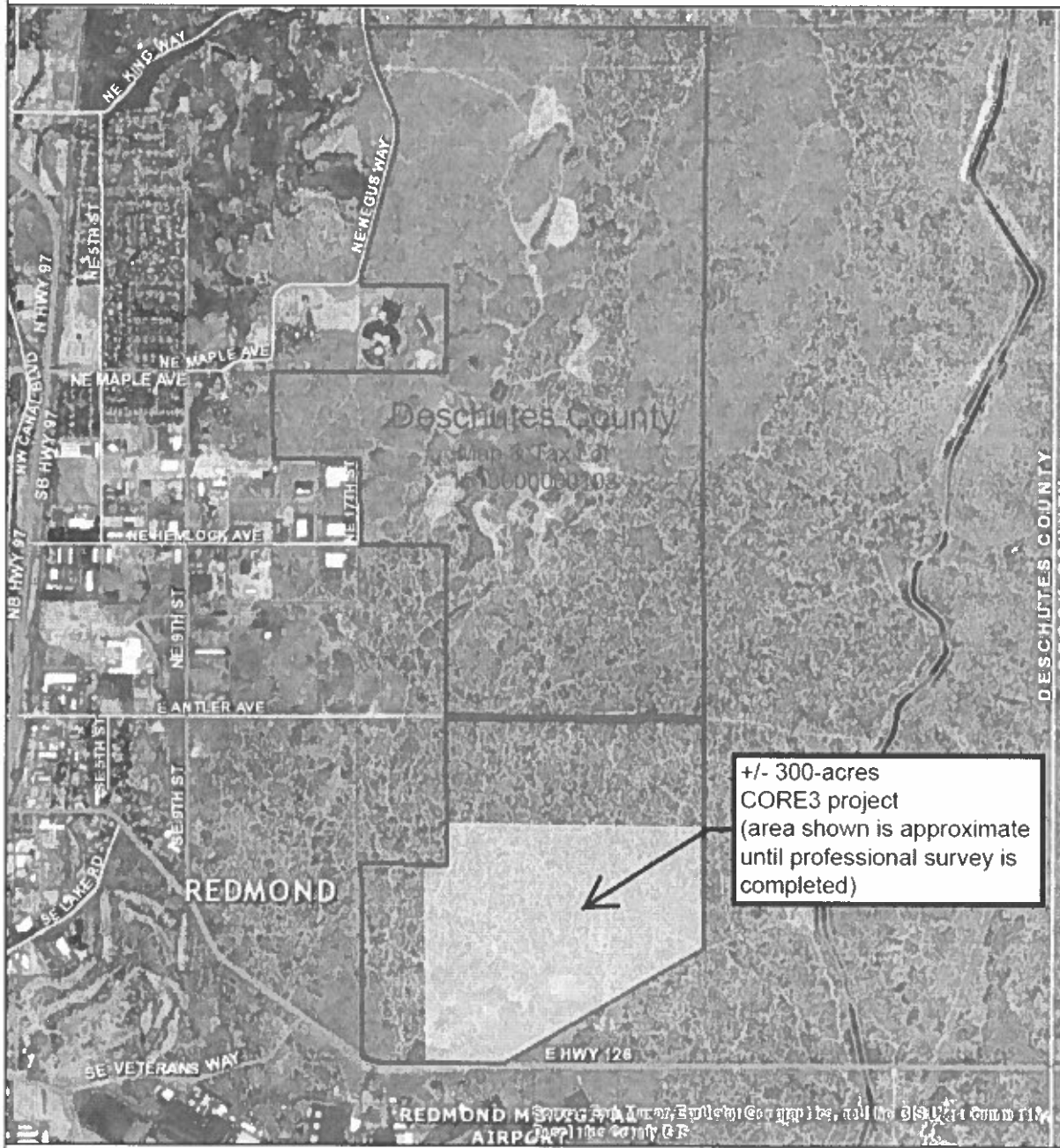
- a. The Deschutes County Board of Commissioners hereby supports and agrees to reserve a +/- 300-acre area of County-owned property in east Redmond and is specifically located within Map and Tax Lot 1513000000103 (“Property”) for the purpose the CORE3 project and future expansion (“Approximate Project Area”).
- b. The Approximate Project Area as shown on Exhibit B1, is attached hereto and incorporated herein.
- c. After a thorough review of property in Redmond, Oregon, the Property was selected as the Approximate Project Area for the following reasons:
  - i. Redmond is the center of the region, thereby providing efficient access by public safety agencies for emergency response and training purposes; and
  - ii. Redmond Airport is designated as the primary Incident Support Base in the event of a Cascadia Subduction Zone event; and
  - iii. Property is of sufficient size for current needs and future potential expansion as needed; and
  - iv. Property is publicly owned; and
  - v. Property does not have incompatible surrounding land uses.
- d. The Board of County Commissioners wish to state the property value as of a point in time for the 300-acres reserved by the County for the CORE3 project.
  - vi. A third-party appraiser was engaged to provide a property valuation. Given that the property is zoned Exclusive Farm Use (EFU) and it is the intent to annex the property to the City of Redmond and to the Urban Growth Boundary, the appraised value was determined based on industrial zoning, which in essence would be the highest and best use of the property.
  - vii. The appraisal report was received January 5, 2022 and the appraised property value is \$54,450/acre or \$16,300,000 (rounded to the nearest \$100,000).

## II. Land Use and Infrastructure

- a. The Approximate Project Area is currently outside the Redmond Urban Growth Boundary and Redmond city limits.
- b. Project stakeholders, with oversight from the Executive Council will:
  - i. Develop a Master Plan; and
  - ii. Pursue an Urban Growth Boundary (UGB) amendment; and
  - iii. Pursue annexation to the City of Redmond; and
  - iv. Complete any other associated and/or required process for land use entitlement and the provision of infrastructure.

- c. It is anticipated COIC, the City of Redmond, and Deschutes County will enter into a separate Memorandum of Understanding regarding the land use entitlement, amendment, and annexation processes.

151300000103



Date: 7/21/2023

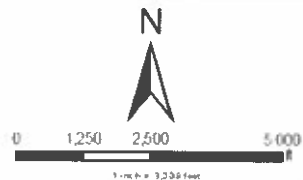


Exhibit B  
Project Phases

- Phase 1:        Conceptual/Business Plan
- Phase 2:        Master Plan, Land Use, Site Securement, Design/Engineering
- Phase 3:        Development and Construction
- Phase 4:        Operations



Exhibit C  
Executive Council Bylaws

## *CORE3 Executive Council Bylaws*

*Adopted September 22, 2022*

### **I. Purpose**

This document presents the CORE3 Executive Council's process for working together. Members of the CORE3 Executive Council have agreed to honor and adhere to the principles and guidelines set out in these Bylaws. It is also a living document, and is meant to evolve and grow with the needs, opportunities, and membership of CORE3.

### **II. CORE3 Mission, Vision, and Goals**

Mission: To deliver a high caliber public safety training and emergency coordination facility that enhances public safety, builds resilience, and mitigates risk.

Vision: A model center in Central Oregon for public safety providers which delivers superior, collaborative emergency services training and coordination across disciplines, creating a safe and resilient Oregon.

All members at the table agree that:

- A. There is a critical need for a dedicated, centrally-located, regional multi-agency coordination center to coordinate local, state and regional emergency operations;
- B. Central Oregon, the Redmond community and Redmond airport, will serve a critical function in statewide emergency response and recovery from a catastrophic disaster such as the Cascadia Subduction Zone event;
- C. Central Oregon would benefit greatly by a facility to meet existing and future training needs of local, state, federal and non-profit public safety and emergency management personnel; and,
- D. Opportunities to increase the quality and efficiency of training and coordination are important to meet current and future emergency management and public safety needs of our communities.

### **III. Executive Council Structure**

The Executive Council will make all final and substantive decisions regarding CORE3, and will be composed of the following membership:

- a. Core Partner seats (all)
- b. Ex Officio seats:
  - i. County Emergency Managers (3 seats)
  - ii. State agencies: OEM (1 seat), Governor's Office (1 seat)

- c. Associate seats (2)

## IV. Subcommittees

### A. Executive Leadership Team

The Executive Leadership Team is comprised of the CORE3 Executive Council Chair, Vice Chair, and an Advisor. The team should include a representative for each of the following interests: fire, law enforcement, and local government. The Executive Leadership Team meets bi-monthly, and is responsible for guiding the Executive Council by setting meeting agendas and directing and advising staff. Executive Leadership Team shall be elected by the voting body of the Executive Council on an annual basis.

### B. Project Management Team

The Project Management Team meets monthly, and is responsible for supporting the development of draft agendas, building a draft budget and regular budget check-ins and management, creating recommendations for Executive Council consideration, and moving various project work forward. The Project Management Team is not a decision-making body, and reports out to the Executive Council on work accomplished/ongoing.

### C. Political Leadership Team

The Political Leadership Team meets monthly, and supports CORE3 through strategic political leadership. The team provides guidance to the Executive Council, works to identify and support strategic funding and partnership opportunities, and help address barriers.

## V. Partner Roles & Responsibilities

- A. **Core Partners:** are those committing ongoing and regular funding (direct or in-kind) during each of the following stages of project development:
  - Stage 1: Conceptual/Business Plan
  - Stage 2: Master Plan, Land Use, Site Securement, Design/Engineering
  - Stage 3: Development and Construction
  - Stage 4: Operations

Core Partners are automatically given a single voting seat on the Executive Council.

B. **Ex Officio Seats:** The following organizations have an ongoing voting seat at the Executive Council by virtue of the role they play in the region/state emergency services.

- i. County Emergency Managers (3 seats)
- ii. State agencies: OEM (1 seat), Governor's Office (1 seat)

C. **Associate Partners:** Are those not committing funding at this time, but that are committed to the project in other ways such as signing letters of support, contributing occasional staff time at committee meetings, testifying before governance bodies, etc.

Associate Partners do not have decision making power, but will be represented by 2 voting seats on the Executive Council. These associate seats will be elected by the full body of Associate Partners on an annual basis.

D. **New Project Partners:** New project partners (Associate or Core) may be added at any point by signing onto the MOU (or future IGA). New Core Partners will also need to commit to supporting the project via ongoing funding. Existing partners acknowledge these new partners as active once they've completed the above.

## VI. Decision Making Structure

The Executive Council will follow Robert's Rules of Order Newly Revised 12<sup>th</sup> Edition procedures for decision making.

### A. Reaching Consensus

The Executive Council will strive for consensus. Consensus on a decision about a project, recommendation, or action the group plans to take will be reached when all meeting participants can make one of the following statements about a decision:

- I agree with the decision and will publicly support it
- I agree with the decision but will refrain from publicly supporting it
- I can live with the decision (and won't disparage it in public)

A quorum of the Executive Council must be present when making decisions. The quorum is defined as 50% of the Executive Council voting membership plus one member.

### B. Inability to Reach Consensus

If consensus is not possible

- a. Fiscal decisions will require yes votes of at least two-thirds of the members present to approve.
- b. Other decisions will require majority (51%) yes votes of members present to approve.

Dissenting votes will be recorded in the meeting notes. Individuals/organizations in dissent will be given an opportunity to share their reasoning and any actions they intend to take as a result.

### **C. Primary/Alternate Membership and Proxy Voting**

All voting agencies/organizations shall designate a primary member and an alternate member. In the event the primary is unable to attend a meeting or respond to a request for an Executive Council vote, the alternate may step in in their place. Alternates will be designated by the voting organization and shall be reported to COIC to document in the membership and contact lists. It is the responsibility of the primary and alternate members to ensure each is apprised of the current project status, and can effectively participate in decision making on behalf of their organization.

In the event an organization's primary and alternate members are unable to respond to an Executive Council vote, the primary voting member may designate a proxy. To designate a proxy, the primary member must notify the Executive Council Chair and project staff in writing in advance of the meeting/vote submission.

### **D. Issue Summaries and Motions**

The proponent of a proposed action will be responsible for reading an issue summary and suggested motion at the meeting where the proposed action or decision is being brought forward. Staff will support the development of issue summaries and suggested motions ahead of the meeting, and will include the information as part of the meeting materials.

## **VII. Meeting Protocols, Ground Rules, and Communications Protocols**

### **A. Ground Rules**

- i. Come willing to learn. Respect the range of knowledge present in the group.
- ii. Come to meetings prepared.
- iii. Present interests, not positions.
- iv. Critique constructively and ask clarifying questions.
- v. Share all relevant information including any concerns.
- vi. Only one person speaks at a time. Allow people to finish their thought. No interrupting or side conversations.

- vii. "Share the air" and do not dominate the conversations. Make space for others to share their thoughts.
- viii. Keep your colleagues and constituents informed about the process.
- ix. Respect one another in and outside of meetings.

## **B. Communications Protocols**

**Internal:** A website will be maintained for storing and sharing all information. Internal documents will be available to CORE3 members online via a document sharing service maintained by CORE3 staff.

**External:** Information about CORE3 will be made available to external stakeholders via the public website and other venues as appropriate.

**Media Interactions:** The Executive Leadership Team and staff will be the primary points of contact and only authorized sources for presenting official CORE3 statements to the media. They may choose to designate other representatives to specific topics or issues. This does not preclude members from talking to the media in regards to their individual or their organization's interest in the project, but should clarify that they are not speaking on behalf of the full Executive Council. Anyone, including Executive Leadership Team members and staff, must inform the full Executive Leadership and staff team of any intended contact with the media regarding the CORE3 project.

## **VIII. AMENDMENTS**

The Bylaws may be amended, repealed, or added to, or new Bylaws adopted by a vote of a 2/3 majority of the membership, provided notice of the purpose of the proposed amendment(s) has been stated ahead of the meeting and included in the agenda. Additionally, for any vote on Bylaw amendments, any member not attending can vote by proxy using the proxy process outlined in section 6: Decision Making Structure. Any member may make a recommendation for changes to these Bylaws.

Exhibit D

Work Plan and Budget Process for Core Partners

CORE3 operates on a July 1 through June 30 fiscal year (FY).

<b>Timeline</b>	<b>Process</b>	<b>Lead</b>	<b>Anticipated outcome</b>
Sept/Oct of preceding FY	Staff creates draft SOW and associated cost estimates, workshops with PMT	COIC Staff & PMT	Recommended budget and work plan for following FY
November/December of preceding FY	Executive Council reviews and conditionally approves Draft budget and workplan for next FY (final confirmation in January/February, see below)  COIC staff works with partners to confirm desire to support financially as a Core Partner*	Executive Council/Executive Leadership	Final draft budget and work plan for following FY  Confirmed list of Core Partners for following FY
December/January of preceding FY	Confirm Core Partners' FTE involved in public safety**  Draft each confirmed Core Partner's projected contribution based on FTE.  <u>Formula as follows:</u> Total required budget for FY minus grant funding/any funding not provided by core partners = total to be allocated by FTE formula.	COIC Staff	Updated FTEs  Local FTE allocations created
January of preceding FY	Work with each Core Partner to confirm their contribution, then revise and finalize the budget and work plan together with the PMT as necessary.***	COIC Staff & PMT	Revised Final Budget and Work Plan
January/February of preceding FY	Executive Council meeting – formally approve budget and work plan for FY		Final budget and contribution amounts for following FY
August of subject FY	Invoices prepared	COIC Staff	Invoices emailed to each confirmed Core Partner, as per their agreed-upon contribution amount.
September of subject FY	Bills due	Core Partners	

\*No signatory to this IGA is required to contribute funding to the project in any fiscal year.

\*\*Some Core Partners will use a different unit than FTE, for instances Central Oregon Community College which will allocate their contribution based on student enrollment in public safety programs.

\*\*\* FTE allocation is a minimum contribution – some partners have and may continue to elect to provide more than the minimum, in which case their "overage" will be dedicated to project contingency.