

# AGENDA

JEFFERSON COUNTY  
BOARD OF COMMISSIONERS MEETING  
MAY 8, 2024  
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 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)
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 May 2024 Accounts Payable Paid May 2024 in the amount of \$309,443.89 - signed by

Commission.

[4.1.pdf](#)

6.2 Action Minutes for April 24, 2024 and May 1, 2024 - signed by Commission.

[4.2.pdf](#)

7. Scheduled Appointments, Action Items, and Public Hearings

7.1 9:15 a.m. - Staffing Requests Discussion.

7.2 9:30 a.m. - Award Title III Projects for Funding.

7.3 9:45 a.m. - Jefferson County Cultural Coalition.

7.4 10:15 a.m. - Executive Session - ORS 192.660(2)(h) - Advice of Counsel.

7.5 10:30 a.m. - Executive Session, ORS 192.660(2)(i) - Performance Evaluations of Public Officers & Employees.

7.6 6:00 p.m. - Board of Commissioners/Culver City Council Joint Meeting at Culver City Hall.

8. Action Items

8.1 Salary Order for Mekaela Walters, Deputy District Attorney I, Grade 27, Step 13 - signed by Commission.

[8.1.pdf](#)

8.2 First Amendment to Oregon Health Authority 2024-2025 Intergovernmental Agreement for the Financing of Community Mental Health, Addiction Treatment, Recovery, & Prevention, and Problem Gambling Services, Agreement # PO-44300-00026012 - signed by Commission Chair.

[8.2.pdf](#)

8.3 Order In the Matter of Adjusting the Collection Rates for the Solid Waste Collection and Disposal Franchise Held by Crooked River Sanitary - signed by Commission.

[8.3.pdf](#)

8.4 Order In the Matter of Adjusting the Collection Rates for the Solid Waste Collection and Disposal Franchise Held by Madras Sanitary Service - signed by Commission.

[8.4.pdf](#)

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

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 Sheriff's Office/Public Health Building RFP.

14. Announcements/Notification of additional Commission Meetings

15. Executive Session

15.1 10:15 a.m. - Executive Session - ORS 192.660(2)(h) - Advice of Counsel.

15.2 10:30 a.m. - Executive Session, ORS 192.660(2)(i) - Performance Evaluations of Public Officers & Employees.

16. Adjourn

May 2024 Accounts Payable  
Paid May 2024  
Umpqua Bank Issued Checks

It is hereby ordered that check number 49931 - 49966 be paid totaling \$317,092.63

FUND	FUND NAME	AMOUNT ISSUED	VOIDED	TOTAL EXPENSE
101	GENERAL FUND	\$53,867.53	(\$7,648.74)	\$46,218.79
202	PUBLIC WORKS	\$6,336.91		\$6,336.91
204	ROAD EQUIP PURCHASE	\$30,906.85		\$30,906.85
210	EMERGENCY COMMUNICATIONS	\$2,952.91		\$2,952.91
215	MT. JEFFERSON MEMORIAL PARK	\$75.96		\$75.96
218	FAIR	\$50.93		\$50.93
221	NT	\$48,816.00		\$48,816.00
226	PUBLIC LAND CORNER PRES	\$1,765.00		\$1,765.00
239	HEALTH DEPT GRANT FUND	\$23,229.86		\$23,229.86
249	PARK FUND	\$1,502.52		\$1,502.52
250	ECONOMIC DEVELOPMENT	\$3,100.00		\$3,100.00
254	CJ - ADULT	\$4,605.15		\$4,605.15
259	COUNTY SPECIAL LITGATION	\$3,007.50		\$3,007.50
265	JAIL	\$32,720.01		\$32,720.01
403	J STREET BOND	\$3,822.50		\$3,822.50
507	CAR POOL	\$100,333.00		\$100,333.00
<b>TOTAL</b>		<b>\$317,092.63</b>	<b>-\$7,648.74</b>	<b>\$309,443.89</b>

Claims approved and checks dated: 5/3/2024

I, Jeff Rasmussen, hereby attest the above amounts and check numbers are correct.

\_\_\_\_\_  
Jeff Rasmussen, County Administrative Officer

\_\_\_\_\_  
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 = 05/03/2024

Vendor Number	Vendor Name	Invoice Date	Invoice Number	Description	Net Invoice Amount	GL Activity Number	GL Period
3648	Absolute Software, Inc	04/10/2024	INV01556207	ABSA-Edge-12-GD - 12 Months Li	718.10		524
3004	ACCTECH SOLUTIONS IN	05/01/2024	5700	JeffCo - Sheriff Office - MS Office	5,467.00		524
3004	ACCTECH SOLUTIONS IN	05/01/2024	5701	Jeffco Main - MS Office 365/ VISI	5,050.00		524
3004	ACCTECH SOLUTIONS IN	05/01/2024	5702	Jeffco - Public Health - MS Office/	2,324.00		524
3004	ACCTECH SOLUTIONS IN	05/01/2024	5703	Jeffco - Main - Service Master Agr	11,570.00		524
3004	ACCTECH SOLUTIONS IN	05/01/2024	5704	Jeffco - Main - Compliance Servc	2,000.00		524
3004	ACCTECH SOLUTIONS IN	05/01/2024	5705	Jeffco - Main - MS Azure Cloud -	805.00		524
3004	ACCTECH SOLUTIONS IN	05/01/2024	5706	Jeffco - Admin Office - Auvick - Ne	12,000.00		524
3004	ACCTECH SOLUTIONS IN	05/01/2024	5707	Jeffco - Admin Office - Project VE	9,800.00		524
2381	BUENA VIDA COUNSELIN	05/01/2024	5/1/2024	Group Fee / Individual Fee	2,750.00		524
3240	CANON FINANCIAL SERV	04/29/2024	32426471	Admin Copy Machine monthly lea	234.09		524
3240	CANON FINANCIAL SERV	04/29/2024	32426471	Jail Copy Machine monthly lease;	321.21		524
9	CASCADE NATURAL GAS	04/08/2024	15658200009 -	Monthly Gas charges - Correction	3,586.03		524
2147	CENTURYLINK	04/18/2024	333655130 - A	Monthly Charges	79.50		524
2147	CENTURYLINK	04/03/2024	333659796 - A	Monthly Charges	142.92		524
2147	CENTURYLINK	04/25/2024	503-T31-4674	Monthly Charges - Sheriff Office	135.95		524
2813	DATAWORKS PLUS, LLC	04/17/2024	24-758	Maintenance Fee: Livescan SW&	1,260.00		524
6238	DAY WIRELESS SYSTEM	04/20/2024	INV821560	Site-Recurring-Bill - Grizzly Butte	162.24		524
6238	DAY WIRELESS SYSTEM	04/20/2024	INV821588	Site-Recurring-Bill - Gray Butte Si	1,243.84		524
6238	DAY WIRELESS SYSTEM	04/20/2024	INV821728	SITE Recurring BillSite	1,429.59		524
6238	DAY WIRELESS SYSTEM	04/24/2024	INV822473	2112 Tech - Maintenance Contract	117.24		524
214	DEJARNATT LAND SURV	05/02/2024	5/2/2024	Land Surveys	1,327.50		524
214	DEJARNATT LAND SURV	05/02/2024	5/2/2024	Land Surveys	1,765.00		524
214	DEJARNATT LAND SURV	05/02/2024	5/2/2024	Land Surveys	59.00		524
2545	EBERHARD'S DAIRY PRO	04/16/2024	1602362	1/2 PT 1% Milk - 11 Cases	251.68		524
2545	EBERHARD'S DAIRY PRO	04/23/2024	1603066	1/2 PT 1% Milk - 11 Cases	251.68		524
2545	EBERHARD'S DAIRY PRO	04/30/2024	1603690	1/2 PT 1% Milk - 11 Cases	251.68		524
3448	ECONOMIC CONSULTAN	04/25/2024	29116	Project 25427.00 - Madras Large	3,822.50		524
3618	ERIC KYTOLA CPA	04/30/2024	04302024	Budget - FY2025 Prep/Presentati	11,014.40		524
7090	EXECUTIVE INFORMATIO	05/01/2024	EISMN000040	RMS, CIVIL,MDT,LEDS,Regional	18,660.50		524
7090	EXECUTIVE INFORMATIO	05/01/2024	EISMN000040	Jail Management System - July 2	18,660.50		524
3646	Francis Hansen & Martin L	04/11/2024	5/3/2024	Reimbursement of Plaintiff Depos	349.31		524
3624	FRED RAFILSON	04/15/2024	0415	Sheriff's Office Psychological Eval	650.00		524
3640	Global Grant Services	05/02/2024	7798516	April 2024 Invoice - Grant Manage	3,100.00		524
967	GONZALEZ, NORMA	04/25/2024	4/25/2024	WIC NWA Ann Conf-Chicago	75.04	320	524
2313	KEPAA, TAMI	04/26/2024	4/26/2024	4/5/2024 - R/T Home/Redmond Ai	34.84	320	524
2313	KEPAA, TAMI	04/26/2024	4/26/2024	4/11/2024 - R/T Home/Redmond	34.84	320	524
2313	KEPAA, TAMI	04/26/2024	4/26/2024	2024 WIC NWA Ann Conf - Chica	41.75	320	524
2923	KONE	05/01/2024	871358026	Maintenance Period - 5/1-5/31/20	1,455.00		524
3625	LIQUID TECHNOLOGIES	04/22/2024	INV141	Second of 3" Boat #2 - VIN: 2AAL	100,333.00		524
3038	MCCLOSKEY, JOHN	04/24/2024	04-2024	Paint for Flag Pole Deck	50.93		524
194	MID OREGON PERSONN	04/25/2024	22020	Chirukuri, Jesse - Week worked 4/	3,502.40		524
194	MID OREGON PERSONN	04/25/2024	22021	Hollenbeak, Duane - week worked	2,177.64		524
194	MID OREGON PERSONN	04/25/2024	22022	Locke, Jessica - Week worked 4/1	163.63		524
194	MID OREGON PERSONN	04/25/2024	22023	Jail Medical Pers - K.Simmelink 4/	8,610.99		524
194	MID OREGON PERSONN	04/25/2024	22023	Jail Medical Pers - K.Skeels 4/1-4/	786.24		524
194	MID OREGON PERSONN	04/25/2024	22025	PH Pers - A.Wheeler, WIC RD 4/1	993.84	320	524
194	MID OREGON PERSONN	04/25/2024	22025	PH Pers - H.Bicart, IMM/COVID19	1,506.96	349	524
194	MID OREGON PERSONN	04/25/2024	22025	PH Pers - M.Castellanos, PH Inter	757.68	349	524
194	MID OREGON PERSONN	04/25/2024	22025	PH Pers - O.Titus, PH Intern 4/1-4	1,412.04	349	524
194	MID OREGON PERSONN	04/25/2024	22025	PH Pers - B.Munkh-Ochir, PH Dat	3,768.00	349	524
194	MID OREGON PERSONN	04/25/2024	22025	PH Pers - M.Quinn, FNP RH 4/1-4	3,162.63	349	524
194	MID OREGON PERSONN	04/25/2024	22026	Payroll for M.Beeler - week worke	1,855.15		524
194	MID OREGON PERSONN	04/25/2024	22027	General Labor - Retherford & Smit	4,244.32		524

Vendor Number	Vendor Name	Invoice Date	Invoice Number	Description	Net Invoice Amount	GL Activity Number	GL Period
3026	N&S OREGON INC	04/08/2024	IM64699	Shop Part #118	212.96		524
3026	N&S OREGON INC	04/08/2024	IM65216	Shop Part #118	58.77		524
3026	N&S OREGON INC	04/09/2024	IM65317	Shop Part	66.32		524
3649	Naegeli Reporting Corporat	04/22/2024	35602	Trial 5/23/24-5/24/24 - Oregon Vs	3,007.50		524
2027	OCHIN INC	04/24/2024	63390	SWO#16023 - Open Cohort Traini	600.00	303	524
1070	OREGON DEPARTMENT	05/03/2024	MMIS23-24-2	MMIS Medicaid Local Match	10,000.00	330	524
1068	OREGON STATE POLICE	04/11/2024	ARZ17344	CJIS - Mar 2024 #32	480.00		524
3169	PACIFIC OFFICE AUTOM	04/15/2024	15A3929-2	Lease Lexmark 15A3929 Mar 202	56.00	303	524
3169	PACIFIC OFFICE AUTOM	04/19/2024	182017	Lexmark 15A3929 - Images 3/19-	29.24	303	524
3169	PACIFIC OFFICE AUTOM	04/15/2024	BP141931	Lease & Copies 15A2994 Mar202	39.92	303	524
3169	PACIFIC OFFICE AUTOM	04/15/2024	BP141931	Lease & Copies 15A2994 Mar202	60.00	313	524
3169	PACIFIC OFFICE AUTOM	04/15/2024	BP141931	Lease & Copies 15A2994 Mar202	60.00	363	524
3169	PACIFIC OFFICE AUTOM	04/15/2024	BP141931	Lease & Copies 15A2994 Mar202	40.00	322	524
3169	PACIFIC OFFICE AUTOM	04/15/2024	BP141931	Lease & Copies 15A2994 Mar202	40.00	323	524
3169	PACIFIC OFFICE AUTOM	04/15/2024	BP141935	Lease & Copies 15A2995 Mar202	492.08	303	524
3169	PACIFIC OFFICE AUTOM	04/15/2024	BP141935	Lease & Copies 15A2995 Mar202	25.00	320	524
142	PACIFIC POWER	04/23/2024	25442761-003	electric	877.66		524
142	PACIFIC POWER	04/23/2024	25442761-004	electric	180.09		524
142	PACIFIC POWER	04/23/2024	25468941-001	Mar/Apr Power Usage	1,255.55		524
142	PACIFIC POWER	04/25/2024	25526761-001	electric	75.96		524
142	PACIFIC POWER	04/24/2024	25530401-001	electric	1,502.52		524
142	PACIFIC POWER	04/24/2024	42301373-002	electric	1,004.28		524
142	PACIFIC POWER	04/22/2024	61796355-001	electric	278.08		524
8012	PETERSON MACHINERY	04/25/2024	T2059501	Caterpillar - Model 140 LFTGRP	30,906.85		524
2462	ROTH, JOSHUA	04/29/2024	24-0429	Uber @ Homicide training	82.24		524
2462	ROTH, JOSHUA	04/29/2024	24-0429	Meals @ Homicide training	52.76		524
3647	Russo, John	04/22/2024	4/22/2024	Expense Reimbursement - Jeffco	246.56		524
1133	RYDER ELECTION SERVI	04/30/2024	29716	Ballot Printing for May 21, 2024 El	8,250.82		524
3002	SPEAKWRITE LLC	05/01/2024	921C9625	20240425_041102_noz Daniel Sp	544.10		524
2729	STEMWEDEL, MICHAEL	04/22/2024	04/22/2024	Binoculars for Weed Dept	229.99		524
241	WARD, JENNIE	04/26/2024	553	Office Janitorial Services for April	210.00		524

Grand Totals: 317,092.63

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 = 05/03/2024

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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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# ACTION MINUTES

## JEFFERSON COUNTY BOARD OF COMMISSIONERS MEETING April 24, 2024

- 1) Administrative Session (8:15)
  - 1.1 Flood Insurance - Mandy Gunn, Marsh McLennan Agency.
  - 1.2 County Clerk Annual Update.
  - 1.3 Community Development Department - 3rd Quarter Report.
- 2) Call to Order/Pledge of Allegiance/Invocation
- 3) Presentations/Awards
- 4) Changes to the Agenda (Consideration of Submission of Late Items)
  - 4.1 Letter of Appointment for Dan Comingore to the Jefferson County Fair Board - signed by Commission.

**Kelly Simmelink made a motion to approve the Letter of Appointment for Dan Comingore to the Jefferson County Fair Board. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**
  - 4.2 Job Description and Salary Order for Eric Nisley, Chief Deputy District Attorney – signed by Commission.

**Kelly Simmelink made a motion to approve to the job description and salary order for Eric Nisley. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**
  - 4.3 Resolution In the Matter of Setting Forth Proposed Plan of Action Pertaining to Deficiencies Noted in Annual Audit Report Pursuant to ORS 297.466 – signed by Commission.

**Kelly Simmelink made a motion to approve the Resolution In the Matter of Setting Forth Proposed Plan of Action Pertaining to Deficiencies Noted in Annual Audit Report Pursuant to ORS 297.466 and authorize the Chair to sign the letter of Plan of Action to the Secretary of State. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**



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

*Joanne Heare provided comment regarding the Juniper Butte Special Road District.*

6) Consent Agenda

- 6.1 April 2024 Accounts Payable Paid April 2024 in the amount of \$438,241.95 - signed by Commission.
- 6.2 April 2024 Accounts Payable Paid April 2024 in the amount of \$20,000.00 - signed by Commission.
- 6.3 April 2024 Accounts Payable Paid April 2024 in the amount of \$243,862.06 - signed by Commission.
- 6.4 April 2024 Accounts Payable Paid April 2024 in the amount of \$761.61 - signed by Commission.
- 6.5 April 2024 Accounts Payable Paid April 2024 in the amount of \$181,102.80 - signed by Commission.
- 6.6 Certificate of Right to Burial, Certificate No. GB196 - signed by Commission.
- 6.7 Action Minutes for April 10, 2024 - signed by Commission.
- 6.8 Compensation Board Meeting Minutes - acknowledged by Commission.

**Mark Wunsch made a motion to approve the Consent Agenda, Items 6.1 through 6.8. Seconded by Kelly Simmelink. 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. - Audit Presentation, Solutions CPAs.
- 7.2 10:30 a.m. - County Treasurer Monthly Financial Report & Investment Committee.

*Investment Committee convened at 10:43 and ended at 11:17 a.m.*

**Kelly Simmelink made a motion to approve transacting the trade adjusting the yields up by selling a group of securities at a loss and purchasing higher yielding securities in two segments so there will be positive earnings for participants through the two months and to direct staff to email affected parties. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

**Kelly Simmelink made a motion to approve the Resolution In the Matter of Setting Forth Proposed Plan of Action Pertaining to Deficiencies Noted in Annual Audit Report Pursuant to ORS 297.466 and authorize the Chair to sign the letter of Plan of Action to the Secretary of State. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

7.3 11:30 a.m. - Executive Session - ORS 192.660(2)(e) - Real Property Transactions.

**Kelly Simmelink made a motion to approve directing County Administrative Officer to make a new offer on the property discussed in executive session. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

*Executive Session began at 2:40 pm. and ended at 3:03 p.m.*

7.4 11:30 a.m. - Executive Session - ORS 192.660(2)(h) - Advice of Counsel.

*Executive Session began at 3:03 p.m. and ended at 4:03 p.m.*

8) Action Items

8.1 Salary Order for Duane Hollenbeak Jr., Buildings & Grounds Maintenance Tech II, Grade 15, Step 13 - signed by Commission.

**Kelly Simmelink made a motion to approve the Salary Order for Duane Hollenbeak Jr., Buildings & Grounds Maintenance Tech II, Grade 15, Step 13. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

8.2 Salary Order for Duane Romane, Public Works Maintenance Worker I, Grade MWI, Step 6 - signed by Commission.

**Mark Wunsch made a motion to approve the Salary Order for Duane Romane, Public Works Maintenance Worker I, Grade MWI, Step 6. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

8.4 Authorization of Out of State Travel for Corina Domingo & Marlene Medina to attend the 19th Annual Conference on Crimes Against Women in Dallas, TX, May 20-23, 2024 - signed by Commission Chair.

**Kelly Simmelink made a motion to approve the Authorization of Out of State Travel for Corina Domingo & Marlene Medina to attend the 19th Annual Conference on Crimes Against Women in Dallas, TX, May 20-23, 2024. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

8.5 Election of De Minimis Indirect Cost Rate - signed by Commission.

**Mark Wunsch made a motion to approve to the Election of De Minimis Indirect Cost Rate. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

**Kelly Simmelink made a motion to approve to the Certificate of De Minimis to the Department of Justice. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

8.6 Salary Change Order for Clark Linden - signed by Commission.

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

8.7 Salary Change Order and Employment Agreement for Alison Vanek - signed by Commission.

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

8.3 Updated 2023-2025 STOP VAWA Grant Special Conditions - signed by Commission Chair.

**Mark Wunsch made a motion to approve the Updated 2023-2025 STOP VAWA Grant Special Conditions. Seconded by Kelly Simmelink. 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)
- 11) County Counsel Report(s)/Request(s)
- 12) County Administrative Officer Report(s)/Request(s)
  - 12.1 Mid-Year Carpool Funding.
  - 12.2 Broadband Grant Discussion.
- 13) Commission Discussion Items
  - 13.1 Discuss May Meeting for Staffing Requests.

13.2 Non-standard Work Schedules.

14) Announcements/Notification of additional Commission Meetings

15) Executive Session

15.1 11:30 a.m. - Executive Session - ORS 192.660(2)(e) - Real Property Transactions.

*See Item 7.3.*

15.2 11:30 a.m. - Executive Session - ORS 192.660(2)(h) - Advice of Counsel.

*See Item 7.4.*

16) Adjourn

**Meeting adjourned at 4:10 p.m.**

\_\_\_\_\_  
Wayne Fording, Commission Chair

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

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

\_\_\_\_\_  
Attest

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

# ACTION MINUTES

## JEFFERSON COUNTY BOARD OF COMMISSIONERS MEETING May 1, 2024

- 1) Administrative Session (8:15)
  - 1.1 Adult Community Corrections & Juvenile Community Justice Semi-Annual Update.
- 2) Call to Order/Pledge of Allegiance/Invocation
- 3) Presentations/Awards
- 4) Changes to the Agenda (Consideration of Submission of Late Items)
  - 4.1 2024-25 CAFFA Grant Application (A&T Grant) - signed by Commission Chair.  
  
**Kelly Simmelink made a motion to approve the 2024-25 CAFFA Grant Application (A&T Grant). Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**
- 5) 9:00 A.M. - Citizen Comments
- 6) Consent Agenda
  - 6.1 April 2024 Accounts Payable Paid April 2024 in the amount of \$1,341,532.16 - signed by Commission.
  - 6.2 Certificate of Right to Burial, Certificate No. 2098 - signed by Commission.  
  
**Kelly Simmelink made a motion to approve the Consent Agenda, Items 6.1 through 6.2. Seconded by Mark Wunsch. 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. - Public Hearing - Garbage Rate Increases.  
  
*Public Hearing opened at 9:30 a.m. and closed at 9:54 a.m.*
  - 7.2 9:45 a.m. - Executive Session - ORS 192.660(2)(h) - Advice of Counsel.  
  
*Executive Session began at 10:07 a.m. and ended at 10:15 a.m.*

- 7.3 10:00 a.m. - Executive Session - ORS 192.660(2)(a) - Employment of Public Officers, Employees and Agents.

*Executive Session began at 10:16 a.m., recessed at 3:20 p.m. and resumed May 2, 2024 at 8:30 a.m., ending at 3:47 p.m.*

8) Action Items

- 8.1 Amendment #1 to Intergovernmental Agreement #179257 between Jefferson County and the Oregon Health Authority for Public Health Maternal & Child Health, Center for Prevention & Health Promotion for Medicaid Administration Claiming - signed by Commission Chair.

**Kelly Simmelink made a motion to approve the Amendment #1 to Intergovernmental Agreement #179257 between Jefferson County and the Oregon Health Authority for Public Health Maternal & Child Health, Center for Prevention & Health Promotion for Medicaid Administration Claiming. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

- 8.2 Amendment #7 to Oregon Health Authority Intergovernmental Agreement for the Financing of Public Health Services #180015 - signed by Commission Chair.

**Kelly Simmelink made a motion to approve the Amendment #7 to Oregon Health Authority Intergovernmental Agreement for the Financing of Public Health Services #180015. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

- 8.3 Allocation Correction for Public Health Deputy Director - approved by Commission.

**Mark Wunsch made a motion to approve the Allocation Correction for Public Health Deputy Director. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

- 8.5 Second Addendum to Saving Grace Sub-Award Grant Agreement - signed by Commission.

**Mark Wunsch made a motion to approve the Second Addendum to Saving Grace Sub-Award Grant Agreement. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

- 8.6 Order In the Matter of Establishing Mileage Reimbursement Rates, Authorizations, and Procedures for Carpool Fund #507 and Individual Reimbursement When on Official County Business - signed by Commission.

**Mark Wunsch made a motion to approve the Order In the Matter of Establishing Mileage Reimbursement Rates, Authorizations, and Procedures for Carpool Fund**

**#507 and Individual Reimbursement When on Official County Business. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

8.4 Professional Services Contract between Jefferson County and David Allen LLC - signed by Commission.

**Mark Wunsch made a motion to approve the Professional Services Contract between Jefferson County and David Allen LLC. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

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

9.1 Request for Waiver of 90 days for Deputy District Attorney.

**Kelly Simmelink made a motion to approve the Request for Waiver of 90 days for Deputy District Attorney I. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

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

10.1 Public Health Rural Health Equity Integration Coordinator.

**Kelly Simmelink made a motion to approve the Public Health Rural Health Equity Integration Coordinator job description and instruct staff to accept the grant funds which may require a grant agreement and also instruct staff to prepare necessary budget amendments. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

10.2 Request for Waiver of 90 days for Buildings & Grounds Maintenance Tech II or III.

**Kelly Simmelink made a motion to approve the Request for Waiver of 90 days for Buildings & Grounds Maintenance Tech II or III. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)**

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

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

13) Commission Discussion Items

14) Announcements/Notification of additional Commission Meetings

15) Executive Session

15.1 9:45 a.m. - Executive Session - ORS 192.660(2)(h) - Advice of Counsel.

*See Item 7.2.*

15.2 10:00 a.m. - Executive Session - ORS 192.660(2)(a) - Employment of Public Officers, Employees and Agents.

*See Item 7.3.*

16) Adjourn

**Meeting adjourned May 2, 2024 at 3:47 p.m.**

\_\_\_\_\_  
Wayne Fording, Commission Chair

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

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

\_\_\_\_\_  
Attest

\_\_\_\_\_  
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: Mekaela Walters Offer Date: 4/30/2024 Start Date: 5/17/2024  
Position: Dep. District Attorney I Department: District Attorney Grade: 27 Step: 13  
Wages: Per Hour: \$45.68 Per Month: \$7,948.32 Annual: \$95,379.26 Hours per Week: 40  
Leave Benefits (hours per month): Vacation: 8.0 Sick: 8.0 Admin: N/A Wage Matrix: (A/B) B  
Probation Period: 12 Months Benefits Group: NR-B Residency Required: (Yes/No) No

Other Benefits or conditions not stated above:

Replacing Salary Order O-045-23 due to passing Oregon Bar. Employee pays required PERS IAP contribution (currently 6%) after 6-month waiting period. Extends hiring bonus from April 2023 for \$10,000 (50% paid with first pay period and 50% with third full pay period). Extends (taxable) moving expenses of \$2,000 only if moving into Jefferson County prior to 5/01/2025 and submits receipts prior to 6/01/2025.

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, Mekaela Walters, 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.

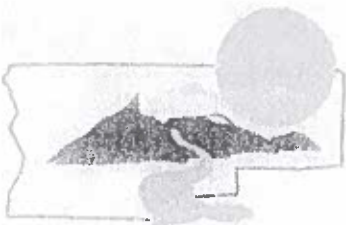
Employee Signature: [Signature] Date: 4/30/24

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: \_\_\_\_\_ - 510 - \_\_\_\_\_ ANNIVERSARY DATE: \_\_\_\_\_



BEFORE THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF JEFFERSON

IN THE MATTER OF SETTING THE COMPENSATION OF AN EMPLOYEE } SALARY ORDER NO. 0-045-23

WHEREAS, a Department Director/Elected Official 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: Mekaela Walters Offer Date: 4/6/2023 Start Date: TBD
Position: Deputy District Attorney I Department: District Attorney's Office Grade: 27 Step: 11
Wages: Per Hour: \$43.05 Per Month: \$7,490.70 Annual: \$89,878.01 FTE/Part Time: 1.00
Leave Benefits (hours per month): Vacation: 8 Sick: 8 Admin: 0 Floating Holiday Hours: 0
Probation Period: 12 mos Benefit Group: NR-B Salary Matrix: NR-B Residency Required: No

Other Benefits not stated above: Employee pays required (currently) 6% PERS after 6-month waiting period. 50% of hiring bonus (\$10,000.00) paid with first pay period. 50% with third full pay period. Conditional upon successful passing of the Oregon State Bar and completing background check \$2,000 moving expenses only if moving into the County, move within 12 months of hire date and submit expense receipts to Finance within 9 months. Moving Expenses are a taxable reimbursement. Job offer may be withdrawn if first day no prior to 9/30/23

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

I, Mekaela Walters, accept the above tentative job offer and terms and conditions of employment. I understand 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 4/6/23

APPROVED, ADOPTED AND ORDERED this 12 day of April, 2023

ATTEST
Department Director/Elected Official
Finance Director
County Administrative Officer

BOARD OF COMMISSIONERS
Commission Chair
Commissioner
Commissioner

OFFICE USE ONLY
PERS Enrollment Dates: Qualifying Start GL Budget Line Item
Anniversary Date (determines vacation benefit):
Position covered by Union: yes no If yes, name Union:
Authorized Union deduction: yes no Health Insurance: yes no
If yes, name of Carrier: Effective date of health care coverage:

## Jefferson County

## Position Description

Position: <b>Deputy District Attorney I- Domestic Violence and Sexual Assault Prosecutor</b>	FLSA: <b>Exempt</b>
Department: <b>District Attorney's Office</b>	Salary Grade: <b>Grade 27</b>
<b>Non-Bargaining Unit</b> / Bargaining Unit: Service Workers Public Works Sheriff's Office	Status: <b>Full Time</b> Part Time Temporary

**Summary**

The Deputy District Attorney I reviews, prepares, and tries criminal cases in Jefferson County; presents juvenile delinquency cases in juvenile court; provides related legal advice to law enforcement agencies and the juvenile department; and other functions as required; performs related legal research and writing. Caseload responsibility involves felony and misdemeanor domestic violence, sexual assault, dating violence and stalking crimes.

**Distinguishing Characteristics**

This position works under the direction of the District Attorney and Senior Deputy District Attorney's. A high degree of professional competence and personal integrity is expected in this position, which represents the elected District Attorney. It is critically important that the Deputy District Attorney I be able to act as independently as possible on a daily basis due to the high volume of cases processed by the office. Supervision of other specific personnel is not a responsibility of this position. However, supervisory authority is exercised over staff who participate in document preparation or court presentation.

**Essential Duties and Responsibilities**

- Examine investigation reports and determine if further investigation is needed, file charges as appropriate.
- Prepare or assist in preparation of affidavits, search warrants, arrest warrants, legal memoranda, motions, court orders, and other legal documents filed in court; research legal issues when needed.
- Appear as scheduled in circuit court for arraignments, release hearings, motion hearings, plea proceedings, and sentencings, and trials to present the state's case and argument before a judge or jury.
- Meet with and interview victims and other witnesses; identify necessary witnesses for hearings or trial and direct the preparation of subpoenas and other notices of court events.
- Negotiate case resolution with defense as appropriate, and in accordance with the facts of the case, the law and office policy.
- As assigned, prepare cases for presentation to the grand jury, interview witnesses, advise grand jury on law, complete indictments, warrants, and other documents pertaining to the grand jury as required.
- As assigned, prepare and present cases at trial in circuit court which includes subpoena and interview of witnesses, and preparation of jury instructions and verdict forms, presentation of evidence and argument.
- Available to consult and advise police on an on-call basis pertaining to investigations and related legal questions.
- Coordinate cases with the Bilingual Domestic Violence and Sexual Assault Victim Assistance Advocate.

- Participate in the Sexual Assault Response Team, Domestic Violence Council, Vulnerable Victims Multidisciplinary Team, and the Child Abuse Multidisciplinary Team, and other team meetings as applicable.
- Collect and maintain statistics for grant requirements.
- Perform related work as required for all duties outlined above and any other duties as assigned.
- Regular attendance is an essential function of the position.
- On-call availability 24 hours a day/7days a week as back up or assistance to District Attorney and Chief District Attorney.

**Qualifications**

▪ **Knowledge and Skills**

Knowledgeable in substantive and procedural criminal law; skilled in legal research and writing and use of computer, i.e.: LexisNexis, Westlaw, Oregon Revised Statutes and Case Law; Karpel; and Word.

▪ **Abilities**

Ability to analyze facts, evidence, and precedents and to arrive at logical conclusions; ability to set forth findings of fact and decisions in concise written forms; ability to prioritize workload and assignments; ability to deal effectively with the public, witnesses, victims, and law enforcement personnel. Ability to give formal presentations to the general public, instruct people in small groups or a 1-on-1 basis, convey technical concepts to others and work as a team.

▪ **Physical Abilities**

Able to sit at a desk, work at a computer screen and use rapid finger, hand, and arm movement for extended periods of time. Ability to stand and move about Courtroom for extended periods of time. Ability to speak effectively and clearly.

▪ **Education and Experience**

Bachelor's Degree and Law Degree from an accredited law school.

▪ **Licenses and Certificates**

Member of the Oregon Bar at the time of appointment and must maintain good standing with the Oregon State Bar through the term of employment. Must have a valid Oregon Driver's License with an acceptable driving record.


▪ **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.

▪ **Probationary Requirement**

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

Modified on: April 30, 2024

  
Employee Signature

4/30/24  
Date Signed

  
Supervisor Signature

4-30-24  
Date Signed

## 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):**

2024-2025 IGA for the Financing of Community Mental Health, Addiction Treatment, Recovery & Prevention and Problem Gambling Services Agreement # 026012-1

**Department:** Public Health **Date Submitted:** 4/5/2024

**Contact Person:** Karla Hood, PH **Phone:** 541-475-4456

**Effective Dates of Contract/Grant/ Proposal:** January 01, 2024 - June 30, 2025

**Amount of Contract/Grant/Proposal:** -\$232,954.07 **Requested Agenda Date:** 4/10/2024

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

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

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

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

**AGENDA ITEM BRIEF DESCRIPTION:**

IGA 026012-1: A reduction to SE 4 Aid & Assist AAP. 1/1/2024-6/30/2024 from \$114,730.67 to \$35,514.37 and 7/1/2024-6/30/2025 from \$222,017.34 to \$68,279.57.

**BACKGROUND/SUMMARY STATEMENT:**

Reviewed and recommended for signature by Michael Baker, HS Director and Rick Treleaven, Community Mental Health Director.

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

Review and approve.

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

Approve to sign.

**ATTACHMENTS:** Original Document # 026012-1

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

Please return to Karla at PH for submission 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: 026012-1, hereinafter referred to as "Document."

I, <u>Jeff Rasmussen</u>	<u>County Administrative Officer</u>
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 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.



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

**AGREEMENT # PO-44300-00026012**

**FIRST AMENDMENT TO  
OREGON HEALTH AUTHORITY  
2024-2025 INTERGOVERNMENTAL AGREEMENT  
FOR THE FINANCING OF COMMUNITY MENTAL HEALTH, ADDICTION TREATMENT,  
RECOVERY, & PREVENTION, AND PROBLEM GAMBLING SERVICES**

This First Amendment to Oregon Health Authority 2024-2025 Intergovernmental Agreement for the Financing of Community Mental Health, Addiction Treatment, Recovery, & Prevention, and Problem Gambling Services effective as of January 1, 2024 (as amended, the "Agreement"), is entered into, as of the date of the last signature hereto, by and between the State of Oregon acting by and through its Oregon Health Authority ("OHA") and Jefferson County ("County").

**RECITALS**

WHEREAS, OHA and County wish to modify the Financial Assistance Award set forth in Exhibit C of the Agreement.

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

**AGREEMENT**

1. The financial and service information in the Financial Assistance Award is hereby amended as described in Attachment 1 attached hereto and incorporated herein by this reference. Attachment 1 must be read in conjunction with the portion of Exhibit C of the Agreement that describes the effect of an amendment of the financial and service information.
2. Capitalized words and phrases used but not defined herein shall have the meanings ascribed thereto in the Agreement.
3. County represents and warrants to OHA that the representations and warranties of County 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. Except as amended hereby, all terms and conditions of the Agreement remain in full force and effect.
5. 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.

**6. Signatures.**

**Jefferson County**

**By:**

_____	<u>Wayne Fording</u>	<u>Commission Chair</u>	_____
Authorized Signature	Printed Name	Title	Date

**State of Oregon, acting by and through its Oregon Health Authority**

**By:**

_____	_____	_____	_____
Authorized Signature	Printed Name	Title	Date

**Approved by: Director, OHA Health Systems Division**

**By:**

_____	_____	_____	_____
Authorized Signature	Printed Name	Title	Date

Approved for Legal Sufficiency:

Approved by Joseph M. Callahan, Assistant Attorney General on March 19, 2024; email in Agreement file.



# ATTACHMENT 1

## EXHIBIT C

### Financial Pages

#### MODIFICATION INPUT REVIEW REPORT

MOD# : M0810

CONTRACT# : 026012 CONTRACTOR: JEFFERSON COUNTY

INPUT CHECKED BY: \_\_\_\_\_ DATE CHECKED: \_\_\_\_\_

PROJ \_\_\_\_\_ EFFECTIVE DATES \_\_\_\_\_ SLOT CHANGE/TYPE \_\_\_\_\_

SE#	FUND CODE	CPMS PROVIDER	PROJ	EFFECTIVE DATES	RATE	OPERATING DOLLARS	STARTUP PART DOLLARS ABC	PART IV	PAAF CD	BASE	CLIENT CODE	SP#
FISCAL YEAR: 2023-2024												
	BASE	AID & ASSIST PROJECT										
4	804	AAP		1/1/2024 - 6/30/2024	0 / NA	\$0.00	\$0.00	A	1	Y		1
	BASE	AID & ASSIST PROJECT										
4	804	AAP		1/1/2024 - 6/30/2024	0 / NA	\$0.00	\$0.00	A	1	Y		1
	BASE	AID & ASSIST PROJECT										
4	804	AAP		1/1/2024 - 6/30/2024	0 / NA	\$0.00	\$0.00	A	1	Y		1
	BASE	AID & ASSIST PROJECT										
4	804	AAP		1/1/2024 - 6/30/2024	0 / NA	\$0.00	\$0.00	A	1	Y		1
	BASE	AID & ASSIST PROJECT										
4	804	AAP		1/1/2024 - 6/30/2024	0 / NA	\$0.00	\$0.00	C	1	Y		3
	BASE	AID & ASSIST PROJECT										
4	804	AAP		1/1/2024 - 6/30/2024	0 / NA	\$0.00	\$0.00	C	1	Y		1
	BASE	AID & ASSIST PROJECT										
4	804	AAP		1/1/2024 - 6/30/2024	0 / NA	\$0.00	\$0.00	C	1	Y		1
	BASE	AID & ASSIST PROJECT										
4	804	AAP		1/1/2024 - 6/30/2024	0 / NA	\$0.00	\$0.00	C	1	Y		2
TOTAL FOR SE# 4						\$1,374.58	\$0.00					
TOTAL FOR 2023-2024						-\$79,216.30	\$0.00					
TOTAL FOR 2023-2024						-\$79,216.30	\$0.00					
FISCAL YEAR: 2024-2025												
	BASE	AID & ASSIST PROJECT										
4	804	AAP		7/1/2024 - 6/30/2025	0 / NA	\$0.00	\$0.00	A	1	Y		1
	BASE	AID & ASSIST PROJECT										
4	804	AAP		7/1/2024 - 6/30/2025	0 / NA	\$0.00	\$0.00	A	1	Y		1
	BASE	AID & ASSIST PROJECT										
4	804	AAP		7/1/2024 - 6/30/2025	0 / NA	\$0.00	\$0.00	A	1	Y		1
	BASE	AID & ASSIST PROJECT										
4	804	AAP		7/1/2024 - 6/30/2025	0 / NA	\$0.00	\$0.00	A	1	Y		3
	BASE	AID & ASSIST PROJECT										
4	804	AAP		7/1/2024 - 6/30/2025	0 / NA	\$0.00	\$0.00	C	1	Y		1
	BASE	AID & ASSIST PROJECT										
4	804	AAP		7/1/2024 - 6/30/2025	0 / NA	\$0.00	\$0.00	C	1	Y		1
	BASE	AID & ASSIST PROJECT										
4	804	AAP		7/1/2024 - 6/30/2025	0 / NA	\$0.00	\$0.00	C	1	Y		1
	BASE	AID & ASSIST PROJECT										
4	804	AAP		7/1/2024 - 6/30/2025	0 / NA	\$0.00	\$0.00	C	1	Y		1
	BASE	AID & ASSIST PROJECT										
4	804	AAP		7/1/2024 - 6/30/2025	0 / NA	\$0.00	\$0.00	C	1	Y		1

**MODIFICATION INPUT REVIEW REPORT**

MOD# : M0810

CONTRACT# : 026012

CONTRACTOR: JEFFERSON COUNTY

INPUT CHECKED BY: \_\_\_\_\_ DATE CHECKED: \_\_\_\_\_

EFFECTIVE DATES \_\_\_\_\_

SLOT CHANGE/TYPE \_\_\_\_\_

RATE

OPERATING DOLLARS

STARTUP PART DOLLARS ABC

PART IV

PARAF CD

BASE

CLIENT CODE

SP#

FISCAL YEAR: 2024-2025

TOTAL FOR SE# 4	-	\$153,737.77				\$0.00
TOTAL FOR 2024-2025	-	\$153,737.77				\$0.00
TOTAL FOR M0810	026012	<b>-\$232,954.07</b>				<b>\$0.00</b>

OREGON HEALTH AUTHORITY  
Financial Assistance Award Amendment (FAAA)

CONTRACTOR: JEFFERSON COUNTY  
DATE: 03/08/2024

Contract#: 026012  
REF#: 003

REASON FOR FAAA (for information only):

Aid and Assist Client Services (MHS 04) funds have been removed.

The following special condition(s) apply to funds as indicated by the special condition number in column 9. Each special condition set forth below may be qualified by a full description in the Financial Assistance Award.

- M0810 1 Special Condition #M0792 in Base Agreement, regarding "A) MHS 04 and B) Services" applies.
- M0810 2 A) The financial assistance subject to this special condition will be disbursed to County in one lump sum within 30 calendar days after the date this Agreement becomes executed.
- M0810 3 A) These funds are for MHS 04 Aid and Assist Client Services. B) The financial assistance subject to this special condition will be disbursed to County in one lump sum within 30 calendar days after the date this Agreement becomes executed.

**Confidential**  
**CONTRACTOR TAX IDENTIFICATION INFORMATION**  
**For Accounting Purposes Only**

The State of Oregon requires contractors to provide their Federal Employer Identification Number (FEIN) or Social Security Number (SSN). This information is requested pursuant to ORS 305.385 and OAR 125-246-0330(2). Social Security numbers provided pursuant to this section will be used for the administration of state, federal and local tax laws. The State of Oregon may report this information to the Internal Revenue Service (IRS). Contractors must keep this information current at all times. Contractors are required to notify the State of Oregon contract administrator within 10 business days if this information changes. The State of Oregon reserves the right to ask contractors to update this information at any time during the document term.

**Document number:** PO-44300-00026012-1

Legal name *(tax filing)*: Jefferson County

DBA name *(if applicable)*: \_\_\_\_\_

Billing address: 66 SE D St., Ste E

City: Madras Oregon 97741

Phone: 541-475-2449

FEIN: 93-6002299

- OR -

SSN: \_\_\_\_\_

**Certificate Of Completion**

Envelope Id: 45F552CA43E648AF829EA76178A73EED

Status: Sent

Subject: 026012-1 Jefferson County Amendment #1

Source Envelope:

Document Pages: 6

Signatures: 0

Envelope Originator:

Certificate Pages: 5

Initials: 0

Larry Briggs

AutoNav: Enabled

Larry.O.Briggs@odhsoha.oregon.gov

Enveloped Stamping: Enabled

IP Address: 209.112.106.2

Time Zone: (UTC-08:00) Pacific Time (US &amp; Canada)

**Record Tracking**

Status: Original

Holder: Larry Briggs

Location: DocuSign

3/27/2024 2:26:00 PM

Larry.O.Briggs@odhsoha.oregon.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Carahsoft OBO Oregon Health Authority - CLM Location: DocuSign

**Signer Events****Signature****Timestamp**Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Jon Collins

jon.c.collins@oha.oregon.gov

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Shawna McDermott

Shawna.m.Mcdermott@oha.oregon.gov

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp**

Karla Hood

karla.hood@co.jefferson.or.us

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**  
Accepted: 3/27/2024 2:47:33 PM  
ID: 17e80560-6332-471f-ab5b-9d956d4342c7

Sent: 3/27/2024 2:29 01 PM

Viewed: 3/27/2024 2:47:33 PM

**Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Carbon Copy Events	Status	Timestamp
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Michael Baker  
 michael.baker@co.jefferson.or.us  
 Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

COPIED

Sent: 3/27/2024 2:29:01 PM

HSD In  
 HSD.Contracts@odhsoha.oregon.gov  
 Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Shawn Kintner  
 shawn.kintner@oha.oregon.gov  
 Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	3/27/2024 2:29:02 PM
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Carahsoft OBO Oregon Health Authority - CLM (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Carahsoft OBO Oregon Health Authority - CLM:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [mick.j.mitchell@dhsoha.state.or.us](mailto:mick.j.mitchell@dhsoha.state.or.us)

**To advise Carahsoft OBO Oregon Health Authority - CLM of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [mick.j.mitchell@dhsoha.state.or.us](mailto:mick.j.mitchell@dhsoha.state.or.us) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from Carahsoft OBO Oregon Health Authority - CLM**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [mick.j.mitchell@dhsoha.state.or.us](mailto:mick.j.mitchell@dhsoha.state.or.us) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Carahsoft OBO Oregon Health Authority - CLM**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to [mick.j.mitchell@dhsosha.state.or.us](mailto:mick.j.mitchell@dhsosha.state.or.us) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO Oregon Health Authority - CLM as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Oregon Health Authority - CLM during the course of your relationship with Carahsoft OBO Oregon Health Authority - CLM.

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

IN THE MATTER OF ADJUSTING THE )  
COLLECTION RATES FOR THE SOLID ) Order No. \_\_\_\_\_  
WASTE COLLECTION AND DISPOSAL )  
FRANCHISE HELD BY CROOKED RIVER )  
SANITARY )

WHEREAS, pursuant to Jefferson County Code (JCC) 8.04.080, the county commission is responsible for adjusting existing collection rates charged by franchisees for the collection and disposal of solid waste; and

WHEREAS, Crooked River Sanitary has submitted its proposal and request for a rate adjustment and its annual operating statement for consideration by the county commission; and

WHEREAS, the Board of County Commissioners held a public hearing on the matter on May 1, 2024 and reviewed the request of Crooked River Sanitary pursuant to the requirements of JCC 8.04.080; and

WHEREAS, the Board found that the rate adjustment requested by Crooked River Sanitary is the result of an increase in the costs of doing business and the rate adjustment is reasonable when considering the factors set forth in JCC 8.04.080; and

WHEREAS, the Board further found that the proposed rates are just, fair, reasonable and sufficient to provide proper service to the public;

NOW THEREFORE, it is hereby ORDERED by the Jefferson County Board of Commissioners that the collection rates for the solid waste collection and disposal franchise held by Crooked River Sanitary shall be effective July 1, 2024 and shall be as follows:

**Weekly pick-up, monthly charge**

35 Gallon	\$29.46
65 Gallon	\$39.61
95 Gallon	\$49.48
1.5 Yard	\$148.62
2 Yard	\$190.55

DATED this 8<sup>th</sup> day of May, 2024.

JEFFERSON COUNTY  
BOARD OF COMMISSIONERS

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Wayne Fording, Commission Chair

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Kelly Simmelink, Commissioner

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Mark Wunsch, Commissioner

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

IN THE MATTER OF ADJUSTING THE )  
COLLECTION RATES FOR THE SOLID ) Order No. \_\_\_\_\_  
WASTE COLLECTION AND DISPOSAL )  
FRANCHISE HELD BY MADRAS )  
SANITARY SERVICE )

WHEREAS, pursuant to Jefferson County Code (JCC) 8.04.080, the county commission is responsible for adjusting existing collection rates charged by franchisees for the collection and disposal of solid waste; and

WHEREAS, Madras Sanitary Service has submitted its proposal and request for a rate adjustment and its annual operating statement for consideration by the county commission; and

WHEREAS, the Board of County Commissioners held a public meeting on the matter on May 8, 2024 and reviewed the request of Madras Sanitary Service pursuant to the requirements of JCC 8.04.080; and

WHEREAS, the Board found that the rate adjustment requested by Madras Sanitary Service is the result of an increase in the costs of doing business and the rate adjustment is reasonable when considering the factors set forth in JCC 8.04.080; and

WHEREAS, the Board further found that the proposed rates are just, fair, reasonable and sufficient to provide proper service to the public;

NOW THEREFORE, it is hereby ORDERED by the Jefferson County Board of Commissioners that the collection rates for the solid waste collection and disposal franchise held by Madras Sanitary Service are adjusted as proposed in the Madras Sanitary Service Garbage Collection Rates within Unincorporated Jefferson County, attached as Exhibit A, and shall be effective July 1, 2024.

DATED this 8th day of May, 2024.

JEFFERSON COUNTY  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Wayne Fording, Commission Chair

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

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

**Madras Sanitary Service**  
**Garbage Collection Rates within Unincorporated Jefferson County**  
**Proposed effective date: July 1, 2024**

**Monthly Rates**

*Automated Cart Service* – Monthly rates for one pick up per week in carts provided by MSS, set at the road:

Current Rates	Proposed Rates
32 Gallon Cart \$24.61	\$27.07
64 Gallon Cart \$40.40	\$43.63
95 Gallon Cart \$54.39	\$57.65

*Container Service* (not including rents). Monthly rates for weekly pick up:

Current Rates	Proposed Rates
1 yard \$112.11	\$123.32
1.5 yard \$159.87	\$175.86
2 yard \$207.75	\$228.53

*Extras* (per each pick up, 32 gallon equivalent):

Current Rate	Proposed Rate
\$4.75	\$5.22

*Hourly Rate for Drop Boxes* (outside 9-mile radius of Mill St. Shop)

Current Rate	Proposed Rate
\$85.00	\$94.00

*Disposal for Drop Boxes*

Current Rate	Proposed Rate
\$82.00 per ton	\$92.00 per ton