

# AGENDA

**JEFFERSON COUNTY  
BOARD OF COMMISSIONER'S MEETING  
JANUARY 23, 2019  
COMMISSION MEETING ROOM  
66 SE "D" STREET, MADRAS  
8:15 A.M.**

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.**

1. Administrative Session (8:15 a.m.) *(The items discussed during Administrative Session are intended to have staff present updates/reports or routine items to the Board. The first Wednesday of the month is an Elected Official/Department Director Meeting)*
  - 1.1. County Treasurer Monthly Financial Report & Finance Dept. FY 2018-19 2<sup>nd</sup> Quarter Report.
  - 1.2. Public Works 2-Year Road Plan & Annual Review of Discretionary Immunity Resolution.
  - 1.3. All other agenda items not scheduled for a specific time may be discussed prior to 9:00 A. M.
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. - Citizens' 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. December 2018 Accounts Payable paid in January 2019 totaling \$11,121.04 – signed by Commission.
  - 6.2. January 2019 Accounts Payable paid in January 2019 totaling \$43,011.04 – signed by Commission.
  - 6.3. December 2018 Accounts Payable paid in December 2018 totaling \$113,973.17 – signed by Commission.

6.4. Action Minutes for December 12 & 19, 2018 and January 2, 2019 – signed by Commission.

6.5. Schedule for FY 2017-2018 “County Projects” (Fund 229) – signed by Commission.

7. Scheduled Appointments, Action Items, and Public Hearings

7.1. 9:00 a.m. – Ordinance in the Matter of Amending Chapter 3.04 of the Jefferson County Code regarding Public Contracting Regulations and Declaring an Emergency.

7.2. 9:30 a.m. – Oregon Health Authority Triennial Review Discussion.

7.3. 12:00 p.m. – City Council / County Commission Meeting.

7.4. 1:30 p.m. – Works Session with Prothman regarding Community Development Director position.

8. Action Items

8.1. Resolution in the Matter of the FY 2017 Elections for National Forest Related Safety-Net Payments – signed by Commission.

8.2. Salary Change Order for Amber Christensen, Corrections Deputy, Sheriff’s Office, requested by Jim Adkins, for Intermediate Certification Increase, effective December 1, 2018 – signed by Commission.

8.3. Amended Request for Purchase of Capital Outlay for three 2018 Chevrolet Tahoe’s for the Sheriff’s Office, in the amount of \$166,912.53 – signed by Commission.

8.4. Request for Purchase of Capital Outlay for practice ammo for Corrections and Patrol, in the amount of \$4,299.80 – signed by Commission.

8.5. Eleventh Amendment to 2017-2019 Intergovernmental Agreement #154115 between Jefferson County and the State of Oregon, acting by and through its Oregon Health Authority, for the Financing of Public Health Services – signed by Commission Chair.

8.6. Letters of Appointment for the Ambulance Service Area Committee Members – signed by Commission.

8.7. Salary Order for Heather Simes, Adult Parole and Probation Officer I, requested by Kurt Symons, Grade A, Step A – signed by Commission.

8.8. Salary Order for Catherine Lowery, Adult Parole and Probation Officer I, requested by Kurt Symons, Grade B, Step B – signed by Commission.

8.9. OVW 2019 Improving Criminal Justice Responses Grant Application – approval of Commission.

8.10. Ordinance in the Matter of Amending Chapter 3.04 of the Jefferson County Code regarding Public Contracting Regulations and Declaring an Emergency – signed by Commission.

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. Transient Room Tax Rate
14. Announcements/Notification of additional Commission Meetings
15. Executive Session
16. Adjourn

# JEFFERSON COUNTY

## FINANCE & TAX



66 S.E. "D" St. Suite 'E' • Madras, Oregon 97741 • Ph: (541) 325.5014 • Fax: (541) 475.4454  
 Brandie McNamee, Finance Director, Treasurer, Tax Collector  
 Email: [brandie.mcnamee@co.jefferson.or.us](mailto:brandie.mcnamee@co.jefferson.or.us)

January 7, 2019

### Subject: Monthly Treasurer Report- December 2018

Date presented to BOCC: January 23, 2019

Highlights:

Total Original Cost	\$ 51,928,490.60
Cost Accrued Interest	156,047.42
Total Combined Cash Basis Funds GPA	\$ 52,084,538.02
Cash Combined Balance of General Ledger	\$ 51,474,921.57
Variance between GL and GPA Totals Report	\$ 609,616.45

*Variance is attributed to "Deposits in Transit" in general account that amount to \$134,140.05 and ZBA balances that total \$475,476.40 that are checks we have processed from our accounting system however haven't yet cleared the bank.*

Total Adjusted cost (per GPA report)	\$ 51,929,363.27
Market Value of Portfolio Only	51,946,423.05
Unrealized Gain/Loss on Investments	\$ 17,059.78

- Interest Rates of Non-Custodial Banks: *LGIP Interest rate increased to 2.75% on 12/24/18*

Bank	Rate
LGIP	2.75%
Columbia Bank	0.12%

- Cash and investments are in good standing and compliant with investment policy. Total interest less fees spread to districts was \$97,587.68 for December.

Please let me know if you need any additional information or have questions.

Sincerely,

Brandie McNamee  
 Finance Director/Treasurer  
 Tax Collector

JEFFERSON COUNTY  
COMBINED CASH INVESTMENT  
DECEMBER 31, 2018

COMBINED CASH ACCOUNTS

999-001-1101011	COLUMBIA BANK CHECKING	1,093,127.14
999-001-1101013	PETTY CASH/CASH DRAWERS	210.00
999-001-1103011	US NATIONAL BANK	43,510.24
999-001-1103012	US NATIONAL BANK MMA	.00
999-001-1103019	LGIP- JC TAX REFUND CREDITS	57,348.31
999-001-1103024	US BANK- ZBA TREASURER	.00
999-001-1103025	US BANK- ZBA FINANCE	.00
999-001-1103061	SWANSON-BANKER-SHERIFF/INMATE	47,889.90
999-001-1103616	COLUMBIA BANK FAIRBOARD	1,715.74
999-001-1103717	COLUMBIA BANK- PAYROLL	154,200.52
999-001-1103818	FIRST INTERSTATE	.00
999-001-1105011	LGIP	12,407,898.65
999-001-1105012	LGIP 509J	.00
999-001-1106011	US NAT'L BANK PAYROLL	.00
999-001-1112011	ZION - GPA INVESTMENTS	38,144,497.47
999-001-1113515	COLUMBIA- ZBA TREASURER	( 12,692.93)
999-001-1113616	COLUMBIA- ZBA FINANCE	( 462,783.47)
	TOTAL COMBINED CASH	51,474,921.57
999-001-1101500	CASH ALLOCATED TO OTHER FUNDS	( 51,474,921.57)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

101	ALLOCATION TO GENERAL FUND	7,537,170.29
202	ALLOCATION TO ROAD FUND	2,134,311.79
203	ALLOCATION TO FED.STATE & CO.ROAD CONST	301,983.61
204	ALLOCATION TO ROAD EQUIP PURCHASE FUND	483,564.89
208	ALLOCATION TO ENFORCEMENT FUND	.00
209	ALLOCATION TO ANIMAL CONTROL	12,620.38
210	ALLOCATION TO EMERGENCY COMMUNICATIONS	319,580.70
212	ALLOCATION TO FOOTPATHS & BICYCLE TRAIL	81,235.23
213	ALLOCATION TO LAW LIBRARY	88,922.93
214	ALLOCATION TO JUVENILE DEPENDENCY DA	.00
215	ALLOCATION TO MT JEFFERSON MEMORIAL PARK	60,872.70
216	ALLOCATION TO MT JEFFERSON MEMORIAL PARK PC	127,089.24
217	ALLOCATION TO SELF INS FUND	1,174,559.16
218	ALLOCATION TO COUNTY FAIR	114,089.00
219	ALLOCATION TO VICTIM'S ASSISTANCE	( 41,690.03)
220	ALLOCATION TO COUNTY SCHOOL	2,550.46
221	ALLOCATION TO NT AND PHONE SERVICES	164,695.22
222	ALLOCATION TO TRANSIENT OCCUPANCY TAX	315,748.50
223	ALLOCATION TO SPECIAL TRANSPORTATION FUND	1,000.00
224	ALLOCATION TO COUNTY FAIR BUILDING	32,864.55
225	ALLOCATION TO CENTRAL OREGON HEALTH BOARD	368,924.78
226	ALLOCATION TO PUBLIC LAND CORNER PRES	15,384.17
229	ALLOCATION TO COUNTY PROJECTS	125,792.48
230	ALLOCATION TO DISTRICT ATTORNEY GRANT FUND	( 49,099.52)
231	ALLOCATION TO JEFF CO BUSINESS LOAN FND	695,839.08
236	ALLOCATION TO SMOKE MANAGEMENT FUND	29,522.10
238	ALLOCATION TO CORRECTIONS & DRUG PROGRAM	27,573.96
239	ALLOCATION TO HEALTH DEPT - GRANT FUND	74,081.34
240	ALLOCATION TO CCF	.00
241	ALLOCATION TO COUNTY CLERK RECORDS FUND	44,412.26
243	ALLOCATION TO VETERANS SERVICE EXPANSION PRG	23,995.84

JEFFERSON COUNTY  
 COMBINED CASH INVESTMENT  
 DECEMBER 31, 2018

244	ALLOCATION TO MH ALCOHOL & DRUG PLAN	107,755.37
246	ALLOCATION TO DEVELOPMENTAL DISABILITIES	81,642.44
247	ALLOCATION TO COMMUNITY HEALTH IMP PROGRAM	22,281.86
248	ALLOCATION TO DEPT OF COM JUST-JUV CUSTODY	87,990.03
249	ALLOCATION TO PARKS DEVELOPMENT FUND	153,919.61
250	ALLOCATION TO ECONOMIC DEVELOPMENT	226,160.29
253	ALLOCATION TO COMMUNITY HEALTH RESERVE	714,026.69
254	ALLOCATION TO ADULT COMMUNITY CORRECTIONS	1,670,839.94
255	ALLOCATION TO DEP OF COM JUST-JUV CRIME PLAN	.00
256	ALLOCATION TO GEOGRAPHICAL INFORMATION SYSTM	60,819.47
257	ALLOCATION TO CONCILIATION-MEDIATION FUND	82,084.93
259	ALLOCATION TO COUNTY SPECIAL LITIGATION FUND	109,763.71
265	ALLOCATION TO JAIL OPERATIONS	2,799,095.88
266	ALLOCATION TO SHERIFF GRANT FUNDS	60,400.89
267	ALLOCATION TO CODE ENFORCEMENT FUND	70,334.06
308	ALLOCATION TO CORR FACILITY CONST FUND	711,185.63
311	ALLOCATION TO CAPITAL IMPROVEMENT PROJ	2,569,074.28
313	ALLOCATION TO SDC COUNTY ROADS	164,781.29
314	ALLOCATION TO SDC CRR ROADS	148,580.45
315	ALLOCATION TO SDC COUNTY PARKS	147,302.82
316	ALLOCATION TO SDC CRR PARKS	17,120.08
320	ALLOCATION TO COURTHOUSE BOND/CONSTRUCTION	845,465.48
321	ALLOCATION TO J STREET CONSTRUCTION BOND	.00
325	ALLOCATION TO LANDFILL CLOSURE	439,720.09
401	ALLOCATION TO JAIL BOND	68.87
403	ALLOCATION TO COURTHOUSE DEBT RESERVE FUND	809,295.78
404	ALLOCATION TO COURTHOUSE FFCO BOND	86,581.78
503	ALLOCATION TO PLANNING DEPT	72,827.63
504	ALLOCATION TO ONSITE AND ENGINEERING	94,141.31
505	ALLOCATION TO BUILDING	1,061,043.79
506	ALLOCATION TO COMMUNITY DEVELOPMENT DEPT	.00
507	ALLOCATION TO CAR POOL	302,983.76
508	ALLOCATION TO RV PARK	129,107.47
509	ALLOCATION TO TRANSFER STATION	445,176.14
601	ALLOCATION TO CO ASSESS & TAX FUND	25,422.75
602	ALLOCATION TO OREGON AFFORDABLE HOUSING FEE	59,983.75
603	ALLOCATION TO FIRE IMPROVEMENT	65.95
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	230,864.57
626	ALLOCATION TO CLERK'S UNSEGREGATED ACCO	125.00
627	ALLOCATION TO ADVANCE TAX COLLECTIONS	.00
629	ALLOCATION TO UNSEGREGATED TAX ACCOUNT	( 42,367.31)
631	ALLOCATION TO DEFERRED BILLING CREDIT	57,348.31
632	ALLOCATION TO INTEREST INCOME	72,090.89
633	ALLOCATION TO TREAS CHANGE ACCCOUNT	2,510.00
634	ALLOCATION TO CITY OF CULVER DELINQUENT SEWE	140,024.43
635	ALLOCATION TO CITY OF CULVER	3,775,217.36
636	ALLOCATION TO CULVER BOND	.00
645	ALLOCATION TO CITY OF MADRAS	21,272.00
646	ALLOCATION TO MADRAS BOND	.00
647	ALLOCATION TO CITY OF METOLIUS	591,253.56
648	ALLOCATION TO MADRAS PHASE IN ANNEXATION	.00
649	ALLOCATION TO METOLIUS BOND I&S SEWER	24,130.11
654	ALLOCATION TO MOUNTAIN VIEW HOSPITAL DI	.00
657	ALLOCATION TO FIRE PATROL	2,542.69
658	ALLOCATION TO FIRE PATROL GRAZING	411.70
659	ALLOCATION TO CAMP SHERMAN RURAL FIRE P	3,780.09
662	ALLOCATION TO CRR RFPD LOCAL OPTION	226,423.64
663	ALLOCATION TO CROOKED RIVER RANCH RFPD	418,060.86

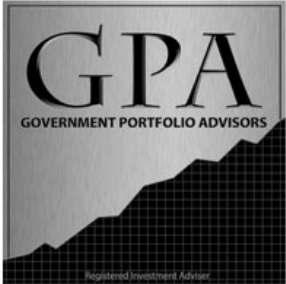
JEFFERSON COUNTY  
 COMBINED CASH INVESTMENT  
 DECEMBER 31, 2018

664	ALLOCATION TO JEFFERSON COUNTY RFPD	1,333,934.58
668	ALLOCATION TO TRANSIENT ROOM TAX	253,414.20
675	ALLOCATION TO CENTRAL OREGON COMM COLLEGE	15,768.13
676	ALLOCATION TO COCC BOND I&S	2,982.31
678	ALLOCATION TO SD 509J 2012 GO BOND	1,895,063.77
679	ALLOCATION TO JEFFERSON COUNTY ESD	344,621.41
681	ALLOCATION TO HIGH DESERT ESD	385.22
682	ALLOCATION TO SD 509J-GO BONDS (WS)	.00
683	ALLOCATION TO SCHOOL DIST.NO.2J REDMOND	20,029.38
685	ALLOCATION TO SCHOOL DIST.NO.4 CULVER	2,731,928.26
686	ALLOCATION TO SCHOOL DIST.NO.4 BOND I&S	.00
687	ALLOCATION TO SD 4 CULVER-2014 GO BOND	751,037.31
688	ALLOCATION TO SCHOOL DIST.NO.8 ASHWOOD	452,652.03
690	ALLOCATION TO SCHOOL DIST.NO.41 BLACK B	506,733.93
695	ALLOCATION TO SCHOOL DIST. NO. 509J	4,801,660.51
696	ALLOCATION TO SD 509J-GO BONDS (IN TOWN)	.00
698	ALLOCATION TO CROOKED RIVER RANCH RD DI	334,634.90
699	ALLOCATION TO INTEREST	( 11,115.59)
700	ALLOCATION TO JUNIPER BUTTE RD	12,531.26
701	ALLOCATION TO DRUG HOLDING FUND	356.00
702	ALLOCATION TO FORFEITED/SEIZED	1,176.34
704	ALLOCATION TO CORRECTION SECURITY TRUST	.00
705	ALLOCATION TO SD#41 RESOLUTION/CONSOLIDATION	407,000.45
706	ALLOCATION TO CANYON VIEW SPECIAL ROAD DIST.	25,008.64
710	ALLOCATION TO MH PARK OMBUDSMAN PROGRAM	5,461.10
711	ALLOCATION TO LAKE CHINOOK F&R-2014 GO BOND	579.94
713	ALLOCATION TO MAC RECREATION DIST BOND	596,228.82
714	ALLOCATION TO MAC RECREATION DIST LEVY	156,120.71
716	ALLOCATION TO MAC RECREATION DIST LO LEVY	129,858.44
723	ALLOCATION TO REDMOND 2J BD AFTER URBAN RENW	9,645.89
724	ALLOCATION TO JC EMSD	67,463.26
725	ALLOCATION TO JC EMSD VEHICLE REPLACEMT	33,181.16
727	ALLOCATION TO SCHOOL DIST NO 2J BOND 93	.00
728	ALLOCATION TO JC FAIR & RV PARK	3,143.04
729	ALLOCATION TO SD 509J BOND 93 LEVY	1,543.48
730	ALLOCATION TO 509J BOND AFTER URBAN RENEWAL	.00
731	ALLOCATION TO COURT FACILITIES SECURITY	78,236.92
733	ALLOCATION TO LAKE CHINOOK FIRE & RESCUE	1,780.76
735	ALLOCATION TO SD NO 4 BOND 1994 B & I	.00
736	ALLOCATION TO IN LIEU OF BOND	2,700.00
737	ALLOCATION TO CRR RFPD BUILDING & EQUIPMENT	185,039.18
738	ALLOCATION TO FAIR COURT	1,817.39
740	ALLOCATION TO DESCHUTES CO 911 LOCAL OPTION	4.26
741	ALLOCATION TO INMATE COMMISSARY FUND	115,008.02
743	ALLOCATION TO DESCHUTES CO 911 SD	541.08
744	ALLOCATION TO SD #6-SISTERS	2,513.45
745	ALLOCATION TO SD #6-SISTERS BOND	624.42
747	ALLOCATION TO SD#6 SISTERS LOCAL OPTION	230.10
748	ALLOCATION TO SD #6-SISTERS G.O. BOND	245.12
752	ALLOCATION TO SISTERS CS RFPD-2007	10,445.71
755	ALLOCATION TO CAMP SHERMAN DUMP	22,602.64
757	ALLOCATION TO REDMOND FIRE & RESCUE	3,961.76
761	ALLOCATION TO CS ROAD DISTRICT #18	19,617.15
762	ALLOCATION TO CS RD DIST #18 BONDS	46,687.86
764	ALLOCATION TO PEER COURT	405.00
766	ALLOCATION TO DA WITNESS FEE TRUST	.00
769	ALLOCATION TO DVWY COMP DEPOSIT	.00
772	ALLOCATION TO LIBRARY DISTRICT	646,378.65
781	ALLOCATION TO JUV GIRLS ADVISORY BOARD	.00
782	ALLOCATION TO JC LIBRARY-BETH CROW TRUST	127,469.67
786	ALLOCATION TO SD 41 PERS DEBT FUND	258,914.77
787	ALLOCATION TO SD #41 STUDENT BODY	680.98

JEFFERSON COUNTY  
COMBINED CASH INVESTMENT  
DECEMBER 31, 2018

788 ALLOCATION TO UR CITY OF MADRAS	6,687.41
793 ALLOCATION TO JC LIB BUILDING IMPROVEMENT	455,407.12
794 ALLOCATION TO CULTURAL TRUST FUND	184.51
795 ALLOCATION TO METOLIUS SDC'S	75,947.05
796 ALLOCATION TO CRR RFPD BUILDING BOND	26,171.45
798 ALLOCATION TO CULVER URBAN RENEWAL	333,262.98
799 ALLOCATION TO VOLUNTEER RESERVE ACCOUNT	.00
	<hr/>
TOTAL ALLOCATIONS TO OTHER FUNDS	51,474,921.57
ALLOCATION FROM COMBINED CASH FUND - 999-001-1101500	( 51,474,921.57)
	<hr/>
ZERO PROOF IF ALLOCATIONS BALANCE	.00
	<hr/> <hr/>





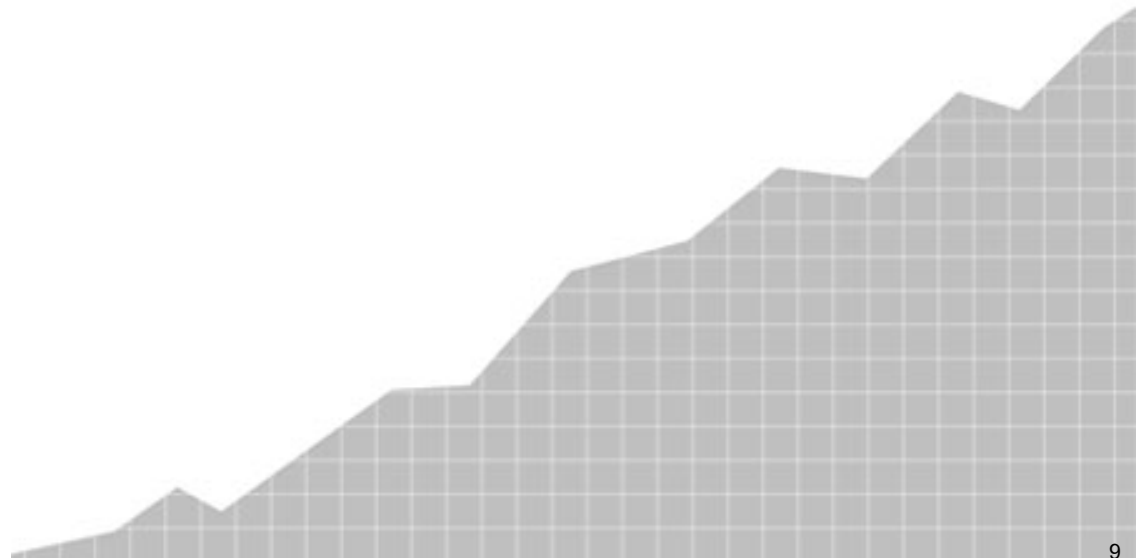
# GOVERNMENT PORTFOLIO ADVISORS

## Monthly Report

Account

12/31/2018

Total Funds Jefferson County



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## MONTH END COMMENTARY- NOVEMBER 2018

During November, the bond market responded to the moderation in economic data with a continued softening in interest rates. The momentum to lower interest rates impacted longer maturities the most with ten-year notes declining 13 basis points while two-year notes were down 6 basis points.

The Fed also appears to be moderating their economic and inflationary expectations along with an adjustment of future Fed Fund increases. The market has now discounted less than a 50% chance that the Fed will raise rates just once in 2019. While the Fed has not officially adjusted their DOT plot down from previous levels, they are expected to soon. Maybe at the December 19 meeting where they are expected to raise the Fed Funds rate by 25 basis points, but possibly communicate that future increases will be more data dependent than their previously communicated path.

The Fed's preferred measure of inflation, the PCE, dropped from the Fed's target level of 2% to 1.8%. Inflationary expectations also declined during the month which should argue for a more moderate and cautious Fed.

November's employment report released on December 7 was slightly weaker than expectations. The data was still strong but showed the same slightly weaker pattern as other economic indicators.

### Strategy Going Forward:

Interest rates are set up for a pause to slightly lower levels as the Fed reassess their economic and inflationary outlook. We are now suggesting that portfolio durations adjust to 100% of their benchmark durations. We believe that the Fed will most likely raise rates on 12/19 but communicate a much more cautious path regarding future changes. Corporate securities have been weakening with the equity market and have started to become more compelling in certain maturities. Interest rates are still close to their 10-year highs established in early November and investors should use this opportunity to purchase securities with 3% plus yields.

#### TREASURY YIELD CURVE TOTAL RETURNS LAST 12 MONTHS:\*

3month bill	1.847
1 year note	1.535
2 year note	0.647
3 year note	-0.009
5 year note	-0.442

#### TREASURY BENCHMARK TOTAL RETURNS IN MONTH\*

Benchmark	Period Return	Duration
BAML 0-3 Year Treasury	0.30%	1.40
BAML 1-3 Year Treasury	0.35%	1.85
BAML 0-5 Year Treasury	0.42%	2.10
BAML 1-5 Year Treasury	0.48%	2.60

#### Changes in the Treasury Market (absolute yield levels): \*

	11/30/2017	9/30/2018	10/31/2018	11/30/2018	Change from Last Month	Change from Prior Year
3 month bill	1.31	2.23	2.31	2.37	0.06	1.06
1 year note	1.67	2.67	2.74	2.76	0.02	1.09
2 year note	1.79	2.82	2.87	2.81	-0.06	1.02
3 year note	1.90	2.88	2.93	2.83	-0.10	0.93
5 year note	2.15	2.94	2.98	2.85	-0.13	0.70
10 year note	2.42	3.06	3.14	3.01	-0.13	0.59

\*Source: Bloomberg



	Policy Requirement	% of Total Accumulated	Portfolio Allocation	Within Limits	S&P	Moody's
Under 30 days	10%	33%	\$ 16,938,535	Yes	Muni's AA-	Aa3
Under 1 year	25%	57%	\$ 29,360,214	Yes	Corp Bonds AA-	Aa3
Under 5 years	100%	100%	\$ 51,946,423	Yes	C P A-1+	P-1
				Yes	B A A-1+	P-1
Maximum Weighted Average Maturity	2 Years		0.99	Yes		
Maximum Callable Securities	25%			Yes		
Maximum Single Maturity	5 Years		2.88	Yes	Policy states one rating meets policy	

Asset Allocation Diversification	Maximum Policy Allocation	Issuer Constraint	Percentage of Portfolio	Market Value	% Within Limits	Ratings Compliance	Issuer Compliance
US Treasury Obligations	100%		26%	\$ 13,453,237	Yes		
US Agencies Primary	50%		45%	\$ 23,563,101	Yes		
FHLB		33%	21%	\$ 11,034,149	Yes		
FNMA		33%	6%	\$ 2,981,655	Yes		
FHLMC		33%	3%	\$ 1,483,175	Yes		
FFCB		33%	16%	\$ 8,064,122	Yes		
US Agencies Secondary	10%	10%					
Municipal Obligations OR, CA, ID, WA	10%	5%	0%	\$ -			
Corporate Bonds	15%	5%	2%	\$ 990,045	Yes	Yes	Yes
Bank Deposits	20%	10%	3%	\$ 1,399,366	Yes	1	Yes
Certificates of Deposit	20%	5%					
Commercial Paper	10%	5%	0%	\$ -			
Bankers Acceptances	10%	5%					
OST Fund Pool	75%		24%	\$ 12,540,675	Yes	1	1
<b>Total</b>			<b>100%</b>	<b>\$ 51,946,423</b>			

1 Ratings & Issuer restrictions do not apply to pool funds or bank accounts

2 Current ORS Maximum: \$ 49,500,000.00

**STRATEGY REPORT**

Benchmark: BofA Merrill 0-3 year Treasury

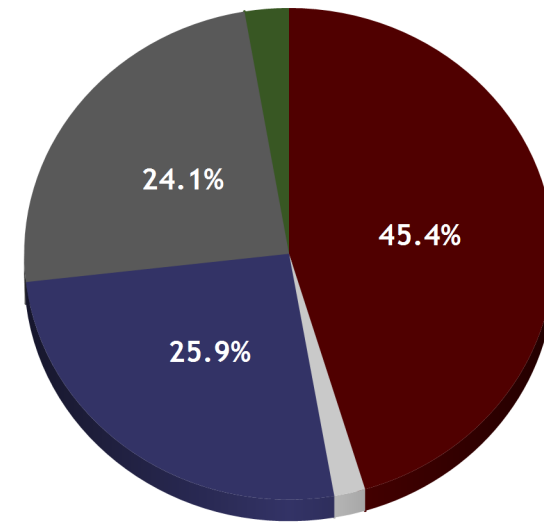
Name	Par Amount	Total Adjusted Cost	Market Value	Unrealized Gain/Loss	Yield At Cost	Eff Dur	Bench Dur
Jefferson County - Core Investment Fund	\$ 38,000,000	\$ 37,989,323	\$ 38,006,383	\$ 17,060	2.19	1.27	1.40
Jefferson County Liquidity	\$ 13,940,041	\$ 13,940,041	\$ 13,940,041		2.26	0.05	0.10
<b>TOTAL PORTFOLIO</b>	<b>\$ 51,940,041</b>	<b>\$ 51,929,363</b>	<b>\$ 51,946,423</b>	<b>\$ 17,060</b>	<b>2.21</b>	<b>0.94</b>	<b>1.05</b>



### Weighted Averages

Book Yield	2.21
Maturity	0.99
Coupon	2.16
Moody	Aaa
S&P	AA+

### Fixed Income Allocation



### Fixed Income Totals

Par Value	51,940,041
Market Value	51,946,423.05
Amortized Book Value	51,929,363.27
Unrealized Gain/Loss	17,059.78
Estimated Annual Cash Flow	1,118,925.67

Security Type	Market Value	% Assets
US Agency (USD)	23,563,100.50	45.4
Corporate (USD)	990,045.00	1.9
US Treasury (USD)	13,453,237.00	25.9
LGIP State Pool (USD)	12,540,674.73	24.1
Bank or Cash Deposit (USD)	1,399,365.82	2.7
<b>Fixed Income Total</b>	<b>51,946,423.05</b>	<b>100.0</b>

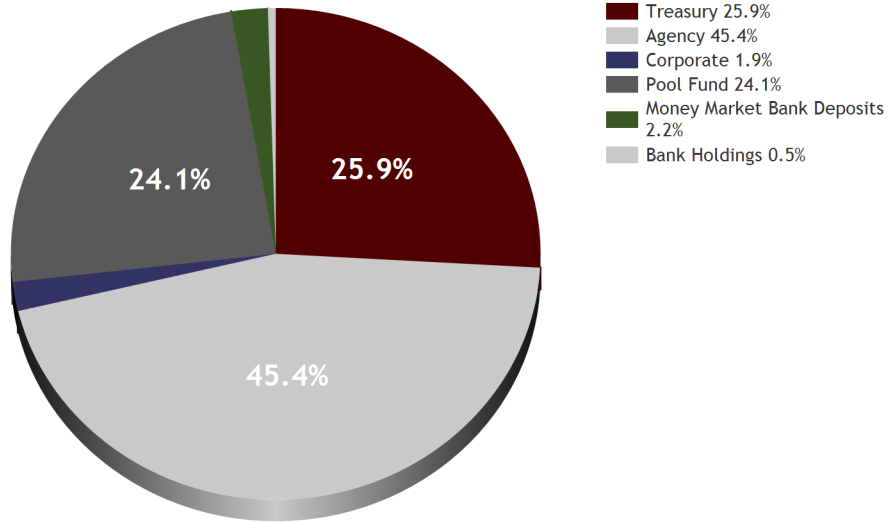
# Portfolio Summary

December 31, 2018

Portfolio Name	Par Amount	Total Original Cost	Total Adjusted Cost	Market Value	Unrealized Gain/Loss	Yield At Cost	Mod Dur	Eff Dur	Bench Dur	Benchmark
Jefferson County - Core Investment Fund	38,000,000	37,988,450.05	37,989,322.72	38,006,382.50	17,059.78	2.19	1.28	1.27	1.40	BofA Merrill 0-3 Treasury
Jefferson County Liquidity	13,940,041	13,940,040.55	13,940,040.55	13,940,040.55	0.00	2.26	0.08	0.05	0.10	Cash
<b>TOTAL PORTFOLIO</b>	<b>51,940,041</b>	<b>51,928,490.60</b>	<b>51,929,363.27</b>	<b>51,946,423.05</b>	<b>17,059.78</b>	<b>2.21</b>	<b>0.96</b>	<b>0.94</b>	<b>1.05</b>	



### Allocation by Industry Sector



### Activity Summary (Gross of Fees)

	Month To Date	Fiscal Year To Date	Latest 1 Year
Beginning Market Value	52,373,062	38,091,041	47,312,727
Net Additions	-474,662	13,487,497	3,951,624
Ending Market Value	52,150,979	52,150,979	52,150,979
Total Return	252,578	572,440	886,627
<b>Time Weighted Return</b>	<b>0.48</b>	<b>1.34</b>	<b>2.01</b>

### Index

ML 0-3 Year Treasury Index	0.61	1.38	1.70
ML 90 Day Bill	0.18	1.06	1.87

### Performance Summary

Portfolio	Market Value w/ Accrued	Month To Date	Fiscal Year To Date	Latest 1 Year
<b>Total Funds Jefferson County</b>	<b>52,150,979</b>	<b>0.48</b>	<b>1.34</b>	<b>2.01</b>
Jefferson County - Core Investment Fund	38,210,938	0.59	1.41	1.91
Jefferson County Liquidity	13,940,041	0.20	1.16	2.00



## Cost Basis Summary

	Month End Ending 12/31/2018	Fiscal Year-to-Date 6/30/2018
Beginning Amortized Cost	52,324,430.59	38,164,767.60
Investment Purchases	0.00	18,945,043.29
Investment Maturities/Sells/Calls	0.00	(4,000,000.00)
Amortization	2,266.19	2,080.77
Change in Cash Equivalents	(397,333.51)	(1,182,528.39)
Realized Gains / Losses	0.00	0.00
<b>Ending Amortized Costs</b>	<b>51,929,363.27</b>	<b>51,929,363.27</b>

## Accrual Earnings Summary

	Month End Ending 12/31/2018	Fiscal Year-to-Date 6/30/2018
Amortization/Accretion	2,266.19	2,080.77
Interest Earned	97,289.74	383,978.18
Realized Gain (Loss)	0.00	0.00
<b>Total Income</b>	<b>99,555.93</b>	<b>386,058.95</b>
Average Portfolio Balance	52,434,865.97	39,011,379.33
<b>Earnings Yield</b>	<b>2.24%</b>	<b>1.96%</b>

## Market Value Summary

	As of 12/31/2018
Ending Market Value	51,946,423.05
Unrealized Gain/Loss	17,059.78

## Interest Earnings Summary

	Month End Ending 12/31/2018	Fiscal Year-to-Date 6/30/2018
Beginning Accrued Interest	184,593.90	95,595.47
Coupons Paid	77,328.18	323,660.47
Purchased Accrued Interest	0.00	(70,817.27)
Sold Accrued Interest	0.00	22,175.00
Ending Accrued Interest	204,555.46	204,555.46
<b>Interest Earned</b>	<b>97,289.74</b>	<b>383,978.18</b>

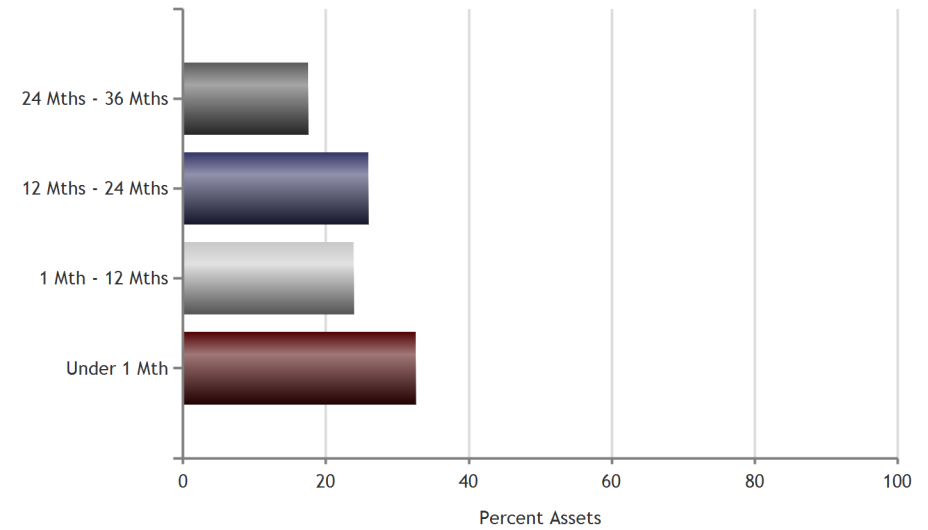




## Distribution by Maturity

Maturity	Number	Market Value	% FI Holdings	Average YTM	Average Coupon	Average Duration
Under 1 Mth	7	16,938,534.55	32.6	2.3	2.081%	0.1
1 Mth - 12 Mths	6	12,421,679.50	23.9	2.6	1.343%	0.5
12 Mths - 24 Mths	8	13,473,489.00	25.9	2.6	2.381%	1.4
24 Mths - 36 Mths	4	9,112,720.00	17.5	2.6	3.085%	2.5

## Distribution by Maturity



## Distribution by S&P Rating

S&P Rating	Number	Market Value	% FI Holdings	Average YTM	Average Coupon	Average Duration
AAA	1	990,045.00	1.9	2.8	1.100%	0.6
AA+	19	38,169,847.85	73.5	2.5	2.087%	1.3
N/A	5	12,786,530.20	24.6	2.5	2.452%	0.1

## Distribution by Moody Rating

Moody Rating	Number	Market Value	% FI Holdings	Average YTM	Average Coupon	Average Duration
Aaa	20	39,159,892.85	75.4	2.5	2.062%	1.2
N/A	5	12,786,530.20	24.6	2.5	2.452%	0.1

# Portfolio Holdings

## Total Funds Jefferson County

December 31, 2018

Cusip	Quantity	Security	Call Date	Trade Date	Amor Price	Book Yield	Market Price	Market Yield	Market Value	Accrued Interest	Total Value	Unrealized Gain/Loss	Pct. Assets	Dur Mat	Eff Dur
<b>US Treasury</b>															
912828P95	2,000,000	UNITED STATES TREAS NTS 1.000% Due 03-15-19		03-23-16	99.99	1.03	99.7195	2.37	1,994,390.00	5,911.60	2,000,301.60	-5,497.74	3.8	0.20	0.19
912828WL0	2,000,000	UNITED STATES TREAS NTS 1.500% Due 05-31-19		12-13-17	99.89	1.76	99.5938	2.49	1,991,876.00	2,554.95	1,994,430.95	-5,966.16	3.8	0.41	0.40
912828WW6	2,000,000	UNITED STATES TREAS NTS 1.625% Due 07-31-19		12-13-17	99.92	1.76	99.4648	2.55	1,989,296.00	13,512.23	2,002,808.23	-9,137.32	3.8	0.57	0.56
9128284C1	1,500,000	UNITED STATES TREAS NTS 2.250% Due 03-31-20		09-18-18	99.38	2.76	99.5898	2.58	1,493,847.00	8,530.22	1,502,377.22	3,156.48	2.9	1.21	1.21
9128284J6	2,000,000	UNITED STATES TREAS NTS 2.375% Due 04-30-20		11-28-18	99.47	2.78	99.7344	2.58	1,994,688.00	8,004.14	2,002,692.14	5,263.54	3.8	1.30	1.29
912828Y46	2,000,000	UNITED STATES TREAS NTS 2.625% Due 07-31-20		11-28-18	99.73	2.80	100.1211	2.55	2,002,422.00	21,827.45	2,024,249.45	7,760.36	3.9	1.53	1.51
912828VV9	2,000,000	UNITED STATES TREAS NTS 2.125% Due 08-31-20		11-28-18	98.90	2.81	99.3359	2.53	1,986,718.00	14,323.20	2,001,041.20	8,795.02	3.8	1.61	1.60
	13,500,000					2.22		2.52	13,453,237.00	74,663.79	13,527,900.79	4,374.17	25.9	0.97	0.96
<b>US Agency Bullet</b>															
3130AAE46	3,000,000	FEDERAL HOME LOAN BANKS 1.250% Due 01-16-19		05-10-17	100.00	1.37	99.9498	2.29	2,998,494.00	17,187.50	3,015,681.50	-1,357.31	5.8	0.04	0.03
3130A8Y72	2,500,000	FEDERAL HOME LOAN BANKS 0.875% Due 08-05-19		08-18-16	99.95	0.97	98.9767	2.61	2,474,417.50	8,871.53	2,483,289.03	-24,225.41	4.8	0.59	0.57
3135G0ZG1	3,000,000	FEDERAL NATL MTG ASSN 1.750% Due 09-12-19		12-07-16	100.25	1.38	99.3885	2.63	2,981,655.00	15,895.83	2,997,550.83	-25,844.64	5.7	0.69	0.67
3137EAEE5	1,500,000	FEDERAL HOME LN MTG CORP 1.500% Due 01-17-20		12-13-17	99.62	1.87	98.8783	2.59	1,483,174.50	10,250.00	1,493,424.50	-11,191.70	2.9	1.02	1.01
3133EJRL5	1,000,000	FEDERAL FARM CR BKS 2.550% Due 06-11-20		07-27-18	99.75	2.72	100.0108	2.54	1,000,108.00	1,416.67	1,001,524.67	2,603.46	1.9	1.41	1.40

# Portfolio Holdings

## Total Funds Jefferson County

December 31, 2018

Cusip	Quantity	Security	Call Date	Trade Date	Amor Price	Book Yield	Market Price	Market Yield	Market Value	Accrued Interest	Total Value	Unrealized Gain/Loss	Pct. Assets	Dur Mat	Eff Dur
313370US5	2,000,000	FEDERAL HOME LOAN BANKS 2.875% Due 09-11-20		11-28-18	100.02	2.86	100.5290	2.55	2,010,580.00	17,569.44	2,028,149.44	10,275.27	3.9	1.63	1.62
3130AEWA4	1,500,000	FEDERAL HOME LOAN BANKS 2.625% Due 10-01-20		09-18-18	99.64	2.84	100.1301	2.54	1,501,951.50	9,843.75	1,511,795.25	7,388.73	2.9	1.69	1.68
3133EJW70	2,000,000	FEDERAL FARM CR BKS 2.875% Due 05-26-21		11-28-18	99.91	2.91	100.6414	2.59	2,012,828.00	5,590.28	2,018,418.28	14,643.79	3.9	2.31	2.29
313373ZY1	2,000,000	FEDERAL HOME LOAN BANKS 3.625% Due 06-11-21		06-06-18	102.10	2.72	102.4353	2.59	2,048,706.00	4,027.78	2,052,733.78	6,608.65	3.9	2.33	2.32
3133EJVV8	2,000,000	FEDERAL FARM CR BKS 2.800% Due 08-02-21		07-27-18	99.87	2.85	100.5901	2.56	2,011,802.00	23,177.78	2,034,979.78	14,405.54	3.9	2.46	2.44
3133EJT74	3,000,000	FEDERAL FARM CR BKS 3.050% Due 11-15-21		11-28-18	100.34	2.93	101.3128	2.57	3,039,384.00	11,691.67	3,051,075.67	29,185.58	5.9	2.73	2.72
	23,500,000					2.22		2.54	23,563,100.50	125,522.22	23,688,622.72	22,491.97	45.4	1.49	1.48
<b>Bank Deposit</b>															
000JEFFPE	210	JEFFERSON CNTY PETTY CASH 0.010% Due 01-29-19		12-31-17	100.00	0.01	100.0000	0.01	210.00	0.00	210.00	0.00	0.0	0.08	0.03
000USBACC	43,555	US BANK ACCOUNT 0.010% Due 01-29-19		12-31-17	100.00	0.01	100.0000	0.01	43,555.05	0.00	43,555.05	0.00	0.1	0.08	0.05
000USBKJA	47,890	US BANK DEPOSIT-INMATE 0.010% Due 01-29-19		12-31-17	100.00	0.01	100.0000	0.01	47,889.90	0.00	47,889.90	0.00	0.1	0.08	0.05
000USBKPA	154,201	US BANK DEPOSIT-PAYROLL 0.010% Due 01-29-19		01-31-18	100.00	0.01	100.0000	0.01	154,200.52	0.00	154,200.52	0.00	0.3	0.08	0.05
	245,855					0.01		0.01	245,855.47	0.00	245,855.47	0.00	0.5	0.08	0.05
<b>State Investment Pool</b>															
OSTFLGIP7	12,540,675	OREGON SHORT TERM FUND POOL 2.500% Due 01-29-19		03-31-14	100.00	2.50	100.0000	2.50	12,540,674.73	0.00	12,540,674.73	0.00	24.1	0.08	0.05

# Portfolio Holdings

## Total Funds Jefferson County

December 31, 2018

Cusip	Quantity	Security	Call Date	Trade Date	Amor Price	Book Yield	Market Price	Market Yield	Market Value	Accrued Interest	Total Value	Unrealized Gain/Loss	Pct. Assets	Dur Mat	Eff Dur
<b>Money Market Fund</b>															
MM1358	1,153,510	COLUMBIA BANK MM 0.120% Due 01-29-19		03-31-14	100.00	0.12	100.0000	0.12	1,153,510.35	0.00	1,153,510.35	0.00	2.2	0.08	0.05
<b>Corporate</b>															
594918BN3	1,000,000	MICROSOFT CORP 1.100% Due 08-08-19		08-18-16	99.99	1.13	99.0045	2.76	990,045.00	4,369.44	994,414.44	-9,806.36	1.9	0.59	0.57
<b>TOTAL</b>	<b>51,940,041</b>					<b>2.21</b>		<b>2.47</b>	<b>51,946,423.05</b>	<b>204,555.46</b>	<b>52,150,978.51</b>	<b>17,059.78</b>	<b>100.0</b>	<b>0.96</b>	<b>0.94</b>



**Disclaimer:**

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Effective December 24, 2018, the Oregon Short Term Fund (OSTF) rate increased from 2.50 percent to 2.75 percent.

#### **Interest Rates Paid on Account Balances in the OSTF**

Interest is accrued on interest bearing accounts based on the end of day balance of the account times the rate for that day, divided by the number of days in the year. Accrued interest is distributed on the last day of the month and includes interest accrued for the last day of the month.

**The following table reflects the changes in the interest rate paid:**

December 24, 2018	2.75%
October 1, 2018	2.50%
June 18, 2018	2.25%
March 23, 2018	2.10%
January 24, 2018	1.85%
December 18, 2017	1.70%
November 1, 2017	1.55%
June 30, 2017	1.45%
March, 20, 2017	1.30%
January 1, 2017	1.15%
September 26, 2016	1.03%
July 27, 2016	0.92%
May 25, 2016	0.875%
February 24, 2016	0.75%
January 11, 2016	0.67%
December 7, 2015	0.60%
June 8, 2015	0.54%
November 20, 2014	0.50%
February 4, 2013	0.54%
March 22, 2012	0.60%
October 28, 2010 to March 21, 2012	0.50%
January 29, 2010 to October 27, 2010	

Source: Oregon Short Term Fund website

# TAX COLLECTION ANALYSIS

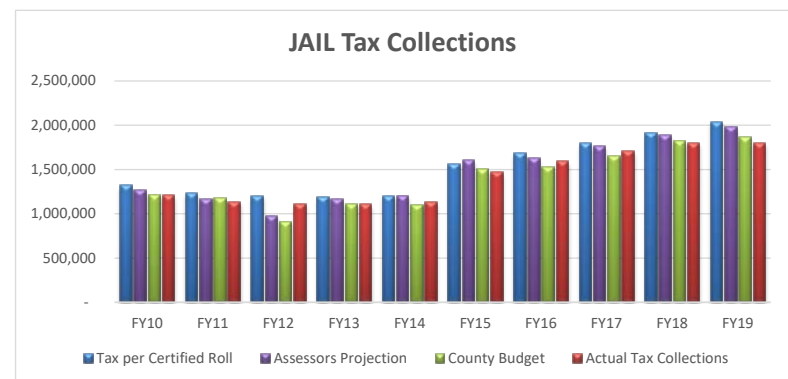
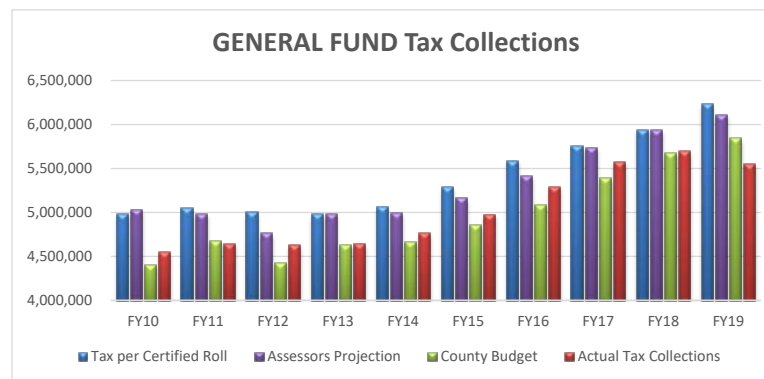
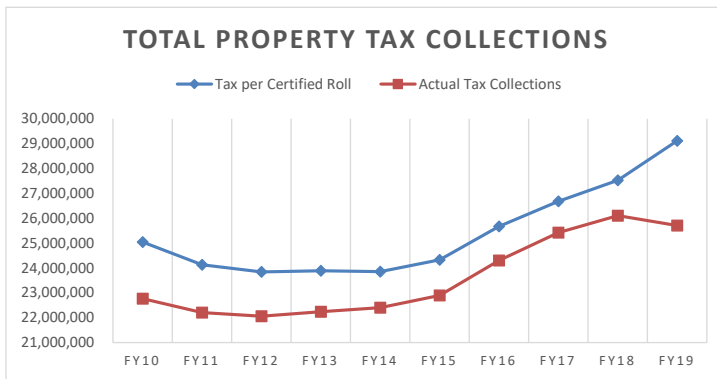
As of 01/07/2018

Current Year Next Year

Taxes	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Tax per Certified Roll	25,042,188	24,125,600	23,841,113	23,884,714	23,856,092	24,324,490	25,670,225	26,681,846	27,527,847	29,115,989	
Actual Tax Collections	22,764,690	22,205,985	22,060,249	22,236,709	22,403,111	22,895,352	24,303,643	25,426,660	26,105,908	25,708,655	
Percent Uncollected per the Certified Roll	-9.1%	-8.0%	-7.5%	-6.9%	-6.1%	-5.9%	-5.3%	-4.7%	-5.2%	-11.7%	

GENERAL FUND	less 7%	less 7%	less 6%	less 6%	less 7%	less 6%	less 6%	less 6%	less 6%	less 6%	less 6%
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Certified Roll	4,977,021	5,044,694	5,001,279	4,983,555	5,061,786	5,285,436	5,589,055	5,755,251	5,939,961	6,226,627	
Assessors Projection	5,031,700	4,980,000	4,762,700	4,980,000	4,999,274	5,161,502	5,414,310	5,732,595	5,933,289	6,112,369	6,371,998
Less 6% or 7% (see above)	4,679,481	4,631,400	4,476,938	4,681,200	4,649,325	4,851,812	5,089,451	5,388,639	5,577,292	5,745,627	5,989,678
County Budget	4,400,982	4,679,500	4,429,311	4,631,400	4,659,500	4,852,000	5,089,450	5,388,639	5,677,292	5,845,627	
Actual Tax Collections	4,548,360	4,643,630	4,628,077	4,639,990	4,763,083	4,975,163	5,291,800	5,575,121	5,699,070	5,552,716	
Difference between Certified Roll and actual collections	428,661	401,064	373,202	343,565	298,703	310,273	297,255	180,130	240,892	673,911	
Percent Uncollected per the Certified Roll	-9.4%	-8.6%	-8.1%	-7.4%	-6.3%	-6.2%	-5.6%	-3.2%	-4.2%	-12.1%	
Percent of Assessor Projection to Actual Collections	-9.6%	-6.8%	-2.8%	-6.8%	-4.7%	-3.6%	-2.3%	-2.7%	-3.9%	-9.2%	
Percent of Budget to Actual Collections	3.3%	-0.8%	4.5%	0.2%	2.2%	2.5%	4.0%	3.5%	0.4%	-5.0%	

JAIL LEVY	less 7%	less 7%	less 6%	less 6%	less 7%	less 6%	less 6%	less 6%	less 6%	less 6%	less 6%
	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Certified Roll	1,325,063	1,231,764	1,206,100	1,193,525	1,203,026	1,557,685	1,685,758	1,801,187	1,907,803	2,040,724	
Assessors Projection	1,268,877	1,166,500	980,700	1,166,500	1,200,448	1,600,935	1,626,895	1,758,448	1,888,847	1,979,393	2,101,917
Less 6% or 7% (see above)	1,180,056	1,084,845	921,858	1,096,510	1,116,417	1,504,879	1,529,281	1,652,941	1,775,516	1,860,629	1,975,802
County Budget	1,215,778	1,180,055	912,051	1,115,868	1,103,910	1,505,000	1,529,280	1,652,941	1,822,737	1,860,629	-
Actual Tax Collections	1,210,938	1,133,836	1,116,099	1,111,243	1,129,826	1,466,244	1,596,100	1,708,547	1,803,369	1,796,394	
Difference between Certified Roll and actual collections	114,125	97,928	90,001	82,281	73,199	91,441	89,658	92,640	104,434	244,329	
Percent Uncollected per the Certified Roll	-9.4%	-8.6%	-8.1%	-7.4%	-6.5%	-6.2%	-5.6%	-5.4%	-5.8%	-13.6%	
Percent of Assessor Projection to Actual Collections	-4.6%	-2.8%	13.8%	-4.7%	-5.9%	-8.4%	-1.9%	-2.8%	-4.5%	-9.2%	
Percent of Budget to Actual Collections	-0.4%	-3.9%	22.4%	-0.4%	2.3%	-2.6%	4.4%	3.4%	-1.1%	-3.5%	



DECEMBER 2018 ACCOUNTS PAYABLE PAID JANUARY 2019

IT IS HEREBY ORDERED THAT CHECK NO. 41422 TO 41434 BE PAID TOTALING \$11,121.04

FUND#	FUND NAME	AMOUNT	VOID	TOTAL
101	GENERAL FUND	2,819.08		2,819.08
202	PUBLIC WORKS	604.65		604.65
209	ANIMAL CONTROL	3,093.05		3,093.05
210	EMERGENCY COMMUNICATIONS	81.38		81.38
215	MT. JEFFERSON MEMORIAL PARK	20.00		20.00
218	FAIR	20.00		20.00
226	PUBLIC LAND CORNER PRES	2,337.00		2,337.00
243	VETERANS EXPANSION	75.00		75.00
249	PARK FUND	54.30		54.30
254	CJ - ADULT	960.00		960.00
265	JAIL	254.18		254.18
505	CDD - BUILDING	702.20		702.20
508	RV PARK	98.41		98.41
668	TRANSIENT ROOM TAX	1.79		1.79
<b>TOTALS</b>		<b>11,121.04</b>	<b>-</b>	<b>11,121.04</b>

CLAIMS APPROVED AND CHECKS DATED:

1/4/2019

I, BRANDIE MCNAMEE, HEREBY ATTEST THE ABOVE AMOUNTS AND CHECK NUMBERS ARE CORRECT.

  
 BRANDIE MCNAMEE, FINANCE DIRECTOR

\_\_\_\_\_  
 KELLY SIMMELINK, COUNTY COMMISSIONER

\_\_\_\_\_  
 WAYNE FORDING, COUNTY COMMISSIONER

\_\_\_\_\_  
 MAE HUSTON, COUNTY COMMISSIONER

\_\_\_\_\_  
 ORDER NUMBER

\_\_\_\_\_  
 DATED



Report Criteria:

Detail report.  
 Invoices with totals above \$0 included.  
 Only paid invoices included.  
 [Report] Date Paid = 01/04/2019

Vendor Number	Vendor Name	Invoice Date	Invoice Number	Description	Net Invoice Amount	GL Activity Number
7062	CARSON OIL COMPANY I	12/26/2018	IN-317250	Chv Meropa 88	198.45	
7062	CARSON OIL COMPANY I	12/26/2018	IN-317259	Chv Delo Torqforce 30	406.20	
2189	CENTRAL OREGON ANIM	01/01/2019	JANUARY2019	JC Dog Kennel 01/2019 & 25% dog license rev	3,093.05	
2147	CENTURYLINK	12/17/2018	503T32650468	Charges Account 503-T32-6504 682B Decembe	81.38	
1882	CROOK COUNTY COMM	12/28/2018	24633	IGA Reimbursed and Mileage Reimbursement	702.20	
214	DEJARNATT LAND SURV	12/31/2018	DECEMBER20	December 2018 Professional Services	734.00	
214	DEJARNATT LAND SURV	12/31/2018	DECEMBER20	December 2018 Professional Services	2,337.00	
19	DESCHUTES VALLEY WA	12/31/2018	17627000 Dec	Water bill - Herman House	20.00	
19	DESCHUTES VALLEY WA	12/31/2018	7092000 Dec1	Water bill - MJMP	20.00	
19	DESCHUTES VALLEY WA	12/31/2018	9143000 Dec1	Water bill - Fairgrounds	20.00	
19	DESCHUTES VALLEY WA	12/31/2018	9606000 Dec1	Water bill - RV Park	77.20	
19	DESCHUTES VALLEY WA	12/31/2018	9773001 Dec1	Water bill - JHP	20.00	
19	DESCHUTES VALLEY WA	12/31/2018	9774000 Dec1	Water bill - JHP	34.30	
19	DESCHUTES VALLEY WA	12/31/2018	9861000 Dec1	Water bill - Senior Center	20.00	
2545	EBERHARD'S DAIRY PRO	12/28/2018	1420103	1 unit cottage cheese, 352 units 1%, 2 units yog	143.37	
2545	EBERHARD'S DAIRY PRO	12/31/2018	1420384	1 unit cottage cheese, 264 units 1%, 2 units yog	110.81	
1617	GASSNER, ALEXA	01/04/2019	DECEMBER20	Christmas Holiday Party Decor/Candy	98.91	
2595	Kevin Eckhardt	01/03/2019	01032019	Refund for double charge	.09	
2595	Kevin Eckhardt	01/03/2019	01032019	Refund for double charge	1.79	
2595	Kevin Eckhardt	01/03/2019	01032019	Refund for double charge	.38	
2595	Kevin Eckhardt	01/03/2019	01032019	Refund for double charge	20.74	
2548	OGLETREE, DEAKINS	11/19/2018	1994185	2018 FOPPO Negotiations	690.00	
2548	OGLETREE, DEAKINS	12/18/2018	2009967	2018 FOPPO Negotiations	270.00	
223	OREGON ASSOCIATION	01/01/2019	OACC 2019	2019 OACC Dues	265.00	
223	OREGON ASSOCIATION	01/01/2019	OACC 2019	2019 OACC Conf Reg - Kate Zemke	120.00	
142	PACIFIC POWER	12/26/2018	254427610038	ANA - meter 2355842	848.59	
142	PACIFIC POWER	12/26/2018	254427610046	ANB - meter 29332278	216.16	
142	PACIFIC POWER	12/26/2018	617963550018	B&G - meter 23270372	496.42	
2986	WINEGAR, CASSIA D.	12/29/2018	INV0001	Celebrating Your Service Christmas Eve Event	75.00	
<b>Grand Totals:</b>					<b>11,121.04</b>	

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

Finance Director: *Garlin McJames*

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

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

Mae Huston: \_\_\_\_\_

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

**JANUARY 2018 ACCOUNTS PAYABLE PAID JANUARY 2019**

IT IS HEREBY ORDERED THAT CHECK NO. 41434 TO 41457 BE PAID TOTALING **\$43,011.04**

FUND#	FUND NAME	AMOUNT	VOID	TOTAL
101	GENERAL FUND	6,628.83		6,628.83
202	PUBLIC WORKS	2,116.92		2,116.92
215	MT. JEFFERSON MEMORIAL PARK	118.05		118.05
218	FAIR	763.54		763.54
224	COUNTY FAIR BUILDING	1,200.00		1,200.00
225	COHB-MENTAL HEALTH	7,500.00		7,500.00
231	JEFF CO BUSINESS LOAN FUND	262.31		262.31
239	HEALTH DEPT GRANT FUND	15,478.25		15,478.25
249	PARK FUND	899.06		899.06
253	PH - COMMUNITY HEALTH RESERVE	310.00		310.00
254	CJ - ADULT	2,420.00		2,420.00
265	JAIL	4,815.90		4,815.90
325	LANDFILL CLOSURE FUND	101.90		101.90
508	RV PARK	396.28		396.28
<b>TOTALS</b>		<b>43,011.04</b>	-	<b>43,011.04</b>

CLAIMS APPROVED AND CHECKS DATED: 1/11/2019

I, BRANDIE MCNAMEE, HEREBY ATTEST THE ABOVE AMOUNTS AND CHECK NUMBERS ARE CORRECT.

  
 BRANDIE MCNAMEE, FINANCE DIRECTOR

\_\_\_\_\_  
 KELLY SIMMELINK, COUNTY COMMISSIONER

\_\_\_\_\_  
 WAYNE FORDING, COUNTY COMMISSIONER

\_\_\_\_\_  
 MAE HUSTON , COUNTY COMMISSIONER

\_\_\_\_\_  
 ORDER NUMBER

\_\_\_\_\_  
 DATED

Report Criteria:

Detail report.  
 Invoices with totals above \$0 included.  
 Only paid invoices included.  
 [Report] Date Paid = 01/11/2019

Vendor Number	Vendor Name	Invoice Date	Invoice Number	Description	Net Invoice Amount	GL Activity Number
6447	BESTCARE TREATMENT	01/03/2019	DAY 01/19	Day Treatment	250.00	
6447	BESTCARE TREATMENT	01/03/2019	M57 01/19	M57 Billing for MRT Clients	500.00	
6447	BESTCARE TREATMENT	01/07/2019	MATVA 12/18	MATVA	600.00	
1263	BIRKY, ROBERT	12/26/2018	83	Concrete Ramp from Mackey Conroy to Watts	1,200.00	50
2381	BUENA VIDA COUNSELIN	01/08/2019	MOB-11/12	S. Mobley Group Sessions 11/1, 11/8, 11/29	135.00	
2381	BUENA VIDA COUNSELIN	01/08/2019	MOB-11/12	S. Mobley Group Sessions 12/13, 12/20, 12/27	135.00	
9	CASCADE NATURAL GAS	01/04/2019	06168200001	Fair Kitchen - meter 472577272	152.96	
9	CASCADE NATURAL GAS	01/04/2019	10958200007	Health Department Building	332.41	
9	CASCADE NATURAL GAS	01/04/2019	13982476882	Goodson # 243 - meter 472291294	337.34	
9	CASCADE NATURAL GAS	01/04/2019	15658200009D	December Charges Account 15658200009	2,929.70	
9	CASCADE NATURAL GAS	01/04/2019	55948200005	Annex A	312.69	
9	CASCADE NATURAL GAS	01/04/2019	56158200008	Annex B	71.58	
9	CASCADE NATURAL GAS	01/04/2019	59893464640	Goodson # 249 - meter 472231083	102.41	
9	CASCADE NATURAL GAS	01/04/2019	65168200007	RV Park Bath House	197.99	
9	CASCADE NATURAL GAS	01/04/2019	65948200004	Buildings & Grounds	96.24	
9	CASCADE NATURAL GAS	01/04/2019	71506376855	New Courthouse	289.87	
9	CASCADE NATURAL GAS	01/04/2019	75168200006	Fair Keeney - meter 472604857	429.85	
9	CASCADE NATURAL GAS	01/04/2019	85168200005	Fair Darrar - meter 472191879	62.94	
9	CASCADE NATURAL GAS	01/04/2019	95168200004	Fair Arena - meter 472269180	91.91	
1926	CENTRAL AND EASTERN	10/10/2018	1864	Registration of OJDDA conference-Miller	350.00	
2147	CENTURYLINK	12/25/2018	503T31467441	Charges Account 503-T31-4674 411B Dec18	139.16	
2207	COIC	01/09/2019	0003956-IN	Loan Servicing Fees Charlie's Pizza and BrickH	262.31	
79	COVE PALISADES MARIN	01/08/2019	SPACERENTA	Space Rental Agreement 4/1-10/15	990.00	32
2157	DESCHUTES COUNTY	01/08/2019	766	Out of County Lodging	2,250.00	
19	DESCHUTES VALLEY WA	01/03/2019	01102019A	Water Usage for December McTaggart	101.90	
19	DESCHUTES VALLEY WA	01/03/2019	01102019B	Water Usage for Grizzly	22.60	
19	DESCHUTES VALLEY WA	12/31/2018	10860DEC18	IRRIGATION METER	20.00	
19	DESCHUTES VALLEY WA	12/31/2018	10861DEC18	WATER	20.00	
19	DESCHUTES VALLEY WA	12/31/2018	10862DEC18	WATER	408.70	
1861	HARVEY, CAROLYN	01/03/2019	JAN19	Staff Meeting Items (Breakfast)	32.02	
3247	J BAR J YOUTH SERVICE	01/01/2019	Q3 2018-19	Qtr 3 2018-2019 BBBS Agreement #M-001-17	5,000.00	
1489	JEFFERSON COUNTY YO	01/01/2019	Q3 2018-2019	Qtr 3 Jan-Mar19 to support Kids Club of JC Ser	2,500.00	
2364	MANNING, DR THOMAS	01/03/2019	DEC18	Jail Medical Support December 2018 11.5hrs @	1,437.50	
796	MIKE MCCULLOUGH POL	12/20/2018	DECEMBER20	Monitoring Poly Urrutia	200.00	
796	MIKE MCCULLOUGH POL	12/20/2018	DECEMBER20	Monitoring Poly Sipila	200.00	
796	MIKE MCCULLOUGH POL	12/20/2018	DECEMBER20	Monitoring Poly Baldwin	200.00	
796	MIKE MCCULLOUGH POL	12/20/2018	DECEMBER20	Monitoring Poly Winishut	200.00	
1916	MOSAIC MEDICAL	12/04/2018	INV0170	OHA SBHS Dec18	4,850.00	339
1916	MOSAIC MEDICAL	12/04/2018	INV0170	OHA BH/MH SBHC Dec18	2,829.17	339
1916	MOSAIC MEDICAL	01/02/2019	INV0183	OHA SBHS JAN2019	4,850.00	339
1916	MOSAIC MEDICAL	01/02/2019	INV0183	OHA BH/MH SBHC JAN2019	2,829.17	339
1070	OREGON DEPARTMENT	01/07/2019	18-19 Q2	Birth certificate fees Q2 Oct-Dec18	30.00	
217	OREGON LODGING TAX	12/31/2018	10/1/2018-12/3	Quarterly Lodging Tax RV Park	396.28	
142	PACIFIC POWER	01/03/2019	01112019	Power Usage for 11/21/18-12/24/18	1,831.82	
142	PACIFIC POWER	12/28/2018	255267610012	MJMP - meter 39111786	118.05	
142	PACIFIC POWER	12/26/2018	255304010010	JHP - meter 83547326	20.81	
142	PACIFIC POWER	12/26/2018	255304010010	JHP - meter 66776925	20.92	
142	PACIFIC POWER	12/26/2018	255304010010	JHP - meter 81852178	235.35	
142	PACIFIC POWER	12/26/2018	255304010010	JHP - meter 35661583	402.88	
142	PACIFIC POWER	01/02/2019	257543310045	Power for outdoor area (service ID 317506399-	25.88	
142	PACIFIC POWER	01/02/2019	617963550042	Panorama Park (CRR)	219.10	
2054	PAMPLIN MEDIA GROUP	01/04/2019	120606	1500 EPS #10 Window Envelopes Madras Com	145.04	
2054	PAMPLIN MEDIA GROUP	01/04/2019	120607	1500 EPS #10 Window Woven Madras Commer	183.63	
2054	PAMPLIN MEDIA GROUP	01/04/2019	120608	10,000 Preprint Envelopes Madras Commercial	768.45	

Vendor Number	Vendor Name	Invoice Date	Invoice Number	Description	Net Invoice Amount	GL Activity Number
6910	SENIOR CITIZENS OF JE	12/18/2018	JC DAB JAN19	Rental Contract for JC Disability Advisory Board	310 00	
241	WARD, JENNIE	12/29/2018	489	Janitorial Services for December 2018	262 50	
2383	WEGENER, EMILY	12/27/2018	NOV-DEC18	Mileage to Redmond Airport	32 70	322
2383	WEGENER, EMILY	12/27/2018	NOV-DEC18	Mileage From Redmond Airport	32 70	322
2383	WEGENER, EMILY	12/27/2018	NOV-DEC18	New Orleans Meal	29 00	322
2383	WEGENER, EMILY	12/27/2018	NOV-DEC18	Healthcare Coalition Mtg Mileage	15 22	322
2383	WEGENER, EMILY	12/27/2018	NOV-DEC18	Mileage to Regional Collab & SPARC meeting	10 29	323
Grand Totals:					<u>43,011.04</u>	

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

Finance Director: Frankie McDaniel

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

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

Mae Huston: \_\_\_\_\_

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

Report Criteria:

Detail report.

Invoices with totals above \$0 included

Only paid invoices included.

[Report] Date Paid = 01/11/2019

**December 2018 Credit Card Payable  
Paid December 2018  
Bank of America Purchase Cards**

IT IS HEREBY ORDERED THAT \$113,973.17 TO BE PAID AND THE AMOUNTS TRANSFERRED FROM THE FUNDS LISTED BELOW:

FUND	FUND NAME	AMOUNT
101	GENERAL FUND	\$29,320.45
202	PUBLIC WORKS	\$12,154.83
210	EMERGENCY COMMUNICATIONS	\$140.00
213	LAW LIBRARY	\$630.10
215	MT. JEFFERSON MEMORIAL PARK	\$4,017.41
218	FAIR	\$1,497.91
219	VICTIM'S ASSISTANCE	\$99.55
221	NT	\$1,758.52
223	SPECIAL TRANSPORTATION FUND	\$41.49
230	RURAL DOMESTIC VIOLENCE	\$575.76
236	SMOKE MANAGEMENT	\$66.27
239	HEALTH DEPT GRANT FUND	\$10,527.56
241	COUNTY CLERK RECORDS	\$367.61
243	VETERANS EXPANSION	\$747.68
249	PARK FUND	\$1,800.32
253	PH - COMMUNITY HEALTH RESERVE	\$41.00
254	CJ - ADULT	\$3,525.24
256	GIS	\$34.27
265	JAIL	\$19,832.52
266	SHERIFF'S GRANT	\$390.72
267	CODE ENFORCEMENT	\$1,031.89
503	CDD - PLANNING DEPT	\$563.71
504	CDD - ONSITE AND ENGINEERING	\$426.81
505	CDD - BUILDING	\$2,783.10
507	CAR POOL	\$12,693.42
508	RV PARK	\$1,278.05
509	SANITARY LANDFILL	\$5,187.48
755	CAMP SHERMAN DUMP	\$2,439.50
<b>TOTAL</b>		<b>\$113,973.17</b>

Transfer Date

I, BRANDIE MCNAMEE, HEREBY ATTEST THE ABOVE AMOUNTS ARE CORRECT.



Brandie McNamee, Finance Director

Kelly Simmelink, Commissioner

Wayne Fording, Commissioner

Mae Huston, Commissioner

ORDER NUMBER

DATED

DEC18 Purchase Card Details

Vendor Name	CH Full Name	Item Description	Item Total	Item GL Combination	Purchase Date
AMAZON.COM M009J3LN0 A	Messerschmidt, Angela	Purchased in Error	\$28.44	101-101-520-2101-	11/23/2018
AMZN MKTP US M00ZQ6VSD	Messerschmidt, Angela	Personal Purchase in Error Reimbursed to Reimbursement Line	\$67.99	101-101-520-2101-	12/2/2018
AMZN MKTP US M02NN5VP1	Messerschmidt, Angela	Purchased in Error Reimbursed to Reimbursement Acct	\$25.69	101-101-520-2101-	11/30/2018
BEND GARBAGE&RECYCLING	ANDRESEN, BARBARA	Shred charges for November	\$8.50	101-101-520-2101-	12/3/2018
BLACK BEAR DINER MADRA	ANDRESEN, BARBARA	Gift card for holiday party	\$50.00	101-101-520-2101-	12/14/2018
ERICKSONS TW MADRAS	ANDRESEN, BARBARA	Supplies for Commissioner Ahern's retirement party	\$7.78	101-101-520-2101-	12/19/2018
FRED-MEYER #0650	Messerschmidt, Angela	Wrapping Supplies for Holiday Party	\$12.84	101-101-520-2101-	11/22/2018
INT IN TREASURE VALLE	ANDRESEN, BARBARA	Coffee Supplies for the break room	\$98.75	101-101-520-2101-	11/30/2018
MADRAS CINEMA 5	Messerschmidt, Angela	Gift card Purchase Christmas Party	\$100.00	101-101-520-2101-	12/12/2018
MAIL COPIES & MORE	ANDRESEN, BARBARA	Brass Nameplates	\$114.00	101-101-520-2101-	12/3/2018
PHILS ACE HARDWARE - M	Messerschmidt, Angela	Gift Card Purchase Christmas Party	\$100.00	101-101-520-2101-	12/11/2018
SAFEWAY #1960	Messerschmidt, Angela	Gift Card Purchases for Christmas Party	\$100.00	101-101-520-2101-	12/11/2018
SAFEWAY #1960	Messerschmidt, Angela	Gift Card Purchase Christmas Party	\$100.00	101-101-520-2101-	12/12/2018
SW OFFICE SUPPLY/CASCA	ANDRESEN, BARBARA	Office Supplies	\$110.86	101-101-520-2101-	12/3/2018
XEROX CORPORATION/RBO	ANDRESEN, BARBARA	November charges for copier/fax in Admin Office	\$29.95	101-101-520-2101-	12/6/2018
BENDTEL	MARSTON, KATHY	November Telephone	\$47.46	101-101-520-2105-	12/19/2018
COMMUNITY NEWSPAPERS I	ANDRESEN, BARBARA	Subscription to The Madras Pioneer	\$67.00	101-101-520-2210-	12/3/2018
COMMUNITY NEWSPAPERS I	ANDRESEN, BARBARA	Public Notices	\$198.28	101-101-520-2210-	12/10/2018
REI PAYMENT CENTER	PALIN, CONNIE	Lexis Nexis - Alexis - November 2018	\$145.00	101-101-520-2210-	12/3/2018
CHEVRON 0210224	ANDRESEN, BARBARA	Lunch for holiday party set up	\$35.03	101-101-520-3301-	12/14/2018
FRED-MEYER #0650	ANDRESEN, BARBARA	Supplies for Commissioner Ahern's retirement party	\$23.45	101-101-520-3301-	12/18/2018
HC WAREHOUSE/BUCKSTAFF	CHANDLER, TERRI	handcuff padlocks	\$49.95	101-102-520-2101-	12/6/2018
ONE CIRCLE FOUNDATION	MILLER, LACEY	curriculum for Boys council	\$339.32	101-102-520-2101-	12/13/2018
USPS.COM CLICKNSHIP	CHANDLER, TERRI	Josephine cty juvenile	\$7.15	101-102-520-2101-	12/6/2018
XEROX CORPORATION/RBO	CHANDLER, TERRI	juvenile copy machine	\$190.01	101-102-520-2101-	11/27/2018
BENDTEL	MARSTON, KATHY	November Telephone	\$4.85	101-102-520-2105-	12/19/2018
VZWRLLS BILL PAY VB	ANDRESEN, BARBARA	Cell phone charges for November	\$71.34	101-102-520-2105-	12/11/2018
REDWOOD TOXICOLOGY LAB	CHANDLER, TERRI	juvenile ua	\$33.85	101-102-520-3127-	11/27/2018
AMZN Mktp US M07LQ8XA1	LEAF, TINA	printer toner	\$728.50	101-107-520-2101-	11/29/2018
SW OFFICE SUPPLY/CASCA	LEAF, TINA	misc office	\$26.40	101-107-520-2101-	11/28/2018
SW OFFICE SUPPLY/CASCA	LEAF, TINA	misc office supplies	\$14.80	101-107-520-2101-	12/14/2018
BENDTEL	MARSTON, KATHY	November Telephone	\$8.30	101-107-520-2105-	12/19/2018
AMAZON.COM M03R81M31 A	LEAF, TINA	laptop table for appraisers car	\$331.50	101-107-520-2115-	12/1/2018
ST OF OREGON DCBS	LEAF, TINA	MS title transfer fees	\$440.00	101-107-520-3002-	11/21/2018
ST OF OREGON DCBS	LEAF, TINA	MS title transfer fees	\$165.00	101-107-520-3002-	12/12/2018
ST OF OREGON DCBS	LEAF, TINA	MS title transfer fees	\$220.00	101-107-520-3002-	12/12/2018
IAAO ORG	DART, JEFFREY	Commercial online training course	\$45.00	101-107-520-3301-	12/10/2018
USPS.COM CLICKNSHIP	MARSTON, KATHY	Passport postage	\$6.70	101-109-520-2101-	11/20/2018
USPS.COM CLICKNSHIP	MARSTON, KATHY	Passport postage	\$6.70	101-109-520-2101-	11/26/2018
USPS.COM CLICKNSHIP	MARSTON, KATHY	Passport postage	\$6.70	101-109-520-2101-	11/26/2018
USPS.COM CLICKNSHIP	MARSTON, KATHY	Passport postage	\$6.70	101-109-520-2101-	12/3/2018
USPS.COM CLICKNSHIP	MARSTON, KATHY	Postage Postage	\$6.70	101-109-520-2101-	12/4/2018
USPS.COM CLICKNSHIP	MARSTON, KATHY	Passport postage	\$6.70	101-109-520-2101-	12/6/2018
USPS.COM CLICKNSHIP	MARSTON, KATHY	Passport postage	\$6.70	101-109-520-2101-	12/7/2018
USPS.COM CLICKNSHIP	MARSTON, KATHY	Passport postage	\$6.70	101-109-520-2101-	12/10/2018
USPS.COM CLICKNSHIP	MARSTON, KATHY	Passport postage	\$6.70	101-109-520-2101-	12/11/2018
USPS.COM CLICKNSHIP	MARSTON, KATHY	Passport postage	\$6.70	101-109-520-2101-	12/12/2018
USPS.COM CLICKNSHIP	MARSTON, KATHY	Passport postage	\$6.70	101-109-520-2101-	12/13/2018
USPS.COM CLICKNSHIP	MARSTON, KATHY	Passport postage	\$6.70	101-109-520-2101-	12/14/2018
USPS.COM CLICKNSHIP	MARSTON, KATHY	Passport Services	\$6.70	101-109-520-2101-	12/17/2018

DEC18 Purchase Card Details

Vendor Name	CH Full Name	Item Description	Item Total	Item GL Combination	Purchase Date
USPS.COM CLICKNSHIP	MARSTON, KATHY	Passport postage	\$6.70	101-109-520-2101-	12/18/2018
BENDTEL	MARSTON, KATHY	November Telephone	\$4.92	101-109-520-2105-	12/19/2018
BIMART 654 MADRAS	NAVARRO, IRMA	BIMART 654 MADRAS - Office Supplys	\$83.87	101-110-520-2101-	12/4/2018
MAIL COPIES & MORE	PALIN, CONNIE	Office Supplies	\$45.00	101-110-520-2101-	11/29/2018
SW OFFICE SUPPLY/CASCA	PALIN, CONNIE	Office Supplies - DA	\$380.94	101-110-520-2101-	12/4/2018
BENDTEL	MARSTON, KATHY	November Telephone	\$16.38	101-110-520-2105-	12/19/2018
REI PAYMENT CENTER	PALIN, CONNIE	Lexis Nexis DA - November 2018	\$380.00	101-110-520-2210-	12/3/2018
BURGERVILLE - 26 - NEW	LERICHE, STEVEN	Meal - Leriche - 2018 ODAA Winter Conference	\$9.10	101-110-520-3301-	12/7/2018
NATIONAL DISTRICT ATTO	PALIN, CONNIE	National District Attorney Association Dues - Sabbah	\$75.00	101-110-520-3301-	12/5/2018
NATIONAL DISTRICT ATTO	PALIN, CONNIE	National District Attorney Association Dues - Eyestone	\$75.00	101-110-520-3301-	12/5/2018
NATIONAL DISTRICT ATTO	PALIN, CONNIE	National District Attorney Association Dues - Foster	\$75.00	101-110-520-3301-	12/5/2018
NATIONAL DISTRICT ATTO	PALIN, CONNIE	National District Attorney Association Dues - Leriche	\$181.00	101-110-520-3301-	12/5/2018
Oregon State Bar Assc	PALIN, CONNIE	Oregon State Bar Association - CLE Training CD	\$44.00	101-110-520-3301-	11/15/2018
SALISHAN SPA & GOLF RE	LERICHE, STEVEN	Lodging - Leriche - 2018 ODAA Winter Conference	\$358.89	101-110-520-3301-	12/7/2018
AMAZON.COM M06DR0VNO A	TOMBLESON, ADAM	Health - Karla mouse pad	\$45.11	101-113-520-2101-	12/2/2018
AMZN Mktp US M038O6FCO	HOOD, KARLA	Office Supplies	\$39.40	101-113-520-2101-	11/22/2018
AMZN Mktp US M03CO5PAO	TOMBLESON, ADAM	Health - Karla vertical mouse	\$89.61	101-113-520-2101-	11/30/2018
OR DEPT HUMAN SERVICES	HOOD, KARLA	5th Qtr 2019 Food Pool & Lodging	\$569.77	101-113-520-3003-	11/28/2018
7229 Dominos Pizza	BAKER, MICHAEL	OCHIN Training-Meals	\$16.48	101-113-520-3301-	11/30/2018
7229 Dominos Pizza	BAKER, MICHAEL	OCHIN Training-Meals	\$31.73	101-113-520-3301-	12/5/2018
BANGKOK PALACE	BAKER, MICHAEL	OCHIN Training-Meals	\$19.49	101-113-520-3301-	12/4/2018
LAUGHING PLANET CAFE L	BAKER, MICHAEL	OCHIN Training-Meals	\$21.75	101-113-520-3301-	11/29/2018
MCDONALD'S F20942	BAKER, MICHAEL	OCHIN Training-Meals	\$11.11	101-113-520-3301-	12/7/2018
PSU LINCOLN ST23415870	BAKER, MICHAEL	OCHIN Training-Meals	\$30.00	101-113-520-3301-	11/27/2018
PSU LINCOLN ST23415870	BAKER, MICHAEL	OCHIN Training-Meals	\$31.00	101-113-520-3301-	12/2/2018
SAFEWAY #2448	BAKER, MICHAEL	OCHIN Training-Meals	\$10.99	101-113-520-3301-	11/28/2018
SAFEWAY #2448	BAKER, MICHAEL	OCHIN Training-Meals	\$13.15	101-113-520-3301-	12/3/2018
SAFEWAY #2448	BAKER, MICHAEL	OCHIN Training-Meals	\$16.89	101-113-520-3301-	12/6/2018
STATE OR OREGON PARKIN	BAKER, MICHAEL	OCHIN Training-Parking	\$1.00	101-113-520-3301-	12/7/2018
TACO DEL MAR 300007450	BAKER, MICHAEL	OCHIN Training-Meals	\$18.98	101-113-520-3301-	12/1/2018
UNIVERSITY PLACE AT PS	BAKER, MICHAEL	OCHIN Training-Hotel	\$1,656.61	101-113-520-3301-	12/7/2018
BETHLEHEM BIBLE COL	Pahl, Brad	hold on card	\$1.00	101-125-520-2101-	11/24/2018
BETHLEHEM BIBLE COL	Pahl, Brad	hold released	(\$1.00)	101-125-520-2101-	11/26/2018
CAN CANONFINANCIAL CFS	ZAWERUCHA, DEBBIE	admin copy machine lease payment and meter read	\$321.28	101-125-520-2101-	12/17/2018
DICK'SSPORTINGGOODS.C	HECKATHORN, MARC	Hydroflasks bought on black friday used as awards at the office	\$150.00	101-125-520-2101-	11/29/2018
GALLS	ZAWERUCHA, DEBBIE	patrol supplies for vehicle	\$256.19	101-125-520-2101-	12/6/2018
INT IN TREASURE VALLE	ZAWERUCHA, DEBBIE	sheriff's conference room coffee supplies	\$100.50	101-125-520-2101-	12/5/2018
NEWSPAPER-CIRCULATION	ZAWERUCHA, DEBBIE	bulletin six months subscription	\$150.00	101-125-520-2101-	11/23/2018
PAYPAL GETACVIDEOS	HECKATHORN, MARC	getac body camera mounts	\$90.36	101-125-520-2101-	12/7/2018
PHILS ACE HARDWARE - M	ZAWERUCHA, DEBBIE	patrol supplies	\$21.97	101-125-520-2101-	12/3/2018
STAPLES DIRECT	ZAWERUCHA, DEBBIE	admin office supplies	\$45.92	101-125-520-2101-	12/5/2018
BENDTEL	MARSTON, KATHY	November Telephone	\$15.72	101-125-520-2105-	12/19/2018
USCC CALL CENTER	ZAWERUCHA, DEBBIE	patrol deputies county cell phone monthly access charges	\$887.95	101-125-520-2105-	12/18/2018
VZWRLSS IVR VB	ZAWERUCHA, DEBBIE	patrol deputies MDT's monthly access charges	\$760.33	101-125-520-2105-	11/27/2018
COMMUNITY NEWSPAPERS I	ZAWERUCHA, DEBBIE	Advertise in the Sageland Magazine	\$225.00	101-125-520-2124-	12/3/2018
TASER INTERNATIONAL	GROTE, RYAN	Taser cartridges and batteries for Tasers/ for patrol and jail	\$496.00	101-125-520-2205-	12/5/2018
AROUND THE BEND VETERI	ZAWERUCHA, DEBBIE	search and seizure of animals case #181029 - Vance	\$341.00	101-125-520-2222-	11/26/2018
MAIL COPIES & MORE	ZAWERUCHA, DEBBIE	Evidence mailed to the crime lab	\$13.90	101-125-520-2222-	12/3/2018
TLO TRANSunION	ZAWERUCHA, DEBBIE	people search tool for investigative purposes monthly charge	\$25.00	101-125-520-2222-	12/4/2018
GALLS	ZAWERUCHA, DEBBIE	patrol uniform expenses	\$87.64	101-125-520-2478-	12/4/2018

DEC18 Purchase Card Details

Vendor Name	CH Full Name	Item Description	Item Total	Item GL Combination	Purchase Date
GENTEXCORP	ANDERSON, TYLER	Swat Kevlar Helmet	\$700.00	101-125-520-2478-	11/29/2018
INTUIT IN 911 SUPPLY	ZAWERUCHA, DEBBIE	patrol uniform expenses	\$79.99	101-125-520-2478-	12/4/2018
INTUIT IN 911 SUPPLY	ZAWERUCHA, DEBBIE	patrol uniform expenses	\$213.00	101-125-520-2478-	12/8/2018
INTUIT IN 911 SUPPLY	ZAWERUCHA, DEBBIE	patrol uniform expenses	\$263.98	101-125-520-2478-	12/15/2018
RIP Q SIGNS AND GRAPHI	ZAWERUCHA, DEBBIE	vehicle 183 sheriff reflective sides and back	\$350.00	101-125-520-2480-	12/7/2018
ACE DISCOUNT MOTORSP	HAMLIN, BRADLEY	ATV Battery	\$100.00	101-125-520-2492-	11/24/2018
GARMIN SERVICES INC.	ZAWERUCHA, DEBBIE	SAR gps monthly access charges	\$36.24	101-125-520-2492-	12/9/2018
SQ SQ 8VANET INTERNE	ZAWERUCHA, DEBBIE	camp sherman SAR 3 months internet access	\$56.85	101-125-520-2492-	12/17/2018
TEAMSNAPE	ZAWERUCHA, DEBBIE	SAR team notification monthly access charges	\$15.99	101-125-520-2492-	11/24/2018
FBI NATIONAL ACADEMY A	HECKATHORN, MARC	fbi NA course registration	\$400.00	101-125-520-3301-	12/4/2018
PIETROS PIZZA	HECKATHORN, MARC	marine law enforcmenet manager meeting	\$7.90	101-125-520-3817-	12/13/2018
MADRAS MARINE INC	ZAWERUCHA, DEBBIE	marine sea doo PWC winterize	\$84.94	101-125-520-3817-32	11/26/2018
AMAZON.COM M01849QG1 A	TOMBLESON, ADAM	Finance - UPS battery backups for Megan & front counter	\$229.98	101-133-520-2101-	12/5/2018
AMAZON.COM M246K5EJ1 A	KRICKHAHN, MEGAN	AMAZON Office Supplies	\$40.34	101-133-520-2101-	12/18/2018
BEND GARBAGE&RECYCLING	ANDRESEN, BARBARA	Shred charges for November	\$8.50	101-133-520-2101-	12/3/2018
CORPORATE TRANSLATE	SOLIZ, GABRIEL	CORPORATE TRANSLATE Gabriel Soliz Spanish Translation Service	\$2.60	101-133-520-2101-	12/14/2018
XEROX CORPORATION/RBO	MARSTON, KATHY	Xerox lease - Finance Department	\$42.90	101-133-520-2101-	12/6/2018
BENDTEL	MARSTON, KATHY	November Telephone	\$7.97	101-133-520-2105-	12/19/2018
HYPHN	MCNAMEE, BRANDIE	HYPHN - Purchase of Ergo Chairs	\$791.53	101-133-520-2115-	12/3/2018
COCC COMMUNITY LEARNIN	KRICKHAHN, MEGAN	COCC COMMUNITY LEARNING Excel II Training	\$99.00	101-133-520-3301-	12/12/2018
COCC COMMUNITY LEARNIN	SOLIZ, GABRIEL	COCC COMMUNITY LEARNIN - Excel 2016 Level 2 Course at COCC	\$99.00	101-133-520-3301-	12/13/2018
DANCINGBEANSCOFFEE_1	SOLIZ, GABRIEL	DANCINGBEANSCOFFEE_1 - Breakfast for Portland Class	\$7.00	101-133-520-3301-	11/28/2018
GOVERNMENT FINANCE OFF	KRICKHAHN, MEGAN	GFOA Online Training	\$160.00	101-133-520-3301-	12/18/2018
PARKNG MGMT CO 0610140	SOLIZ, GABRIEL	PARKNG MGMT CO 0610140 - Parking for Portland Class	\$14.00	101-133-520-3301-	11/28/2018
SUBWAY 03116878	SOLIZ, GABRIEL	SUBWAY Lunch/Dinner for Salem Class Cashier/Supervisor Trainig	\$10.78	101-133-520-3301-	12/18/2018
AG WEST SUPPLY MADRAS	JONES, ROBIN	grease	\$5.70	101-134-520-2011-	12/19/2018
EOFF ELECTRIC SUPP CO	MOBLEY, SHAWNA	60 T-8 Lamps	\$149.40	101-134-520-2011-	12/8/2018
GRAINGER	DAHLKE, TIMOTHY	ice melt for downtown	\$273.04	101-134-520-2011-	11/27/2018
BENDTEL	MARSTON, KATHY	November Telephone	\$2.76	101-134-520-2105-	12/19/2018
BULLET RENTAL AND SALE	MOBLEY, SHAWNA	personnel lift - NCH	\$64.00	101-134-520-2115-	11/30/2018
BULLET RENTAL AND SALE	DAHLKE, TIMOTHY	material lift to install new heater downtown shop	\$50.00	101-134-520-2301-	12/13/2018
BULLET RENTAL AND SALE	DAHLKE, TIMOTHY	rental for material lift	\$30.00	101-134-520-2301-	12/13/2018
GRAINGER	DAHLKE, TIMOTHY	new heater for downtown shop	\$794.00	101-134-520-2301-	12/11/2018
GRAINGER	DAHLKE, TIMOTHY	vent piping for new heater in downtown shop	\$51.63	101-134-520-2301-	12/13/2018
KONE, INC.	MOBLEY, SHAWNA	December elevator maintenance	\$1,455.00	101-134-520-2301-	12/4/2018
MADRAS PAINT & GLASS I	WEATHERMAN, SEAN	masonry waterproofer for ANB	\$38.90	101-134-520-2301-	11/29/2018
MADRAS PAINT & GLASS I	WEATHERMAN, SEAN	paint for Health Dept.	\$151.60	101-134-520-2301-	12/6/2018
MILLER LUMBER 0003	WEATHERMAN, SEAN	plasterboard and drywall for Goodson	\$22.50	101-134-520-2301-	12/12/2018
MILLER LUMBER 0003	DAHLKE, TIMOTHY	vent pipes for new heater in downtown shop	\$33.82	101-134-520-2301-	12/13/2018
OR DEPT OF AGRICULTURE	MOBLEY, SHAWNA	Rob Jones agriculture license renewal	\$50.00	101-134-520-2301-	11/28/2018
PHILS ACE HARDWARE - M	MOBLEY, SHAWNA	misc hardware - GOOD	\$4.54	101-134-520-2301-	11/30/2018
PHILS ACE HARDWARE - M	MOBLEY, SHAWNA	rake, torch trigger, gloves - GEN	\$56.97	101-134-520-2301-	11/30/2018
PHILS ACE HARDWARE - M	MOBLEY, SHAWNA	heater, misc hardware - ANA	\$51.07	101-134-520-2301-	11/30/2018
PHILS ACE HARDWARE - M	MOBLEY, SHAWNA	roof cement - HD	\$4.99	101-134-520-2301-	11/30/2018
PHILS ACE HARDWARE - M	MOBLEY, SHAWNA	misc supplies - ANB	\$11.67	101-134-520-2301-	11/30/2018
XEROX CORPORATION/RBO	MOBLEY, SHAWNA	Lease maintenance	\$20.90	101-134-520-2301-	11/30/2018
OR HEALTH AUTHORITY	MOBLEY, SHAWNA	Tim Dahlke Backflow Tester Certification	\$195.00	101-134-520-3301-	12/12/2018
CENTRAL ELECTRIC COO I	MOBLEY, SHAWNA	11/19 to 11/24 electric - Dogwood	\$23.18	101-134-520-3601-	12/3/2018
CITY OF MADRAS	MOBLEY, SHAWNA	Irrigation for old CH	\$33.75	101-134-520-3601-	12/1/2018
CITY OF MADRAS	MOBLEY, SHAWNA	November sewer/water - GEN	\$483.10	101-134-520-3601-	12/1/2018



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Vendor Name	CH Full Name	Item Description	Item Total	Item GL Combination	Purchase Date
CITY OF MADRAS	MOBLEY, SHAWNA	November sewer/water - GOOD	\$196.49	101-134-520-3601-	12/1/2018
Trashbilling.com CC	MOBLEY, SHAWNA	November trash hauling - GEN	\$49.24	101-134-520-3601-	12/5/2018
PHILS ACE HARDWARE - M	MOBLEY, SHAWNA	misc supplies	\$20.96	101-146-520-2301-	11/30/2018
CITY OF MADRAS	MOBLEY, SHAWNA	November sewer	\$66.97	101-146-520-3601-	12/1/2018
MAIL COPIES & MORE	ANDRESEN, BARBARA	Copy Paper	\$1,117.74	101-199-520-2111-	12/3/2018
XEROX CORPORATION/RBO	ANDRESEN, BARBARA	November charges for copier in main hallway	\$315.66	101-199-520-2111-	12/6/2018
TIMOTHY G ELLIOTT PC	ANDRESEN, BARBARA	Three Rivers LOA v Jefferson County	\$7,032.50	101-199-520-3110-	12/3/2018
AMAZON.COM M005F8BS0 A	Messerschmidt, Angela	Snow Traction Cleats	\$59.16	101-199-520-3856-	12/4/2018
BIMART 654 MADRAS	BUCK, KEN	Office Supplies	\$30.33	202-101-520-2101-	12/7/2018
BIMART 654 MADRAS	ORTIZ, VINCENTE	Office Supplies	\$43.71	202-101-520-2101-	12/12/2018
BUSY BEE ENTERPRISES I	BUCK, KEN	Office Supplies	\$21.95	202-101-520-2101-	12/12/2018
MISSION LINEN	ROBBINS, JENNIFER	Office Supplies	\$11.54	202-101-520-2101-	11/29/2018
MISSION LINEN	ROBBINS, JENNIFER	Office Supplies	\$11.54	202-101-520-2101-	12/5/2018
MISSION LINEN	ROBBINS, JENNIFER	Office Supplies	\$11.54	202-101-520-2101-	12/18/2018
RICOH USA, INC	ROBBINS, JENNIFER	Office Supplies	\$56.52	202-101-520-2101-	12/18/2018
SAFEWAY #1960	ROBBINS, JENNIFER	Office Supplies	\$18.98	202-101-520-2101-	11/28/2018
SAFEWAY #1960	ROBBINS, JENNIFER	Office Supplies	\$14.98	202-101-520-2101-	12/4/2018
USPS PO 4051360741	ROBBINS, JENNIFER	Office Supplies	\$10.00	202-101-520-2101-	12/3/2018
USPS PO 4051360741	ROBBINS, JENNIFER	Annual PO Box Office Supplies	\$120.00	202-101-520-2101-	12/11/2018
BENDTEL	MARSTON, KATHY	November Telephone	\$4.96	202-101-520-2105-	12/19/2018
VZWRLSS BILL PAY VB	ANDRESEN, BARBARA	Cell phone charges for November	\$69.73	202-101-520-2105-	12/11/2018
VZWRLSS IVR VB	ROBBINS, JENNIFER	Cell Phone-Ken Buck	\$30.46	202-101-520-2105-	12/6/2018
HYPHN	MCNAMEE, BRANDIE	HYPHN - Purchase of Ergo Chairs	\$1,583.07	202-101-520-2115-	12/3/2018
CHAN'S OF BEND	Powlison, Matt	Conference	\$35.00	202-101-520-3301-	12/7/2018
OREGON BEEF COMPANY	ORTIZ, VINCENTE	Department Meeting/Party	\$86.40	202-101-520-3301-	12/19/2018
SAFEWAY #1960	Powlison, Matt	Safety Meeting	\$14.16	202-101-520-3301-	12/18/2018
LYLE SIGNS	ROBBINS, JENNIFER	Shop Signs	\$247.92	202-102-520-2301-	11/20/2018
LYLE SIGNS	ROBBINS, JENNIFER	Shop Signs	\$345.47	202-102-520-2301-	11/20/2018
LYLE SIGNS	ROBBINS, JENNIFER	Sign Material	\$25.80	202-102-520-2301-	12/18/2018
RIP Q SIGNS AND GRAPHI	ORTIZ, VINCENTE	Equipment Supplies	\$127.50	202-102-520-2301-	11/29/2018
AG WEST SUPPLY MADRAS	SHOCKNEY, TODD	Shop Material	\$6.85	202-103-520-2011-	12/10/2018
AG WEST SUPPLY MADRAS	BUCK, KEN	Shop Supplies	\$24.99	202-103-520-2011-	12/14/2018
BATTERIES PLUS #0825	ORTIZ, VINCENTE	Shop Material	\$58.50	202-103-520-2011-	11/26/2018
KIMBALL MIDWEST	ROBBINS, JENNIFER	Shop Supplies	\$183.44	202-103-520-2011-	11/20/2018
LAWSON PRODUCTS	ROBBINS, JENNIFER	Shop Supplies	\$34.53	202-103-520-2011-	12/18/2018
MADRAS AUTO PARTS	ROBBINS, JENNIFER	Shop Supplies	\$324.70	202-103-520-2011-	12/10/2018
MID-AMERICAN RESEARCH	ROBBINS, JENNIFER	Shop Materials	\$164.14	202-103-520-2011-	12/18/2018
MILLER LUMBER 0003	ROBBINS, JENNIFER	Shop Material	\$112.90	202-103-520-2011-	11/28/2018
NORCO-BEND INDUSTRIAL	ROBBINS, JENNIFER	Shop Supplies	\$76.98	202-103-520-2011-	11/29/2018
NORCO-BEND INDUSTRIAL	ROBBINS, JENNIFER	Shop Supplies	\$90.24	202-103-520-2011-	11/29/2018
NORCO-BEND INDUSTRIAL	ROBBINS, JENNIFER	Shop Supplies	\$61.76	202-103-520-2011-	11/29/2018
OREGON WHOLESALE HARDW	ROBBINS, JENNIFER	Shop Supplies	\$317.55	202-103-520-2011-	12/5/2018
PETERSON SAN LEANDRO	ROBBINS, JENNIFER	Shop Supplies	\$115.16	202-103-520-2011-	12/19/2018
PHILS ACE HARDWARE - M	SHOCKNEY, TODD	Shop Supplies	\$24.99	202-103-520-2011-	12/13/2018
MADRAS AUTO PARTS	ROBBINS, JENNIFER	Crusher Supplies	\$19.99	202-103-520-2287-	12/10/2018
AG WEST SUPPLY MADRAS	BUCK, KEN	Equipment Supplies	\$21.60	202-103-520-2301-	11/26/2018
AG WEST SUPPLY MADRAS	BUCK, KEN	Equipment Supplies	\$28.67	202-103-520-2301-	11/28/2018
CENTRAL BILLING (NS)	ROBBINS, JENNIFER	Equipment Supplies	\$35.50	202-103-520-2301-	11/30/2018
D AND S HYDRAULICS INC	ROBBINS, JENNIFER	Equipment Supplies	\$193.64	202-103-520-2301-	11/28/2018
IRON KING	ROBBINS, JENNIFER	Equipment Supplies	\$370.00	202-103-520-2301-	11/29/2018

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Vendor Name	CH Full Name	Item Description	Item Total	Item GL Combination	Purchase Date
KIMBALL MIDWEST	ROBBINS, JENNIFER	Equipment Material	\$55.82	202-103-520-2301-	11/20/2018
MADRAS AUTO PARTS	ROBBINS, JENNIFER	Equipment Supplies	\$562.33	202-103-520-2301-	12/10/2018
MASCOTT EQUIPMENT COMP	ROBBINS, JENNIFER	Fuel Island Maintenance	\$355.49	202-103-520-2301-	12/5/2018
PAPE MACHINERY	ROBBINS, JENNIFER	Equipment Supplies	\$480.57	202-103-520-2301-	12/5/2018
PETERSON SAN LEANDRO	ROBBINS, JENNIFER	Equipment Supplies	\$647.09	202-103-520-2301-	12/11/2018
PETERSON SAN LEANDRO	ROBBINS, JENNIFER	Equipment Supplies	\$21.49	202-103-520-2301-	12/19/2018
PETERSON WILLITS	ROBBINS, JENNIFER	Equipment Supplies	\$127.41	202-103-520-2301-	11/30/2018
PETERSON WILLITS	ROBBINS, JENNIFER	Equipment Supplies	\$116.82	202-103-520-2301-	11/30/2018
PLATT ELECTRIC 001	ROBBINS, JENNIFER	Equipment Supplies	\$79.97	202-103-520-2301-	12/18/2018
PLATT ELECTRIC 001	ROBBINS, JENNIFER	Equipment Supplies	\$42.54	202-103-520-2301-	12/18/2018
RADIATOR CLINIC	BUCK, KEN	Equipment Maintenance	\$65.00	202-103-520-2301-	11/28/2018
CENTRAL BILLING (NS)	ROBBINS, JENNIFER	Equipment Tires	\$2,768.44	202-103-520-2357-	11/30/2018
CENTRAL BILLING (NS)	ROBBINS, JENNIFER	Equipment Tires	\$970.73	202-103-520-2357-	11/30/2018
AMZN MKTP US M04WY6ED2	TOMBLESON, ADAM	Public Works - Matt laptop power supply & adapters	\$63.94	202-103-540-4417-	11/29/2018
PAYPAL AIRTAME INC	TOMBLESON, ADAM	Public Works - AirTame shipping refund	(\$15.00)	202-103-540-4417-	11/22/2018
APL APPLE ONLINE STORE	TOMBLESON, ADAM	Public Works - Todd Shockney iPad 202	\$449.50	202-105-520-2115-	11/22/2018
OR DEPT OF AGRICULTURE	ROBBINS, JENNIFER	Education Dues, Certification License	\$175.00	202-105-520-3301-	11/28/2018
BENDTEL	MARSTON, KATHY	November Telephone	\$140.00	210-101-520-2105-	12/19/2018
REI MATTHEW BENDER & CO	PALIN, CONNIE	Oregon Evidence 2018 Supplemental	\$190.10	213-101-520-2210-	12/4/2018
REI PAYMENT CENTER	PALIN, CONNIE	Lexis Nexis Law Library - November 2018	\$440.00	213-101-520-2210-	12/3/2018
PERMAPRODUCTS	MOBLEY, SHAWNA	20 textured vase sets	\$702.74	215-101-520-2011-	12/12/2018
DEX MED INC	MOBLEY, SHAWNA	December cemetery advertising	\$62.00	215-101-520-2101-	12/20/2018
NAPA AUTO 0023005	MARTINEZ, AMELIO	belt for Big Z mower	\$25.49	215-101-520-2301-	12/7/2018
NAPA AUTO 0023005	LUNDY, DANA	roll pin for backhoe	\$6.18	215-101-520-2301-	12/12/2018
VANTAGE PRODUCTS CORPO	MOBLEY, SHAWNA	10 grave liners	\$3,221.00	215-101-520-2391-	12/3/2018
BENDTEL	MARSTON, KATHY	November Telephone	\$4.56	218-101-520-2105-	12/19/2018
VZWRLSS BILL PAY VB	ANDRESEN, BARBARA	Cell phone charges for November	\$35.67	218-101-520-2105-	12/11/2018
ADOBE CREATIVE CLOUD	CROW, BRIAN	November creative cloud fee	\$49.99	218-101-520-2301-	12/14/2018
AG WEST SUPPLY MADRAS	JONES, JACOB	3/8" fuel line for bad boy mower	\$9.00	218-101-520-2301-	11/26/2018
AG WEST SUPPLY MADRAS	JONES, JACOB	bolts for John Deer Tractor	\$49.20	218-101-520-2301-	12/6/2018
LOWES #02865	DAHLKE, TIMOTHY	new doors for fairgrounds kitchen	\$283.10	218-101-520-2301-	12/12/2018
NAPA AUTO 0023005	JONES, JACOB	oil and filters for equipment	\$184.68	218-101-520-2301-	11/24/2018
NAPA AUTO 0023005	JONES, JACOB	oil for case tractor	\$39.98	218-101-520-2301-	11/24/2018
NAPA AUTO 0023005	JONES, JACOB	oil for bad boy mower	\$7.99	218-101-520-2301-	11/26/2018
PHILS ACE HARDWARE - M	MOBLEY, SHAWNA	clamp and barb elbow for bad boy mower	\$13.37	218-101-520-2301-	11/30/2018
XEROX CORPORATION/RBO	MOBLEY, SHAWNA	Lease maintenance	\$20.90	218-101-520-2301-	11/30/2018
INT IN TRES RIOS SILV	CROW, BRIAN	2 belt buckles	\$240.00	218-101-520-2480-	12/17/2018
AMCREST INDUSTRIES LLC	CROW, BRIAN	November camera monitoring	\$18.00	218-101-520-3601-	12/5/2018
BEND BROADBAND	MOBLEY, SHAWNA	December ultimate broadband fee	\$87.95	218-101-520-3601-	11/27/2018
CITY OF MADRAS	MOBLEY, SHAWNA	November sewer	\$209.04	218-101-520-3601-	12/1/2018
Trashbilling.com CC	MOBLEY, SHAWNA	November trash hauling	\$222.12	218-101-520-3601-	11/28/2018
Trashbilling.com CC	MOBLEY, SHAWNA	November trash hauling - OSU trailer	\$22.36	218-101-520-3601-	12/11/2018
SW OFFICE SUPPLY/CASCA	PALIN, CONNIE	VEX	\$26.99	219-101-520-2011-52	12/4/2018
DOLLAR TREE	PEREZ GOMEZ, JESSICA	office supplies	\$4.00	219-101-520-2011-57	11/23/2018
SW OFFICE SUPPLY/CASCA	PALIN, CONNIE	CFA	\$24.71	219-101-520-2011-57	12/4/2018
VZWRLSS BILL PAY VB	ANDRESEN, BARBARA	Cell phone charges for November	\$43.85	219-101-520-2105-	12/11/2018
MICHAELS STORES 9983	TOMBLESON, ADAM	IT - office supplies	\$65.39	221-101-520-2101-	12/19/2018
BENDTEL	MARSTON, KATHY	November Telephone	\$1.03	221-101-520-2105-	12/19/2018
BENDTEL	MARSTON, KATHY	November Telephone	\$1,692.10	221-101-520-2105-	12/19/2018
SQU SQ MADRAS FIGARO'	MARSTON, KATHY	Pizza for STF Meeting	\$41.49	223-101-520-2488-	12/10/2018

DEC18 Purchase Card Details

Vendor Name	CH Full Name	Item Description	Item Total	Item GL Combination	Purchase Date
MAIL COPIES & MORE	PALIN, CONNIE	Victim Advocate - DV Protocol Manual Printing	\$492.50	230-101-520-2101-19	12/4/2018
SW OFFICE SUPPLY/CASCA	PALIN, CONNIE	Arrest	\$18.12	230-101-520-2101-20	12/4/2018
SW OFFICE SUPPLY/CASCA	PALIN, CONNIE	Office Supplies	\$24.13	230-101-520-2101-20	12/4/2018
VZWRLSS BILL PAY VB	ANDRESEN, BARBARA	Cell phone charges for November	\$41.01	230-101-520-2220-19	12/11/2018
INFOSTRUCTURE	ANDRESEN, BARBARA	Internet charges for 11/21/18 - 12/20/18	\$20.60	236-101-520-2101-	12/3/2018
VZWRLSS BILL PAY VB	ANDRESEN, BARBARA	Cell phone charges for November	\$45.67	236-101-520-2105-	12/11/2018
ERICKSONS TW MADRAS	KEPA'A, TAMRA	Creamer & coffee filters for office kitchen	\$7.63	239-101-520-2101-	11/29/2018
PHILS ACE HARDWARE - M	IBRAHIM, BARBARA	heaters for FSS offices	\$39.98	239-101-520-2101-327	11/30/2018
BENDETEL	MARSTON, KATHY	November Telephone	\$47.28	239-101-520-2105-	12/19/2018
USCC IVR	HOOD, KARLA	HV/PCC Cell Phones 10/4-11/3/18	\$2.35	239-101-520-2105-	11/29/2018
USCC IVR	HOOD, KARLA	HV/PCC Cell Phones 10/4-11/3/18	\$20.10	239-101-520-2105-313	11/29/2018
USCC IVR	HOOD, KARLA	HV/PCC Cell Phones 10/4-11/3/18	\$14.36	239-101-520-2105-327	11/29/2018
USCC IVR	HOOD, KARLA	HV/PCC Cell Phones 10/4-11/3/18	\$57.44	239-101-520-2105-329	11/29/2018
USCC IVR	HOOD, KARLA	HV/PCC Cell Phones 10/4-11/3/18	\$22.98	239-101-520-2105-342	11/29/2018
THE ID ZONE	KEPA'A, TAMRA	WIC Jacket (NG)	\$71.98	239-101-520-2213-	12/10/2018
FINANCIAL SERVICES	HOOD, KARLA	Rent 11/14-12/13/18	\$25.00	239-101-520-2264-307	11/28/2018
FINANCIAL SERVICES	HOOD, KARLA	Rent 11/14-12/13/18	\$33.47	239-101-520-2264-313	11/28/2018
RICOH USA, INC	HOOD, KARLA	Images 10/01-10/31/2018	\$33.33	239-101-520-2264-313	11/29/2018
FINANCIAL SERVICES	HOOD, KARLA	Rent 11/14-12/13/18	\$41.66	239-101-520-2264-320	11/28/2018
FINANCIAL SERVICES	HOOD, KARLA	Rent 11/14-12/13/18	\$6.86	239-101-520-2264-321	11/28/2018
RICOH USA, INC	HOOD, KARLA	Images 10/01-10/31/2018	\$30.55	239-101-520-2264-321	11/29/2018
FINANCIAL SERVICES	HOOD, KARLA	Rent 11/14-12/13/18	\$33.34	239-101-520-2264-322	11/28/2018
RICOH USA, INC	HOOD, KARLA	Images 10/01-10/31/2018	\$16.66	239-101-520-2264-322	11/29/2018
FINANCIAL SERVICES	HOOD, KARLA	Rent 11/14-12/13/18	\$41.66	239-101-520-2264-323	11/28/2018
RICOH USA, INC	HOOD, KARLA	Images 10/01-10/31/2018	\$41.67	239-101-520-2264-323	11/29/2018
FINANCIAL SERVICES	HOOD, KARLA	Rent 11/14-12/13/18	\$42.32	239-101-520-2264-329	11/28/2018
FINANCIAL SERVICES	HOOD, KARLA	Rent 11/14-12/13/18	\$75.15	239-101-520-2264-342	11/28/2018
RICOH USA, INC	HOOD, KARLA	Images 10/01-10/31/2018	\$30.83	239-101-520-2264-342	11/29/2018
BEND GARBAGE&RECYCLING	HOOD, KARLA	Shred 1-35 Roll Cart	\$17.00	239-101-520-2265-	12/6/2018
CUSTOMINK LLC	HOOD, KARLA	MFMC Student Committee Supplies	\$364.64	239-101-520-2265-307	12/11/2018
SAFEWAY #1960	O'BRIEN, SARAH	MFMC teen and teacher training snacks and drinks	\$120.99	239-101-520-2265-307	12/3/2018
SAFEWAY #1960	O'BRIEN, SARAH	MFMC teacher trianing coffee	\$16.95	239-101-520-2265-307	12/3/2018
SAFEWAY #1960	O'BRIEN, SARAH	MFMC teacher training lunch	\$70.98	239-101-520-2265-307	12/3/2018
SAFEWAY #1960	O'BRIEN, SARAH	MFMC teen training lunch	\$101.97	239-101-520-2265-307	12/4/2018
PANDA EXPRESS 1732	LEPEZ, ANGELICA	lunch for Nat and Angie HFO Meeting	\$13.90	239-101-520-2265-313	12/5/2018
Trashbilling.com CC	HOOD, KARLA	Medical Waste 48 Gal	\$126.42	239-101-520-2265-321	11/28/2018
FIRST BOOK	LEPEZ, ANGELICA	FIRST BOOK MIECHV	\$531.85	239-101-520-2265-342	11/21/2018
WAL-MART #2243	LEPEZ, ANGELICA	HV supplies MIECHV	\$95.36	239-101-520-2265-342	12/5/2018
ANDA	HOOD, KARLA	Family Planning Supplies	\$7,309.55	239-101-520-2276-321	11/30/2018
AMERICAN 0010274408999	WEGENER, EMILY	Fee for checked baggage during flight to New Orleans for Healthcare Coaliti	\$30.00	239-101-520-3301-322	11/26/2018
AMERICAN 0010274755499	WEGENER, EMILY	Check baggage fee on return trip from New Orleans for Healthcare Coalition	\$30.00	239-101-520-3301-322	11/30/2018
COCA COLA NEW ORLEANS	WEGENER, EMILY	Vending machine purchase during Healthcare Coalition Conference in New t	\$3.00	239-101-520-3301-322	11/26/2018
COCA COLA NEW ORLEANS	WEGENER, EMILY	Sode purchase at vending machine at airport during trip from New Orleans	\$3.00	239-101-520-3301-322	11/30/2018
GALLIANO RESTAURANT	WEGENER, EMILY	Dinner purchase during Healthcare Preparedness Conference in New Orlear	\$34.38	239-101-520-3301-322	11/27/2018
HILTON CRESCENT MKTPL	WEGENER, EMILY	Coffee purchase during Healthcare Preparedness Conference in New Orlear	\$7.60	239-101-520-3301-322	11/27/2018
HILTON CRESCENT MKTPL	WEGENER, EMILY	Coffee purchase during Healthcare Coalition Conference in New Orleans	\$3.75	239-101-520-3301-322	11/28/2018
HILTON DRAGOS	WEGENER, EMILY	Dinner purchase during Healthcare Coalition Conference in New Orleans	\$32.47	239-101-520-3301-322	11/26/2018
HILTON DRAGOS	WEGENER, EMILY	Lunch purchase during Healthcare Coalition Conference in New Orleans	\$23.71	239-101-520-3301-322	11/28/2018
HILTON HOTELS	WEGENER, EMILY	Hotel stay in New Orleans during Healthcare Coalition Conference in New O	\$703.24	239-101-520-3301-322	11/30/2018
HILTON RIVER BLENDS	WEGENER, EMILY	Coffee purchase during Healthcare Coalition Conference in New Orleans	\$6.50	239-101-520-3301-322	11/27/2018

DEC18 Purchase Card Details

Vendor Name	CH Full Name	Item Description	Item Total	Item GL Combination	Purchase Date
HILTON RIVER BLENDS	WEGENER, EMILY	Snack purchase during Healthcare Coalition Conference in New Orleans	\$3.84	239-101-520-3301-322	11/28/2018
HILTON RIVER BLENDS	WEGENER, EMILY	Coffee purchase during Healthcare Coalition Conference in New Orleans	\$6.50	239-101-520-3301-322	11/29/2018
LA PROVENCE CAFE LAX	WEGENER, EMILY	Purchase of breakfast and coffee at airport on trip to Healthcare Coalition Cc	\$14.89	239-101-520-3301-322	11/26/2018
NEW ORLEANS AIRPORT	WEGENER, EMILY	Lunch purchase at airport during trip from New Orleans	\$13.31	239-101-520-3301-322	11/30/2018
NEW ORLEANS AIRPORT	WEGENER, EMILY	Coffee purchase at airport during trip from New Orleans	\$5.59	239-101-520-3301-322	11/30/2018
PEET'S COFFEE & TEA N1	WEGENER, EMILY	Coffee purchase at airport on trip from New Orleans	\$7.03	239-101-520-3301-322	11/30/2018
STARBUCKS C27 S DFW	WEGENER, EMILY	Coffee and snack purchase at airport during flight from New Orleans	\$10.34	239-101-520-3301-322	11/30/2018
THE JOINT ON POLAND	WEGENER, EMILY	Dinner purchase during Healthcare Coalition Conference in New Orleans	\$20.51	239-101-520-3301-322	11/28/2018
TST MAHONY S PO-BOYS	WEGENER, EMILY	Dinner purchase during Healthcare Coalition Conference in New Orleans	\$24.64	239-101-520-3301-322	11/30/2018
PANDA EXPRESS 1732	CHAVEZ, NATALIE	PCC ochin training - Bend, OR	\$9.30	239-101-520-3301-329	12/4/2018
SAFEWAY #1960	CHAVEZ, NATALIE	Healthy Families class supplies	\$27.75	239-101-520-3301-342	12/14/2018
AMZN Mktp US M028O36A0	MARSTON, KATHY	Rollers for scanner	\$79.62	241-101-520-2011-	12/6/2018
AMZN MKTP US M03GV02X0	MARSTON, KATHY	Recording label printer	\$287.99	241-101-520-2011-	12/7/2018
BEND BROADBAND	ANDRESEN, BARBARA	Internet charges for December	\$52.95	243-101-520-2101-	12/4/2018
CANON FINANCIAL SERVIC	MOORE, LAURA	CANON FINANCIAL - COPIER	\$123.29	243-101-520-2101-	11/26/2018
STAPLES DIRECT	MOORE, LAURA	STAPLES DIRECT - Airpurifiers and basic office supplies	\$462.94	243-101-520-2101-	11/28/2018
STAPLES DIRECT	MOORE, LAURA	STAPLES DIRECT - Key Security Storage	\$26.99	243-101-520-2101-	11/29/2018
STAPLES DIRECT	MOORE, LAURA	STAPLES DIRECT - Desk Protector	\$52.79	243-101-520-2101-	11/30/2018
BENDTEL	MARSTON, KATHY	November Telephone	\$14.73	243-101-520-2105-	12/19/2018
SAFEWAY #1960	MOORE, LAURA	Central Oregon Veteran Council Meeting - hosted	\$13.99	243-101-520-3301-	12/12/2018
MID CITY	JONES, ROBIN	propane	\$7.96	249-101-520-2011-	11/28/2018
CROOKED RIVER RANCH WA	MOBLEY, SHAWNA	November water fee	\$40.04	249-101-520-2015-	11/28/2018
NAPA AUTO 0023005	DAHLKE, TIMOTHY	oil for JHP	\$19.99	249-101-520-2301-	12/6/2018
PAPE MACHINERY	JONES, ROBIN	filters for JD 1600 mower	\$125.78	249-101-520-2301-	12/5/2018
PATS SMALL ENGINE PLUS	DAHLKE, TIMOTHY	parts for super Z mower	\$68.87	249-101-520-2301-	12/5/2018
PHILS ACE HARDWARE - M	MOBLEY, SHAWNA	tape, drill bit	\$33.98	249-101-520-2301-	11/30/2018
SMALLENGINESPRODEAL	DAHLKE, TIMOTHY	part for super Z mower	\$133.21	249-101-520-2301-	12/17/2018
THE HOME DEPOT #4032	DAHLKE, TIMOTHY	heater for JHP restroom	\$159.00	249-101-520-2301-	11/28/2018
Northern Energy	MOBLEY, SHAWNA	96.8 gallons propane for shop heater	\$487.00	249-101-520-3601-	11/27/2018
Northern Energy	MOBLEY, SHAWNA	146.4 gallon propane for shop heater	\$724.49	249-101-520-3601-	12/13/2018
BIMART 654 MADRAS	BEAMER, BETH ANN	Meeting supplies	\$6.77	253-101-520-3323-	12/19/2018
MAIL COPIES & MORE	BEAMER, BETH ANN	Meeting Supplies	\$34.23	253-101-520-3323-	12/19/2018
AMAZON.COM M03QV7401 A	CHANDLER, TERRI	facial tissues	\$14.15	254-101-520-2101-	11/22/2018
AMAZON.COM M04X587B1 A	CHANDLER, TERRI	ink cartridges for printers	\$259.56	254-101-520-2101-	12/8/2018
AMAZON.COM M05H63FH0 A	CHANDLER, TERRI	plastic cutlery	\$16.49	254-101-520-2101-	11/22/2018
AMAZON.COM M07G569M1 A	CHANDLER, TERRI	hand sanitizer	\$12.26	254-101-520-2101-	12/9/2018
AMAZON.COM M08UT7HR2 A	CHANDLER, TERRI	calendars	\$25.92	254-101-520-2101-	12/5/2018
AMAZON.COM M09UP2OX0 A	CHANDLER, TERRI	latex gloves	\$26.92	254-101-520-2101-	11/20/2018
AMAZON.COM M27Y29MY0 A	CHANDLER, TERRI	4-3ring 1/2 binders	\$25.52	254-101-520-2101-	12/19/2018
AMAZON.COM M84QT1WM2 A	CHANDLER, TERRI	toner cartridge	\$53.99	254-101-520-2101-	11/20/2018
AMZN Mktp US M00TL0FJ1	CHANDLER, TERRI	Wall calendars	\$110.74	254-101-520-2101-	11/21/2018
AMZN Mktp US M01E83SY1	CHANDLER, TERRI	liquid air canisters	\$29.95	254-101-520-2101-	12/6/2018
AMZN MKTP US M05HE1OG0	CHANDLER, TERRI	ink pens and refills	\$11.24	254-101-520-2101-	11/21/2018
AMZN Mktp US M05KO5FQ1	CHANDLER, TERRI	desk refill	\$3.71	254-101-520-2101-	11/21/2018
AMZN MKTP US M05WL1UF2	CHANDLER, TERRI	1' binder rings	\$5.99	254-101-520-2101-	12/13/2018
AMZN MKTP US M08296CQ2	CHANDLER, TERRI	Calendars	\$108.72	254-101-520-2101-	11/22/2018
AMZN Mktp US M28V86LO0	CHANDLER, TERRI	printer paper pink	\$10.40	254-101-520-2101-	12/15/2018
AMZN Mktp US M85842YY2	CHANDLER, TERRI	Weekly planner	\$16.50	254-101-520-2101-	11/21/2018
BEND GARBAGE&RECYCLING	CHANDLER, TERRI	recycling	\$17.00	254-101-520-2101-	12/17/2018
CINTAS 60A SAP	CHANDLER, TERRI	first aid kit	\$58.02	254-101-520-2101-	12/5/2018

DEC18 Purchase Card Details

Vendor Name	CH Full Name	Item Description	Item Total	Item GL Combination	Purchase Date
EARTH2O	CHANDLER, TERRI	water dispensers and water	\$38.49	254-101-520-2101-	12/5/2018
INT IN TREASURE VALLE	CHANDLER, TERRI	coffee	\$143.75	254-101-520-2101-	11/30/2018
STERLING HEALTHCARE OP	CHANDLER, TERRI	ua hats	\$107.00	254-101-520-2101-	11/26/2018
USPS PO 4051360741	BEELER, MIKE	postage due on bus passes	\$1.41	254-101-520-2101-	12/18/2018
USPS.COM CLICKNSHIP	CHANDLER, TERRI	Wheeler County P&P	\$8.50	254-101-520-2101-	11/20/2018
USPS.COM CLICKNSHIP	CHANDLER, TERRI	lake county p & p files	\$7.70	254-101-520-2101-	12/14/2018
USPS.COM CLICKNSHIP	CHANDLER, TERRI	deschutes county p&p	\$7.25	254-101-520-2101-	12/18/2018
XEROX CORPORATION/RBO	CHANDLER, TERRI	Adult copy machine	\$197.09	254-101-520-2101-	11/27/2018
CULVER MARKET	BEELER, MIKE	4 pairs of gloves	\$19.96	254-101-520-2102-	12/14/2018
MADRAS MARINE INC	BEELER, MIKE	bar and bar oil for chain saw	\$90.98	254-101-520-2102-	12/14/2018
MILLER LUMBER 0003	BEELER, MIKE	contractor bags	\$29.99	254-101-520-2102-	11/20/2018
MILLER LUMBER 0003	BEELER, MIKE	contractor bags	\$29.99	254-101-520-2102-	12/12/2018
MILLER LUMBER 0003	BEELER, MIKE	gloves and bags	\$40.35	254-101-520-2102-	12/19/2018
PHILS ACE HARDWARE - M	BEELER, MIKE	padlock	\$23.99	254-101-520-2102-	12/6/2018
PHILS ACE HARDWARE - M	BEELER, MIKE	cab;e ties	\$13.98	254-101-520-2102-	12/12/2018
BENDTEL	MARSTON, KATHY	November Telephone	\$13.92	254-101-520-2105-	12/19/2018
U.S. CELLULAR	CHANDLER, TERRI	adult cell phones	\$271.08	254-101-520-2105-	11/28/2018
VZWRLSS BILL PAY VB	ANDRESEN, BARBARA	Cell phone charges for November	\$35.67	254-101-520-2105-	12/11/2018
REDWOOD TOXICOLOGY LAB	CHANDLER, TERRI	2 months adult ua	\$906.31	254-101-520-3126-	11/27/2018
RIO MADRAS RESTAURANT	GASSNER, ALEXA	FOPPO Negotiations	\$46.34	254-101-520-3301-	12/18/2018
CORPORATE TRANSLATE	SOLIZ, GABRIEL	CORPORATE TRANSLATE Andy Pointer ASL Translation Service	\$26.55	254-101-520-3414-	12/14/2018
CORPORATE TRANSLATE	SOLIZ, GABRIEL	CORPORATE TRANSLATE Andy Pointer ASL Translation Service	\$38.35	254-101-520-3414-	12/14/2018
CORPORATE TRANSLATE	SOLIZ, GABRIEL	CORPORATE TRANSLATE Andy Pointer ASL Translation Service	\$38.35	254-101-520-3414-	12/14/2018
BUDGET INN MADRAS	RODRIGUEZ, JAMES	3 nights in hotel for offender	\$176.16	254-101-520-3418-	11/30/2018
ODOT DMV 503 945 5000	RODRIGUEZ, ROBERT	test fee for driver license offender	\$5.00	254-101-520-3418-	12/12/2018
SAFEWAY #1960	CHANDLER, TERRI	gift cards for incentive for clients	\$100.00	254-101-520-3418-	11/19/2018
SQUARE SQ COIC	CHANDLER, TERRI	bus passes	\$300.00	254-101-520-3418-	12/10/2018
Amazon Prime	McCAULOU, JEFF	misc. office supplies	\$12.99	256-101-520-2101-	12/9/2018
AMZN Mkip US M04TV1OQO	McCAULOU, JEFF	Ink cart.	\$19.99	256-101-520-2101-	11/20/2018
BENDTEL	MARSTON, KATHY	November Telephone	\$1.29	256-101-520-2105-	12/19/2018
CAN CANONFINANCIAL CFS	ZAWERUCHA, DEBBIE	jail copy machine lease payment and meter read	\$385.95	265-101-520-2101-	12/17/2018
COMMUNITY NEWSPAPERS I	ZAWERUCHA, DEBBIE	Advertise in the Sageland Magazine	\$225.00	265-101-520-2101-	12/3/2018
DICK'SSPORTINGGOODS.C	HECKATHORN, MARC	Hydroflasks bought on black friday used as awards at the office	\$179.56	265-101-520-2101-	11/29/2018
STAPLES DIRECT	ZAWERUCHA, DEBBIE	jail office supplies	\$117.47	265-101-520-2101-	12/5/2018
USPS PO 4051360741	OLIVEIRA, JOSHUA	1000 pre stamped envelopes for inmate use	\$571.80	265-101-520-2101-	12/3/2018
BENDTEL	MARSTON, KATHY	November Telephone	\$17.38	265-101-520-2105-	12/19/2018
CDW GOVT #QCP4080	TOMBLESON, ADAM	JCSO - Tyler Anderson Getac desktop dock	\$285.00	265-101-520-2115-	11/22/2018
CDW GOVT #QKJ8852	TOMBLESON, ADAM	JCSO - Anderson Getac MDT	\$3,385.00	265-101-520-2115-	12/17/2018
FACTORYOUTLETSTORE LLC	ANDERSON, TYLER	Laptop car charger	\$119.95	265-101-520-2115-	12/5/2018
WM SUPERCENTER #2243	TOMBLESON, ADAM	Jail - Body worn camera display & keyboard	\$109.85	265-101-520-2115-	12/11/2018
GENTEXCORP	ANDERSON, TYLER	swat helmet credited	(\$1,400.00)	265-101-520-2205-	12/11/2018
TASER INTERNATIONAL	GROTE, RYAN	Taser cartridges and batteries for Tasers/ for patrol and jail	\$496.00	265-101-520-2205-	12/5/2018
TASER INTERNATIONAL	ANDERSON, TYLER	TASER INTERNATIONAL - cartridge and battery	\$552.00	265-101-520-2205-	12/11/2018
GRAINGER	DAHLKE, TIMOTHY	soap dispensers for jail	\$86.72	265-101-520-2301-	12/18/2018
GRAINGER	DAHLKE, TIMOTHY	icemelt for jail	\$136.52	265-101-520-2301-	12/19/2018
INT IN RAPID ROOTER O	ZAWERUCHA, DEBBIE	jail plumbing repair	\$420.00	265-101-520-2301-	11/29/2018
MADRAS PAINT & GLASS I	DAHLKE, TIMOTHY	paint for bunk ladders	\$9.18	265-101-520-2301-	11/27/2018
PAPE MACHINERY	DAHLKE, TIMOTHY	parts for jd 435 and 425 mowers	\$76.92	265-101-520-2301-	12/6/2018
PHILS ACE HARDWARE - M	MOBLEY, SHAWNA	misc hardware, supplies, tools	\$317.44	265-101-520-2301-	11/30/2018
PLATT ELECTRIC 115	DAHLKE, TIMOTHY	led night lights for jail	\$321.32	265-101-520-2301-	12/13/2018

DEC18 Purchase Card Details

Vendor Name	CH Full Name	Item Description	Item Total	Item GL Combination	Purchase Date
SP PSS STORE	DAHLKE, TIMOTHY	circiut board for exit gate	\$420.69	265-101-520-2301-	12/11/2018
SPARTAN TOOL LLC	DAHLKE, TIMOTHY	new snake for power sewer snake	\$402.46	265-101-520-2301-	11/20/2018
GALLS	ZAWERUCHA, DEBBIE	jail uniform expense	\$102.08	265-101-520-2478-	11/27/2018
GENTEXCORP	ANDERSON, TYLER	Swat Kevlar Helmet	\$700.00	265-101-520-2478-	11/29/2018
INTUIT IN 911 SUPPLY	ZAWERUCHA, DEBBIE	jail uniform expense	\$130.98	265-101-520-2478-	11/27/2018
INTUIT IN 911 SUPPLY	ZAWERUCHA, DEBBIE	jail uniform expenses	\$244.22	265-101-520-2478-	12/4/2018
INTUIT IN 911 SUPPLY	ZAWERUCHA, DEBBIE	jail uniform expenses	\$444.00	265-101-520-2478-	12/8/2018
INTUIT IN 911 SUPPLY	ZAWERUCHA, DEBBIE	jail uniform expenses	\$428.93	265-101-520-2478-	12/11/2018
LN CURTIS	ANDERSON, TYLER	Handcuff cases for vest	\$177.53	265-101-520-2478-	12/17/2018
OFFICER SURVIVAL SOLUT	ANDERSON, TYLER	6 soft tourniquets	\$402.95	265-101-520-2478-	12/17/2018
SKD TACTICAL	ANDERSON, TYLER	pistol mag case for vest	\$285.00	265-101-520-2478-	12/17/2018
ZERO9 SOLUTIONS LLC	ANDERSON, TYLER	OC case for vest	\$119.70	265-101-520-2478-	12/17/2018
MADRAS OIL CENTER	ZAWERUCHA, DEBBIE	vehicle 086 jail van oil change	\$43.20	265-101-520-3330-	11/30/2018
CITY OF MADRAS	ZAWERUCHA, DEBBIE	water sewer bill	\$2,319.46	265-101-520-3601-	12/11/2018
Trashbilling.com CC	ZAWERUCHA, DEBBIE	garbage bill	\$811.19	265-101-520-3601-	11/28/2018
AMZN Mktp US M09XF2UK1	OLIVEIRA, JOSHUA	3 replacement tvs for inmate units	\$329.97	265-101-520-3731-	12/9/2018
CHARM-TEX	ZAWERUCHA, DEBBIE	inmate supplies	\$811.98	265-101-520-3732-	11/29/2018
CHARM-TEX	ZAWERUCHA, DEBBIE	inmate supplies	\$298.60	265-101-520-3732-	12/3/2018
PRECISION DYNAMICS COR	ZAWERUCHA, DEBBIE	inmate plastic snap bands	\$233.74	265-101-520-3732-	11/21/2018
WCP SOLUTIONS	ZAWERUCHA, DEBBIE	jail paper products	\$691.20	265-101-520-3732-	12/8/2018
HIGH DESERT DENTAL	ZAWERUCHA, DEBBIE	inmate dental care	\$259.00	265-101-520-6101-	12/3/2018
HOMETOWN DRUGS	ZAWERUCHA, DEBBIE	inmate medications	\$123.72	265-101-520-6101-	12/10/2018
MOORE MEDICAL LLC	ZAWERUCHA, DEBBIE	inmate medical supplies	\$433.47	265-101-520-6101-	11/27/2018
NORCO INC-BOISE CORP	ZAWERUCHA, DEBBIE	inmate medical supplies	\$381.61	265-101-520-6101-	12/18/2018
ST CHARLES CONTRACTS	ZAWERUCHA, DEBBIE	inmate medical expenses	\$1,858.83	265-101-520-6101-	12/7/2018
ST CHARLES CONTRACTS	ZAWERUCHA, DEBBIE	inmate medical expenses	\$147.04	265-101-520-6101-	12/7/2018
ST CHARLES CONTRACTS	ZAWERUCHA, DEBBIE	inmate medical expenses	\$817.91	265-101-520-6101-	12/15/2018
TRAILERSPLUS.COM	HECKATHORN, MARC	purchase over check amount for OEM trailer	\$390.72	266-101-520-2125-	12/6/2018
APL APPLE ONLINE STORE	TOMBLESON, ADAM	Public Works - Todd Shockney iPad 267	\$449.50	267-101-520-2115-53	11/22/2018
TIMOTHY G ELLIOTT PC	ANDRESEN, BARBARA	Hearings Officer	\$582.39	267-101-520-3127-	12/3/2018
BIMART 654 MADRAS	WEITMAN, KATRINA	Ceramic heater	\$24.97	503-101-520-2101-	11/20/2018
INT IN TREASURE VALLE	WEITMAN, KATRINA	Coffee Supplies	\$28.15	503-101-520-2101-	12/18/2018
SW OFFICE SUPPLY/CASCA	WEITMAN, KATRINA	Calendars and new mouse	\$45.18	503-101-520-2101-	12/18/2018
XEROX CORPORATION/RBO	WEITMAN, KATRINA	Copy machine lease	\$253.92	503-101-520-2101-	12/18/2018
BENDTEL	MARSTON, KATHY	November Telephone	\$13.86	503-101-520-2105-	12/19/2018
COMMUNITY NEWSPAPERS I	WEITMAN, KATRINA	Legal notice - 18-PA-04 and Farm and Forest Model Code	\$197.63	503-101-520-3211-	12/18/2018
AMZN MKTP US M227S93R0	WEITMAN, KATRINA	Tools	\$98.02	504-101-520-2101-	12/16/2018
INT IN TREASURE VALLE	WEITMAN, KATRINA	Coffee supplies	\$28.15	504-101-520-2101-	12/18/2018
SW OFFICE SUPPLY/CASCA	WEITMAN, KATRINA	Calendars	\$12.90	504-101-520-2101-	12/18/2018
XEROX CORPORATION/RBO	WEITMAN, KATRINA	Copy machine lease	\$126.96	504-101-520-2101-	12/18/2018
VZWLSS MY VZ VB P	WEITMAN, KATRINA	Wireless for inspectors	\$40.01	504-101-520-2105-	12/19/2018
AMZN Mktp US M024I8WE0	WEITMAN, KATRINA	Soil knife	\$40.78	504-101-520-2115-	12/12/2018
AMZN MKTP US M227S93R0	WEITMAN, KATRINA	Black & Decker Drill and Multifunctional compass	\$79.99	504-101-520-2115-	12/16/2018
BIMART 654 MADRAS	WEITMAN, KATRINA	Ceramic heater	\$24.97	505-101-520-2101-	11/20/2018
CDW GOVT #QKW5233	WEITMAN, KATRINA	Paper for inspection printers	\$86.50	505-101-520-2101-	12/18/2018
INT IN TREASURE VALLE	WEITMAN, KATRINA	Coffee supplies	\$28.15	505-101-520-2101-	12/18/2018
QUILL CORPORATION	WEITMAN, KATRINA	Tabs	\$27.37	505-101-520-2101-	11/20/2018
SW OFFICE SUPPLY/CASCA	WEITMAN, KATRINA	Calendars and labels	\$40.73	505-101-520-2101-	12/18/2018
XEROX CORPORATION/RBO	WEITMAN, KATRINA	Copy machine lease	\$126.96	505-101-520-2101-	12/18/2018
VZWLSS MY VZ VB P	WEITMAN, KATRINA	Cell phones for inspectors	\$158.22	505-101-520-2105-	12/19/2018

DEC18 Purchase Card Details

Vendor Name	CH Full Name	Item Description	Item Total	Item GL Combination	Purchase Date
ST OF OREGON DCBS	WEITMAN, KATRINA	State surcharge fees for November	\$2,040.20	505-101-520-3004-	12/19/2018
IAPMO	WEITMAN, KATRINA	IAPMO membership renewal	\$25.00	505-101-520-3301-	12/18/2018
OBOA	WEITMAN, KATRINA	OBOA membership renewal	\$225.00	505-101-520-3301-	12/18/2018
GRAINGER	ROBBINS, JENNIFER	Carpool Supplies	\$32.92	507-101-520-2011-	12/18/2018
NAPA AUTO 0023005	CLOUTIER, TANYA	Windshield wipers for vehicle 1606	\$26.58	507-101-520-2011-	11/27/2018
NAPA AUTO 0026306	ROBBINS, JENNIFER	Car Pool Supplies	\$235.90	507-101-520-2011-	12/18/2018
FRED M FUEL #9220 Q76	LERICHE, STEVEN	Fuel - Ford Escape - 2018 ODAA Winter Conference Leriche	\$33.76	507-101-520-2285-	12/7/2018
CRUZ IN CAR WASH	LUNDY, DANA	car wash for vehicle 3010	\$12.00	507-101-520-2301-	12/6/2018
DAY WIRELESS PORTLAND	ZAWERUCHA, DEBBIE	decommission vehicle 142	\$1,062.50	507-101-520-2301-	12/4/2018
GARY GRUNER CHEVROLET	ZAWERUCHA, DEBBIE	vehicle 131 replace radiator and lower angle pipe	\$1,008.94	507-101-520-2301-	11/29/2018
GARY GRUNER CHEVROLET	ZAWERUCHA, DEBBIE	vehicle 131 gas cap	\$60.78	507-101-520-2301-	12/19/2018
GRAY'S AUTOMOTIVE	BEELER, MIKE	van repair #2506	\$377.95	507-101-520-2301-	11/29/2018
LES SCHWAB #0013	BEELER, MIKE	2016 explorer tire change over #1408	\$70.00	507-101-520-2301-	11/27/2018
LES SCHWAB #0013	BEELER, MIKE	tire change over 2013 taurus #2507	\$60.00	507-101-520-2301-	11/27/2018
LES SCHWAB #0013	HOOD, KARLA	Winter tire change-over Dodge Van Veh #2203	\$60.00	507-101-520-2301-	11/28/2018
LES SCHWAB #0013	HOOD, KARLA	Winter tire change-over Ford Fusion Veh #2204	\$60.00	507-101-520-2301-	11/28/2018
LES SCHWAB #0013	HOOD, KARLA	Winter tire change-over Ford Escape Veh #2205	\$70.00	507-101-520-2301-	11/28/2018
LES SCHWAB #0013	HOOD, KARLA	Winter tire change-over Ford 500 Veh #2504	\$70.00	507-101-520-2301-	11/28/2018
LES SCHWAB #0013	ZAWERUCHA, DEBBIE	vehicle 162 winter change over and new brake pads	\$349.77	507-101-520-2301-	12/4/2018
LES SCHWAB #0013	ZAWERUCHA, DEBBIE	vehicle 141 new winter tires	\$681.96	507-101-520-2301-	12/4/2018
LES SCHWAB #0013	ZAWERUCHA, DEBBIE	vehicle 154 winter change over	\$70.00	507-101-520-2301-	12/4/2018
LES SCHWAB #0013	ZAWERUCHA, DEBBIE	vehicle 163 new winter tires	\$918.72	507-101-520-2301-	12/4/2018
LES SCHWAB #0013	ZAWERUCHA, DEBBIE	vehicle 112 winter change over	\$60.00	507-101-520-2301-	12/4/2018
LES SCHWAB #0013	ZAWERUCHA, DEBBIE	vehicle 151 winter change over	\$70.00	507-101-520-2301-	12/4/2018
LES SCHWAB #0013	ZAWERUCHA, DEBBIE	vehicle 161 new winter tires, front end alignment and wiper blades	\$1,475.95	507-101-520-2301-	12/4/2018
LES SCHWAB #0013	ZAWERUCHA, DEBBIE	vehicle 122 winter change over	\$70.00	507-101-520-2301-	12/4/2018
LES SCHWAB #0013	ZAWERUCHA, DEBBIE	vehicle 155 winter change over	\$70.00	507-101-520-2301-	12/4/2018
LES SCHWAB #0013	WEITMAN, KATRINA	Siping tires on vehicle # 1610	\$72.00	507-101-520-2301-	12/12/2018
MADRAS OIL CENTER	ZAWERUCHA, DEBBIE	vehicle 121 oil change	\$81.20	507-101-520-2301-	11/30/2018
MADRAS OIL CENTER	ZAWERUCHA, DEBBIE	vehicle 162 oil change	\$50.45	507-101-520-2301-	11/30/2018
MADRAS OIL CENTER	ZAWERUCHA, DEBBIE	vehicle 074 oil change	\$88.45	507-101-520-2301-	11/30/2018
MADRAS OIL CENTER	JONES, JACOB	oil change for vehicle 1605	\$45.20	507-101-520-2301-	12/1/2018
MADRAS OIL CENTER	SYMONS, KIMBERLY	Oil change Vehicle #2203	\$50.20	507-101-520-2301-	12/10/2018
MADRAS OIL CENTER	SYMONS, KIMBERLY	Oil change Vehicle #2204	\$39.95	507-101-520-2301-	12/10/2018
MADRAS OIL CENTER	SYMONS, KIMBERLY	Oil Change Vehicle #2504	\$55.45	507-101-520-2301-	12/10/2018
MADRAS TIRE FACTORY	ZAWERUCHA, DEBBIE	vehicle 050 winter tires	\$1,302.80	507-101-520-2301-	12/3/2018
MADRAS TIRE FACTORY	ZAWERUCHA, DEBBIE	vehicle 181 winter tires	\$1,086.80	507-101-520-2301-	12/3/2018
MADRAS TIRE FACTORY	ZAWERUCHA, DEBBIE	vehicle 182 winter tires	\$1,086.80	507-101-520-2301-	12/3/2018
MADRAS TIRE FACTORY	ZAWERUCHA, DEBBIE	vehicle 183 winter tires	\$1,086.80	507-101-520-2301-	12/3/2018
MASCOTT EQUIPMENT COMP	ROBBINS, JENNIFER	Fuel Island Maintenance	\$355.50	507-101-520-2301-	12/5/2018
RIP Q SIGNS AND GRAPHI	ZAWERUCHA, DEBBIE	vehicle 141 remove vinyl graphics	\$120.00	507-101-520-2301-	12/4/2018
TS & S FORD	FLANDE, KATRINA	Ford Escape #1504 service/oil change	\$164.09	507-101-520-2301-	11/28/2018
CITY OF MADRAS	MOBLEY, SHAWNA	November sewer	\$932.64	508-101-520-3601-	12/1/2018
Trashbilling.com CC	MOBLEY, SHAWNA	November trash hauling	\$317.80	508-101-520-3601-	12/11/2018
U.S. CELLULAR	MOBLEY, SHAWNA	November Mifi fees	\$27.61	508-101-520-3601-	12/18/2018
Trashbilling.com CC	ROBBINS, JENNIFER	Community Recycle	\$5,187.48	509-101-520-3860-	12/18/2018
HIGH COUNTRY DISPOSAL	ROBBINS, JENNIFER	HCD Recycle	\$1,504.80	755-101-570-7087-	12/6/2018
HIGH COUNTRY DISPOSAL	ROBBINS, JENNIFER	HCD Recycle	\$934.70	755-101-570-7087-	12/6/2018

\$113,973.17

# ACTION MINUTES

## JEFFERSON COUNTY BOARD OF COMMISSIONER'S MEETING DECEMBER 12, 2018

### MEMBERS PRESENT:

Commissioner Fording; Commissioner Huston; Commissioner Ahern; Jeff Rasmussen, County Administrative Officer; Alexa Gassner, County Counsel; Brandie McNamee, Finance Director/Treasurer; Dana Lundy, Buildings & Grounds Director; Chet Singleton, Community Development Director; Tanya Cloutier, Code Enforcement Officer; and Barb Andresen, Recorder.

1. Administrative Session (8:15 a.m.)
  - 1.1. Buildings & Grounds 10-Year Maintenance Plan.  
**Dana Lundy, Buildings & Grounds Director, presented his 10-year maintenance plan.**
  - 1.2. Code Enforcement Update.  
**Tanya Cloutier, Code Enforcement Officer, presented her monthly update.**
  - 1.3. Community Development Department Reorganization.  
**Commissioner Huston made a motion to approve the creation of the Assistant Director/Building Official position and start recruitment. Seconded by Commissioner Ahern. The motion passed unanimously.**
2. Call to Order/Pledge of Allegiance/Invocation  
**Commissioner Fording called the meeting to order at 9:00 a.m. followed by the Pledge of Allegiance and invocation by Pastor Mark Harner.**
3. Presentations/Awards
4. Changes to the Agenda (Consideration of Submission of Late Items)
  - 4.1. Intergovernmental Agreement between Jefferson County and Central Oregon Intergovernmental Council (COIC) for Special Transportation Fund Administrative Support Services – signed by Commission Chair.  
**Commissioner Huston made a motion to approve the Intergovernmental Agreement between Jefferson County and Central Oregon Intergovernmental Council (COIC) for Special Transportation Fund Administrative Support Services. Seconded by Commissioner Ahern. The motion passed unanimously.**
5. 9:00 A.M. - Citizens' Comments

**Marilyn Clark, 10800 SW Mintken Lane, Culver, stated that at their special road district meeting she was asked if the county was going to invoice them for their second payment for road work or if they should just pay it. It was decided that an invoice would be created and mailed to them.**

**Jack Skipper, 6239 NW Danube Drive, stated there is too much loose gravel on the road since Public Works chip sealed this past summer. He suggested that the road crew sweep it again.**
6. Consent Agenda



6.1. NONE

7. Scheduled Appointments, Action Items, and Public Hearings

7.1. 9:30 a.m. – COIC request for Economic Development (Lottery) Funds for City of Madras. **Scott Aycock, COIC, and Nick Snead, City of Madras, made a request of \$2,500.00 from the county’s Economic Development funds to support meeting facilitation, group visioning, strategic planning, and other supportive services for the emerging Madras Downtown Association.**

**Jennifer Schaffner from Wild Bleu and Joe Krenowicz, JC/Madras Chamber of Commerce, spoke about the Downtown Park n’ Play group and the implementation of the summer First Thursdays downtown events. With the success of these events, the group of businesses grew and they have now decided to form a downtown association.**

**Commissioner Ahern made a motion to dedicate \$2500.00 out of our lottery funds to support the efforts downtown through COIC. Seconded by Commissioner Huston. The motion passed unanimously.**

7.2. 10:00 a.m. – Presentation of Annual Audit.  
**Mitch Saul, Solutions CPAs, presented our annual audit.**

**Commissioner Huston made a motion to move \$23,453.69 from Fund 265 to Fund 741. Seconded by Commissioner Ahern. The motion passed unanimously.**

7.3. 10:30 a.m. – Ordinance in the Matter of Adopting Findings of Fact and Entering a Decision to Approve a Comprehensive Plan Map Amendment from Exclusive Farm Use to Rural and a Zoning Map change from EFU A-1 to Rural Residential (RR-10) Case File 18-PA-04.  
**Commissioner Fording opened the hearing at 10:30 a.m.**

**County Counsel read the ordinance in its entirety due to the fact that it wasn’t noticed in the paper.**

**Hearing nothing from the public, the hearing closed at 10:34 a.m. See Item 8.8.**

8. Action Items

8.1. Property Management Agreement between Jefferson County and Willow Canyon Properties, Inc. for the rental of the Dogwood house – signed by Commission Chair.  
**Commissioner Ahern made a motion to approve the Property Management Agreement between Jefferson County and Willow Canyon Properties, Inc. for the rental of the Dogwood house and authorize the CAO to sign. Seconded by Commissioner Huston. The motion passed unanimously.**

8.2. Intergovernmental Grant Agreement #158744 between Jefferson County and the State of Oregon, acting by and through its Oregon Health Authority, for prevention and health promotion adolescent, genetics and reproductive health – signed by Commission Chair.  
**Commissioner Ahern made a motion to approve the Intergovernmental Grant Agreement #158744 between Jefferson County and the State of Oregon, acting by and through its Oregon Health Authority, for prevention and health promotion adolescent, genetics and reproductive health. Seconded by Commissioner Huston. The motion passed unanimously.**

- 8.3. First Addendum to Personal Services Contract between Jefferson County and David C. Allen, LLC for Legal Services – signed by Commission.  
**Commissioner Huston made a motion to approve the First Addendum to Personal Services Contract between Jefferson County and David C. Allen, LLC for Legal Services. Seconded by Commissioner Ahern. The motion passed unanimously.**
- 8.4. Second Addendum to Professional Services Contract between Jefferson County and David C. Allen, LLC for Mediation Services – signed by Commission.  
**Commissioner Ahern made a motion to approve the Second Addendum to Professional Services Contract between Jefferson County and David C. Allen, LLC for Mediation Services. Seconded by Commissioner Huston. The motion passed unanimously.**
- 8.5. Request for Waiver of the 90-day Hiring Freeze to replace a Maint. Worker I position and an internal recruitment for a Maint. Worker II position at Public Works due to a resignation – approval of Commission.  
**Commissioner Huston made a motion to approve the request for waiver of the 90-day hiring freeze to replace a Maint. Worker I position and an inter recruitment for a Maint. Worker II position at Public Works. Seconded by Commissioner Ahern. The motion passed 2-1 (Ayes – Huston, Fording, Nays – Ahern).**
- 8.6. Order in the Matter of the Appointment of Jefferson County Tax Collector and Deputy Tax Collectors – signed by Commission.  
**Commissioner Huston made a motion to approve the Order in the Matter of the Appointment of Jefferson County Tax Collector and Deputy Tax Collectors. Seconded by Commissioner Ahern. The motion passed unanimously.**
- 8.7. Order in the Matter of the Appointment of Jefferson County Deputy Treasurer – signed by Commission.  
**Commissioner Ahern made a motion to approve the Order in the Matter of the Appointment of Jefferson County Deputy Treasurer. Seconded by Commissioner Huston. The motion passed unanimously.**
- 8.8. Ordinance in the Matter of Adopting Findings of Fact and Entering a Decision to Approve a Comprehensive Plan Map Amendment from Exclusive Farm Use to Rural and a Zoning Map change from EFU A-1 to Rural Residential (RR-10) Case File 18-PA-04 – signed by Commission.  
**Commissioner Ahern made a motion to approve the Ordinance in the Matter of Adopting Findings of Fact and Entering a Decision to Approve a Comprehensive Plan Map Amendment from Exclusive Farm Use to Rural and a Zoning Map change from EFU A-1 to Rural Residential (RR-10) Case File 18-PA-04 and declaring an emergency. Seconded by Commissioner Huston. The motion passed unanimously.**

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

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

- 10.1. Jefferson County Weed Advisory Committee’s request for grant matching funds.  
**Commissioner Ahern made a motion to allocate a \$5,000.00 match for the Tri County Grant. Seconded by Commissioner Huston. The motion passed unanimously.**
- 10.2. Lot Verification Fees.  
**Jefferson Spencer, Planning Director, stated that in August while he was on vacation, a discussion was had by the Board regarding lot verification fees. County Counsel Gassner**

stated she had had a conversation with Mr. Kilpatrick regarding our fees as being quite high. It was suggested to change our fees to \$500.00 for the first submission and \$50.00 for each subsequent submission as he submits several at a time. Mr. Spencer recommended \$250.00 for the first submission and \$150.00 for each subsequent one.

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

11.1. Fee waiver request for a records request regarding the Warm Springs water system.

11.2. Bid from SMAF to do the environmental assessment on the property the county owns on the highway.

**Commissioner Ahern made a motion to authorize the CAO to sign the work order for the asbestos survey. Seconded by Commissioner Huston. The motion passed unanimously.**

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

13. Commission Discussion Items

13.1. Appointments to the various boards and committees.

**Commissioner Ahern made a motion to appoint Jim Carlson to the Budget Committee; Roy Hyder, Cole Gayheart and Brian Crow (effective January 11, 2019) to the Planning Commission; Martti Rahi to the Fair Board; Marilyn Clark to the Juniper Butte Road District; Ellen Wood to the Camp Sherman Road District #18; and Richard Rasheke to the Canyon View Road District. Seconded by Commissioner Huston. The motion passed unanimously.**

13.2. County building naming policy guidelines.

13.3. Sports Complex at Juniper Hills Park.

**Jim Weyermann, Executive Director of the MAC RD, shared with the Commission that a donor approached him and is willing to invest \$30 to \$40 million to construct a sports complex at Juniper Hills Park assuming he could meet the nine stipulations that the donor gave him. He also shared some early designs of what it might look like if the county were to transfer some of the land at Juniper Hills Park.**

14. Announcements/Notification of additional Commission Meetings

14.1. BOCC Special Meeting, December 19, 2018, 9:00 a.m.

**Commissioner Ahern made a motion to hold a special meeting on Wednesday, December 19, 2018, at 9:00 a.m. Seconded by Commissioner Huston. The motion passed unanimously.**

15. Executive Session

16. The meeting adjourned at 12:08 p.m.

\_\_\_\_\_  
Mae Huston, Commission Chair

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Wayne Fording, Commissioner

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

\_\_\_\_\_  
Attest

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

# SPECIAL MEETING ACTION MINUTES

## JEFFERSON COUNTY BOARD OF COMMISSIONER'S MEETING DECEMBER 19, 2018

### MEMBERS PRESENT:

Commissioner Fording; Commissioner Huston; Commissioner Ahern; Jeff Rasmussen, County Administrative Officer; Alexa Gassner, County Counsel; Brandie McNamee, Finance Director/Treasurer; Michael Baker, Public Health Director; Sheriff Jim Adkins; Rick Treleaven, BestCare; Jeff Hurd, City of Madras; and Barb Andresen, Recorder.

1. Call to Order/Pledge of Allegiance/Invocation

**Commissioner Fording called the meeting to order followed by the Pledge of Allegiance and invocation by Chris Brush.**

2. Administrative Session

2.1. County Treasurer Monthly Financial Report.

**Brandie McNamee, Finance Director/Treasurer, presented her monthly financial report.**

3. Action Items

3.1. Request for Purchase of Capital Outlay for electronic equipment for the Public Health conference room in the amount of \$5,599.43 – signed by Commission.

**Commissioner Ahern made a motion to approve the Request for Purchase of Capital Outlay for electronic equipment for the Public Health conference room in the amount of \$5,599.43. Seconded by Commissioner Huston. The motion passed unanimously.**

3.2. Community Mental Health Program Agreement between PacificSource Community Solutions and the Community Mental Health Programs of Central Oregon, effective January 1, 2019 – signed by Commission.

**Commissioner Ahern made a motion to approve the Community Mental Health Program Agreement between PacificSource Community Solutions and the Community Mental Health Programs of Central Oregon, effective January 1, 2019. Seconded by Commissioner Huston. The motion passed unanimously.**

3.3. Order in the Matter of Establishing Fees for Several Departments in Jefferson County – signed by Commission.

**Commissioner Ahern made a motion to approve the Order in the Matter of Establishing Fees for Several Departments in Jefferson County. Seconded by Commissioner Huston. The motion passed unanimously.**

3.4. Purchase of Bathroom/Concession Building for Juniper Hills Park Grant – signed by Commission Chair.

**Commissioner Huston made a motion to approve the Purchase of Bathroom/Concession Building for Juniper Hills Park Grant. Seconded by Commissioner Ahern. The motion passed unanimously.**

4. The meeting adjourned at 9:50 a.m.

\_\_\_\_\_  
Mae Huston, Commission Chair

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Wayne Fording, Commissioner

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

\_\_\_\_\_  
Attest

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

# ACTION MINUTES

## JEFFERSON COUNTY BOARD OF COMMISSIONER'S MEETING JANUARY 2, 2019

### MEMBERS PRESENT:

Commissioner Huston; Commissioner Fording; Commissioner Simmelink; Jeff Rasmussen, County Administrative Officer; Alexa Gassner, County Counsel; Brandie McNamee, Finance Director/Treasurer; Chet Singleton, Community Development Director; Angie Messerschmidt, Human Resources Manager; Laura Moore, Veterans Service Officer; and Barb Andresen, Recorder.

1. Administrative Session (8:15 a.m.)
  - 1.1. Elected Official/Department Director Meeting.  
**This was canceled for today.**
    - 1.1.1. Swearing in of County Officials.  
**Ex-officio County Clerk Kathy Marston swore in Commissioners Kelly Simmelink, and Mae Huston, and County Clerk Kate Zemke.**
2. Call to Order/Pledge of Allegiance/Invocation  
**Commissioner Huston called the meeting to order at 9:00 a.m. followed by the Pledge of Allegiance and invocation by Pastor Al Detres.**
3. Presentations/Awards
4. Changes to the Agenda (Consideration of Submission of Late Items)
  - 4.1. Service Contract between Jefferson County and Baggett Inc., dba Rocky Ridge Excavation & Hauling, for the clean-up and removal of vehicles and RVs, and disposal fees at the property located at 861 SE Tumbleweed Lane, Madras, OR – signed by Commission.  
**Commissioner Fording made a motion to approve the Service Contract between Jefferson County and Baggett Inc., dba Rocky Ridge Excavation & Hauling, for the clean-up and removal of vehicles and RVs, and disposal fees at the property located at 861 SE Tumbleweed Lane, Madras, OR. Seconded by Commissioner Simmelink. The motion passed unanimously.**
5. 9:00 A.M. - Citizens' Comments
6. Consent Agenda  
**Commissioner Simmelink made a motion to accept the Consent Agenda as presented. Seconded by Commissioner Fording. The motion passed unanimously.**
  - 6.1. November 2018 Accounts Payable paid in November 2018 totaling \$107,107.90 – signed by Commission.
  - 6.2. November 2018 Accounts Payable paid in December 2018 totaling \$127,991.60 – signed by Commission.

- 6.3. December 2018 Accounts Payable paid in December 2018 totaling \$221,778.52 – signed by Commission.
- 6.4. Appointment Letters for various boards and committees – signed by Commission.
- 6.5. Certificate No. 989 of Right to Burial – signed by Commission.
- 6.6. December 2018 Accounts Payable paid in December 2018 totaling \$208,982.42 – signed by Commission.
- 6.7. Action Minutes for November 28 and December 5, 2018 – signed by Commission.

7. Scheduled Appointments, Action Items, and Public Hearings

- 7.1. 9:30 a.m. – Special Transportation Fund Agreement and Statewide Transportation Fund Advisory Committee Appointment.  
**Derek Hofbauer, COIC and Andrea Breault, Cascade East Transit, presented the list of applicants for the Statewide Transportation Improvement Fund (STIF). The bylaws state the Board can appoint a minimum of 5 and a maximum of 17. The appointments are for two year terms and half would be staggered. An open house will be held January 17, 2019 at the Rodriguez Annex from 4:30 to 6:30 p.m.**

8. Action Items

- 8.1. Election of Board Chair, Vice Chair and Budget Officer.  
**Commissioner Simmelink made a motion to appoint Mae Huston as Board Chair, Kelly Simmelink as Vice Chair, and Wayne Fording as Budget Officer. Seconded by Commissioner Huston. The motion passed unanimously.**
- 8.2. Salary Change Order for Jeremy Skeels for Advanced Certification plus 5% Corporal pay, effective November 1, 2018 – signed by Commission.  
**Commissioner Fording made a motion to approve the Salary Change Order for Jeremy Skeels for Advanced Certification plus 5% Corporal pay, effective November 1, 2018. Seconded by Commissioner Simmelink. The motion passed unanimously.**
- 8.3. Salary Change Order for Denise Easterling, Adult Community Corrections, for a \$50.00 monthly stipend for being a Hearings Officer, effective January pay period – signed by Commission.  
**Commissioner Fording made a motion to approve the Salary Change Order for Denise Easterling, Adult Community Corrections, for a \$50.00 monthly stipend for being a Hearings Officer, effective January pay period. Seconded by Commissioner Simmelink. The motion passed unanimously.**
- 8.4. Salary Change Order for Robert Rodriguez Jr., Adult Community Corrections, for a \$50.00 monthly stipend for being a Hearings Officer, effective January pay period – signed by Commission.  
**Commissioner Fording made a motion to approve the Salary Change Order for Robert Rodriguez Jr., Adult Community Corrections, for a \$50.00 monthly stipend for being a Hearings Officer, effective January pay period. Seconded by Commissioner Simmelink. The motion passed unanimously.**



- 8.5. Modification of Grant or Agreement between Jefferson County Community Corrections and the USDA, Forest Service, Ochoco National Forest and Crooked River National Grassland for cleanup projects with the work crew – signed by Commission Chair.  
**Commissioner Fording made a motion to approve the Modification of Grant or Agreement between Jefferson County Community Corrections and the USDA, Forest Service, Ochoco National Forest and Crooked River National Grassland for cleanup projects with the work crew. Seconded by Commissioner Simmelink. The motion passed unanimously.**
- 8.6. Collective Bargaining Agreement between Jefferson County and the Federation of Parole and Probation Officers, effective July 1, 2018 to June 30, 2020 – signed by Commission.  
**Commissioner Fording made a motion to approve the Collective Bargaining Agreement between Jefferson County and the Federation of Parole and Probation Officers, effective July 1, 2018 to June 30, 2020. Seconded by Commissioner Simmelink. The motion passed unanimously.**
- 8.7. Memorandum of Understanding between Jefferson County and the Federation of Parole and Probation Officers for Sick Leave/Vacation Leave Transfer Program – signed by Commission.  
**Commissioner Fording made a motion to approve the Memorandum of Understanding between Jefferson County and the Federation of Parole and Probation Officers for Sick Leave/Vacation Leave Transfer Program. Seconded by Commissioner Simmelink. The motion passed unanimously.**
- 8.8. Third Addendum to Service Contract between Jefferson County and Central Oregon Animal Friends dba Three Rivers Humane Society – signed by Commission.  
**Commissioner Fording made a motion to approve the Third Addendum to Service Contract between Jefferson County and Central Oregon Animal Friends dba Three Rivers Humane Society. Seconded by Commissioner Simmelink. The motion passed unanimously.**
- 8.9. Authorization for Out of State Travel for Laura Moore and Kayla Goodman, Veterans Service Officers, to attend the National Association of County Veterans Service Officers Conference in Cleveland, Ohio, June 1 – 7, 2019 – approval of Commission.  
**Commissioner Fording made a motion to approve the Authorization for Out of State Travel for Laura Moore and Kayla Goodman, Veterans Service Officers, to attend the National Association of County Veterans Service Officers Conference in Cleveland, Ohio, June 1 – 7, 2019. Seconded by Commissioner Simmelink. The motion passed unanimously.**
- 8.10. Letter to Columbia State Bank authorizing individuals on Jefferson County accounts – signed by Commission.  
**Commissioner Simmelink made a motion to approve the letter to Columbia State Bank authorizing individuals on Jefferson County accounts. Seconded by Commissioner Fording. The motion passed unanimously.**

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. Draft letter from Crook County to USFW regarding Cooperating Agency Status to local government, HCP for Irrigation districts and City of Prineville.

12.2. Holiday Party Survey.

13. Commission Discussion Items

13.1. Approval of changes to the Community Development Director job description.

13.2. Review salary grade for CDD Plans Examiner III position.

**Commissioner Fording made a motion to amend the job description for the Plans Examiner III position to Grade 26 & 27 and repost it. Seconded by Commissioner Simmelink. The motion passed unanimously.**

13.3. Review results and possible selection of informal RFP for executive search firm proposals.

**Commissioner Fording made a motion to award the contract to The Greg Prothman Company for our executive recruitment search for a Community Development Director and authorize the chair to sign. Seconded by Commissioner Simmelink. The motion passed unanimously.**

13.4. Discussion on Noxious Weed Grant.

**At the December weed meeting they approved a grant and the board approved \$5,000.00 to be the match. Feedback from the Soil Conservation District was they needed about \$3,200.00 additional to make it look really good. A request was made to move that out of the \$5,000.00 COSI donation from years ago.**

**Commissioner Fording made a motion to move \$3,200.00 from the abatement fund, with COSI's blessing, for a total of \$8,200.00 for the grant and asking the Finance Director to include that in the next round of budget amendments for the fiscal year. Seconded by Commissioner Simmelink. The motion passed unanimously.**

13.5. LPSCC Coordinator position.

14. Announcements/Notification of additional Commission Meetings

15. Executive Session

16. The meeting adjourned at 10:36 a.m.

\_\_\_\_\_  
Mae Huston, Commission Chair

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

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

\_\_\_\_\_  
Attest

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

**SCHEDULE FOR  
FY 2017 – 2018 “COUNTY PROJECTS”  
Fund 229**

1. January 16, 2019: advertise in Madras Pioneer a public notice for possible projects and receive comments, ideas and projects that might be placed on the “Proposed” project list. Possible projects must be submitted on the Project Submission Form available at Commissioner’s office.
2. January 29, 2019: 5:00 p.m. deadline for receiving applications (2 weeks)
3. February 6, 2019: public in-put hearing (BOC meeting) on possible projects for the proposed project lists. Current time for agenda item 9:30 a.m.
4. February 13, 2019: legal advertisement in Madras Pioneer opening a 45 day period for “written comments” on the County’s proposed projects. A list of projects that was developed from the “possible” projects process will be available for review at the Commissioners office.
5. March 29, 2019: deadline (5:00 p.m.) for written comments on proposed project list.
6. April 3, 2019: Commissioners select and approve projects for funding.

\_\_\_\_\_  
Mae Huston, Chair

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

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

\_\_\_\_\_  
Attest

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

**NOTICE TO THE PUBLIC  
CITY COUNCIL – COUNTY COMMISSION MEETING**

The Madras City Council and Jefferson County Commission are scheduled to meet at 12:00 p.m. on Wednesday, January 23, 2019 in the Jefferson County Commission Conference Room, located at 66 S.E. “D” Street, to discuss the following issues:

**I Call to Order**

**II Consent Agenda**

All matters listed within the Consent Agenda have been distributed to each member of the Madras City Council and County Commission for reading and study, are considered to be routine, and will be enacted by one motion of the Council – County Commission with no separate discussions. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

A. Approval of Meeting Agenda

B. Approval of Minutes from the November 28, 2018 City Council – County Commission Meeting

**III “J” Street & Willow Creek Flood Mitigation Project**

*Public Works Director Jeff Hurd, City of Madras*

**IV Rock Shop Property Acquisition, Phase 1 Environmental, and Fire Dept. Coordination**

*Community Development Director Nicholas Snead, City of Madras*

**V Fire/EMS Consolidation Study Final Report**

*County Administrative Officer Jeff Rasmussen, Jefferson County*

**VI Airport UGB Expansion Pilot Program & Annexation – Coordination of Planning Commission Hearings**

*Community Development Director Nicholas Snead, City of Madras*

**VII Cleveland Property Update**

*Community Development Director Nicholas Snead, City of Madras*

**VIII Additional Discussion**

**IX     Adjourn**

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 City Council or County Commissioners to consider additional subjects. Meetings are subject to cancellation without notice.

This meeting is open to the public and interested citizens are invited to attend. This is an open meeting under Oregon Revised Statutes, not a community forum; therefore, audience participation is at the discretion of the City Council-County Commission. The meeting may be audio taped. The meeting place is handicapped accessible; those requiring assistance will need to contact the County Recorder two (2) days in advance of the meeting.

Posted at:     Jefferson County Clerk's Office  
                  Madras City Hall  
                  U.S. Post Office

BEFORE THE BOARD OF COMMISSIONERS  
FOR JEFFERSON COUNTY, OREGON

IN THE MATTER OF THE FY 2017 )  
ELECTIONS FOR NATIONAL FOREST ) RESOLUTION NO. \_\_\_\_\_  
RELATED SAFETY-NET PAYMENTS )

WHEREAS, Congress enacted in 1908 and subsequently amended a law that requires that 25 percent of the revenues derived from National Forest lands be paid to states for use by the counties in which the lands are situated for the benefit of public schools and roads; and

WHEREAS, the principal source of revenues from National Forest lands is from the sale and removal of timber, which has been curtailed in recent years with a corresponding decline in revenues shared with counties; and

WHEREAS, the United States Congress recognized a need to stabilize education and road maintenance funding through predictable payments to the affected counties, and to achieve that goal enacted the Secure Rural Schools and Community Self-Determination Act of 2000, which has been amended and re-authorized for FFY 2017 (“SRS2017”); and

WHEREAS, SRS2017 provides for guaranteed minimum payments for the benefit of affected counties, as well as an opportunity to invest a portion of the payments in projects on federal lands or that benefit resources on federal lands, or in county projects or activities; and

WHEREAS, Title I of SRS2017 gives each eligible county the right to elect to receive either its traditional share of revenues from the National Forest lands pursuant to the Act of May 23, 1908 and Section 13 of the Act of March 1, 1911 (the “25-percent payments”), or instead to receive a share of the state payment pursuant to Sections 102(a)(1)(B) and 103 (the “full county payment amount”); and

WHEREAS, an election to receive the full county payment amount is effective for all federal fiscal years through FFY 2017, and an election to receive a 25-percent payment is binding for two years; and

WHEREAS, any county electing to receive the full county payment amount must further elect to expend an amount not less than 15 percent nor more than 20 percent of its full county payment amount as project funds; and

WHEREAS, Title I, Section 102(d) of SRS2008 requires that counties electing to receive the full county payment amount must allocate their project funds for expenditure between projects in accordance with Title II and Title III, and return the balance of project funds unspent under Titles II and III to the Treasury of the United States, and communicate such allocation to the Secretary of the United States Department of Agriculture; and

WHEREAS, Title II provides for special projects on federal lands or that benefit resources on federal lands, which projects are recommended by local resource advisory committees (“RACs”); and

WHEREAS, RACs recommend projects for consideration by the Secretary of Agriculture, with project funding supplied in whole or in part out of monies allocated for such purposes by participating counties; and

WHEREAS, counties that allocate funding to projects under Title II, and are participants in more than one RAC, may further direct that their Title II project funds be divided between different RACs according to an allocation decided by each participating county, with such funds held in the Treasury of the United States under the name of the county with a designation of the amount allocated to each RAC; and

WHEREAS, Title III provides for county projects, some of which are associated with federal lands, with Title III authorizing expenditures for search, rescue and emergency services, fire prevention and planning under the Firewise Communities program, and development of community wildfire protection plans; and

WHEREAS, a county with a full county payment amount of \$350,000 or more may not allocate more than 7 percent of its full county payment amount for Title III projects.

NOW, THEREFORE, be it resolved as follows:

1. Jefferson County hereby elects to receive the guaranteed minimum full county payment amount pursuant to SRS2008 Sections 102(a)(1)(B) and 103.
2. Jefferson County hereby allocates **15 percent** of its full county payment amount for expenditure on projects under Title II and Title III. Jefferson County will return none (zero percent) of its full county payment amount to the Treasury of the United States.
3. Of the percent allocated to Title II and Title III projects above in paragraph 2, Jefferson County further allocates between such Titles for FFY 2017 (for expenditure after FFY 2016) on the following basis: **8 percent** of the full county payment amount for expenditure on Title II projects and **7 percent** of the full county payment amount for expenditure on Title III projects.
4. Of the amount of project funds allocated to Title II projects above in paragraph 2, Jefferson County further allocates between RACs as follows:

**100 percent** to the Deschutes / Ochoco RAC.

**Zero (0) percent** to the Hood / Willamette RAC.

5. The original or a certified copy of this Resolution shall be transmitted to Kevin Q. Davis, Attorney, sent to the following address: One SW Columbia Street, Suite 1600, Portland, OR 97258.

ADOPTED this 23rd day of January, 2019.

JEFFERSON COUNTY BOARD OF COMMISSIONERS

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Mae Huston, Chair

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Wayne Fording, Commissioner

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Kelly Simmelink, Commissioner



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

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

**DEPARTMENT:** SHERIFF'S OFFICE      **EMPLOYEE:** AMBER CHRISTENSEN

**REASON:** INTERMEDIATE CERTIFICATION INCREASE TO STEP 7 (CD-A) NON-OPSRP

**THE JEFFERSON COUNTY BOARD OF COMMISSIONERS HEREBY ORDERS THE  
REQUESTED SALARY CHANGE EFFECTIVE** 12/01/2018 *(effective December pay period)*

**SALARY CHANGE**

<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>REQUEST</u>
Hourly Rate	<u>23.38</u>	<u>27.36</u>
Weekly/Monthly Wage	<u>4,067.55</u>	<u>4,760.61</u>
Hours/Month	<u>174.00</u>	<u>174.00</u>
Grade	<u>CD-A</u>	<u>CD-A</u>
Step	<u>4</u>	<u>7</u>
Union Deduction	<u>YES</u>	<u>YES</u>
Applicable Benefits: <u>SAME</u>		

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

**ATTEST:**

**BOARD OF COMMISSIONERS**

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

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

*MA*  
\_\_\_\_\_  
Sheriff

\_\_\_\_\_  
Commissioner

*Gradi McJames*  
\_\_\_\_\_  
Accounting Manager

\_\_\_\_\_  
Commissioner

State of Oregon

Department of Public Safety Standards and Training

Pursuant to ORS 181A.410 Awards

**Amber M. Christensen**

DPSST #39809

Intermediate Certificate

Certified Corrections Officer

Given under our hands and seal on December 31, 2018



*Eriks J. Gabliks, Director*

**REQUEST FOR PURCHASE OF CAPITAL OUTLAY**

**AMENDED**

As Outlined In Amended Court Order O-207-95, I Am Requesting Approval To Purchase: Three 2018 Chevrolet Tahoe for Sheriff's Office

EXPLANATION OF EQUIPMENT: 2018 Chevrolet Tahoe with specifications as attached. Three state bids received and Hubbard Chevrolet was lowest qualified bid.

Actual Cost: ~~\$154,912.53~~  
**\$166,912.53**

Budgeted Amount: \$250,000.00

New or replacement item: NEW

Budget Line: Carpool Vehicles: 507-101-540-4407= \$134,800.53

Sheriff Office Capital:101-125-xxx-xxxx= ~~\$18,000.00~~ **\$30,000.00**

Carpool M&S: 507-101-520-2011= \$2,112.00

*(\$612 in DMV fees and \$1,500 contingency)*

TOTAL REQUEST

**\$154,912.53 \$166,912.53**

\_\_\_\_\_  
Network Administrator  
(If Computer Equipment)

Submitted by: \_\_\_\_\_

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

APPROVED BY COUNTY ADMINISTRATIVE OFFICER:  
(For Amounts \$1,000.00 - \$2,499.00)

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

APPROVED BY BOARD OF COMMISSIONERS:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

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

\*\*\*NOTE\*\*\*All items, both new and replacement, must be approved prior to purchase if cost is \$1,000.00 or greater. \*\* Items over \$2,500.00 MUST be approved by Board of Commissioners.

Bids for 2018 Chevrolet Tahoe (CK15706) 4WD 4dr(50)

Dealer	Price per unit	Quantity	Total Cost for Vehicle	Licensing and DMV Registration	Carpool Auto Additions	Overage Costs covered by Sheriff Budget	Grand Total
Hubbard Chevrolet	\$ 36,933.51	3	\$ 110,800.53	\$ 612.00	24,000.00	<del>18,000.00</del>	<del>6,153,432.53</del>
Bruce Chevrolet	\$ 36,984.40	3	\$ 110,953.20			\$30,000.00	\$166,912.53
Suburban Auto Group	\$ 37,024.20	3	\$ 111,072.60				
			507-101-540-4407		134,800.53		
			101-125-540-4403/101-125-520-2480		<del>18,000.00</del>	\$30,000.00	
			507-101-520-2011		612.00		
			Contingency		1,500.00		
				TOTAL	<u>154,912.53</u>	\$166,912.53	

**REQUEST FOR PURCHASE OF CAPITAL OUTLAY**

**As Outlined In Amended Court Order O-207-95, I Am Requesting Approval To Purchase:**

Practice Ammo for Corrections and Patrol

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Actual Cost: \$ 4,299.80

Budgeted Amount: \$ 4,299.80

New or replacement item: Replace

Budget Line: 265-101-520-2205 \$2,579.88

101-125-520-2205 \$1,719.92

\_\_\_\_\_  
Network Administrator  
(If Computer Equipment)

Submitted by: *[Signature]*

Date: 01-07-19

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**APPROVED BY COUNTY ADMINISTRATIVE OFFICER:**  
(For Amounts \$1,000.00 - \$2,499.00)

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

**APPROVED BY BOARD OF COMMISSIONERS:**

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

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

\*\*\*NOTE\*\*\* All items, both new and replacement, must be approved prior to purchase if cost is \$1,000.00 or greater. \*\* Items over \$2,500.00 MUST be approved by Board of Commissioners.

QUOTE #: 011020  
 DE # 000779 B 0024

# Price Quote

QUOTE DATE:  
 01/07/2019

To: JEFFERSON CO. SHERIFF'S DEPARTMENT  
 MARC HECKATHORN//JOSH OLIVEIRA  
 675 NW CHERRY LANE



MADRAS OR 97741  
 PHONE: (541) 475-6520 FAX: (541) 475-3847

Here are the requested prices:

### PRICES ARE PER THOUSAND

QUANTITY	SYMBOL	DESCRIPTION	PRICE	EXTENSION
			\$0.00	\$0.00
1.000	RA9T	9mm 147gr. Ranger T-Series JHP	\$296.00	\$296.00
4.000	Q4172	9mm 115gr. Full Metal Jacket	\$184.00	\$736.00
1.000	RA40T	40 S&W 180gr. Ranger T-Series JHP	\$306.00	\$306.00
7.000	Q4238	40 S&W 180gr. Full Metal Jacket	\$239.00	\$1,673.00
0.500	Q4170	45 Auto 230gr. Full Metal Jacket	\$259.00	\$129.50
1.000	RA223RY	223 55gr Ranger Pointed Soft Point	\$501.30	\$501.30
2.000	Q3131L	5.56mm 55 gr. Full Metal Jacket	\$329.00	\$658.00

**NOTES:**

MARC,  
 HERE IS THE PRICE QUOTE YOU  
 REQUESTED FOR DROPSHIP. LET ME  
 KNOW IF YOU HAVE ANY QUESTIONS.  
  
 DANIELA

SUBTOTAL: \$ 4,299.80  
 TAX RATE: 0.000% TAX\*: \$0.00  
 SHIPPING: \$0.00  
 TOTAL: \$0.00

\*IF YOU ARE IN CALIFORNIA OR WASHINGTON STATE, PLEASE ADD SALES TAX

\*\*\*\*\*FOR DROPSHIPS MINIMUM ORDER 5 FULL CASES\*\*\*\*\*

# AGENDA ITEM COVERSHEET

Admin. Session  
 Action Item

Consent Agenda  
 Report/Request

Public Hearing  
 Other/Announcements

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

Eleventh Amendment to Oregon Health Authority 2017-2019 IGA for the Financing of Public Health Services contract # 154115

**Department:** Public Health **Date Submitted:** January 7, 2019

**Contact Person:** Karla Hood **Phone:** 541-475-4456 ext 4216

**Effective Dates of Contract/Grant/ Proposal:** Effective July 01, 2017 thru June 30, 2019

**Amount of Contract/Grant/Proposal:** Increase \$9,935 **Requested Agenda Date:** January 23, 2019

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

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

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

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

**AGENDA ITEM BRIEF DESCRIPTION:**

Amendment to increase PE 12 Public Health Emergency Preparedness and Response (PHEP).  
FY 18 unspent fund distribution of 7.05% : \$4,935  
Operation OX; MCM Mini Grant Award: \$5,000.

**BACKGROUND/SUMMARY STATEMENT:**

Amendment 11 has been reviewed and recommended for signature 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)

Approval and signature of Contract 154115 Amendment #11

**ATTACHMENTS:**

Amendment #11 for approval and signature

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

Return signed/numbered document to Karla Hood, PH

Agreement #154115



**ELEVENTH AMENDMENT TO OREGON HEALTH AUTHORITY  
2017-2019 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 Eleventh Amendment to Oregon Health Authority 2017-2019 Intergovernmental Agreement for the Financing of Public Health Services, effective July 1, 2017, and restated July 1, 2018 (as amended the "Agreement"), is between the State of Oregon acting by and through its Oregon Health Authority ("OHA") and Jefferson County, acting by and through its Health Department ("LPHA"), the entity designated, pursuant to ORS 431.003, as the Local Public Health Authority for Jefferson County.

**RECITALS**

WHEREAS, OHA and LPHA wish to e.g. modify the Fiscal Year 2019 (FY19) Financial Assistance Award set forth in Exhibit C of the Agreement;

WHEREAS, OHA and LPHA wish to e.g. 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. Section 1 of Exhibit C entitled "Financial Assistance Award" of the Agreement for FY19 is hereby superseded and replaced in its entirety by Attachment A attached hereto and incorporated herein by this reference. Attachment A must be read in conjunction with Section 3 of Exhibit C as restated July 1, 2018, entitled "Explanation of Financial Assistance Award" of the Agreement.
2. Exhibit J "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 2 of Exhibit E of the Agreement are true and correct on the date hereof with the same effect as if made on the date hereof.
4. Capitalized words and phrases used but not defined herein shall have the meanings ascribed thereto in the Agreement.
5. Except as amended hereby, all terms and conditions of the Agreement remain in full force and effect.
6. The parties expressly ratify the Agreement as herein amended.
7. 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.



8. This Amendment becomes effective on the date of the last signature below.

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

9. Signatures.

By: \_\_\_\_\_  
Name: /for/ Lillian Shirley, BSN, MPH, MPA  
Title: Public Health Director  
Date: \_\_\_\_\_

**JEFFERSON COUNTY LOCAL PUBLIC HEALTH AUTHORITY**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

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

*Agreement form group-approved by D. Kevin Carlson, Assistant Attorney General, Tax and Finance Section, General Counsel Division, Oregon Department of Justice by email on August 16, 2018, copy of email approval in Agreement file.*

**REVIEWED BY OHA PUBLIC HEALTH ADMINISTRATION**

By: \_\_\_\_\_  
Name: Derrick Clark (or designee)  
Title: Program Support Manager  
Date: \_\_\_\_\_

**Attachment A  
Financial Assistance Award (FY19)**

State of Oregon Oregon Health Authority Public Health Division			Page 1 of 3	
<b>1) Grantee</b> Name: Jefferson County Public Health Department		<b>2) Issue Date</b> December 17, 2018	<b>This Action</b> AMENDMENT FY 2019	
Street: 715 SW 4th St., Suite C City: Madras State: OR Zip Code: 97741		<b>3) Award Period</b> From July 1, 2018 Through June 30, 2019		
<b>4) OHA Public Health Funds Approved</b>				
	<b>Program</b>	<b>Award Balance</b>	<b>Increase/ (Decrease)</b>	<b>New Award Bal</b>
PE01	State Support for Public Health	27,335		27,335
PE03	Tuberculosis Case Management	0		0
PE12	Public Health Emergency Preparedness and Response (PHEP)	70,002	9,935	79,937
PE13	Tobacco Prevention and Education Program (TPEP)	57,830		57,830
PE40-01	WIC NSA: July - September	40,883		40,883
PE40-02	WIC NSA: October - June	92,649		92,649
PE40-05	Farmer's Market	682		682
PE41	Reproductive Health Program	4,771		4,771
PE42-01	MCAH Title V CAH	6,575		6,575
PE42-02	MCAH Title V Flexible Funds	15,341		15,341
PE42-03	MCAH Perinatal General Funds & Title XIX	2,218		2,218
PE42-04	MCAH Babies First! General Funds	7,087		7,087
PE42-05	MCAH Oregon Mothers Care Title V	5,897		5,897
PE42-06	MCAH General Funds & Title XIX	4,160		4,160
PE43	Public Health Practice (PHP) - Immunization Services (Vendors)	10,787		10,787
PE44-01	SBHC Base	60,000		60,000
PE44-02	SBHC - Mental Health Expansion	70,000		70,000
PE46	RH Community Participation & Assurance of Access	11,765		11,765

State of Oregon Oregon Health Authority Public Health Division		Page 2 of 3	
<b>1) Grantee</b> Name: Jefferson County Public Health Department  Street: 715 SW 4th St., Suite C City: Madras State: OR Zip Code: 97741		<b>2) Issue Date</b> December 17, 2018	<b>This Action</b> AMENDMENT FY 2019
		<b>3) Award Period</b> From July 1, 2018 Through June 30, 2019	
<b>4) OHA Public Health Funds Approved</b>			
<b>Program</b>	<b>Award Balance</b>	<b>Increase/ (Decrease)</b>	<b>New Award Bal</b>
PE50 Safe Drinking Water (SDW) Program (Vendors)	9,495	0	9,495
	497,477	9,935	507,412
<b>5) Foot Notes:</b>			
PE03	1	Tuberculosis funding has been changed to a fee for service model.	
PE12	1	November Amendment to award FY18 unspent funds based on 7.05% increase of FY19 awards. Revised Budget due December 31, 2018.	
PE40-01	1	Award for July - September should be spent by 9/30/18	
PE40-02	1	Award for October - June should be spent by 6/30/19	
PE40-05	1	Award is one-time funding to be spent by 11/30/18	
PE41	1	Funding Period is for two month - 7/1/18 - 8/31/18 - Funds must be expended by August 31, 2018	
PE42-01	1	For all MCH funds: Funds will not be shifted between categories or fund types. The same program may be funded by more than one fund type, however, federal funds may not be used as match for other federal funds (such as Medicaid).	
PE42-01	2	Funds for the MCH Title V programs: Flexible funds, Child & Adolescent Health, and Oregon MothersCare for the period 7/1/18 – 9/30/18 must be spent by 9/30/18.	
PE42-02	1	For all MCH funds: Funds will not be shifted between categories or fund types. The same program may be funded by more than one fund type, however, federal funds may not be used as match for other federal funds (such as Medicaid).	
PE42-02	2	Funds for the MCH Title V programs: Flexible funds, Child & Adolescent Health, and Oregon MothersCare for the period 7/1/18 – 9/30/18 must be spent by 9/30/18.	
PE42-03	1	Funds will not be shifted between categories or fund types. The same program may be funded by more than one fund type, however, federal funds may not be used as match for other federal funds (such as Medicaid).	
PE42-04	1	For all MCH funds: Funds will not be shifted between categories or fund types. The same program may be funded by more than one fund type, however, federal funds may not be used as match for other federal funds (such as Medicaid).	
PE42-05	1	For all MCH funds: Funds will not be shifted between categories or fund types. The same program may be funded by more than one fund type, however, federal funds may not be used as match for other federal funds (such as Medicaid).	
PE42-05	2	Funds for the MCH Title V programs: Flexible funds, Child & Adolescent Health, and Oregon MothersCare for the period 7/1/18 – 9/30/18 must be spent by 9/30/18.	
PE42-06	1	For all MCH funds: Funds will not be shifted between categories or fund types. The same program may be funded by more than one fund type, however, federal funds may not be used as match for other federal funds (such as Medicaid).	
PE43	1	All Award Must be Spent by the End of June 30, 2019	
PE43	2	Immunization Special Payments is Funded by State General Fund and Matched dollar for Dollar with Federal Medicaid Match.	
<b>6) Comments:</b>			
PE40-01	Nutrition Ed of \$6,117 & BF of \$1,092 to be spent by 9/30/18		
PE40-02	Nutrition Ed of \$18,530, BF of \$3,277 to be spent by 6/30/19		
PE50	\$855 must be spent from 7/1/18 to 9/30/18. \$2,564 must be spent from 10/1/18 to 6/30/19. (for portion of award with federal funding source CFDA 66.432)		

State of Oregon Oregon Health Authority Public Health Division			Page 3 of 3
<b>1) Grantee</b> Name: Jefferson County Public Health Department  Street: 715 SW 4th St., Suite C City: Madras State: OR      Zip Code: 97741	<b>2) Issue Date</b> December 17, 2018	<b>This Action</b> AMENDMENT FY 2019	
		<b>3) Award Period</b> From July 1, 2018 Through June 30, 2019	
<b>4) OHA Public Health Funds Approved</b>			
<b>Program</b>	<b>Award Balance</b>	<b>Increase/ (Decrease)</b>	<b>New Award Bal</b>
PE03	S224 must be spent by 12/31/18		
PE42-01	S1,644 must be spent from 7/1/18 to 9/30/18. \$4,931 must be spent from 10/1/18 to 6/30/19.		
PE42-02	S3,835 must be spent from 7/1/18 to 9/30/18. \$11,506 must be spent from 10/1/18 to 6/30/19.		
PE42-05	S1,474 must be spent from 7/1/18 to 9/30/18. \$4,423 must be spent from 10/1/18 to 6/30/19.		
PE46	PE46 7 Month award 9/1/18 to 3/31/19		
PE40-01	S5,000 OA clinic environment enhancement		
PE12	Operation OX: MCM Mini Grant Award \$5,000		
<b>7) Capital outlay Requested in this Action:</b>			
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.			
<b>PROGRAM</b>	<b>ITEM DESCRIPTION</b>	<b>COST</b>	<b>PROG APPROV</b>

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

**PE12: Public Health Emergency Preparedness and Response (PHEP)**  
Funding Information Table

Federal Award Identification Number (FAIN):	6NU90TP921916-01-03
Federal Award Date:	8/3/2018
Performance Period:	07/01/18-06/30/19
Federal Awarding Agency:	CDC
CFDA Number:	93.069
CFDA Name:	Public Health Emergency Preparedness
Total Federal Award:	\$8,008,993
Project Description:	Public Health Emergency Preparedness
Awarding Official:	Shicann Phillips
Indirect Cost Rate:	17.15%
Research and Development (Y/N):	No

**PCA:** 53437

**INDEX:** 50407

Agency/Contractor	DUNS	Amount
Jefferson	91298356	\$79,937

# AGENDA ITEM COVERSHEET

Admin. Session  
 Action Item

Consent Agenda  
 Report/Request

Public Hearing  
 Other/Announcements

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

Appointment of Ambulance Service Area Committee Members

Department: Public Health Date Submitted: January 12, 2019

Contact Person: Michael Baker Phone: 541-475-4456 ext 4205

Effective Dates of Contract/Grant/ Proposal: Upon Approval

Amount of Contract/Grant/Proposal: N/A Requested Agenda Date: January 23, 2019

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

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

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

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

**AGENDA ITEM BRIEF DESCRIPTION:**

Appointment of Ambulance Service Area (ASA) Committee Members

**BACKGROUND/SUMMARY STATEMENT:**

ORS 682.062 requires Jefferson County to develop and adopt a plan for the county relating to the need for coordination of emergency ambulance services and to establish ambulance service areas (ASAs) consistent with the plan to provide efficient and effective emergency ambulance services. The ASA is required to have an advisory board to appoint by the Board of County Commissioners (BoCC). This advisory board is required to review the ASA plan and update the BoCC on "prehospital" care.

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

Approval of new 2019 ASA committee members

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

1. Approval/appointment of presented ASA members

**ATTACHMENTS:** N/A

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

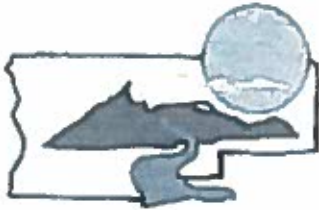
Signatures on acceptance letter to new committee members.

**5.12.200 Ambulance service area (ASA) advisory committee:**

The committee shall consist of nine members:

1. County public health director or representative, one;  
Michael Baker, Health Services Director, Jefferson County Public Health
2. 9-1-1 communications center representative, one;  
Renee Heidy, Operations Supervisor, Frontier 911
3. Ambulance service provider representative, one;  
Mike Lepin, Chief, Jefferson County Emergency Medical Services
4. Physician or nurse with emergency medicine background, one;  
Andrew Parker, MD, Emergency Medicine Physician, St. Charles Health System
5. St Charles Hospital administration representative, one;  
Will Bean, Emergency Department Manager, St. Charles Health System
6. Sheriff's employee or County Emergency Management employee,, one; and  
Marc Heckathorn, Undersheriff, Jefferson County Sheriff's Office
7. Citizen-at-large not employed or associated with an ASA service agency , one.  
Joe Krenowicz, Director, Madras-Jefferson County Chamber of Commerce
8. Fire District Representative recommended by the Fire District Chiefs, one;  
Brian Huff, Chief, Jefferson County Fire District 1
9. City of Madras Representative recommended by the City Council, one;  
Bartt Brick, City Councilor, City of Madras

\* Jefferson County staff as the Board deems appropriate shall be ex-officio members of the committee.



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

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

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: Heather Simes Offer Date: 01/14/19 Start Date: TBA  
Position: Adult PO I-Basic Department: Community Corrections Grade: A Step: A  
Wages: Per Hour: \$21.98 Per Month: \$3,823.91 Annual: \$45,886.94 FTE/Part Time: FTE  
Leave Benefits (hours per month): Vacation: 8 Sick: 8 Admin: \_\_\_\_\_ Floating Holiday Hours: \_\_\_\_\_  
Probation Period: 18 months Benefit Group: FOPPO Salary Matrix: FOPPO Residency Required: No  
Other Benefits not stated above: Will move to stepgrade B on July 1st, 2019.

This position  is or  is not 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.

X Heather Marie Simes, 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.

X [Signature] 1.14.2019  
Employee Signature Date

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

ATTEST BOARD OF COMMISSIONERS  
[Signature] Commission Chair  
\_\_\_\_\_  
Department Director/Elected Official  
\_\_\_\_\_  
Finance Director Commissioner  
\_\_\_\_\_  
County Administrative Officer Commissioner

OFFICE USE ONLY  
PERS Enrollment Dates: Qualifying \_\_\_\_\_ Start \_\_\_\_\_ GL Budget Line Item: \_\_\_\_\_  
Anniversary Date (determines vacation benefit): \_\_\_\_\_  
Position covered by Union:    If yes, name Union: \_\_\_\_\_  
Authorized Union deduction:    Health Insurance:     
If yes, name of Carrier: \_\_\_\_\_ Effective date of health care coverage: \_\_\_\_\_





BEFORE THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF JEFFERSON

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

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: Catherine Lowery Offer Date: 01-16-19 Start Date: TBA
Position: Adult PO I-Basic Department: Community Corrections Grade: B Step: B
Wages: Per Hour: \$22.42 Per Month: \$3,900.39 Annual: \$48,804.68 FTE/Part Time: FTE
Leave Benefits (hours per month): Vacation: 8 Sick: 8 Admin: Floating Holiday Hours:
Probation Period: 18 months Benefit Group: FOPPO Salary Matrix: FOPPO Residency Required: No
Other Benefits not stated above: will move to step C on July 1st, 2019.

This position is or is not 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, Catherine Lowery, 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.

Catherine Lowery
Employee Signature Date 1-16-19

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

ATTEST BOARD OF COMMISSIONERS
Department Director/Elected Official Commission Chair
Finance Director Commissioner
County Administrative Officer 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:

# AGENDA ITEM COVERSHEET

Admin. Session  
 Action Item

Consent Agenda  
 Report/Request

Public Hearing  
 Other/Announcements

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

OVW 2019 Improving Criminal Justice Responses Grant application

Department: District Attorney's Office Date Submitted: January 17, 2019

Contact Person: Twila Rosenberg Phone: 541-475-4452

Effective Dates of Contract/Grant/ Proposal: October 1, 2019 to September 30, 2022

Amount of Contract/Grant/Proposal: \$500,000 Requested Agenda Date: January 23, 2019

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

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

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

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

**AGENDA ITEM BRIEF DESCRIPTION:**

Requesting permission to apply for the OVW 2019 Improving Criminal Justice Responses Grant on behalf of Jefferson County, Oregon.

**BACKGROUND/SUMMARY STATEMENT:**

The current 2016 OVW Improving Criminal Justice Responses Grant ends September 30, 2019. This is a continuation grant application. The application would include part-time grant funded county positions: grant coordinator, victim assistance advocate, probation officer, and corrections officer. Also included would be a contractual saving grace advocate, training for grant personnel, and completion of a full faith and credit protocol training. Other activities are yet to be determined.

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

Discussion & action

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

Approve request to apply for OVW 2019 Improving Criminal Justice Responses Grant on behalf of Jefferson County, Oregon.

**ATTACHMENTS:** Letter of Intent

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

The BOCC Commission Chair to sign the Letter of Intent. Return original Letter of Intent to Twila Rosenberg for submission to OVW.

# JEFFERSON COUNTY BOARD OF COMMISSIONERS

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66 S.E. "D" St., Suite A • Madras, Oregon 97741 • Ph: (541) 475-2449 • FAX: (541) 475-4454



January 23, 2019

Director  
Office on Violence Against Women  
145 N Street NE  
Suite 10W.121  
Washington, D.C. 20530

Re: Letter of Intent

Dear Director:

This letter serves to certify that Jefferson County, Oregon is registered and current with the System for Award Management (SAM) under DUNS number 091298356. Jefferson County, Oregon registered/verified registration on January 16, 2019. The SAM registration for Jefferson County, Oregon will expire on May 8, 2019.

I understand that upon application submission in Grants.gov the Authorized Organization Representative (AOR) will receive a minimum of two email messages. One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission. In order to successfully receive notifications from Grants.gov, all information listed in Grants.gov must be current and active. Jefferson County, Oregon verified that all information listed in Grants.gov (Name and contact information for the AOR, organization address, etc.) is current and active on January 16, 2019.

Sincerely,

Mae Huston, Commission Chair  
Jefferson County Board of Commissioners

Wayne Fording, Commissioner • Mae Huston, Chair • Kelly Simmelink, Commissioner

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

IN THE MATTER OF AMENDING CHAPTER	)	
3.04 OF THE JEFFERSON COUNTY CODE	)	ORDINANCE NO.
REGARDING PUBLIC CONTRACTING	)	
REGULATIONS AND DECLARING AN	)	
EMERGENCY	)	_____

WHEREAS, the Jefferson County Public Contracting Regulations originally adopted by Ordinance O-027-05 are no longer consistent with the Oregon Public Contracting Code; and

WHEREAS, the Board of County Commissioners desires that the Jefferson County Public Contracting Regulations be amended for consistency with current law and the efficiency and fairness of public contracting; and

WHEREAS, in accordance with ORS 203.045, the Jefferson County Board of Commissioners has provided notice of a public hearing held on January 23, 2019 for the purpose of hearing public testimony on the proposed code amendments; and

WHEREAS, the Jefferson County Board of Commissioners has determined that the proposed amendments to the Jefferson County Code are in the public interest;

NOW THEREFORE, the Jefferson County Board of Commissioners hereby Ordains as follows:

A. Adoption of Code Amendments. The Jefferson County Code and the enacting ordinance of the code provision are amended to read as stated in Exhibit A.

B. Repeal of Prior Ordinance. All other ordinances and parts of ordinances which are in conflict with this ordinance are hereby repealed and shall not be of further force and effect after the effective date of this ordinance.

C. Severability. The provisions of this Ordinance are severable. If any section, subsection, sentence, clause or phrase of this ordinance or exhibits thereto is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance or exhibits thereto.

D. Corrections. This Ordinance may be corrected by an order of the Board of County Commissioners to cure editorial and/or clerical errors.

E. Effective Date. These amendments being necessary for immediate implementation, an emergency is declared to exist and this Ordinance shall be effective upon adoption.

Date of first reading: \_\_\_\_\_

Date of second reading: \_\_\_\_\_

JEFFERSON COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Mae Huston, Commission Chair

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

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

ATTEST

\_\_\_\_\_  
Barb Andresen, Recording Secretary

## EXHIBIT A

### **3.04.010 Public contracts policy.**

A. Short Title. The provisions of these regulations should be cited as the Jefferson County public contracting regulations.

B. Purpose. It is the policy of Jefferson County in adopting these public contracting regulations, to utilize public contracting practices and methods that maximize the efficient use of public resources and the purchasing power of public funds by:

1. Promoting impartial and open competition;
2. Using solicitation materials that are complete and contain a clear statement of contract specifications and requirements; and
3. Taking full advantage of evolving procurement methods that suit the contracting needs of the county as they emerge within various industries.

C. Interpretation of Public Contracting Regulations. In furtherance of the purpose of the objectives set forth in subsection B of this section, it is the intent of the board that these regulations be interpreted to authorize the full use of all contracting power and authority described in Oregon Revised Statutes, Chapters 279A, 279B and 279C.

### **3.04.020 Application of public contracting regulations.**

In accordance with ORS 279A.025, these regulations and the Oregon Public Contracting Code do not apply to the following classes of contracts:

A. Between Governments. Contracts between the county and other public bodies, including cities, special districts, agencies of the state of Oregon or its political subdivisions, or any other public body designated under ORS Chapter 190;

B. Grants. A grant contract is an agreement under which the county is either a grantee or a grantor of moneys, property or other assistance, including loans, loan guarantees, credit enhancements, gifts, bequests, commodities or other assets, for the purpose of supporting or stimulating a program or activity of the grantee and in which no substantial involvement by the grantor is anticipated in the program or activity other than involvement associated with monitoring compliance with the grant conditions. The making or receiving of a grant is not a public contract subject to the Oregon Public Contracting Code. Any grant made by the county, however, shall impose conditions on the grantee that ensure that expenditures of the grant are made in accordance with Oregon and other applicable law;

C. Legal Witnesses and Consultants. Contracts for professional or expert witnesses or consultants to provide services or testimony relating to existing or potential litigation or legal matters in which the county is or may become interested;

D. Real Property. Acquisitions or disposals of real property or interests in real property;

E. Oregon Corrections Enterprises. Procurements from an Oregon corrections enterprises program;

F. Finance. Contracts, agreements or other documents entered into, issued or established in connection with:

1. The incurring of debt by the county, including any associated contracts, agreements or other documents, regardless of whether the obligations that the contracts, agreements or other documents established are general, special or limited,

2. The making of program loans and similar extensions or advances of funds, aid or assistance by the county to a private person or entity for the purpose of carrying out, promoting or sustaining activities or programs authorized by law, other than for the construction of public works or public improvements,

3. The investment of funds by the county as authorized by law,

4. Banking, money management or other predominantly financial transactions of the county that, by their character, cannot practically be established under the competitive contractor selection procedures, based upon the findings of the purchasing manager;

G. Employee Benefits. Contracts for employee benefit plans as provided in ORS 243.105(1), 243.125(4), 243.221, 243.275, 243.291, 243.303 and 243.565;

H. Other Exemptions under State Laws. Any other public contract specifically exempted from the Oregon Public Contracting Code by another provision of law;

I. Federal Law. Except as otherwise expressly provided in ORS 279C.800 to 279C.870, applicable federal statutes and regulations govern when federal funds are involved and such statutes or regulations conflict with any provision of the Oregon Public Contracting Code or these regulations, or require additional conditions in public contracts not authorized by the Oregon Public Contracting Code or these regulations.

### **3.04.030 Regulation of public contracts by the local contract review board.**

Except as expressly delegated under these regulations, the board reserves to itself the exercise of all of the duties and authority of a local contract review board and a contracting agency under state law, including, but not limited to, the power and authority to do any of the following:

- A. Solicitation Methods Applicable to Contracts. Approve the use of contracting methods and exemptions from contracting methods for a specific contract or certain classes of contracts;
- B. Brand Name Specifications. Exempt the use of brand name specifications for public improvement contracts;
- C. Waiver of Performance and Payment Bonds. Approve the partial or complete waiver of the requirement for the delivery of a performance or payment bond for construction of a public improvement;
- D. Electronic Advertisement of Public Contracts. Authorize the use of electronic advertisements for contracts in lieu of publication in a newspaper of general circulation;
- E. Appeals. Make final determinations of debarment, prequalification or contract award;
- F. Rulemaking. Adopt contracting rules under ORS 279A.065 and ORS 279A.070, including without limitation rules for the procurement, management, disposal and control of goods, services, personal services and public improvements;
- G. Award. Award all contracts;
- H. Delegation. Delegate to any employee or agent of Jefferson County any of the duties or authority reserved to the board; and,
- I. Mandatory Review of Rules. Whenever the Oregon State Legislative Assembly enacts laws that cause the attorney general to modify its model rules, the board shall review these regulations to determine whether any modifications to the regulations need to be adopted by the board to ensure compliance with statutory changes.

**3.04.040 Attorney general’s model rules do not apply.**

Except as otherwise provided in these regulations, the model rules adopted by the attorney general under ORS 279A.065 do not apply to the contracts of Jefferson County.

**3.04.050 Authority of purchasing manager.**

- A. General Authority. *The county administrative officer (CAO) shall be the purchasing manager for the county, and is authorized to issue all solicitations and to award all county contracts for which there is an*



*appropriation or other written authorization by the board, except as otherwise provided in these regulations. Subject to these regulations and the Oregon Public Contracting Code, the purchasing manager may adopt or amend all solicitation materials, contracts and forms, and shall hear all solicitation, prequalification and award protests.*

B. Delegation of Purchasing Manager's Authority. The responsibilities or authorities of the purchasing manager under these regulations may be delegated only by written directive (e.g., to a department head).

C. Mandatory Review of Rules. Whenever the Oregon State Legislative Assembly enacts laws that cause the attorney general to modify its model rules, the purchasing manager shall review these regulations, and recommend to the board any modifications required to ensure compliance with statutory changes.

### **3.04.060 Definitions.**

The following terms used in these regulations shall have the meanings set forth in this section:

"Award" means the selection of a person to provide goods, services or public improvements under a public contract. The award of a contract is not binding on the county until the contract is executed and delivered by the county.

"Bid" means a binding, sealed, written offer to provide goods, services or public improvements for a specified price or prices.

"Concession agreement" means a contract that authorizes and requires a private entity or individual to promote or sell, for its own business purposes, specified types of goods or services from real property owned or managed by the county, and under which the concessionaire makes payments to the county, based, at least in part, on the concessionaire's revenues or sales. The term "concession agreement" may include a rental agreement or license for the use of premises.

"Contract price" means the total amount paid or to be paid under a contract, including any approved alternates, and any fully executed change orders or amendments.

"Contract review board or local contract review board" means the Jefferson County local contract review board (JCLCRB) as designated by the enabling ordinance, which is the board of commissioners for Jefferson County.

"Cooperative procurement" means a procurement conducted by or on behalf of one or more contracting agencies.

“Debarment” means a declaration by the purchasing manager or board, under ORS [279B.130](#) or ORS [279C.440](#), that prohibits a potential contractor from competing for the county’s public contracts for a prescribed period of time.

“Disposal” means any arrangement for the transfer of property by the county under which the county relinquishes ownership.

“Emergency” means circumstances that create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety, and require prompt execution of a contract to remedy the condition.

“Energy savings performance contract” means a contract with a qualified energy service company for the identification, evaluation, recommendation, design and construction of energy conservation measures that guarantee energy savings or performance.

“Findings” are the statements of fact that provide justification for a determination. Findings may include, but are not limited to, information regarding operation, budget and financial data; public benefits; cost savings; competition in public contracts; quality and aesthetic considerations; value engineering; specialized expertise needed; public safety; market conditions; technical complexity; availability, performance and funding sources.

“Goods” means any item or combination of supplies, equipment, materials or other personal property, including any tangible, intangible and intellectual property and rights and licenses in relation thereto.

“Informal solicitation” means a solicitation made in accordance with these regulations, to a limited number of potential contractors, in which the solicitation agent attempts to obtain at least three written quotes or proposals.

“Invitation to bid” means a publicly advertised request for competitive sealed bids.

“Lowest Responsible Bidder” means the lowest bidder who:

1. Has substantially complied with all prescribed public contract procedures and requirements;
2. Has met the standards of responsibility set forth in ORS 279B.110 or 279C.375;
3. Has not been debarred or disqualified by the County under ORS 279B.130 or 279C.440; and
4. If the advertised contract is a public improvement contract, is not on the list created by the Construction Contractors Board under ORS 701.227.

“Model rules” means the public contracting rules adopted by the attorney general under ORS [279A.065](#).

“Offeror” means a person who submits a bid, quote or proposal to enter into a public contract with the county.

“Oregon Public Contracting Code” means ORS Chapters [279A](#), [279B](#) and [279C](#).

“Person” means a natural person or any other private or governmental entity, having the legal capacity to enter into a binding contract.

“Personal services contract” means a contract with an independent contractor predominantly for services that require special training or certification, skill, technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of judgment skills, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include, but are not limited to, the services of architects, engineers, land surveyors, attorneys, auditors and other licensed professionals, artists, designers, computer programmers, performers, consultants and property managers. The purchasing manager or board shall have discretion to determine whether additional types of services not specifically mentioned in this paragraph fit within the definition of personal services.

“Proposal” means a binding offer to provide goods, services or public improvements, with the understanding that acceptance will depend on the evaluation of factors other than, or in addition to, price. A proposal may be made in response to a request for proposals or under an informal solicitation.

“Public contract” means a sale or other disposal, or a purchase, lease, rental or other acquisition, by the county of personal property, services, including personal services, public improvements, public works, minor alterations, or ordinary repair or maintenance necessary to preserve a public improvement.

“Public improvement” means a project for construction, reconstruction or major renovation on real property by or for the county. “Public improvement” does not include:

1. Projects for which no funds of the county are directly or indirectly used, except for participation that is incidental or related primarily to project design or inspection; or
2. Emergency work, minor alteration, ordinary repair or maintenance necessary to preserve a public improvement.

“Purchasing manager” means the county administrative officer (CAO) or designee appointed by the CAO to exercise the specific delegated authority of the purchasing manager under these regulations.

“Qualified pool” means a pool of vendors who are prequalified to compete for the award of contracts for certain types of contracts or to provide certain types of services. The purchasing manager may designate the prequalification pool of ODOT, DAS, or any other county or municipal corporation to be prequalified in the county qualified pool.

“Quote” means a price offer made in response to an informal or qualified pool solicitation to provide goods, services or public improvements.

“Request for proposals” means a publicly advertised request for sealed competitive proposals.

“Services” means and includes all types of services (including construction labor) other than personal services.

“Solicitation” means an invitation to one or more potential contractors to submit a bid, proposal, quote, statement of qualifications or letter of interest to the county with respect to a proposed project, procurement or other contracting opportunity. The word “solicitation” also refers to the process by which the county requests, receives and evaluates potential contractors and awards public contracts.

“Solicitation agent” means, with respect to a particular solicitation, the purchasing manager or person designated by the purchasing manager to conduct a solicitation or make a recommendation on an award to the purchasing manager.

“Solicitation documents” means all informational materials issued by the county for a solicitation, including, but not limited to, advertisements, instructions, submission requirements and schedules, award criteria, contract terms and specifications, and all laws, regulations and documents incorporated by reference.

“Surplus property” means personal property owned by the county which is no longer needed for use by the county.

#### **3.04.070 Process for approval of special solicitation methods and exemptions.**

A. Authority of the Board. In its capacity as the local contract review board for the county, the JCLCRB, upon its own initiative, or upon request of the purchasing manager, may create special selection, evaluation and award procedures for, or may exempt from competition, the award of a specific contract or class of contracts as provided in this section.

B. Basis for Approval. In making a determination regarding a special selection method, the board may consider the type, cost, amount of the contract or class of contracts, number of persons available to make offers, and such other factors as it may deem appropriate. The approval of a special solicitation method or exemption from competition must be based upon a record before the board that contains the following:

1. The nature of the contract or class of contracts for which the special solicitation or exemption is requested;
2. The estimated contract price or cost of the project, if relevant;
3. Findings to support the substantial cost savings, enhancement in quality or performance, or other public benefit anticipated by the proposed selection method or exemption from competitive solicitation;
4. Findings to support the reason that approval of the request would be unlikely to encourage favoritism or diminish competition for the public contract or class of public contracts, or would otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with the solicitation requirements that would otherwise be applicable under these regulations;
5. A description of the proposed alternative contracting methods to be employed; and
6. The estimated date by which it would be necessary to let the contract(s).

C. Hearing.

1. The board shall approve the special solicitation or exemption after a public hearing before the board following notice by publication in at least one newspaper of general circulation in the area.
2. At the public hearing, the board shall offer an opportunity for any interested party to appear and present comment.
3. The board will consider the findings and may approve the exemption as proposed or as modified by the board after providing an opportunity for public comment.

D. Commencement of Solicitation Prior to Approval. A solicitation may be issued prior to the approval of a special exemption under this section, provided that the closing of the solicitation may not be earlier than five days after the date of the hearing at which the board approves the exemption. If the board fails to approve a requested exemption, or requires the use of a solicitation procedure other than the procedures described in the issued solicitation documents, the issued solicitation may either be modified by addendum or cancelled.

E. Special Requirements for Public Improvement Contracts.

1. Notification of the public hearing for exemption of a public improvement contract, or class of public improvement contracts, shall be published in a trade newspaper of general statewide circulation at least fourteen (14) days prior to the hearing.
2. The notice shall state that the public hearing is for the purpose of taking comments on the board's draft findings for an exemption from the standard solicitation method. At the time of the notice, copies of the draft findings shall be made available to the public.

### **3.04.080 Solicitation methods for classes of contracts.**

The following classes of public contracts and the method(s) that are approved for the award of each of the classes are established by the board.

**A. Purchases from Nonprofit Agencies for Disabled Individuals.** The county shall give a preference to goods, services and public improvements available from qualified nonprofit agencies for disabled individuals in accordance with the provisions of ORS 279.835-853.

#### **B. Public Improvement Contracts.**

1. All public improvement contracts shall be based upon competitive bids except:
  - a. A public improvement contract with a qualified nonprofit agency that provides employment opportunities for individuals with disabilities under ORS 279.835 to 279.853.
  - b. A public improvement contract with a value of less than \$10,000.
  - c. A public improvement contract with a contract price that does not exceed \$100,000 made under procedures for competitive quotes in ORS 279C.412 and 279C.414.
  - d. A public improvement contract under ORS 279C.335(3)(b), which provides an exemption for Alternative Contracting Methods.
2. Non-transportation Public Improvements Up to \$100,000. Public improvement contracts other than contracts for a highway, bridge or other transportation project for which the estimated contract price does not exceed one hundred thousand dollars (\$100,000.00) may be awarded using an informal solicitation for quotes.

3. Transportation Public Improvements Up to \$50,000. Contracts for which the estimated contract price does not exceed fifty thousand dollars (\$50,000.00) for highways, bridges or other transportation projects may be awarded using an informal solicitation for quotes.

4. County-Funded Privately-Constructed Public Improvements. The county may contribute funding to a privately-constructed public improvement project without subjecting the project to competitive solicitation requirements if all of the following conditions are met with respect to the entire public improvement project, and documented with written findings:

a. The county's contribution to the project may not exceed twenty-five (25) percent of the total cost of the project;

b. The county must comply with all applicable laws concerning the reporting of the project to the bureau of labor and industries as a public works project;

c. The general contractor for the project must agree in writing to comply with all applicable laws concerning reporting and payment of prevailing wages for the project;

d. The funds contributed to the project may not provide a pecuniary benefit to the owner of the development for which the project is being constructed, other than benefits that are shared by all members of the community;

e. The performance of the general contractor and the payment of labor for the project must be secured by both performance and payment bonds or other cash-equivalent security that is acceptable to the purchasing manager to protect the county against defective performance and claims for payment; and

f. The contract for construction of the project must be amended, as necessary, to require the general contractor to maintain adequate workers compensation and liability insurance and to protect and provide indemnification to the county for all claims for payment, injury or property damage arising from or related to the construction of the project.

### **C. Personal Services Contracts.**

1. Personal Service Contracts Not Exceeding \$150,000. Contracts for personal services for which the estimated contract price does not exceed one hundred fifty thousand dollars (\$150,000.00) may be awarded using an informal solicitation for proposals.

2. Award from Qualified Pool. Contracts for personal services for which the estimated contract price does not exceed seventy-five thousand dollars (\$75,000.00) may be awarded by direct appointment, without competition, from a qualified pool.

3. Personal Service Contracts Not Exceeding \$20,000 per Year. Contracts for which the solicitation agent estimates that payments will not exceed twenty thousand dollars (\$20,000.00) in any fiscal year or one hundred fifty thousand dollars (\$150,000.00) over the full term, including optional renewals, may be awarded under any method deemed in the county's best interest by the solicitation agent, including by direct appointment.

4. Personal Service Contracts for Continuation of Work. Contracts of not more than one hundred fifty thousand dollars (\$150,000.00) for the continuation of work by a contractor who performed preliminary studies, analysis or planning for the work under a prior contract may be awarded without competition if the prior contract was awarded under a competitive process and the solicitation agent determines that use of the original contractor will significantly reduce the costs of, or risks associated with, the work.

*5. Selection for Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services. Contracts with an estimated fee less than \$100,000 may be made by direct appointment; contracts with an estimated fee less than \$250,000 may use informal solicitation procedures; contracts with an estimated fee that exceeds \$250,000 must comply with ORS 279C.110 for selection process.*

**D. Hybrid Contracts.** The following classes of contracts include elements of construction of public improvements as well as personal services and may be awarded under a request for proposals, unless exempt from competitive solicitation.

1. Design/Build and CM/GC Contracts. Contracts for the construction of public improvements using a design/build or construction manager/general contractor construction method shall be awarded under a request for proposals. The determination to construct a project using a design/build or construction manager/general contractor construction method must be approved by the purchasing manager, upon facts that support a finding that the construction of the improvement under the proposed method is likely to result in cost savings, higher quality, reduced errors, or other benefits to the county.

2. Energy Savings Performance Contracts (ESPC's). Unless the contract qualifies for award under another classification in this section, contractors for energy savings performance contracts shall be selected under a request for proposals in accordance with these regulations.



**E. Contracts for Goods and Services.**

1. Any Procurement. The procurement of goods or services in any amount may be made under either an invitation to bid in compliance with ORS 279B.055 or a request for proposals in compliance with ORS 279B.060.
2. Procurements Up to \$150,000. The procurement of goods or services for which the estimated contract price does not exceed one hundred fifty thousand dollars (\$150,000.00) may be made under an informal solicitation for either quotes or proposals.
3. Procurements in excess of \$150,000. The procurement of goods or services for which the estimated contract price exceeds one hundred fifty thousand dollars (\$150,000) must be made by requesting and evaluated competitive sealed proposals or bids.

**F. Contracts Subject to Award at Purchasing Manager's Discretion.** The following classes of contracts may be awarded in any manner which the purchasing manager deems appropriate to the county's needs, including by direct appointment or purchase. Except where otherwise provided, the solicitation agent shall make a record of the method of award.

1. Advertising. Contracts for the placing of notice or advertisements in any medium.
2. Amendments. Contract amendments shall not be considered to be separate contracts if made in accordance with the public contracting regulations.
3. Animals. Contracts for the purchase of animals.
4. Contracts Up to \$10,000. Contracts of any type for which the contract price does not exceed five thousand dollars (\$10,000.00).
5. Copyrighted Materials; Library Materials. Contracts for the acquisition of materials entitled to copyright, including, but not limited to, works of art and design, literature and music, or materials even if not entitled to copyright, purchased for use as library materials.
6. Equipment Repair. Contracts for equipment repair or overhauling, provided the service or parts required are unknown and the cost cannot be determined without extensive preliminary dismantling or testing.
7. Government Regulated Items. Contracts for the purchase of items for which prices or selection of suppliers are regulated by a governmental authority.

8. Insurance. Insurance and service contracts as provided for under ORS 414.115, 414.125, 414.135 and 414.145.
9. Non-Owned Property. Contracts or arrangements for the sale or other disposal of abandoned property or other personal property not owned by the county.
10. Sole Source Contracts. Contracts for goods or services which are only available from a single source may be awarded without competition pursuant to ORS 279B.075.
11. Specialty Goods for Resale. Contracts for the purchase of specialty goods by the county for resale to consumers.
12. Sponsor Agreements. Sponsorship agreements, under which the county receives a gift or donation in exchange for recognition of the donor.
13. Structures. Contracts for the disposal of structures located on county-owned property.
14. Renewals. Contracts that are being renewed in accordance with their terms are not considered to be newly-issued contracts and are not subject to competitive procurement procedures.
15. Temporary Extensions or Renewals. Contracts for a single period of one year or less, for the temporary extension or renewal of an expiring and nonrenewable, or recently expired, contract, other than a contract for public improvements.
16. Temporary Use of County-Owned Property. The county may negotiate and enter into a license, permit or other contract for the temporary use of county-owned property without using a competitive selection process if:
  - a. The contract results from an unsolicited proposal to the county based on the unique attributes of the property or the unique needs of the proposer;
  - b. The proposed use of the property is consistent with the county's use of the property and the public interest; and
  - c. The county reserves the right to terminate the contract without penalty, in the event that the county determines that the contract is no longer consistent with the county's present or planned use of the property or the public interest.
17. Used Property. The purchasing manager, for procurements up to twenty thousand dollars (\$20,000.00), may contract for the purchase of used property by negotiation if such property is suitable for the county's needs and can be purchased for a lower cost than substantially similar new

property. For this purpose the cost of used property shall be based upon the life-cycle cost of the property over the period for which the property will be used by the county. The purchasing manager shall record the findings that support the purchase.

18. Utilities. Contracts for the purchase of steam, power, heat, water, telecommunications services and other utilities.

**G. Contracts Under Emergency Circumstances.**

1. In General. When an official with authority to enter into a contract on behalf of the county determines that immediate execution of a contract within the official's authority is necessary to prevent substantial damage or injury to persons or property, the official may execute the contract without competitive selection and award, but, where time permits, the official shall attempt to use competitive price and quality evaluation before selecting an emergency contractor.

2. Reporting. An official who enters into an emergency contract shall, as soon as possible:

a. Document the nature of the emergency; the method used for selection of the particular contractor and the reason why the selection method was deemed in the best interest of the county and the public; and

b. Notify the board of the facts and circumstances surrounding the emergency execution of the contract.

3. Emergency Public Improvement Contracts. A public improvement contract may only be awarded under emergency circumstances if the purchasing manager or the board has made a written declaration of emergency. Any public improvement contract award under emergency conditions must be awarded within sixty (60) days following the declaration of an emergency unless the board grants an extension of the emergency period. Where the time delay needed to obtain a payment or performance bond for the contract could result in injury or substantial property damage, the purchasing manager may waive the requirement for all or a portion of required performance and payment bonds.

H. Federal Purchasing Programs. Goods and services may be purchased without competitive procedures under a local government purchasing program administered by the United States General Services Administration ("GSA") as provided in this subsection.

1. The procurement must be made in accordance with procedures established by GSA for procurements by local governments, and under purchase orders or contracts submitted to and approved by the purchasing manager.

2. The price of the goods or services must be established under price agreements between the federally approved vendor and GSA.

3. The price of the goods or services must be less than the price at which such goods or services are available under state or local cooperative purchasing programs that are available to the county.

4. If a single purchase of goods or services exceeds one hundred fifty thousand dollars (\$150,000.00), the purchasing manager must obtain informal written quotes or proposals from at least two additional vendors (if reasonably available) and find, in writing, that the goods or services offered by GSA represent the best value for the county. This paragraph does not apply to the purchase of equipment manufactured or sold solely for military or law enforcement purposes.

I. Cooperative Procurement Contracts. Cooperative procurements may be made without competitive solicitation as provided in the Oregon Public Contracting Code, ORS 279A.200 to 279A.225.

#### **K. Concession Agreements.**

1. General. No part of a concession agreement shall contain or constitute a waiver of any generally applicable rules, code provisions or requirements of the county concerning regulation, registration, licensing, inspection, or permit requirements for any construction, rental or business activity.

2. Classes of Contracts Eligible for Award without Competition. The following concession agreements may be awarded by any method deemed appropriate by the solicitation agent, including without limitation, by direct appointment, private negotiation, from a qualified pool, or using a competitive process.

a. Contracts Under \$5,000. Contracts under which the solicitation agent estimates that receipts by the county will not exceed five thousand dollars (\$5,000.00) in any fiscal year and fifty thousand dollars (\$50,000.00) in the aggregate.

b. Single Event Concessions. Concessions to sell or promote food, beverages, merchandise or services at a single public event shall be awarded based on any method determined by the purchasing manager to provide a fair opportunity to all persons desiring to operate a concession, but in which the promotion of the public interest and success of the event shall be of predominant importance.

3. *Competitive Award. Concession agreements solicited by the county for the use of designated public premises for a term greater than a single event shall be awarded as follows:*

*a. Small Concessions. For concession agreements for which the concessionaire's projected annual gross revenues are estimated to be one hundred thousand dollars (\$100,000.00) or less, the purchasing manager has discretion to use either an informal solicitation or formal request for proposals process applicable to contracts for personal services. If the proposals received indicate a probability that the concessionaire's annual gross revenues will exceed one hundred thousand dollars (\$100,000.00), the solicitation agent may, but shall not be required to, reissue the solicitation as a request for proposals.*

*b. Major Concessions. Concession agreements for which the concessionaire's projected annual gross revenues under the contract are estimated to exceed one hundred thousand dollars (\$100,000.00) annually shall be awarded using a request for proposals.*

### **3.04.090 Informal solicitation procedures.**

#### **A. Informally Solicited Quotes and Proposals.**

1. Solicitation of Offers. When authorized by these regulations, an informal solicitation may be made by general or limited advertisement to a certain group of vendors, by direct inquiry to persons selected by the solicitation agent, or in any other manner which the solicitation agent deems suitable for obtaining competitive quotes or proposals. The solicitation agent shall deliver or otherwise make available to potential offerors, a written scope of work, a description of how quotes or proposals are to be submitted and description of the criteria for award.

2. Award. The solicitation agent shall attempt to obtain a minimum of three written quotes or proposals before making an award. If the award is made solely on the basis of price, the solicitation agent shall award the contract to the responsible offeror that submits the lowest responsive quote. If the award is based on criteria other than, or in addition to, price, the solicitation agent shall award the contract to the responsible offeror that will best serve the interest of the county, based on the criteria for award, and the standards of responsibility set forth in Section 3.04.060 of this code.

3. Records. A written record of all persons solicited and offers received shall be maintained. If three offers cannot be obtained, a lesser number will suffice, provided that a written record is made of the effort to obtain the quotes.

#### **B. Qualified Pools.**

1. General. To create a qualified pool, the purchasing manager may invite prospective contractors to submit their qualifications to the county for inclusion as participants in a pool of contractors qualified

to provide certain types of goods, services, or projects including personal services and public improvements.

2. Advertisement. The invitation to participate in a qualified pool shall be advertised in the manner provided for advertisements of invitations to bid and requests for proposals by publication in at least one newspaper of general statewide circulation. If qualification will be for a term that exceeds one year or allows open entry on a continuous basis, the invitation to participate in the pool must be republished at least once per year and shall be posted at the county's main office and on its website.

3. Contents of Solicitation. Requests for participation in a qualified pool shall describe the scope of goods or services or projects for which the pool will be maintained, and the minimum qualifications for participation in the pool, which may include, but shall not be limited to qualifications related to financial stability, contracts with manufacturers or distributors, certification as an emerging small business, insurance, licensure, education, training, experience and demonstrated skills of key personnel, access to equipment, and other relevant qualifications that are important to the contracting needs of the county.

4. Contract. The operation of each qualified pool may be governed by the provisions of a pool contract to which the county and all pool participants are parties. The contract shall contain all terms required by the county, including, without limitation, terms related to price, performance, business registration or licensure, continuing education, insurance, indemnification, labor and employment requirements, and requirements for the submission, on an annual or other periodic basis, of evidence of continuing qualification. The qualified pool contract shall describe the selection procedures that the county may use to issue contract job orders. The selection procedures shall be objective and open to all pool participants and afford all participants the opportunity to compete for or receive job awards. Unless expressly provided in the contract, participation in a qualified pool will not entitle a participant to the award of any county contract.

5. Use of Qualified Pools. Subject to the provisions of these regulations concerning methods of solicitation for classes of contracts, the purchasing manager shall award all pool contracts for goods or services of the type for which a qualified pool is created from among the pool's participants, unless the purchasing manager determines that best interests of the county require solicitation by public advertisement, in which case, pool participants shall be notified of the solicitation and invited to submit competitive proposals.

6. Amendment and Termination. The purchasing manager may discontinue a qualified pool at any time, or may change the requirements for eligibility as a participant in the pool at any time, by giving notice to all participants in the qualified pool.

7. Protest of Failure to Qualify. The purchasing manager shall notify any applicant who fails to qualify for participation in a pool that it may appeal a qualified pool decision to the board in the manner described in Section 3.04.130 of this code.

**3.04.100 Use of brand name specifications for public improvements.**

A. In General. Specifications for contracts shall not expressly or implicitly require any product by one brand name or mark, nor the product of one particular manufacturer or seller, except for the following reasons:

1. It is unlikely that such exemption will encourage favoritism in the awarding of public improvement contracts or substantially diminish competition for public improvement contracts;
2. The specification of a product by brand name or mark, or the product of a particular manufacturer or seller, would result in substantial cost savings to the county;
3. There is only one manufacturer or seller of the product of the quality required; or
4. Efficient utilization of existing equipment, systems or supplies requires the acquisition of compatible equipment or supplies.

B. Authority of Purchasing Manager. The purchasing manager shall have authority to determine whether an exemption for the use of a specific brand name specification should be granted by recording findings that support the exemption based on the provisions of subsection A of this section.

C. Brand Name or Equivalent. Nothing in this section prohibits the county from using a “brand name or equivalent” specification; from specifying one or more comparable products as examples of the quality, performance, functionality or other characteristics of the product needed by the county; or from establishing a qualified product list.

**3.04.110 Bid, performance and payment bonds.**

A. Solicitation Agent May Require Bonds. The purchasing manager may require bid security and good and sufficient performance and payment bonds even though the contract is of a class that is exempt from the requirement.

*B. Bid Security.*

C. Performance and Payment Bonds.

1. General. Except as provided in these regulations, all public contracts are exempt from the requirement for the furnishing of performance and payment bonds.

2. Contracts Involving Public Improvements. Unless the County has exempted a Solicitation from a performance and/or payment bond under ORS 279C.390, prior to executing a public improvement contract for more than one hundred thousand dollars (\$100,000.00) or in the case of contracts for highways, bridges and other transportation projects, more than fifty thousand dollars (\$50,000), the contractor must deliver a performance bond in an amount equal to the full contract price conditioned on the faithful performance of the contract in accordance with the plans, specifications and conditions of the contract solely for the protection of the county and any public agency that is providing funding for the project for which the contract was awarded, and a payment bond in an amount equal to the full contract price, solely for the protection of claimants under ORS 279C.600.

3. Form of Bond. The purchasing manager may accept as a bond a cashier's check or certified check in lieu of all or a portion of the required bond, an irrevocable letter of credit or a surety bond.

D. Design/Build Contracts. If the public improvement contract is with a single person to provide both design and construction of a public improvement, the obligation of the performance bond for the faithful performance of the contract must also be for the preparation and completion of the design and related services covered under the contract. Notwithstanding when a cause of action, claim or demand accrues or arises, if the surety is not liable after final completion of the contract, or longer if provided for in the contract, for damages of any nature, economic or otherwise and including corrective work, attributable to the design aspect of a design-build project, or for the costs of design revisions needed to implement corrective work, then the contractor or its insurer, as a condition of the contract award, shall be liable for all such damages.

E. Construction Manager/General Contractor Contracts. If the public improvement contract is with a single person to provide construction manager and general contractor services, in which a guaranteed maximum price may be established by an amendment authorizing construction period services following preconstruction period services, the contractor shall provide the bonds required by this section upon execution of an amendment establishing the guaranteed maximum price. The county shall also require the contractor to provide bonds equal to the value of construction services authorized by any early work amendment in advance of the guaranteed maximum price amendment. Such bonds must be provided before construction starts.

F. Surety; Obligation. Each performance bond and each payment bond must be executed solely by a surety company or companies holding a certificate of authority to transact surety business in Oregon. The bonds may not constitute the surety obligation of an individual or individuals. The performance and payment bonds must be payable to the county or to the public agency or agencies for whose benefit the bond is



issued, as specified in the solicitation documents, and shall be in a form approved by the purchasing manager.

G. Emergencies. In cases of emergency, or when the interest or property of the county probably would suffer material injury by delay or other cause, the requirement of furnishing a good and sufficient performance bond and a good and sufficient payment bond for the faithful performance of any public improvement contract may be waived, if a declaration of such emergency is made in accordance with the provisions of Section 3.04.080 of this code, unless the county requires otherwise.

### **3.04.120 Electronic advertisement of public contracts.**

In lieu of publication in a newspaper of general circulation in the area, the advertisement for an invitation to bid or request for proposals may be published electronically by posting on the county's website, provided that the following conditions are met:

A. The placement of the advertisement is on a location within the website that is maintained on a regular basis for the posting of information concerning solicitations for projects of the type for which the invitation to bid or request for proposals is issued; and

B. The solicitation agent determines that the use of electronic publication will be at least as effective in encouraging meaningful competition as publication in a newspaper of general circulation in the area and will provide costs savings for the county, or that the use of electronic publication will be more effective than publication in a newspaper of general circulation in the area in encouraging meaningful competition.

### **3.04.130 Appeal of debarment or prequalification decision.**

A. Right to Hearing. Any person who has been debarred from competing for county contracts or for whom prequalification has been denied, revoked or revised may appeal the purchasing manager's decision to the board as provided in this section.

B. Filing of Appeal. The person must file a written notice of appeal with the purchasing manager within three business days after the prospective contractor's receipt of notice of the determination of debarment, or denial of prequalification.

C. Notification of Appeal to Board. Immediately upon receipt of such notice of appeal, the purchasing manager shall notify the board of the appeal.

D. Hearing. The procedure for appeal from a debarment or denial, revocation or revision of prequalification shall be as follows:

1. Promptly upon receipt of a notice of appeal, the board shall notify the appellant of the time and place of the hearing;
2. The board shall conduct the hearing and decide the appeal within thirty (30) days after receiving notice of the appeal from the purchasing manager; and
3. At the hearing, the board shall consider de novo the notice of debarment, or the notice of denial, revocation or revision of prequalification, the standards of responsibility upon which the decision on prequalification was based, or the reasons listed for debarment, and any evidence provided by the appellant or county staff.

E. Decision. The board shall set forth in writing the reasons for the decision.

F. Costs. Costs of the appeal shall be paid by the appellant.

### **3.04.\_\_\_\_ Award of Contract.**

1. Negotiation When Bids Exceed Cost Estimate. In accordance with ORS 279C.340, if all responsive bids or proposals on a competitive solicitation exceed the County's cost estimate, prior to contract award, the County may negotiate with the lowest responsible bidder in an attempt to bring the contract within the County's cost estimate.

2. Notice of Intent to Award. The County shall provide written notice of its intent to award a contract at least seven days before the award of a contract. The County's award shall not be final until seven days after the date of the notice, unless the solicitation document provided a different period for protest.

3. Protest. An adversely affect or aggrieved Offeror must exhaust all avenues of administrative review and relief before seeking judicial review of the County's award decision. The Offeror may submit to the County a written protest of the County's intent to award the contract within the protest period and must specify the grounds upon which the protest is based. An Offeror is adversely affected or aggrieved only if the Offeror is eligible for award of the contract as the responsible bidder submitting the lowest responsive bid or the responsible proposer submitting the best responsive proposal and is next in line for award. The Board, or Board's designee, may issue a written decision on the protest subject to judicial review

### **3.04.\_\_\_\_ Surplus Property.**

1. General Methods. Surplus property may be disposed of by any of the following methods upon a determination by the solicitation agent that the method of disposal is in the best interest of the county.

Factors that may be considered by the solicitation agent include costs of sale, administrative costs, and public benefits to the county. The solicitation agent shall maintain a record of the reason for the disposal method selected, and the manner of disposal, including the name of the person to whom the surplus property was transferred.

- a. Governments. Without competition, by transfer or sale to another governmental agency or department.
  - b. Auction. By publicly advertised auction to the highest bidder.
  - c. Bids. By public advertised invitation to bid.
  - d. Liquidation Sale. By liquidation sale using a commercially recognized third-party liquidator selected in accordance with rules for the award of personal services contracts.
  - e. Fixed Price Sale. The solicitation agent may establish a selling price based upon an independent appraisal or published schedule of values generally accepted by the insurance industry, schedule and advertise a sale date, and sell to the first buyer meeting the sales terms.
  - f. Trade-In. By trade-in, in conjunction with acquisition of other price-based items under a competitive solicitation. The solicitation shall require the offer to state the total value assigned to the surplus property to be traded.
  - g. Donation. By donation to any organization operating within or providing a service to residents of the county, which is recognized by the internal revenue service as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.
2. Disposal of Property with Minimal Value. Surplus property which has a value of less than five hundred dollars (\$500.00), or for which the costs of sale are likely to exceed sale proceeds may be disposed of by any means determined to be cost-effective, including by disposal as waste. The official making the disposal shall make a record of the value of the item and the manner of disposal.
3. *Restriction on Sale to County Employees. County employees shall not be restricted from competing, as members of the public, for the purchase of publicly sold surplus property, but shall not be permitted to offer to purchase property to be sold to the first qualifying bidder until at least three days after the first date on which notice of the sale is first publicly advertised.*