



CLATSOP COUNTY

BOARD OF COMMISSIONERS AGENDA WORK SESSION & REGULAR MEETING JUDGE GUY BOYINGTON BUILDING, 857 COMMERCIAL ST., ASTORIA

Wednesday, January 25, 2023

BOARD OF COMMISSIONERS:

Mark Kujala, Dist. 1 – Chair
Courtney Bangs, Dist. 4 – Vice Chair
John Toyooka, Dist. 2
Pamela Wev, Dist. 3
Lianne Thompson, Dist. 5

commissioners@co.clatsop.or.us

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Phone (503) 325-1000
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www.co.clatsop.or.us

Join the meeting from your computer, tablet or smartphone ([Zoom link](#))

You can also dial in using your phone.
1-253-215-8782

Meeting ID: 503 325 1000
Passcode: 384761

Public Testimony

You must register in advance if you want to provide testimony virtually on public hearings or speak at the designated time. There are three ways to do this: On our website at [public comment](#), emailing commissioners@co.clatsop.or.us or by calling 503-325-1000. Once registered, we will notify you when it is your opportunity to speak for a two-minute comment. You also may submit written comments which will be provided to the Board and submitted into the record.

WORK SESSION: 5:00 PM

Work Sessions are an opportunity for Board members to discuss issues informally with staff and invited guests. The Board encourages members of the public to attend Work Sessions and listen to the discussion, but there is generally no opportunity for public comment. Members of the public wishing to address the Board are welcome to do so during the Board's regularly scheduled meetings held twice monthly.

Discuss Formal Agenda {5 min}

TOPICS:

- [1.](#) Strategic Planning Retreat #2 {50 min} {Page 3}

REGULAR MEETING: 6:00 PM

The Board of Commissioners, as the Governing Body of Clatsop County, all County Service Districts for which this body so acts, and as the Clatsop County Local Contract Review Board, is now meeting in Regular Session.

FLAG SALUTE

ROLL CALL

AGENDA APPROVAL

PROCLAMATION

- [2.](#) Cascadia Earthquake Awareness Day Proclamation {Page 40}

BUSINESS FROM THE PUBLIC – *Individuals wishing to provide oral communication at the designated time must register in advance by calling 503-325-1000 or email commissioners@co.clatsop.or.us by 3 p.m. on the day of the meeting.*

CONSENT CALENDAR

- [3.](#) Board of Commissioners Minutes 12-14-22 {Page 43}
- [4.](#) Interim HR Services Contract Amendment {Page 52}
- [5.](#) Declaration of Surplus Property {Page 55}

COMMISSIONER'S LIAISON REPORTS

COUNTY MANAGER'S REPORT

BUSINESS AGENDA

- [6.](#) Jail Relocation Project – Guaranteed Maximum Price (GMP) Contract - Amendment #6 to CM/GC Contract C6871. {Page 59}
- [7.](#) Appointments to the Fair Board {Page 67}
- [8.](#) Human Services Advisory Council (HSAC) Membership {Page 81}

GOOD OF THE ORDER

ADJOURNMENT

As necessary Executive Session will be held in accordance with but not limited to: ORS 192.660 (2)(d) Labor Negotiations; ORS 192.660 (2)(e) Property Transactions; ORS 192.660 (2)(f) Records exempt from public inspection; ORS 192.660 (2)(h) Legal Counsel

Agenda packets also available online at www.co.clatsop.or.us

This meeting is accessible to persons with disabilities or wish to attend but do not have computer access or cell phone access. Please call 325-1000 if you require special accommodations at least 48 hours prior to the meeting in order to participate.

Board of Commissioners Clatsop County

WORK SESSION AGENDA ITEM SUMMARY

January 25, 2023

Topic: Strategic Planning Retreat #2

Presented By: County Manager Don Bohn,
Senior Fellow with the Center for Public Service Terry Moore, and
Management/Policy Analyst Amanda Rapinchuk

**Informational
Summary:**

Clatsop County's current strategic planning process is the structure through which the Clatsop County Board of Commissioners:

1. Examines the County's progress implementing current priorities,
2. Considers what needs to be prioritized for FY 23-24, and
3. Updates the Strategic Plan accordingly (Amendment 2)

STRATEGIC PLAN REVIEW – October 12, 2022

During this Work Session, the Clatsop County Board of Commissioners confirmed:

- Components of the Strategic Plan that will remain the same for FY 23-24 (Vision, Mission, Guiding Values, and Focus Areas) and
- This fiscal year's strategic planning process

STRATEGIC PLANNING SURVEY #1 – October 18, 2022

Following the Strategic Plan Review, a survey was distributed to County Commissioners, County staff, and local stakeholders to gather input on desired priorities for the upcoming fiscal year (FY 23-24). Survey respondents reviewed the County's current progress in completing FY 22-23 priorities and identified which, if any, they want to continue (carry-over) into FY 23-24. Additionally, respondents listed new priorities, if any, they would like the Board to consider for FY 23-24.

STRATEGIC PLANNING RETREAT #1 – December 7, 2022

The Board reviewed the preliminary list of FY 23-24 priorities staff compiled from the results of the survey and discussed their desired changes.

STRATEGIC PLANNING SURVEY #2 – December 19, 2022

A follow-up survey was distributed to the County Commissioners for their feedback on assigning tiers (levels of importance) to each potential FY 23-24 priority.

STRATEGIC PLANNING RETREAT #2 - Today

County staff and Terry Moore will assist the Board in reviewing the results of the second survey and the 1st draft of FY 23-24 priorities (staff suggestions), followed by a Board discussion to confirm any changes to this list and consider the action that they would like to assign to each item.

UPCOMING STRATEGIC PLANNING ACTIVITIES

- **Amendment 2 Work Session** – February 22, 2023
 - Board reviews draft amendment (FY 23-24) and discusses any desired changes
- **Adoption of Amendment 2** – March 22, 2023
 - Board will consider the adoption of Amendment 2 (FY 23-24 priorities)

Attachment List

- A. Presentation Slides
- B. Strategic Planning Survey Results (Report)
- C. Progress Report (FY 21-22 & FY 22-23 Strategic Plan Priorities)



STRATEGIC PLANNING

Retreat #2

January 25, 2023



Agenda

5:00 P.M. OVERVIEW

- Current progress**
- Plan for today**

(Terry Moore & Amanda Rapinchuk)

5:05 P.M. SOLIDIFY FY 23-24 PRIORITIES

- Board survey results**
- Staff analysis**
- 1st Draft (staff suggestions)**
- Board discussion (desired changes to 1st Draft)**

(Terry Moore as Facilitator & Board)

5:25 P.M. ASSIGNING ACTIONS

- Defining actions**
- Board discussion (desired action for each priority)**

(Terry Moore as Facilitator & Board)

5:45 P.M. IN SUMMARY...

- Today's progress**
- Next steps**

(Terry Moore & Amanda Rapinchuk)



OVERVIEW

Current Progress & Plan for Today

October



Strategic Plan Review (Oct 12)

Staff present on upcoming strategic planning process



Board, Staff, & Stakeholder Survey (Oct 19)

Suggestions for FY 23-24 Priorities

November



Staff compile survey results

December



1st Strategic Planning Retreat (Dec 7)

Board discusses survey results & preliminary list of priorities, resulting in updated (draft) list



Board Survey (following week)

Commissioners review updated list and identify preferred FY 23-24 priorities & tier (level of importance)



Staff update draft list of priorities (per survey results)

→ January



2nd Strategic Planning Retreat (Jan 25)

Board solidifies FY 23-24 priorities & assigned tier
Board discusses desired action for each priority



Staff draft Amendment 2 to the Strategic Plan

February



Amendment 2 Work Session (Feb 22)

Board reviews draft amendment & discusses any desired changes



Staff make final edits to Amendment 2 to the Strategic Plan

March



Adoption of Amendment 2 (Mar 22)

Board adopts Amendment 2 (FY 23-24 priorities)



SOLIDIFY PRIORITIES

Survey Results, 1st Draft, & Discussion

Board Survey Results

Assigning Tiers to Desired FY 23-24 Priorities

GOVERNANCE

TIER 1

- County Operations Sustainability Plan
- More Time on Legislative Priorities

TIER 2

- Community/Stakeholder Engagement
- Equity Plan for Access to Services

INFRASTRUCTURE

TIER 1

- Consolidated Emergency Communications

TIER 2

- High Speed Internet
- Alternative/Escapes Routes
- Tide Gates & Levees
- Carrying Capacity Analysis
- Relocate Infrastructure (out of inundation zones)
- Expansion of UGBs

TIER 3

- Impact of Sea Level Rise (on public infrastructure)

ECONOMIC DEVELOPMENT

TIER 1

- Economic Development Strategies
- Increase Workforce Housing Inventory

TIER 3

- Manage Tourism

ENVIRONMENTAL QUALITY

TIER 2

- Water Quality & Needs Assessments
- Proper Dumping of Septage
- FEMA's BiOp
- Climate Resiliency Initiative

SOCIAL SERVICES

TIER 1

- Child Care

TIER 2

- Crisis Stabilization Center
- Homelessness Initiatives/Actions

ADDITIONAL PRIORITIES

TIER 1

- Agenda Item #1. Commissioner Stipend Analysis
Public Safety (hwy 30)

Total Priorities = 24

- Tier 1 = 8
- Tier 2 = 14
- Tier 3 = 2

Staff Analysis

Categorizing Priorities

Categories

- A.** Items that can be addressed in **1 or 2 work sessions**, can be **delegated to staff**, or are **outside County authority/jurisdiction**
- B.** Items that will likely take **1 to 2 years** to address
- C.** Items that will likely take **3 or more years** to address

	GOVERNANCE	INFRASTRUCTURE	ECONOMIC DEVELOPMENT	ENVIRONMENTAL QUALITY	SOCIAL SERVICES
A	<ul style="list-style-type: none"> • More Time on Legislative Priorities • Commissioner Stipend Analysis 	<ul style="list-style-type: none"> • Expansion of UGBs 			
B	<ul style="list-style-type: none"> • County Operations Sustainability Plan • Community/Stakeholder Engagement • Equity Plan for Access to Services 	<ul style="list-style-type: none"> • Consolidated Emergency Communications • High Speed Internet • Carrying Capacity Analysis • Impact of Sea Level Rise (on public infrastructure) • Public Safety (hwy 30) 	<ul style="list-style-type: none"> • Economic Development Strategies • Manage Tourism 	<ul style="list-style-type: none"> • Water Quality & Needs Assessments • Proper Dumping of Septage 	<ul style="list-style-type: none"> • Child Care • Homelessness Initiatives/Actions
C		<ul style="list-style-type: none"> • Alternative/Escape Routes • Tide Gates & Levees • Relocate Infrastructure (out of inundation zones) 	<ul style="list-style-type: none"> • Increase Workforce Housing Inventory 	<ul style="list-style-type: none"> • Climate Resiliency • FEMA's BiOp 	<ul style="list-style-type: none"> • Crisis Stabilization Center

Suggested Adjustments

From the summary of results to the 1st draft

Adjusted Verbiage

- Community/Stakeholder Engagement —→ **Community & Stakeholder Engagement**
- Public Safety (hwy 30) —→ **State/County Transportation Safety Improvements**
- High Speed Internet —→ **Rural Broadband Expansion**
- Alternative/Escapes Routes —→ **Evacuation Routes**
- Economic Development Strategies —→ **Economic Development Strategies Plan**
- Crisis Stabilization Center —→ **Crisis Stabilization Plan**

Removed from List

In consideration of current efforts and staffs' capacity

- **Relocate Infrastructure (out of inundation zones)**
- **Climate Resiliency Initiative**

Overlap with other potential priorities

- **Manage Tourism**
 - Ties into Economic Development Strategies Plan & Carrying Capacity Analysis

Category A (previous slide)

- **More Time on Legislative Priorities**
- **Commissioner Stipend Analysis**

Adjusted Assigned Tier Level

In consideration of current efforts and staffs' capacity

- **Evacuation Routes - Tier 3**
(previously Tier 2)
- **Carrying Capacity Analysis - Tier 3**
(previously Tier 2)
- **Increase Workforce Inventory - Tier 2**
(previously Tier 1)
- **Water Quality & Needs Analysis - Tier 1**
(previously Tier 2)
- **Crisis Stabilization Plan - Tier 3**
(previously Tier 2)

1st Draft of FY 23–24 Priorities

Staff Suggestions

GOVERNANCE

TIER 1

- County Operations Sustainability Plan

TIER 2

- Community & Stakeholder Engagement
- Equity Plan for Access to Services

INFRASTRUCTURE

TIER 1

- Consolidated Emergency Communications
- State/County Transportation Safety Improvements

TIER 2

- Rural Broadband Expansion
- Tide Gates & Levees

TIER 3

- Carrying Capacity Analysis
- Evacuation Routes
- Impacts of Sea Level Rise (on public infrastructure)

ECONOMIC DEVELOPMENT

TIER 1

- Economic Development Strategies Plan

TIER 2

- Increase Workforce Housing Inventory

ENVIRONMENTAL QUALITY

TIER 1

- Water Quality & Needs Assessments

TIER 2

- FEMA's BiOp

TIER 3

- Proper Dumping of Septage

SOCIAL SERVICES

TIER 1

- Child Care

TIER 2

- Homelessness Initiatives/Actions

TIER 3

- Crisis Stabilization Plan

Total Priorities = 18

- Tier 1 = 6
- Tier 2 = 7
- Tier 3 = 5

Board Discussion

Desired changes to the 1st Draft?

GOVERNANCE

TIER 1

- County Operations Sustainability Plan

TIER 2

- Community & Stakeholder Engagement
- Equity Plan for Access to Services

INFRASTRUCTURE

TIER 1

- Consolidated Emergency Communications
- State/County Transportation Safety Improvements

TIER 2

- Rural Broadband Expansion
- Tide Gates & Levees

TIER 3

- Carrying Capacity Analysis
- Evacuation Routes
- Impacts of Sea Level Rise (on public infrastructure)

ECONOMIC DEVELOPMENT

TIER 1

- Economic Development Strategies Plan

TIER 2

- Increase Workforce Housing Inventory

ENVIRONMENTAL QUALITY

TIER 1

- Water Quality & Needs Assessments

TIER 2

- FEMA's BiOp

TIER 3

- Proper Dumping of Septage

SOCIAL SERVICES

TIER 1

- Child Care

TIER 2

- Homelessness Initiatives/Actions

TIER 3

- Crisis Stabilization Plan

Total Priorities = 18

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ASSIGNING ACTIONS

Defining Actions & Board Discussion

Defining Actions

What do we mean?

- How the Board wants to address a priority
- Objective defined
- Measurable



Governance Actions

Board Discussion

Priority	Assigned Action

(Staff will update this slide in real time during the discussion.)

Infrastructure Actions

Board Discussion

Priority	Assigned Action

(Staff will update this slide in real time during the discussion.)

Economic Development Actions

Board Discussion

Priority	Assigned Action

(Staff will update this slide in real time during the discussion.)

Environmental Quality Actions

Board Discussion

Priority	Assigned Action

(Staff will update this slide in real time during the discussion.)

Social Services Actions

Board Discussion

Priority	Assigned Action

(Staff will update this slide in real time during the discussion.)



IN SUMMARY...

Today's Progress & Next Steps

October 

Strategic Plan Review (Oct 12)

Staff present on upcoming strategic planning process



Board, Staff, & Stakeholder Survey (Oct 19)

Suggestions for FY 23-24 Priorities

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Staff compile survey results

December 

1st Strategic Planning Retreat (Dec 7)

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Board solidifies FY 23-24 priorities & assigned tier
Board discusses desired action for each priority



Staff draft Amendment 2 to the Strategic Plan

February 

Amendment 2 Work Session (Feb 22)

Board reviews draft amendment & discusses any desired changes



Staff make final edits to Amendment 2 to the Strategic Plan

March 

Adoption of Amendment 2 (Mar 22)

Board adopts Amendment 2 (FY 23-24 priorities)



Strategic Planning Survey Results

Survey #2 – Assigning Tiers to FY 23–24 Priorities

**CLATSOP
COUNTY**



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5 — Summary of Results

Assigning Tiers to Desired FY 23-24 Priorities

6 — Attachment 1

Survey Answers

Introduction

Following Strategic Planning Retreat #1, a survey was distributed to the Board of County Commissioners. The survey asked Commissioners to:

- 1) **review the list of potential FY 23-24 priorities** that was established during Retreat #1 and
- 2) **assign a tier level** (level of importance) to each priority.

At the end of the survey, Commissioners also had the opportunity to write in any items of great importance that were not represented in the list of potential priorities and they wanted to add.

In the instructions, Commissioners were informed that there were a total of 22 potential FY 23-24 priorities identified in the survey and that County staff recommend a maximum of 10-14 strategic plan priorities each fiscal year.

The following page explains how County staff analyzed the results, by calculating the **average assigned tier level** (level of importance) for each potential FY 23-24 priority.

Page 5 of this document provides a complete **summary of the survey results**.

For more information on individual survey questions and answers, see Attachment 1 (page 6).

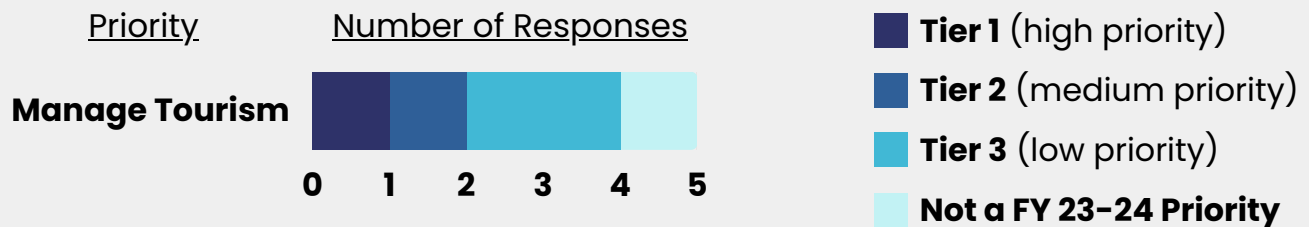
total score / number of responses = average score

Scoring:

- Tier 1 = 4
- Tier 2 = 3
- Tier 3 = 2
- Not a FY 23-24 Priority = 1

average score = average assigned tier level

For example:



Number of Responses: 5

Responses: Tier 1, Tier 2, Tier 3, Tier 3, & Not a FY 23-24 Priority

Scoring: 4 + 3 + 2 + 2 + 1 = 12

Average Score: 12 / 5 = 2.4

rounded to the nearest whole number = 2

Average Tier: Tier 3

SUMMARY OF RESULTS

Assigning Tiers to Desired FY 23-24 Priorities

GOVERNANCE

TIER 1

- County Operations Sustainability Plan
- More Time on Legislative Priorities

TIER 2

- Community/Stakeholder Engagement
- Equity Plan for Access to Services

INFRASTRUCTURE

TIER 1

- Consolidated Emergency Communications

TIER 2

- High Speed Internet
- Alternative/Escape Routes
- Tide Gates & Levees
- Carrying Capacity Analysis
- Relocate Infrastructure (out of inundation zones)
- Expansion of UGBs

TIER 3

- Impact of Sea Level Rise (on public infrastructure)

ECONOMIC DEVELOPMENT

TIER 1

- Economic Development Strategies
- Increase Workforce Housing Inventory

TIER 3

- Manage Tourism

ENVIRONMENTAL QUALITY

TIER 2

- Water Quality & Needs Assessments
- Proper Dumping of Septage
- FEMA's BiOp
- Climate Resiliency Initiative

SOCIAL SERVICES

TIER 1

- Child Care

TIER 2

- Crisis Stabilization Center
- Homelessness Initiatives/Actions

ADDITIONAL PRIORITIES

TIER 1

- Commissioner Stipend Analysis
- Public Safety (hwy 30)

Agenda Item #1.

Attachment 1

Survey Answers

► Reviewing Potential Priorities

- **Governance**
- **Infrastructure**
- **Economic Development**
- **Environmental Quality**
- **Social Services**

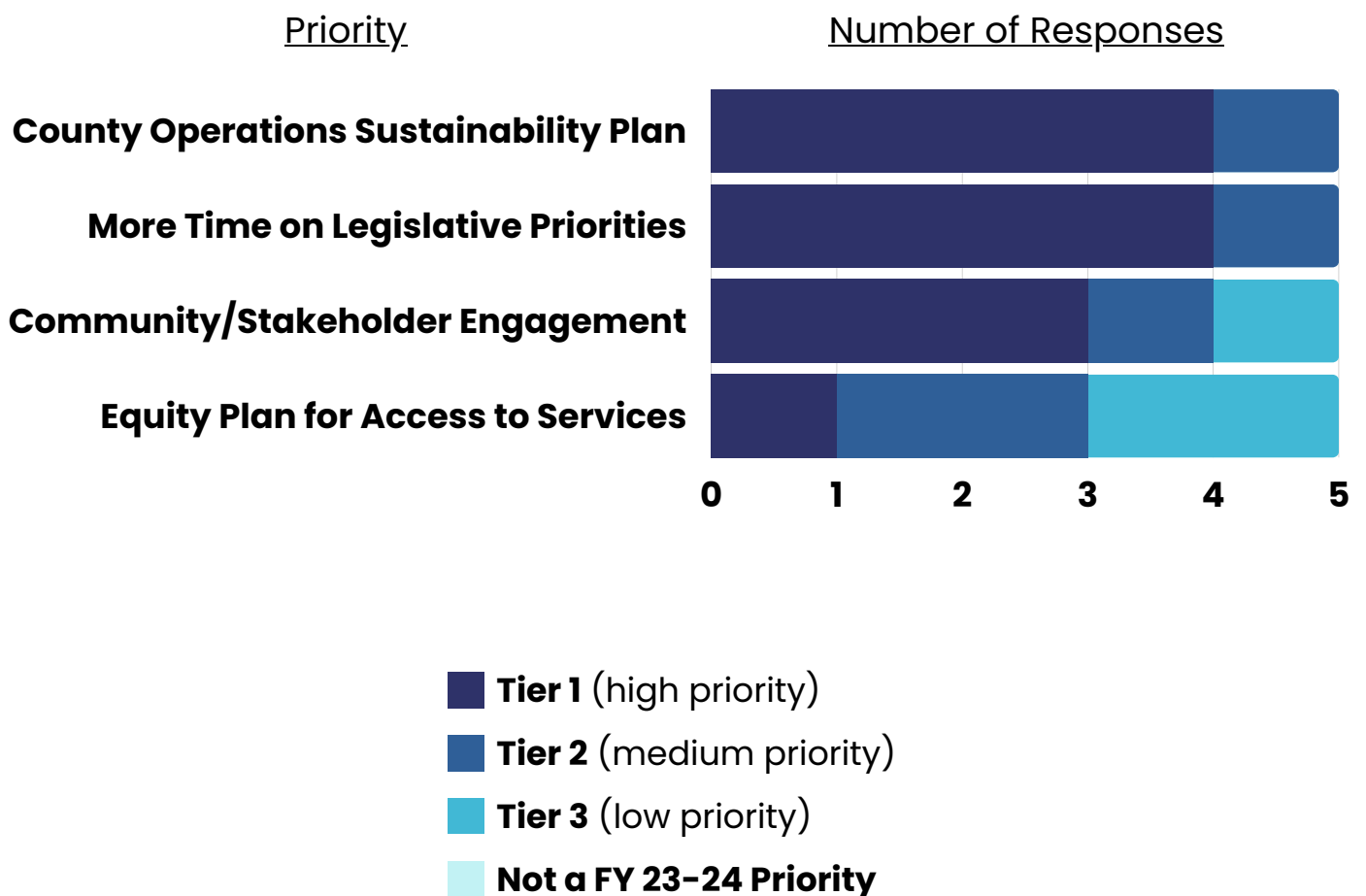
► Additional Priorities

GOVERNANCE

Survey Answers

Survey Question

Below is a list of potential FY 23–24 strategic plan priorities for this focus area that County Commissioners identified as a tier 1 or tier 2 priority during the 1st Strategic Planning Retreat. Please identify the level of importance you would like to be assigned to each potential priority listed below.

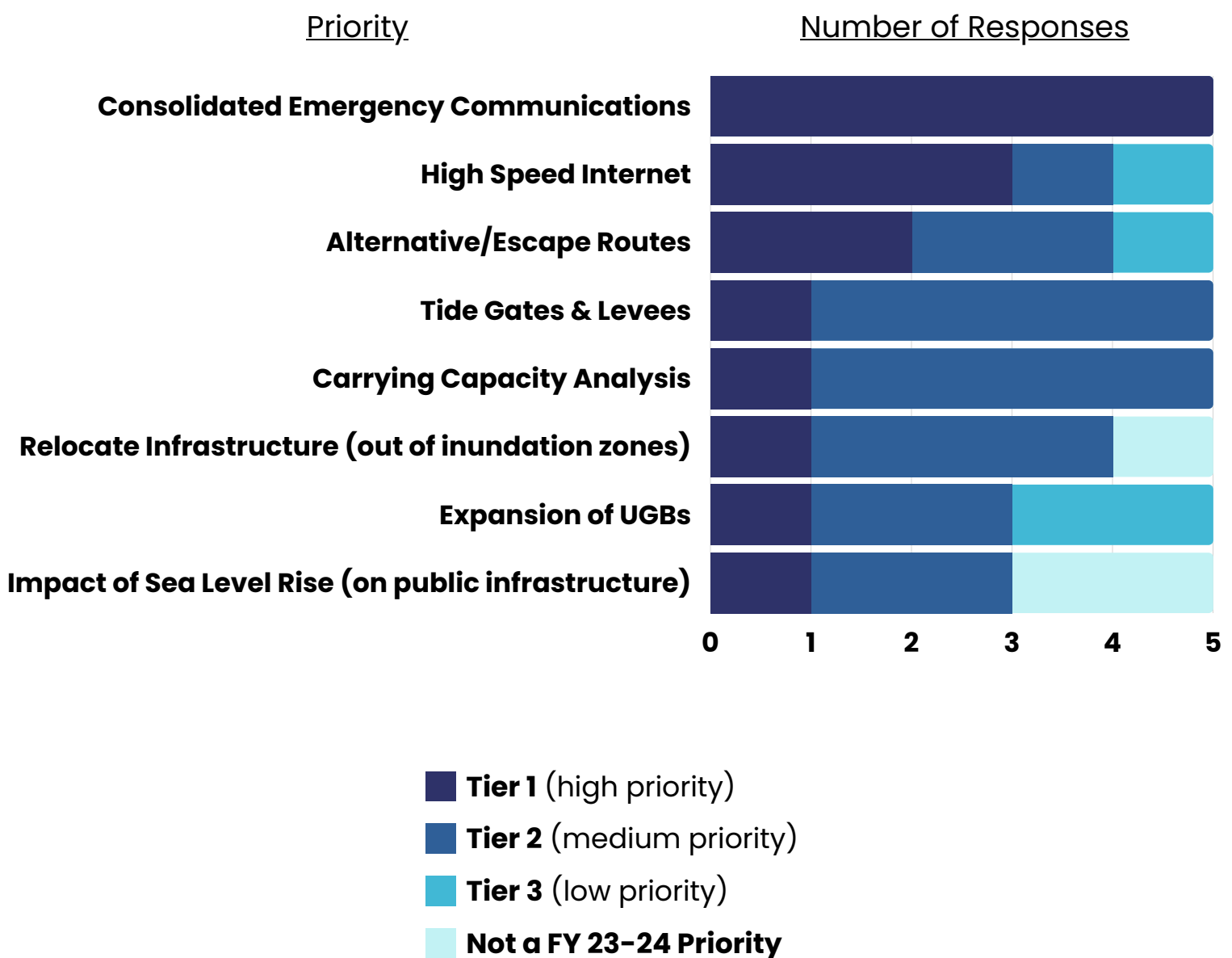


INFRASTRUCTURE

Survey Answers

Survey Question

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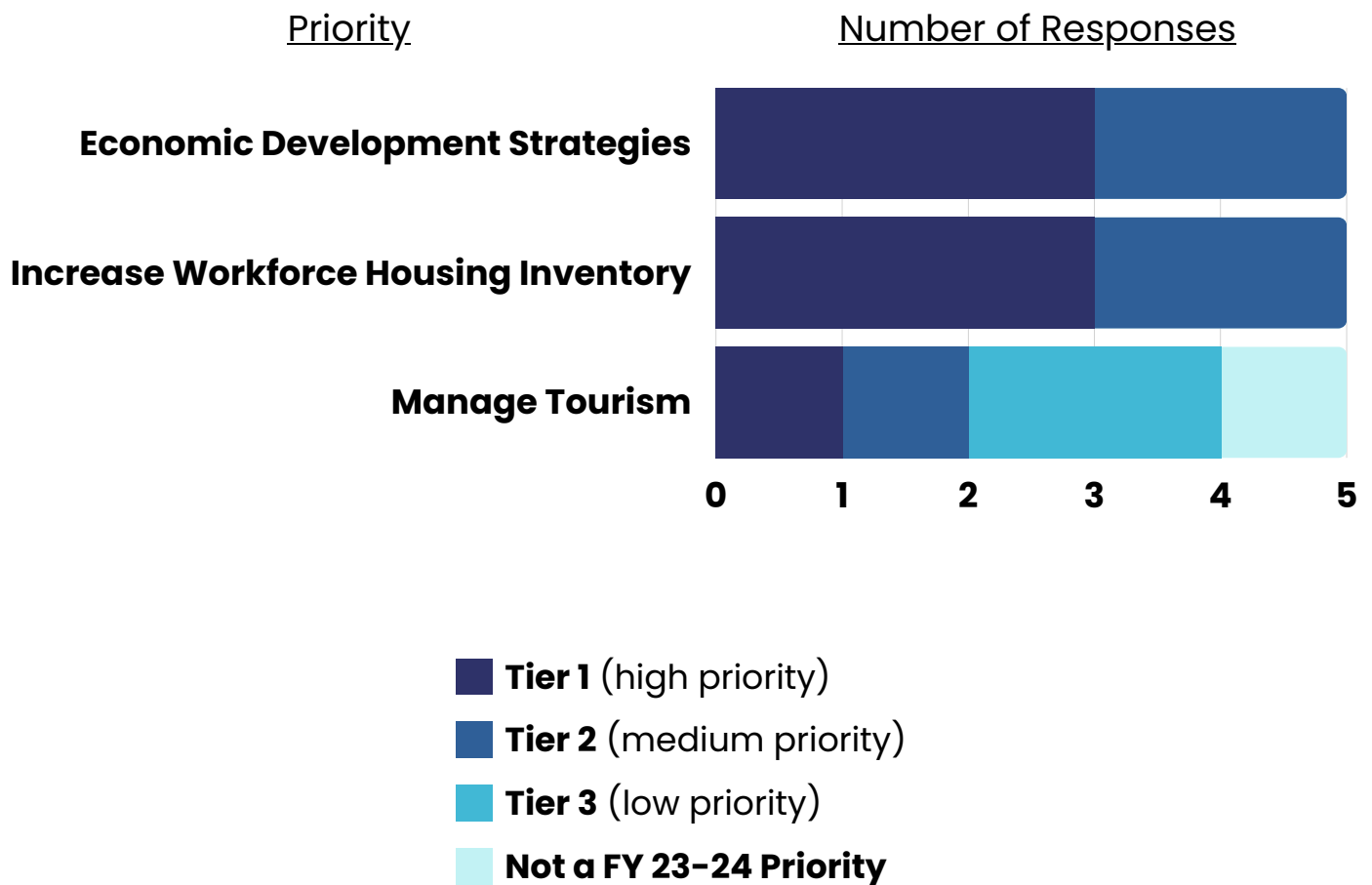


ECONOMIC DEVELOPMENT

Survey Answers

Survey Question

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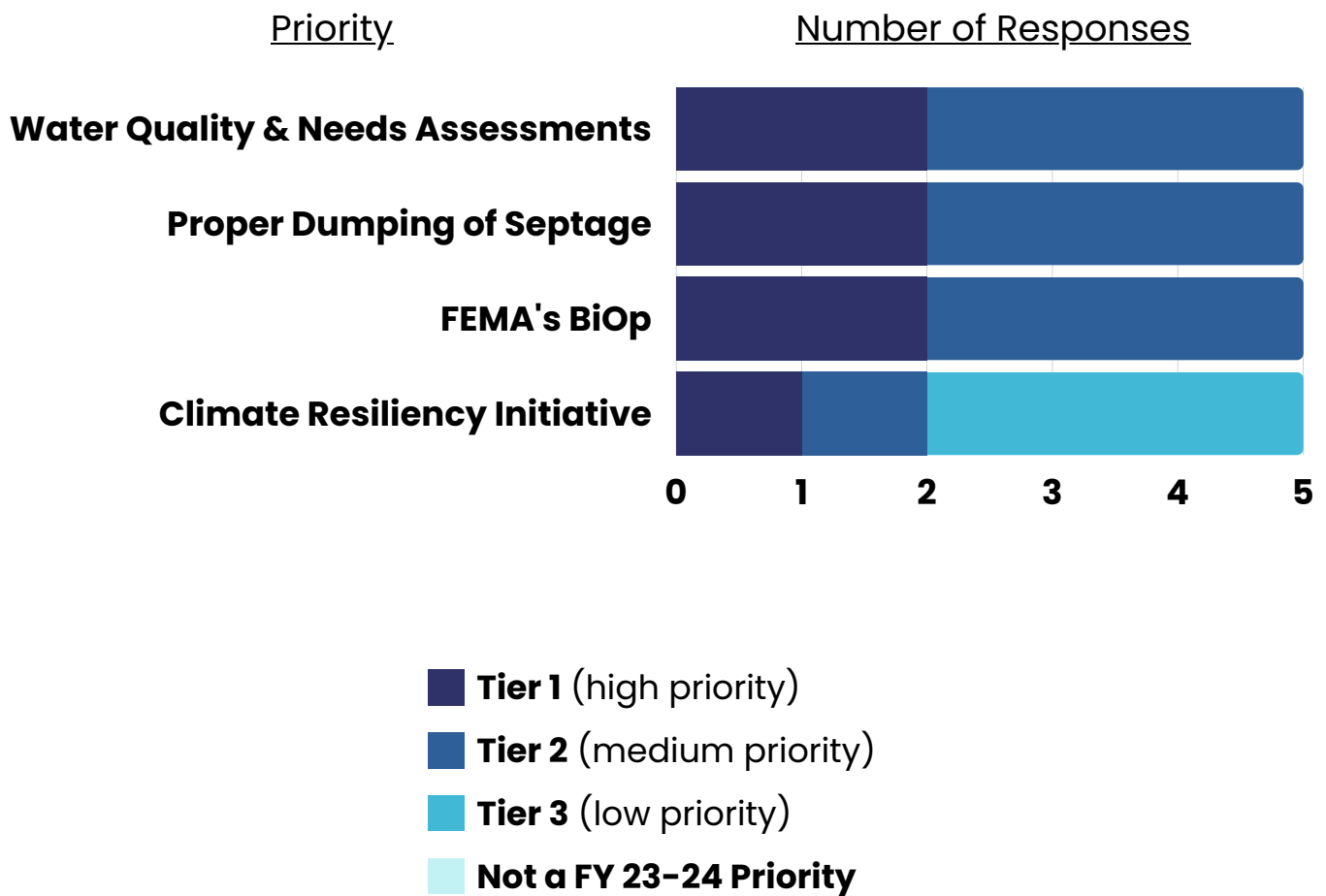


ENVIRONMENTAL QUALITY

Survey Answers

Survey Question

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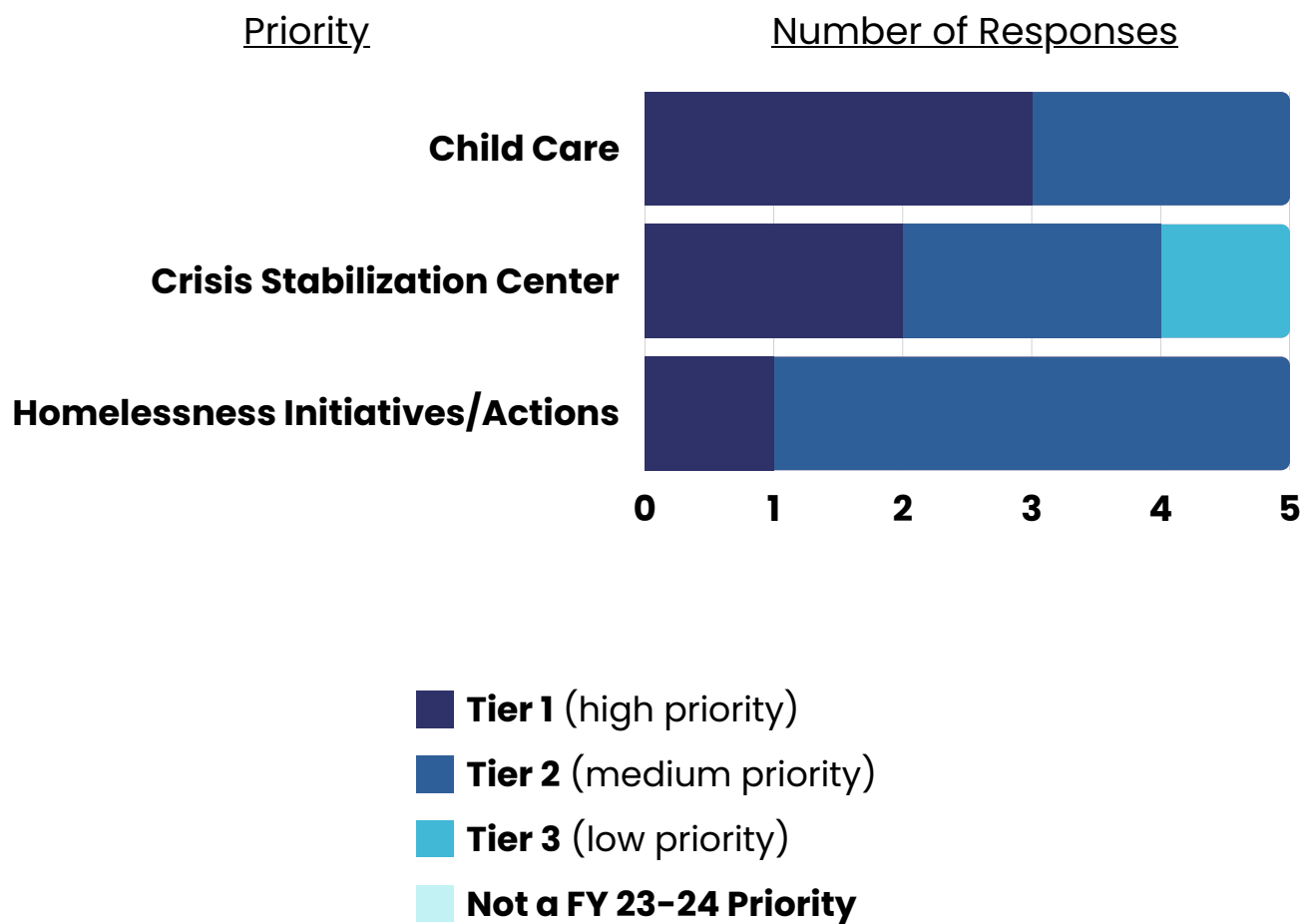


SOCIAL SERVICES

Survey Answers

Survey Question

Below is a list of potential FY 23-24 strategic plan priorities for this focus area that County Commissioners identified as a tier 1 or tier 2 priority during the 1st Strategic Planning Retreat. Please identify the level of importance you would like to be assigned to each potential priority listed below.



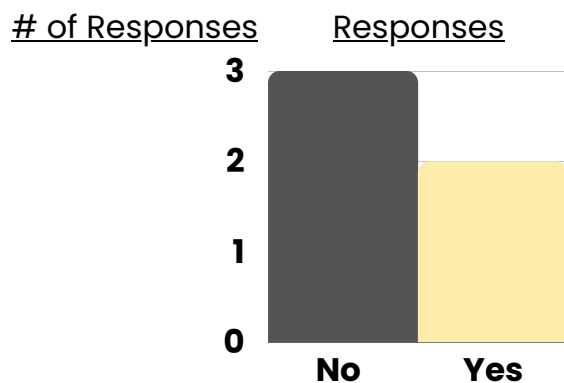
ADDITIONAL PRIORITIES

Survey Results

Survey Question

Are there any items of great importance that are not represented in the potential priorities identified in this survey?

****Please keep in mind, this survey identifies a total of 22 potential FY 23-24 priorities and County staff recommend a maximum of 10-14 strategic plan priorities each fiscal year.**



Commissioners who answered "No" were notified of their completion of the survey.

Commissioners who answered "Yes" were then prompted to answer the question below.

Survey Question

Please write in any items of great importance that are not represented in the potential priorities identified in this survey.

****Please keep in mind, this survey identifies a total of 22 potential FY 23-24 priorities and County staff recommend a maximum of 10-14 strategic plan priorities each fiscal year.**

TIER 1 (high priority)

- "a true compensation study of the work of the county commissioners: legally required"
- "Public safety (hwy 30)"

TIER 2 (medium priority) *none listed*

TIER 3 (low priority) *none listed*

Progress Report

FY 21-22 & FY 22-23 Strategic Plan Priorities



FY 21-22 Priorities



Completed that fiscal year



Completed the following fiscal year



3 or more fiscal years to complete



Not started or Board direction changed

GOVERNANCE

Tier 1	Tier 2	Tier 3
Improve Governance Processes	Community Engagement Plan	Internal Communication Plan Equity/Inclusion Program for County Services Youth Advisory Board Review and Update Board Rules

INFRASTRUCTURE

Tier 1	Tier 2	Tier 3
Housing Strategies (Part 1, Overview) Internet Strategy	Housing Strategies (Part 2, Specific) Col-PAC Broadband Action Team	

ECONOMIC DEVELOPMENT

Tier 1	Tier 2	Tier 3
North Coast Business Park	Evaluation of Regulatory Barriers/Gaps	Toolkit of Business Incentives Use of State Video Lottery Funds Partner on Evaluation of Economic Development Agencies' Activity Expand Transit Options for Tourist Traffic Continue Support of Clatsop County Arts Council Economic Development Training for County Commissioners Evaluation of Economic Development Opportunities in Jewell and Westport

ENVIRONMENTAL QUALITY

Tier 1	Tier 2	Tier 3
Environmental Quality Action Team	Water Assessment (focus on Clatsop Plains) Fire Protection Education Visitor Education	Adopt the Tsunami Overlay Zone County-wide Salmon Recovery

SOCIAL SERVICES

Tier 1	Tier 2	Tier 3
Navigation/Drop-In Center (multiple services) Agenda Item #1. Fire Strategy		Resource Development Team for Trauma Services Sober-Housing Options Strengthen Mobile Crisis Intervention

FY 22-23 Priorities



Completed that fiscal year



Completed the following fiscal year



3 or more fiscal years to complete



Not started or Board direction changed

GOVERNANCE

Tier 1	Tier 2	Tier 3
<ul style="list-style-type: none"> County-wide Communications & Engagement Plan (internal/external) County Operations Sustainability Plan 		<ul style="list-style-type: none"> Equity Plan for Access to Services

INFRASTRUCTURE

Tier 1	Tier 2	Tier 3
<ul style="list-style-type: none"> Consolidated Emergency Communications Tide Gates & Levees 	<ul style="list-style-type: none"> Carrying Capacity Analysis 	

ECONOMIC DEVELOPMENT

Tier 1	Tier 2	Tier 3
<ul style="list-style-type: none"> Consolidated Emergency Communications Tide Gates & Levees 	<ul style="list-style-type: none"> Carrying Capacity Analysis 	

ENVIRONMENTAL QUALITY

Tier 1	Tier 2	Tier 3
<ul style="list-style-type: none"> Water Quality & Needs Assessments 	<ul style="list-style-type: none"> Proper Dumping of Septage County Wetland Bank Creation 	<ul style="list-style-type: none"> Subduction Event Preparation

SOCIAL SERVICES

Tier 1	Tier 2	Tier 3
<ul style="list-style-type: none"> Child Care Homelessness Initiatives/Actions Crisis Stabilization Center 		

Overall (totals)



Completed that fiscal year



Completed the following fiscal year



3 or more fiscal years to complete



Not started or Board direction changed

FY 21-22 Priorities (since adoption of Strategic Plan in January 2021)

	Total Priorities = 30	Tier 1 = 7	Tier 2 = 7	Tier 3 = 16
Completed that fiscal year	7	2	2	3
Completed the following fiscal year	7	3	3	1
Completed the following fiscal year	3	1	2	0
Completed the following fiscal year	13	1	0	12

FY 21-22 Priorities (since July 1, 2022)

	Total Priorities = 16	Tier 1 = 9	Tier 2 = 4	Tier 3 = 3
Completed that fiscal year	3	2	1	0
Completed the following fiscal year	7	5	2	0
Completed the following fiscal year	1	0	0	1
Completed the following fiscal year	5	2	1	2

Averages (FY 21-22 & FY 22-23)

	Total Priorities = 23	Tier 1 = 8	Tier 2 = 5.5	Tier 3 = 9.5
Completed that fiscal year	5 (22%)	2 (25%)	1.5 (27%)	1.5 (16%)
Completed the following fiscal year	7 (30%)	4 (50%)	2.5 (46%)	0.5 (5%)
Completed the following fiscal year	2 (9%)	0.5 (6%)	1 (18%)	0.5 (5%)
Completed the following fiscal year	9 (39%)	1.5 (19%)	0.5 (9%)	7 (74%)

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

January 25, 2023

Agenda Title: Cascadia Earthquake Awareness Day Proclamation
Category: Proclamation
Presented By: Justin Gibbs, Clatsop County Emergency Management Director

Issue Before the Commission: Proclaiming January 26, 2023 as Cascadia Earthquake Awareness Day

Informational Summary: Cascadia Earthquake Awareness Day was named in 2019 as an event to encourage people to create a disaster plan and prepare for emergencies, namely by remembering the last large rupture of the Cascadia Subduction Zone.

At around 9 p.m. on January 26 in the year 1700, an earthquake with an estimated magnitude of 8.7-9.2 occurred in Clatsop County. The severe shaking resulted in subsidence—the land around us dropping by about 6 feet—and a tsunami, which arrived ashore 15-25 minutes later, depending on location.

While experts cannot predict when the next “big one” will occur, there is agreement that the region is overdue for another catastrophic earthquake and tsunami. Especially, in the past decade, there has been a sharp increase in our understanding of our inherent risks associated with earthquake/tsunami, however, Clatsop County and the State of Oregon remain largely unprepared for such an event.

Tomorrow, Clatsop County will observe “Cascadia Earthquake Awareness Day” in an effort to encourage resilience planning among stakeholders and constituents.

Fiscal Impact: None.

Requested Action:

Approve the Resolution and Order proclaiming January 26, 2023 to be Cascadia Earthquake Awareness Day and authorize the Chair to read, then sign the proclamation.

Attachment List

A. Resolution and Order

**THE BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON**

**IN THE MATTER OF PROCLAIMING)
JANUARY 26, 2023 TO BE) RESOLUTION AND ORDER
CASCADIA EARTHQUAKE)
AWARENESS DAY)**

WHEREAS, January 26th marks the 323rd anniversary of the last Cascadia Subduction Zone Earthquake to impact our region; and

WHEREAS, geologists have determined that major earthquake magnitudes of 8 or 9 have occurred many times in the past and could occur at any moment in the Pacific Northwest; and

WHEREAS, given the current lack of preparedness in the region, such a quake could create the worst natural disaster in North American history; and

WHEREAS, government agencies and disaster organizations cannot bear the sole responsibility to prepare for, respond to, and recover from disasters; and

WHEREAS, as a community, we are increasingly recognizing this earthquake threat, but such recognition has not yet translated into a commensurate increase in our earthquake resilience; and

WHEREAS, Clatsop County is also vulnerable to tsunamis and residents should prepare to be self-sufficient for at least two weeks following a natural disaster of this magnitude; and

WHEREAS, greater recognition of the earthquake threat is key to motivating action by such individuals and groups.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Clatsop County Board of Commissioners does hereby proclaim January 26, 2023 as

“CASCADIA EARTHQUAKE AWARENESS DAY”

in Clatsop County and invites all community members to join in this effort to encourage everyone to be prepared for the Cascadia Subduction Zone earthquake.

DATED this 25th day of January, 2023.

BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON

Board Chair

**Clatsop County
Board of Commissioners
Minutes
Wednesday, December 14, 2022**

REGULAR MEETING: 6:00 PM

FLAG SALUTE

ROLL CALL

PRESENT

Commissioner Courtney Bangs
Commissioner John Toyooka
Commissioner Pam Wev
Vice Chair Lianne Thompson
Chair Mark Kujala

AGENDA APPROVAL

County Manager Bohn requested the removal of Consent Calendar Item 9. Lease Agreement – B&G Shop.

Motion made by Commissioner Toyooka, Seconded by Vice Chair Thompson to approve the agenda as amended.

Voting Yea: Commissioner Bangs, Commissioner Toyooka, Commissioner Wev, Vice Chair Thompson, Chair Kujala

BUSINESS FROM THE PUBLIC

Jim Neikes, 34755 Hwy 101 Bus, Astoria, stated that since the work session on communication, he believed the Commissioners took for granted that everyone was illiterate. He had never read any social media and he could barely send text messages. If the County wanted to communicate with people who were illiterate, the County should have the radio station play recordings of the meetings. He listens to Astoria's meetings on the radio all the time. He also stated that the geographical maps that the Planning Commission voted on November 8th were ridiculous and nonsensical. The vote was the biggest overreach he had ever seen. He agreed that accurate geographical maps were needed. Therefore, the County should never consider the new maps and should get rid of the old maps because they are too general. By the Commission's own admission, the maps are not site specific. The maps are completely erroneous. The first time he heard about the maps was when he received the required Measure 56 mailing, which was wrong. He did not understand how the County could vote. He understood the issue had been tabled for now and he wanted to be involved. He had a little knowledge of land use and home building. But he was completely taken aback because he knew absolutely nothing about the maps. At the meeting, it was stated that all affected property owners

had been sent a mailing or been contacted through social media. However, he was never contacted.

CONSENT CALENDAR

Chair Kujala reminded that Item 9 had been removed from the Consent Calendar during Approval of the Agenda.

Motion made by Vice Chair Thompson, Seconded by Commissioner Toyooka to approve the Consent Calendar as amended.

Voting Yea: Commissioner Bangs, Commissioner Toyooka, Commissioner Wev, Vice Chair Thompson, Chair Kujala

1. Board of Commissioners Meeting Minutes 10-12-22 {Page 3}
2. Board of Commissioners Minutes 10-26-22 {Page 9}
3. Board of Commissioners Minutes 11-9-22 {Page 16}
4. Classification & Compensation Program Review and Development Contract – McGrath Human Resources Group {Page 19}
5. Financial Services Agreement – Merina & Co.{Page 52}
6. State Homeland Security Grant (SHSG) agreement for Auxiliary Communications Equipment Shelter {Page 60}
7. Contract for 2022-23 Emergency Management Program Grant (EMPG) {Page 86}
8. FY 2022-23 budget and appropriations adjustments from Columbia Pacific CCO for Syringe Service Program/Harm Reduction program supplies from September 1, 2022 through August 31, 2023. {Page 113}
9. ~~Lease Agreement – B&G Shop {Page 123}~~
10. Engineering Design Services Contract for the Westport Bypass Road {Page 129}

COMMISSIONER'S LIAISON REPORTS

Vice Chair Thompson announced the Association of Oregon Counties (AOC) annual conference to work on public policy matters and encouraged fellow Commissioners to attend on Thursday afternoon when several major decisions would be made. She attended the Pacific Northwest Economic Region meeting to meet business and government leaders from across the region, which includes several U.S. states and Canadian provinces. Representatives from nine out of the 10 areas in the region said housing was their biggest issue. She also attended the Oregon Business Summit, which included business leaders, legislatures, county commissioners, educators, and non-government organizations. She reported that a big concern among her neighbors was the workforce housing development in Arch Cape. She planned to work with the County Manager and Public Affairs to create informative materials that will ease the concerns.

Commissioner Wev reported that the proposal for the addition to the Owens Adair building would be reviewed by the Astoria Historic Landmarks Commission. The proposal has already gone through the rest of Astoria's planning process. The project

1 would receive Oregon Housing and Community Services (OHCS) tax credit funding and
2 other grant funding. Some of the citizens have indicated they do not like the metal
3 exterior of the building, which slowly rusts as it ages. There was also a
4 misunderstanding about whether the site is prone to landslides. The project would
5 include first level off-street parking and the current tenants are excited about getting
6 covered parking. She also reported that she had welcomed the Travel Oregon
7 Commissioners at their meeting in Astoria. She made sure to praise the local tourism
8 industry and the Oregon Coast Visitors Association. She also attended a regional
9 housing summit hosted by a Tillamook County Commissioner, where developers shared
10 about their projects across the state.

11 Commissioner Toyooka reported that he attended the Human Services Advisory
12 Committee and the Public Safety Coordinating Council meetings. The Public Safety
13 meeting was held at the new jail and included a tour of the facility. He appreciated how
14 much thought was put into the way the facility was put together, especially to
15 accommodate the intake process. He also attended an AOC conference panel on
16 wildfires, where he learned that the Wildfire Risk Map had been removed due to
17 inaccuracies. He believed the County should do the same with some of its overlay maps
18 that were also inaccurate.

19 Commissioner Bangs reported that she attended the Northwest Senior and Disability
20 Services meeting to close out the year, the CFEDC meeting to review the tour of
21 leaders and discuss potential improvements, and a Board of Forestry meeting that was
22 a duplicate of the CFEDC meeting. She announced that interviews for the fair grounds
23 manager would be conducted tomorrow. She also reported that a leadership meeting
24 with Oregon Department of Transportation (ODOT) was scheduled for December 19th to
25 discuss the issues with Highway 30. The school district was looking into the Safe
26 Schools program to try to make the area safer. The next Board of Forestry meeting
27 would also be held on December 19th to discuss the Private Forest Accord. She planned
28 to submit comments, citing her concerns that even though County's land is within the
29 permit area and is required to abide by the regulations, the County would not get any of
30 the protections of the accord.

31 Chair Kujala thanked Commissioners for doing so much important work in the
32 community. He reported that he had spoken to the Seaside Rotary Club about the
33 County's strategic plan, major projects, and priorities for the upcoming year.

34 35 **COUNTY MANAGER'S REPORT**

36 County Manager Bohn reported that the next Board meeting would be January 4, 2023.
37 County Staff would work a half day on December 23rd and the holiday would be
38 observed on December 26th. The first round of interviews for the fair grounds manager
39 would be tomorrow afternoon and the second round of interviews would be in January.
40 He also reported that he met with Dan Gaffney with the Childcare Taskforce and Mr.
41 Gaffney would be updating the Commissioners about their conversation.

42 Commissioner Wev requested an update on childcare.

Commissioner Bangs responded that the childcare meeting was held earlier this week to discuss what went well with the grant program this year and how to approach the grant program next years. Capacity has increased and there were currently a lot of preschool openings. However, children from infants to two years old are still underserved due to the way the State regulates this age range. Facilities must have a minimum of 100 children in that age range just to break even. Interviews for the position that Mr. Gaffney currently fills would be conducted for 2023. The committee discussed several ways to make sure the position was supported. Representative Weber was presenting to the legislature her idea to provide tax rebates or a state retirement program to childcare providers. Some good long-term planning has been done, but the issue is always evolving.

PUBLIC HEARING

11. Short-Term Rental Moratorium Extension #4 {Page 193}

Gail Henrikson, Community Development Director, presented the Staff report on the proposed extension of the short-term rental moratorium.

Commissioner Toyooka asked if the complaints were spread throughout the county or localized. Director Henrikson responded that one complaint was in Arch Cape and the rest were equally split between Cove Beach and Clatsop Plains. Five properties generated the most complaints.

Commissioner Bangs asked if the complaints were resolved. Director Henrikson said there were a total of 17 issues and all of them were resolved. One property received four complaints and after scheduling a hearing, Staff learned the evidence they had received was insufficient. The issue was resolved, however, and the case was closed.

Commissioner Bangs asked if Staff felt like the changes that the Board made had been effective. Director Henrikson said she believed the changes were good, but still needed to be monitored. Some changes would not take affect until permits are renewed.

Commissioner Toyooka asked what exposure the County would experience if the moratorium were lifted. County Counsel Pope responded that if the referendum went through, the County's previous ordinance would be invalidated. Vacation rentals were allowed before the ordinance went through and doing anything going forward would likely invalidate those rentals, making them illegal. The Council would probably not have any liability. However, people who had invested a lot of money would be put in difficult situations, resulting in consequences for the community.

Commissioner Bangs asked if there was a way to lift the moratorium, be transparent, and avoid legal liability. County Counsel Pope said he would have to work with Staff on that. County Manager Bohn added that the Board would continue to discuss short-term rentals in 2023. The conversation would include contingency planning for what might happen in May. Therefore, Staff would be looking at the various scenarios and outcomes of this situation through a legal lens as well as an administrative lens. The Board would then have the

1 information it needs to make a decision. At this point, Staff recommends the
2 moratorium be extended because there are a lot of unknowns and more
3 discussions need to take place.

4 Vice Chair Thompson said there were two issues, neighborhood livability and
5 economics. A lot of Staff's time has been spent dealing with complaints and she
6 wanted the County to recapture some of the costs. Putting the County at risk of
7 more lawsuits or more losses were not a prudent use of the County's authority.
8 She wanted to see real data and requested that Staff provide her with a cost
9 benefit analysis.

10 Commissioner Bangs asked if any of the complaints were about properties that
11 were subject to a homeowner association (HOA). Director Henrikson said two of
12 the properties were located within the jurisdiction of an HOA.

13 Commissioner Bangs said some HOAs had elected to allow short-term rentals
14 and she hesitated to support a county-wide ban just to address a small area. She
15 asked if the proposed extension could be reconsidered in January of 2023.
16 County Manager Bohn responded that January would be too soon for Staff to
17 have all of the materials ready. Staff's goal was to provide the Board with the
18 information they needed to make a decision prior to the May election.

19 Commissioner Wev said that after speaking with Lincoln County colleagues, she
20 was nervous about taking a lot of initiative prior to the May election. The County
21 needs to think about what it would do if the referendum passed or did not pass.
22 However, she did not want Staff to spend a lot of time anticipating all of the
23 alternatives. Additionally, anything the County does now will influence the
24 election. County Manager Bohn suggested the County discuss what it would do if
25 the referendum passed, did not pass, the implications, and the necessary
26 administrative actions. The Board will have a number of options regardless of
27 whether it passes.

28 Chair Kujala opened the public hearing and asked if any Commissioner had a
29 conflict of interest to declare. No conflicts were declared.

30 Vice Chair Thompson noted she had been accused of having a conflict of interest
31 because she liked some of the people involved better than other people who
32 were involved on the other side of the issue. However, this was not a conflict of
33 interest.

34 Chair Kujala called for public testimony.

35 Chris DeLong, 36687 Christians Lane, Astoria, stated that he had testified
36 before. He was a latecomer to this process and did not realize there was a
37 moratorium. He tried to turn his house into a short-term rental and was told there
38 was a moratorium. He did not know what more needed to be looked into. It
39 seemed like the other side had done a very good job of continuing to put hurdles
40 and road blocks in front of the Board. When a final decision was made by the
41 Board, the other side got the issue on the ballot in order to manipulate the Board
42 and stop the Board from moving on. This affects the community and there are
43 people who will lose their childhood home because of this extension. If the

1 moratorium is extended a fourth time, it will have been in place for almost two
2 years, which is more than adequate time. The allegations and complaints have
3 been proven to be untrue or frivolous. He believed that a bunch of very rich
4 people in private neighborhoods want to keep the beaches to themselves and
5 they do not want to allow anyone in any other class to enjoy the Oregon coast at
6 an affordable price. He asked the Board to end the moratorium tonight because it
7 had gone on long enough.

8 John Meyer, 3185 Clatsop Ln., Arch Cape, stated that Mr. DeLong's comments
9 reflected the sentiment of hundreds of people he had been working with on short-
10 term rentals over the last couple of years. This has been going on at a great
11 expense and the hurdles and roadblocks from a select few individuals is an
12 embarrassment. The Board cannot sit back and refrain from taking a position
13 because in doing so, it is influencing the public's perception of the May election.
14 The County's website misrepresents the Board, as it says that if the referendum
15 passes, short-term rentals will be eliminated, which could not be further from the
16 truth. This issue needs to get cleared up as quickly as possible because the
17 County does not want to make public statements that are inconsistent with the
18 new Land Use Board of Appeals (LUBA) regulations. He hoped to work with the
19 County in a positive and constructive manner. A new non-profit has been formed,
20 Everyone for the North Oregon Coast, which is made up of stakeholders in the
21 business community, home owner community, and rental property managers.
22 The organization wants to work with the County to get a positive result.

23 Chair Kujala called for closing comments from Staff. Hearing none, he closed the
24 public hearing and called for Board discussion and deliberation.

25 *Motion made by Vice Chair Thompson, seconded by Commissioner Wev, to*
26 *approve the Resolution and Order Extending the Moratorium on the licensing and*
27 *processing of new Short-Term Rental applications to June 22, 2023.*

28 Commissioner Toyooka said he vowed to represent his constituents and 80
29 percent of his constituents are for short-term rentals and support ending the
30 moratorium. He wanted to lift the moratorium and move forward with the
31 safeguards that the County has in place.

32 Commissioner Bangs stated that she was concerned about property rights. One
33 cannot control what another does with their property if they are within the realm
34 of the law. The County is battling those who are trying to tell others what to do
35 with their properties. The County is also battling a number of entities who have
36 decided what is best for the County without the County's input. Her constituents
37 elected her to protect property rights and the rights of the property owners. If the
38 moratorium continues to be extended, property owners and their rights are not
39 being protected. The Board passed some very good ordinances to help protect
40 neighborhoods. Continuing the moratorium is continuing punitive measures
41 against middleclass landowners that she represents and who cannot afford to
42 continue under the pressures this moratorium has created. She needed to be a
43 voice for the legacy land owners who do not want to lose their inheritance and
44 their homes.

1 Commissioner Wev said she believed that if the Board did not extend the
2 moratorium now, the County would end up in fraught confusion. The election will
3 be divisive among the community. The way to protect middleclass interests in the
4 County is to not allow short-term rentals because doing so would open up a
5 larger supply of housing for people who cannot afford to own two homes. If the
6 Board rescinded the moratorium now, Planning Staff would be doing nothing but
7 short-term rental applications for the next six months. Additionally, the County
8 could be in a legal bind, depending on the outcome of the election. The County
9 and the Commission has a lot of other work to do and extending the moratorium
10 was the prudent way for the Board to go forward.

11 Vice Chair Thompson said houses in her neighborhood were \$200,000 in 1999,
12 but it was still difficult to make a living. There are no \$200,000 houses in Clatsop
13 County anymore. The idea that doing away with short-term rentals would make
14 housing affordable does not make sense economically. People in her district say
15 that voters' opinions should count more than the part time residents. However,
16 some part-time residents are affluent with dual incomes and no children, so they
17 can afford a second home without renting it out. Most of the people who operate
18 short-term rentals in her neighborhood cannot afford to live there because they
19 had to take jobs elsewhere and must rent the house out in order to maintain
20 middle class. Those people are democratizing the neighborhood. The advertising
21 by the tourism industry has led to population increases and the people who have
22 come to the area will contribute to the economy. She was not sure how she
23 wanted to vote.

24 Chair Kujala believed the moratorium should be extended because a lot of good
25 work had been done and there was still more to work on.

26 Vice Chair Thompson said she was concerned about the impact on taxpayers.
27 She understood that the Commission would be creating murky ground if new
28 short-term rentals are approved. She wanted to avoid legal bills and wanted to
29 resolve this issue as quickly as possible so that the County could work on more
30 important issues. She believed the moratorium should be extended.

31 Commissioner Bangs stated she was unwilling to continue passed May with this
32 moratorium because doing so gives the impression that the Board might have
33 done something wrong by passing the ordinance. The longer the Board talks
34 about this, the longer the Board gives the appearance it did something wrong.
35 When the Board originally passed the ordinance, it was to get the County out of
36 legal consequences. Short-term rentals have been operating in unincorporated
37 areas of the County since 2018, so the ordinance resolved the issues. She did
38 not believe the Board did anything wrong by passing the ordinance. However,
39 people had different ideas about why the ordinance was passed. She was
40 protecting taxpayers and property rights, as she is now. Transparency is key
41 here. The County faces a referendum but being transparent with people receiving
42 permits is all the County can do. Letting someone lose their home is not a good
43 answer to the housing crisis.

1 County Manager Bohn said he wanted the Board to give Staff time to talk about
2 the process issues. If the moratorium is maintained, Staff would still have things
3 to discuss with the Board moving forward as a contingency. If the moratorium is
4 ended at some point, there would be implications that Staff had not yet presented
5 to the Board. Staff would like time to provide context to the Board. A work
6 session could be scheduled in January to discuss the consequences and the
7 contingency planning.

8 Commissioner Toyooka suggested that the Commission provide Staff with
9 direction right now instead of taking a vote. He was in favor of lifting the
10 moratorium but he did not want to do so at the expense of the constituents. No
11 one knows the downside, so he supported Staff's request. The Board will make a
12 better decision once it knows what the downside is. Therefore, he was willing to
13 defer to Staff, discuss this in a work session in January and refrain from voting
14 now.

15 Vice Chair Thompson noted that the moratorium would end in a few days.

16 County Manager Bohn stated that Staff would expedite their work trying to create
17 additional information that will lend to the Board's decision. He recommended the
18 Board extend the moratorium. If the Board wanted to reconsider the moratorium
19 after approving the extension, a work session could be scheduled anytime.

20 Commissioner Bangs said over the last two years, she had been telling
21 constituents that the moratorium would end on a specific date, then on another
22 date and another. She did not want her constituents to think she did not care
23 about what they would lose. She would like to be patient. However, it felt very
24 disingenuous because she had told her constituents to be patient and that
25 everything would be okay. She was not sure what was so contentious about the
26 May election. She felt like the Board was just kicking a rock and people were
27 suffering.

28 Vice Chair Thompson stated that people were losing money and their homes,
29 which was heartbreaking. However, she believed the best path forward was to
30 give Staff time to provide the Board with impact information. The Board could
31 then act as quickly as possible to make a decision.

32 Chair Kujala called for a roll call vote.

33 *Voting Yea: Commissioner Wev, Vice Chair Thompson, Chair Kujala*

34 *Voting Nay: Commissioner Bangs, Commissioner Toyooka*

36 **BUSINESS AGENDA**

37 12. Appointment to Northwest Oregon Area Commission on Transportation 38 (NWACT) {Page 202}

39 County Manager Bohn presented the Staff report on the recommended
40 appointment to the NWACT.

41 *Motion made by Vice Chair Thompson, Seconded by Commissioner Wev to*
42 *approve the appointment of Kathy Kleczek to the Northwest Area Commission on*

Transportation with a term ending on December 31, 2024.

*Voting Yea: Commissioner Bangs, Commissioner Toyooka, Commissioner Wev,
Vice Chair Thompson, Chair Kujala*

13. Public Safety Coordinating Council (PSCC) Lay Citizen appointments {Page 210}

Kelly Braaten, Juvenile Department Director, presented the Staff report on the recommended appointments to the PSCC.

Motion made by Commissioner Toyooka, Seconded by Vice Chair Thompson to approve the appointment of Jonathan Shaver and Josh Marquis as lay citizens to the Public Safety Coordinating Council.

*Voting Yea: Commissioner Bangs, Commissioner Toyooka, Commissioner Wev,
Vice Chair Thompson, Chair Kujala*

GOOD OF THE ORDER

There was nothing for the good of the order.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:37 pm.

Approved by,

Mark Kujala, Chair

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

January 25, 2023

Agenda Title: Interim HR Services Contract Amendment
Category: Consent Calendar
Presented By: Monica Steele, Assistant County Manager

Issue Before the Commission: Approve the amendment for interim HR Director services

Informational Summary: Beginning in October of 2022 the County contracted with Workplace Results, LLC to provide interim HR Director services. The contract was originally signed for in the amount of \$30,000 with an expiration date of March 31, 2023. The County is continuing to go through the recruitment process to fill the HR Director position and will need to increase the amount of the contract by \$30,000 as well as the expiration date to be extended to June 30, 2023 in order to continue these services.

Fiscal Impact: There is currently a vacancy within the Human Resources department that is allowing for savings to be realized to allow for the continuation of these contracted services and minimize the fiscal impact to the General Fund Contingency.

Requested Action:

Approve the amendment for an additional amount of \$30,000 for contractual services with Workplace Results, LLC for Interim HR Director and authorize the County Manager to sign any additional amendments.

Attachment List

- A. Workplace Results, LLC Contract
- B. Amendment #1



**Personal/Professional Services Agreement
C8166
Amendment No. 2**

This Amendment dated and effective as of this 26th day of January, 2023 shall be attached to and become a part of the Personal/Professional Services Agreement dated October 11, 2022, between Clatsop County ("County") and **Workplace Results, LLC** ("Contractor").

The parties agree to the following changes to the Personal/Professional Services Agreement Instructions:

This amendment is to increase the amount of the contract by \$30,000 for a not to exceed amount of \$60,000 and extend the termination date to June 30, 2023

Except as expressly amended, the Personal/Professional Services Agreement is hereby ratified and affirmed by the parties, and shall remain in full force and effect according to their terms.

IN WITNESS WHEREOF, The parties have executed this Amendment as of the date first written above.

CLATSOP COUNTY
("County")

Workplace Results, LLC
("Contractor")

By: _____
Don Bohn, County Manager

By: Mary E. Rowe

Print: Mary E. Rowe

Dated: _____

Dated: 1-16-23



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/07/22

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER COMPLETE EQUITY MARKETS INC 1190 Flex Court Lake Zurich, IL 60047	CONTACT NAME: COMPLETE EQUITY MARKETS, INC PHONE (A/C, No, Ext): (847)541-0900 FAX (A/C, No): (847)541-0444 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Underwriters at Lloyd's London INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Mary Rowe dba Workplace Results LLC 10703 SE 28th Avenue Milwaukie, OR 97222	NAIC #

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			1500352	03/17/22	03/17/23	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PO AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			1800596	02/01/21	02/01/23	Each Claim Aggregate \$ \$2,000,000 \$ \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Subject to all terms, conditions, exclusions and endorsements of each respective policy. Certificate Holder is not afforded coverage under this policy.

CERTIFICATE HOLDER**CANCELLATION**

Clatsop County, Oregon	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Laurence T.P. Molloy</i>
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Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

January 25, 2023

Agenda Title: Declaration of Surplus Property
Category: Consent Calendar
Presented By: Ted McLean, Public Works Director

Issue Before the Commission: Declaration of a 1994 Cat IT 12 Wheel Loader as Surplus.

Informational Summary: The 1994 Cat IT 12 Wheel Loader is being replaced by a new 914 14A Wheel Loader. Being 28 years old, the existing loader has met its useful service life. The Public Work Department will receive a trade in value of \$15,000 from Peterson Cat to be used against the purchase of the new loader. The purchase of the new loader was authorized at the November 9, 2022 Board meeting.

Fiscal Impact: This trade in was accounted for in the Roads Equipment Replacement Fund.

Requested Action:

Approve the Declaration of Surplus Property for the 1994 Cat IT 12 Wheel Loader and authorize the County Manager to sign it.

Attachment List

- A. Declaration of Surplus Property.



Clatsop County

Public Works

1100 Olney Ave.
Astoria, OR 97103
Ph: (503) 325-8631 \ Fax: (503) 325-9312
www.co.clatsop.or.us

Declaration of Surplus Property

January 13, 2023

RE: Declaration of Surplus Property – #222 1994 Cat IT 12 Wheel Loader

Clatsop County Public Works Department owns a 1994 Cat IT 12 Wheel Loader, (Serial/Vin # 01KF01089). The blue book value, if it were in fair condition, is approximately \$15,000. However, the loader has met use useful life and is proposed to be traded in for a new loader. Therefore, I hereby declare the 1994 Cat IT 12 Wheel Loader to be surplus property.

Signature

Don Bohn, County Manger

Date



Oct 13, 2022

CLATSOP COUNTY
PUBLIC WORKS DEPT
1100 OLNEY AVENUE
ASTORIA Oregon 97103
Attention: DAVE EGAN

RE: Quote 207190-06

We would like to thank you for your interest in our company and our products, and are pleased to quote the following for your consideration.

One (1) New Caterpillar Model: 914 Compact Construction Equipment

STOCK NUMBER: PM01491
MACHINE SPECIFICATIONS

914 14A WHEEL LOADER	538-6988	\$165,291.00
CAB, DELUXE, SINGLE BRAKE	542-9197	\$9,744.00
POWERTRAIN, HI RIMPULL, 24MPH	538-7160	\$5,502.00
HEATER AND AIR CONDITIONER	538-7130	\$5,355.00
RIDE CONTROL	541-2851	\$4,236.75
CAMERA, REAR VIEW	504-4835	\$1,968.75
KICKOUT	550-0035	\$1,664.25
HYDRAULIC OIL, STANDARD	450-5405	\$1,454.25
LIGHTS, ROADING, RH DIP, LED	546-1819	\$1,375.50
LIGHTS, AUX, LED	543-4227	\$1,328.25
STANDARD RADIO (12V)	541-4413	\$708.75
FENDERS, STANDARD	469-5852	\$535.50
WORKTOOL, WIRING	554-6985	\$462.00
BLIND, REAR,PERFORATED	279-0643	\$391.65
ALARM, BACK-UP	543-4225	\$253.05
SEAT BELT, RETRACTABLE 2"	550-9815	\$0.00
SECURITY SYSTEM, NONE	433-3258	\$0.00
PRODUCT LINK, CELLULAR, PL243	542-9319	\$0.00
STEERING, STANDARD	538-7124	\$0.00
BEACON, MAGNET, LED, AMBER	561-0644	\$368.55
TOOL BOX	471-6921	\$792.75
FAN, DEMAND	540-3811	\$0.00
COUPLER, IT, STD LIFT	549-4873	\$2,646.00
SEAT, DELUXE	539-7204	\$997.50
JUMPER HOSE, 3V, TWIST, IT-ISO	555-6961	\$745.50
ARCTIC WEATHER PACKAGE, 120V	558-3772	\$1,328.25
TIRES, 17.5-25, GY, L3,3PC RIM	385-5825	\$5,250.00
CTWT STANDARD, 1973 LBS	538-7152	\$0.00
HYDRAULICS, 3V, STD LIFT	538-7201	\$2,787.75
SERIALIZED TECHNICAL MEDIA KIT	421-8926	\$0.00
BUCKET-GP, 2.4 YD3, IT, BOCE	492-2491	\$7,553.70
KIT, LOADER, COUPLING QD x 6	455-7380	\$2,797.20

SELL PRICE	\$215,290.90
SOURCEWELL MEMBER DISCOUNT AT 23% OF CAT CONTENT	(\$49,516.91)
ADDITIONAL DEALER DISCOUNT	(\$10,000.00)
SHOP TO INSTALL SA30 BROOM WITH DIVERTOR IN PLACE	\$2,200.00
CORP ACT SURCH(0.57%)	\$900.45
LESS GROSS TRADE ALLOWANCE	(\$15,000.00)
TOTAL BALANCE	\$143,874.44

TRADE-INS

Model	Make	Serial Number	Year	Trade Allowance
IT12F	CATERPILLAR (AA)	1KF01090	1994	\$15,000.00

WARRANTY

Standard Warranty: 12 Month, Unlimited Hours Standard Warranty

F.O.B/TERMS: Astoria

ADDITIONAL CONSIDERATIONS

- Quoted as per Sourcewell Contract# 032119-CAT

Accepted by _____ on _____

Signature

This Quote is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,
Joe Lindberg
Machine Sales Representative
Peterson CAT
(503) 880-6648
JALindberg@petersoncat.com

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

January 25, 2023

Agenda Title: Jail Relocation Project – Guaranteed Maximum Price (GMP) Contract - Amendment #6 to CM/GC Contract C6871.

Category: Business Agenda

Presented By: David Dieffenbach, Capital Improvement Projects Manager

Issue Before the Commission: Contract amendment approval for the Jail Relocation Project. Increase the GMP (Guaranteed Maximum Price) by \$636,575 and change the Substantial Completion Date to December 8, 2022.

Informational Summary: The work on the jail began following the passing of the Jail Bond in November of 2018. This was followed by the hiring of Cornerstone Management Group as the Project Manager, DLR Group as the Architects, and Emerick Construction as the Contractor.

The Board approved the initial contract with Emerick in November of 2019.

- On February 10, 2021 the Board approved Contract Amendment No. 3 establishing the Guaranteed Maximum Price (GMP); this set the GMP at \$23,597,214 and a Substantial Completion Date of May 3, 2022.
- On April 27, 2022 the Board approved Contract Amendment No. 4 to add a seventh classification, this increased the GMP by \$609,877 and changed the Substantial Completion date to August 24, 2022.
- In December of 2022, Amendment No. 5 was approved to extend the contract date to allow the contractor to work on site during the one-year warranty period.

This request is to increase the GMP and to extend the Substantial Completion date. The GMP will increase by \$636,575 and change the substantial completion date to December 8, 2022.

Through the Value Engineering (VE) process to keep the project on budget, the Bond Management Team, which consists of the Cornerstone Project Manager and County staff eliminated items to ensure the project came in on budget. Through additional interest

earnings of the invested bond dollars, items that had been eliminated through VE were able to be added back into the project.

Construction of the jail, at the bond approved capacity of 148 beds, has been completed and the Substantial Completion Certificate has been issued by the Architects at DLR Group. The City of Warrenton has issued a Temporary Certificate of Occupancy, with a few minor items to complete prior to the permanent Occupancy Permit.

Jail staff are currently training in the building and furniture and equipment are getting finalized. The move of the Adults In Custody (AIC) and the start of operations of the jail, will begin based on a schedule established by the Sheriff.

Fiscal Impact: The project unspent funds are adequate to pay for this increase in the construction contract. Currently the Total Contract Sum is \$24,357,991; adding \$636,575 will raise the Total Contract Sum to \$24,994,566.

Requested Action:

Approve the contract amendment for the Jail Relocation Project. To increase the GMP by \$636,575 and extend the Substantial Completion date to December 8, 2022. Authorize the County Manager to sign Amendment No. 6 and the Substantial Completion Certificate.

Attachment List

- A. Contract Amendment
- B. Exhibit 1 – Budget Summary
- C. Substantial Completion Certificate

CM/GC CONSTRUCTION CONTRACT
CONTRACT TRACKING NO. 2019-426
CONTRACT AMENDMENT NO. 6

GMP AMENDMENT

Pursuant to Section 6 of the above-noted Contract dated May 9, 2019("Contract"), Clatsop County ("Owner") and Emerick Construction ("CM/GC") ("Parties") hereby agree to this Contract Amendment No. 6 ("Amendment No. 4) to the Contract as follows.

1. GMP Established. The CM/GC's Guaranteed Maximum Price for the Work ("GMP") calculated pursuant to Section 6 of the Contract is \$24,994,566.
 - a. Basis of GMP:
 - i. Pre-Construction Fee: \$ 150,900
 - ii. Amendment 1 Amount: \$ 705,820
 - iii. Amendment 2 Amount: \$ 954,397
 - iv. Amendment 3 Amount: \$ 21,936,997
 - v. Amendment 4 Amount: \$ 609,877
 - vi. Amendment 5 Amount: \$ 0
 - vii. Amendment 6 Amount: \$ 636,575
2. Contract Time. The CM/GC will achieve substantial completion of the work no later than December 8, 2022.
 - a. The parties agree that no additional compensation shall be granted for the extension of time granted in this Amendment. The CM/GC shall not file a claim pursuant to section D.1.4 of the General Conditions of this Contract.
3. Contract Documents. The above noted GMP and Contract Time are based upon the following Contract Documents, which are incorporated by reference into the Contract.
 - a. Exhibit 1 – Cost of Work Summary
4. Prevailing Wage Rates.
 - (a) This Contract is subject to payment of prevailing wages under ORS 279C.800 to 279C.870. Each worker the Contractor, subcontractor or other person who is party to the contract uses in performing all or part of the Contract must be paid not less than the applicable prevailing rate of wage for each trade or occupation as defined by the Director of the State of Oregon Bureau of Labor and Industries ("BOLI") in the applicable publication entitled *Definitions of Covered Occupations for Public Works Contracts in Oregon*. The prevailing wage rates for public works contracts in Oregon

are contained in the publications that can be reviewed electronically at http://www.boli.state.or.us/BOLI/WHD/PWR/pwr_state.shtml and are hereby incorporated as part of the Contract Documents.

- (b) This Contract is ☐ /is not ☒ also subject to payment of prevailing wages under the federal Davis-Bacon Act (40 U.S.C. 3141 et seq.). Notwithstanding subsection k(i) of this Section, if this Contract is subject to payment of prevailing wages under the Davis-Bacon Act, Contractor and any subcontractors must pay the higher of the federal prevailing wage rate or the state prevailing wage. The latest state prevailing wages can be reviewed as set forth in subsection 7.a of this Section. The latest federal prevailing wage rates can be reviewed electronically at <http://www.wdol.gov/Index.aspx> (Search for Oregon, Clatsop County, Building Construction Type) and are hereby incorporated by reference as part of the Contract Documents. Contractors shall follow all prevailing wage rules including posting the Davis Bacon Poster at the worksite and submitting certified payroll records. The poster is available at <http://www.dol.gov/whd/regs/compliance/posters/fedprojc.pdf>. The payroll form is at <http://www.dol.gov/whd/forms/wh347instr.htm>.

Construction Manager/General Contractor

Emerick Construction

SIGNATURE

I have read this Amendment No. _____, including the attached Exhibits and all referenced documents. I certify that I have the authority to sign and enter into this Contract. I understand the Amendment and agree to be bound by its terms.

_____	_____
Signature	Title
_____	_____
Name (please print)	Date

CLATSOP COUNTY

SIGNATURE

(This contract is not binding on the County until signed by the appropriate signing authority)

_____	_____
Signature	Title
_____	_____
Name (please print)	Date

GMP Budget Summary

Clatsop County Jail Relocation

Clatsop County

January 9, 2023



A.0 Contract Summary

A.1 PRE-CONSTRUCTION FEE	\$	150,900
A.2 EARLY WORK AMENDMENTS	\$	-
A.3 SIGNED GMP	\$	23,597,214
A.4 GMP Amendments	\$	609,877
A.5 Future GMP Amendments	\$	636,575
Current PROJECT TOTAL	\$	24,994,566
GMP Budget	\$	23,966,410

B.0 Cost Summary	TOTAL	Building	On-Site	Off-Site
B.1 Signed Bid Awards	\$ 20,492,602	\$ 18,774,894	\$ 1,717,708	\$ -
B.2 General Conditions	\$ 1,050,001	\$ 945,001	\$ 105,000	\$ -
B.3 Cost of Work	\$ 21,542,603	\$ 19,719,895	\$ 1,822,708	\$ -
B.4 Bond and Insurance	\$ 528,672	\$ 475,805	\$ 52,867	\$ -
B.5 CAT	\$ 133,741	\$ 120,367	\$ 13,374	\$ -
B.6 Fee	\$ 627,976	\$ 565,178	\$ 62,798	\$ -
B.7 Total Cost + Fee	\$ 22,832,992	\$ 20,881,245	\$ 1,951,747	\$ -
C.0 Contingency	\$ 764,222	\$ 687,800	\$ 76,422	\$ -
C.1 Signed COR's GC Contingency	\$ 569,220	\$ 405,057	\$ 164,163	\$ -
C.2 Remaining GC Contingency	\$ 195,002	\$ 282,743	\$ (87,741)	\$ -
Current GMP	\$ 23,597,214			\$ -
Contingency Outside Contract	\$ 518,000	\$ 468,000	\$ 50,000	
C.3 Signed COR's Owner Contingency	\$ 1,246,452	\$ 1,055,317	\$ 191,135	\$ -
C.4 Remaining Owner Contingency	\$ (728,452)	\$ (587,317)	\$ (141,135)	\$ -
GMP Amendments	\$ 1,246,452	\$ 1,055,317	\$ 191,135	\$ -

Allowance Usage	\$ 380,045			
C.3 Signed COR's Allowance	\$ 350,659			
C.4 Remaining Allowance	\$ 29,386			



AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: *(name and address)*
Clatsop County Jail Replacement
Warrenton, Oregon

OWNER: *(name and address)*
Clatsop County

County Government
800 Exchange St. Suite 410
Astoria, Oregon 97103

CONTRACT INFORMATION:
Contract For: General Construction
Date: April 15, 2019

ARCHITECT: *(name and address)*
DLR Group Architecture & Engineering
inc. an Oregon corporation
421 SW 6th Ave. Suite 1212
Portland, Oregon 97204

CERTIFICATE INFORMATION:
Certificate Number: 001
Date: 1.5.2023

CONTRACTOR: *(name and address)*
Emerick Construction Company
7855 SW Mohawk St.
Tualatin, Oregon 97062

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

Clatsop County has constructed a new jail for the total final cost of \$25,055,765.00. The construction was 21,924 square footage of new jail housing and programs and 20,375 square footage of repurposed existing juvenile jail programming. This work is in accordance with the Clatsop County Jail – Replacement Bid/Permit Set from August 11, 2020.

DLR Group Architecture
& Engineering inc. an
Oregon corporation

ARCHITECT *(Firm Name)*

SIGNATURE

Kent Larson, AIA, LEED
AP, Principal

PRINTED NAME AND TITLE

12.08.2022

DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

All warranties will/have commenced from 12/8/2022

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

(Identify the list of Work to be completed or corrected.)

Work that needs to be completed are the items on the punch lists made by the design team from architectural, mechanical, electrical, laundry and security/electronics. Addition of cameras, infrastructure, and programming in each visitation room.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within 12.30.2022 (21) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$29,000.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

After 12/30/22 the Owner will be responsible for security of the site and building, the beginning of maintenance of building and the site, utilities, fire alarm dial out prior to stationing of security staff, and installation of toilet accessories.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Emerick Construction Co.

CONTRACTOR (*Firm Name*)

Clatsop County

OWNER (*Firm Name*)


SIGNATURE

Jordan Fell / Vice President

PRINTED NAME AND TITLE

1/10/2023

DATE

SIGNATURE

PRINTED NAME AND TITLE

DATE

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

January 25, 2023

Agenda Title: Appointments to the Fair Board
Category: Business Agenda
Presented By: Monica Steele, Assistant County Manager

Issue Before the Commission: Appointments to the Fair Board

Informational Summary: The Clatsop County Fair Board consists of five members of the public that are appointed by the Clatsop County Board of Commissioners, in accordance with ORS 565.210. Each member is appointed for a three year term or until their respective successors are appointed.

Three of the five board members terms end on December 31, 2022, Jack Ficken, Kallie Linder, and Brittany Israel. Kallie Linder and Brittany Israel are interested in continuing their service on the Fair Board. Mike Autio has decided to resign prior to his term ending which creates an additional vacancy with an unexpired term of December 31, 2023.

A call for applicants was issued on October 7, 2022. At the January 4, 2023 work session, the Board discussed the six applications that had been received along with the Fair Board recommendations.

The Fair Board recommends:

- Kallie Linder – term ending December 31, 2025
- Brittany Bodway Israel – term ending December 31, 2025
- Mallory Litehiser - term ending December 31, 2025
- Sarah Finn - term ending December 31, 2023

APPLICANTS			
Name	Commissioner District		Term Expiration Date
Sarah Finn	4		N/A
Brittany Bodway Israel	3		12/31/22
John Kahermanes	2		N/A
Kallie Linder	3		12/31/22
Mallory Litehiser	5		N/A
Tara Constantine	1		N/A

CURRENT MEMBERS			
Matt Bellingham	3		12/31/23
Brittany Israel	4		12/31/22
Kallie Linder	3		12/31/22
Mike Autio	4		12/31/23
Jack Ficken	3		12/31/22

Fiscal Impact: None

Requested Action:

"Approve _____ with term ending December 31, 2023; _____, _____, and _____ with a term ending December, 2025 to the Clatsop County Fair Board."

Attachment List

A. Applications

Committee Vacancies: Submission #46

Date

Thu, 12/22/2022 - 00:00

Applicant Information

Tara Constantine

32 SW 14th Street

Warrenton. 97146

taraconstantine@netscape.net

503-440-9806

Current Occupation

Consumer Loan Closing Specialist

Years Resident of County

40

In which Commissioner District do you reside?

1

Committee, Board or Commission Applied For

Fair Board

Background (relevant education, training, experience, etc.)

I have been involved with our Clatsop County 4-H program as a youth, and a leader for 28 years. I have been the 4-H Sheep Clerk for over 10 years and the last 2 years the Sheep Superintendent at the Clatsop County Fair. I have been involved with the FFA program over the years and the North Coast Junior Classic Livestock Committee and Show for the last 5 years. I have also been the chair of the Safe Kids North Coast committee for 9 years.

Currently, I am working for a non-profit loan company called Craft3, where I was in the Operations Administrator and Recruitment role for 8 years working with experience in budgets, purchases, planning 3-4 All Staff meetings for 70+ people, and department retreats a year, and managing operations in our 7 offices in Oregon and Washington. Now I'm the Consumer Loan Closing Specialist working with our consumer customers closing loans, disbursing funds, setting up loans, and planning our annual retreat. I

worked at the Oregon Forestry Department in the office working at the Office Specialist and the interim office manager working on budgets, purchasing, timesheets, and office management. I have also worked for the City of Astoria, Fire Department for 9.5 years. I have experience with city budgets, purchasing, updating our department website, I was the public information officer, first responder on medical calls, and managed the Safe Kids North Coast organization and board.

I have an Associates of Art degree from Clatsop Community College and a Bachelor Degree in Human Development and Family Science from Oregon State University.

Describe your interest in serving on this Committee, Board or Commission:

I would like to share my skills, experience, and knowledge with the fair board committee members. I would like to be more involved with our county activities and fair. I have lived in Clatsop County for over 40 years, only to leave for college and return to Clatsop County. I have been involved with various activities at the fairgrounds and at the Clatsop County Fair for over 28 years as a leader.

COMMITTEE, BOARD OR COMMISSION APPLICATION
CLATSOP COUNTY

Date: 11/7/2022

Sarah Finn

Name

35576 Montrose Ct

Mailing Address

Astoria

City

Street Address: 35576 Montrose Ct Astoria, OR 97103 Email: sfinn@teevinbros.com

Home Telephone: 503-298-0188 Other Telephone: 503-458-6671
☒ work ☐ cell phone)

Current Occupation: Vice President of Finance & Administration Teevin Bros Land & Timber

Years Resident of County: 42

Do you live within the city limits: ☐ Yes ☒ No

In which Commission District do you reside: ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Committee, Board of Commission Applied for:

1. Fair Board
- 2.
- 3.

Background (Relevant education, training, experience, etc.):

I have 20 years is business management & accounting experience as well as 15 years in Human Resource & Payroll experience.

I was on the Clatsop County 4-H Association Board from October of 2016 to October of 2020.

I spent a year helping the Non Profit "Helping Hands" with their finances and applications for grants.

I am a life long 4-H participant, starting as a member and now the mother of members.

Please complete other side →

Describe your interest in serving on this Board, Committee or Commission:

My interest in this position is simply to help our community and keep our fairgrounds running smoothly. I feel with my business knowledge and the love for my community would be a large asset for this board.

I personally have rented parts of the facility and have been grateful to be able to host events there over the years. I would like to take part in making that happen for others.

My love for 4-H does come in to play as well. Clatsop County Fair is a very big deal to my family and friends and I would like to help the Fair continue to be successful for years to come.

SARAH FANN

Signature

Return Form To: County Manager's Office
800 Exchange St., Ste. 410
Astoria, OR 97103
Fax: 325-8325

email: commissioners@co.clatsop.or.us

Committee Vacancies: Submission #42

Date

Tue, 11/15/2022 - 00:00

Applicant Information

Brittany Danielle Bodway Israel

PO Box 466

2659 Irving Ave. Astoria OR 97103

Warrenton. 97146

bodwayisrael@gmail.com

15037917404

Current Occupation

Self Employeed

Years Resident of County

47

In which Commissioner District do you reside?

3

Committee, Board or Commission Applied For

Other

If other, please specify:

Clatsop County Fairboard

Background (relevant education, training, experience, etc.)

I have served on the fair board for a little over 3 years. I have my high school diploma and continue my education in business at Clatsop Community College. I have been a business owner for the last 27 years and with the skills I believe they are an asset to the board and community.

I have been coaching for over 15 years and I am currently the coach of the High School Equestrian Teams for Astoria, Seaside, and Warrenton. I am also the Northwest District Chair for the Oregon High School Equestrian Teams. This includes 25 schools in the northwest with over 100 athletes and horses that compete 5 times a year.

I know with everything I have learned and continue to with my business and coaching I

will be able to take the skills and continue to help our Fair Grounds & Expo grow and be successful.

Describe your interest in serving on this Committee, Board or Commission:

I want to continue to serve on the Fair Board to help our fairgrounds & expo grow, be successful, and make it fun and positive for our community and 4H kids. I believe over the last 3 years I have helped with the relationship with our board and fairgrounds & expo with our horse community and know I can continue to do so. Our Clatsop County Fair & Expo has so much to offer to our community and I want to continue to give back and help where I know I can make a difference.

COMMITTEE, BOARD OR COMMISSION APPLICATION
CLATSOP COUNTY

Date: 11-21-2022

JOHN KAHERMANES
Name

#0 35597 Bella Ridge Loop
Mailing Address

ASTORIA OR 97103
City

Street Address: 35597 Bella Ridge Loop Email: JOHNKAHERMANES@GMAIL.COM

Home Telephone: 408-313-2830 Other Telephone: 408-313-2830
☐ work ☒ cell phone)

Current Occupation: Pharmacy Tech

Years Resident of County: 2

Do you live within the city limits: ☒ Yes ☐ No

In which Commission District do you reside: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Committee, Board of Commission Applied for:

1. FAIR BOARD.
2. _____
3. _____

Background (Relevant education, training, experience, etc.):

WAS IN THE RUNNING FOR SEATTLE CLARK CO FAIR
MANAGER.
I HAVE WORKED OVER 300 FAIRS AS A VENDOR
I HAVE A PRETTY GOOD GRIP ON MANAGING
WAS ALSO A PROMOTOR (MUSIC).

Please complete other side →

Describe your interest in serving on this Board, Committee or Commission:

I think my experience as a VENDOR & MUSIC PROMOTOR would be a big help. OVER THE YEARS I have exhibited in over 30 FAIRS.

I was also one of 2 CANDIDATES for FAIR MANAGER in SANTA CLARA COUNTY CALIFORNIA.

I AM NEW TO THE AREA AND WOULD LIKE TO MAKE A DIFFERENCE AND WITH EXHIBITING IN BIG & SMALL VENUES I HAVE SEEN THE GOOD THE BAD & THE UGLY OF FAIR MANAGEMENT.

I AM FINANCIALLY A CONSERVATIVE SO I UNDERSTAND BUDGET VS SPENDING AND USE IT WISELY.

I ALSO HAVE OWNED RESTAURANTS & MOBILE PHONE STORES.

Thank you for your time-


Signature

Return Form To: County Manager's Office
800 Exchange St., Ste. 410
Astoria, OR 97103
Fax: 325-8325
email: commissioners@co.clatsop.or.us

COMMITTEE, BOARD OR COMMISSION APPLICATION
CLATSOP COUNTY

Date: 10/5/22

Kallie Linder

Name

90862 Youngs River Road

Mailing Address

Astoria

City

Street Address: 90862 Youngs River Road

Email: mrsjlinder@gmail.com

Home Telephone: 503-741-0233

Other Telephone:

☐ work ☐ cell phone)

Current Occupation: Hairdresser/salon owner

Years Resident of County: 46

Do you live within the city limits: ☐ Yes ☒ No

In which Commission District do you reside: ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Committee, Board of Commission Applied for:

1. Fairboard

2.

3.

Background (Relevant education, training, experience, etc.):

I am a current fairboard member and have served 2 terms. I am currently the vice chair.

I have managed the social media for the majority of my time on the board, working to engage the community in all of the events held at the fairground.

I enjoy serving the people of Clatsop County and I hope that I will be appointed again so that I can continue.

Please complete other side →

Describe your interest in serving on this Board, Committee or Commission:

I am passionate about county fair, 4h and FFA and it is my goal that every year our fair improves and becomes a desinations for families to spend the week making memories.

I desire to see our fairgrounds utilized for larger events year round and to see a mulit use facility built that is large enough to host horse events such as rodeo and OHSET events.

Kallie Linder

Signature

**Return Form To: County Manager's Office
800 Exchange St., Ste. 410
Astoria, OR 97103
Fax: 325-8325**

email: commissioners@co.clatsop.or.us

COMMITTEE, BOARD OR COMMISSION APPLICATION
CLATSOP COUNTY

Date: 11/02/2022

Mallory Litehiser

Name

33550 Beerman Ck Ln

Mailing Address

Seaside OR 97138

City

Street Address: 33550 Beerman Ck Ln

Email: mallorylitehiser@gmail.com

Home Telephone: 5034401878

Other Telephone:

☐ work ☐ cell phone)

Current Occupation: VP Regional Manager

Years Resident of County: 31

Do you live within the city limits: ☐ Yes ☒ No

In which Commission District do you reside: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

Committee, Board or Commission Applied for:

1. Clatsop County Fair Board

2. _____

3. _____

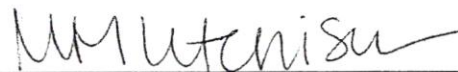
Background (Relevant education, training, experience, etc.):

Clatsop County resident since the day I was born. I have assisted on other boards in the County in different seats for a variety of different groups, which has given me an idea on my strengths that I bring to the table. As well as a attendee/participant of the Clatsop County Fair for as long as I can remember!

Please complete other side →

Describe your interest in serving on this Board, Committee or Commission:

I am a 4-H alumni that participated in many different projects from horses, beef, swine, sheep, poultry, hall exhibits. I am now jumping to the other side of being a parent of a first time 4-Her. I have seen things that work, things that don't, I have volunteered here and there, but I see this as an opportunity to jump in and truly make the best experiences for not only my kid, and my other kids who will be participating one day but ALL the kids that get the opportunity to make it to the fair whether they are the ones competing, or coming to cheer their friends on. Memories are made at fair EVERY year so why not be a part of creating the BEST memories.



Signature

**Return Form To: County Manager's Office
800 Exchange St., Ste. 410
Astoria, OR 97103
Fax: 325-8325**

email: commissioners@co.clatsop.or.us

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

January 25, 2023

Agenda Title: Human Services Advisory Council (HSAC) Membership
Category: Business Agenda
Presented By: Monica Steele, Assistant County Manager

Issue Before the Commission: Appointments to the Human Services Advisory (HSAC) Committee

Informational Summary: The Human Services Advisory Council is appointed by the Board of County Commissioners to address developmental disabilities, mental health and addiction services needs in the County. There are currently five members on the council. Per the bylaws, membership on the council shall not exceed nine.

A call for applicants was issued in early 2022 and again in November of 2022. A total of four applications were received and given to members for review.

All appointed members will serve a three-year term ending February 28, 2026.

The Board discussed the applications at their January 4, 2023 work session.

The HSAC is recommending that the Board of Commissioners appoint:

- Valerie Richards
- Nicole Maki
- John Morrison
- Craig Hoppes

APPLICANTS			
Name	Commissioner District	Occupation	Term Expiration Date
Valerie Richards	1	Personal Agent	TBD
Nicole Maki	2	Business Owner	TBD
Craig Hoppes	3	School Superintendent	TBD
John Morrison	5	Retired	TBD

CURRENT MEMBERS			
Amber Bowman	1	CBH Clinician	02/28/2025
Julia Weinberg	5	Licensed Professional Counselor	02/28/2024
Dr. Robert Mushen	5	Retired	02/28/2024
Linda Dugan Winstanley	1	Insurance Agent	02/28/2024
Randy Anderson	2	Self-Employed	02/28/2024

Fiscal Impact: EnterTextHere

Requested Action:

“Appoint _____, _____, _____ and _____ to the Human Services Advisory Committee with terms ending on February 28, 2026.”

Attachment List

A. Applications

Committee, Board, and Commission Online Application: Submission #37

Date

Fri, 04/29/2022 - 00:00

Applicant Information

Valerie Richards
349 Northeast Skipanon Drive
Warrenton. 97146
vrichards@goisn.org
4252870806

Current Occupation

Personal Agent

Years Resident of County

4

In which Commissioner District do you reside?

1

Committee, Board or Commission Applied For

Human Services Advisory Council

Background (relevant education, training, experience, etc.)

I have chemical dependency certification training and worked with the homeless and addicted for about twenty years, currently I work as a case manager for people with developmental disabilities.

Describe your interest in serving on this Committee, Board or Commission:

I see so much need and I have experience that could be very useful.

Committee, Board, and Commission Online Application: Submission #38

Date

Fri, 05/06/2022 - 00:00

Applicant Information

Nicole Maki

364 Alpine St.

Seaside. 97138

coconicolemaki@gmail.com

7076178574

Current Occupation

Business owner

Years Resident of County

44

In which Commissioner District do you reside?

2

Committee, Board or Commission Applied For

Human Services Advisory Council

Background (relevant education, training, experience, etc.)

I served on the board of Arcata Main St. In California. I have owned several business. I have addiction, recovery, and mental health issues in my family. I am a active community member. I attend many meeting to keep up with local happenings. I have a business downtown Astoria. My family has been in Astoria for over 100 years.

Describe your interest in serving on this Committee, Board or Commission:

I have a desire to learn and absorb information. I have some ideas of how our community resource and community member's can better and work together. There is a disconnect with many non profits overlapping services. I would like to help our Future.

Committee Vacancies: Submission #44

Date

Wed, 12/07/2022 - 00:00

Applicant Information

John T. "Jack" Morrison

521 Hillside Loop

Seaside. 97138

John8467@gmail.com

503 933 6790

Current Occupation

Retired

Years Resident of County

-8

In which Commissioner District do you reside?

5

Committee, Board or Commission Applied For

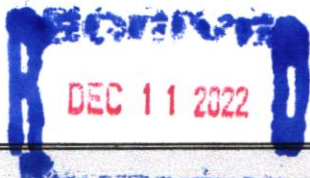
Human Services Advisory Council

Background (relevant education, training, experience, etc.)

4 years SHIBA volunteer (Senior and Disabilities Services) 30 years Hospital Administrative Services leadership. Home Health Care , Hospice, Occupational Health, Hospital Administration. OHSU Home Health administrator, Yakima Valley Farm Workers Clinic administrator, Valley Children's Hospital Administrator Home Health Care. University of California San Francisco AIDS Professional Education Project Director. Masters Degree Organizational Behavior

Describe your interest in serving on this Committee, Board or Commission:

I have a varied amount Health Care management experience. To include facilities management, Grant writing, program development, multicultural integration. I understand the Payor community Medicare, Medicaid, commercial insurance as well as out of pocket payment. I also understand HUD and the housing criteria. I Chaired the Fresno County 15 Leadership committee Fresno Chamber of commerce. I have multiple references for my work in the Health care community.



COMMITTEE, BOARD OR COMMISSION APPLICATION
CLATSOP COUNTY

Date: December 7, 2022

John
Name

Morrison
Mailing Address

521
City

Street Address: Hillside Loop Email: john8467@gmail.com

Home Telephone: 503 933 6790 Other Telephone: 501 1238
☐ work ☒ cell phone)

Current Occupation: Retired

Years Resident of County: 8

Do you live within the city limits: ☒ Yes ☐ No

In which Commission District do you reside: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

Committee, Board of Commission Applied for:

1. Human Services Advisory Council
2. _____
3. _____

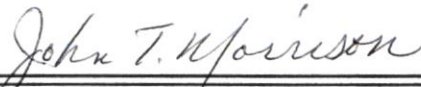
Background (Relevant education, training, experience, etc.):

I have a Masters Degree in Organizational Behavior. Graduated from the University of Pacific. Appointed to the University's Athletic Hall of Fame in two Sports. Developed as a Board Member the AIDS / ARC update sponsored by the UCSF Medical school as the Director Professional Relations. 3400 attendees. Consulted with multiple payers in the early days of the crisis. Spent 8 years working in Administration of a Hospital System similar to the Providence. As President of its for Profit subsidiary and as V-P Managed Care (contracting). Elected President Leadership Fresno. Communications Award Catholic Health Association. Developed Integrated Healthcare delivery system for Clovis Unified School District. Successfully turned several organizations from losing money to becoming profitable. Successfully Provided Home Health Services to 6000 CareOregon members throughout Oregon in behalf of OHSU under a capitation agreement.

Please complete other side →

Describe your interest in serving on this Board, Committee or Commission:

Since retiring from (Valley Childrens Hospital Madera Ca) I have volunteered with Senior and Disability Services for Tillamook and Warrenton county offices. I've spent 3 years joining The local Elks Club as well as supporting the local American Legion. I miss the intellectual challenges that a committee like this would present. I have experiences across all lines of health care that would offer value to a resource such as yours.



Signature

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Astoria, OR 97103
Fax: 325-8325**

email: commissioners@co.clatsop.or.us

Committee Vacancies: Submission #45

Date

Mon, 12/19/2022 - 00:00

Applicant Information

Craig Patrick Hoppes

368 McClure Avenue

368 McClure Avenue

Astoria. 97103

choppes0@gmail.com

5037913818

Current Occupation

Superintendent of the Astoria School District

Years Resident of County

26

In which Commissioner District do you reside?

3

Committee, Board or Commission Applied For

Human Services Advisory Council

Background (relevant education, training, experience, etc.)

I have lived in the Astoria community for 26 years. I have been a school administrator in Astoria for 26 years and superintendent for the past 15 years.

Describe your interest in serving on this Committee, Board or Commission:

This committee provides guidance and review of mental health, alcohol, drug abuse, developmental disabilities. With my background in education I see the impact at a young age and am concerned about services provided locally. I want to work to be part of support and solutions in these areas.