



# CLATSOP COUNTY

## BOARD OF COMMISSIONERS AGENDA

### WORK SESSION & REGULAR MEETING

#### VIRTUAL MEETING

**\*AMENDED\***

---

Wednesday, December 08, 2021

---

**BOARD OF COMMISSIONERS:**

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

[commissioners@co.clatsop.or.us](mailto:commissioners@co.clatsop.or.us)

**CONTACT:**

800 Exchange, Suite 410  
Astoria, OR 97103  
Phone (503) 325-1000  
Fax (503) 325-8325

[www.co.clatsop.or.us](http://www.co.clatsop.or.us)

---

### JOIN THE BOARD OF COMMISSIONERS VIRTUAL MEETINGS

**Clatsop County Board of Commissioners host virtual meetings on GoToMeeting**

During the COVID-19 pandemic, the Board remains committed to broad community engagement and transparency of government. To provide an opportunity for public testimony while physical distancing guidelines are in effect, the Board will host virtual meetings on GoToMeeting.

**To join the meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/793513109>

**You can also dial in using your phone.**

United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(646\) 749-3129](tel:+16467493129)

**Access Code:** 793-513-109

Those wishing to provide testimony on public hearings or provide oral communication at the designated time must register in advance by calling 503-325-1000 or email [commissioners@co.clatsop.or.us](mailto:commissioners@co.clatsop.or.us). Once registered, you will be notified when it is your opportunity to speak for a two-minute presentation. The public may also submit comments to [commissioners@co.clatsop.or.us](mailto:commissioners@co.clatsop.or.us) 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.](#) Clatsop Forestry and Wood Products Economic Development Committee {20 min}  
{Page 4}
- [2.](#) Redistricting Presentation and Map Proposal Review {30 min} {Page 19}

---

## 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.*

### ROLL CALL

### AGENDA APPROVAL

**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](mailto:commissioners@co.clatsop.or.us) by 3 p.m. on the day of the meeting.*

### CONSENT CALENDAR

- [3.](#) Board of Commissioners Minutes 11-10-21 {Page 49}
- [4.](#) Legislative Consulting Agreement with Pac/West Communications {Page 53}
- [5.](#) FY2021-2022 Homeless Liaison Position Funding {Page 63}
- [6.](#) Purchase New IP Phone equipment {Page 66}
- [7.](#) Deed of Dedication for Westport Park Boat Ramp Road {Page 71}
- [8.](#) Approve Contract with Sunset Presort for mail services {Page 75}
- [9.](#) 2022 ReConnect Grant Program Authorized Representatives Resolution and Order {Page 80}
- [9a.](#) *\*Approve Agreement for new Internet/Phone Service at the County Emergency Operations Center (EOC) {separate materials}*

### COMMISSIONER'S LIAISON REPORTS

### COUNTY MANAGER'S REPORT

### PUBLIC HEARINGS

- [10.](#) Ordinance 21-05: Revisions to Subdivision and Partition Regulations and Road Construction Standards - 1st Reading {Page 84}  
(Additional materials on [website](#))
- [11.](#) Extension of Short-Term Rental Moratorium {Page 86}

### BUSINESS AGENDA

- [12.](#) Ambulance Service Area Advisory (ASAA) Committee Reappointments {Page 95}
- [13.](#) Contribution to Vietnam Veteran's War Memorial – State Capitol Grounds {Page 102}
- [14.](#) Appeal of Hearings Officer Decision – Brotherton/McConahay CUP {Page 105}  
(Additional materials on [website](#))

### 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](http://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

December 8, 2021

---

<b>Topic:</b>	Clatsop Forestry and Wood Products Economic Development Committee
<b>Presented By:</b>	Kevin Leahy, Executive Director, CEDR/CCC/SBDC, Vice - Chair

---

<b>Informational Summary:</b>	Presentation from Clatsop Forestry and Wood Products Economic Development Committee
-------------------------------	---

### Attachment List

- A. Memorandum
- B. Power Point





## **CFEDC- Clatsop Forestry and Wood Products Economic Development Committee**

### **County Commission Presentation. December 8, 2021**

#### **Presenters:**

**Chad Washington** Stewardship & Community Engagement Coord., Greenwood Resources, Chair

**Kevin Leahy** – Executive Director, CEDR/CCC/SBDC, Vice Chair

**Lindsay Davis**- Community Outreach & Stewardship Coord., Hampton Lumber & Family Forests

**John Nygaard** – Warrenton Fiber / Nygaard Logging, committee member

#### **Committee Mission and Goals:**

“Pursuant to the following bylaws, the mission of the Clatsop Forestry and Wood Products Economic Development Committee is to share educational information regarding wood and paper products, forest management, land use, and related issues with community leaders and the general public. Primary goals are to 1) educate community leaders and the public about the status and importance of the forest sector in the regional economy, and 2) stimulate economic planning, efforts and economic development projects in the forest sector for the benefit of local communities”.

#### **Committee Members:**

Chad Washington, Greenwood Resources, Chair

Kevin Leahy, CEDR/CCC/SBDC, Vice Chair

Lindsay Davis, Hampton Lumber & Family Forests, Treasurer

Dan Stark, OSU Extension, Secretary

Courtney Bangs, Clatsop County Commissioner

Dan Goody, District Forester, ODF

Neal Bond, Protection Unit Forester, ODF

Aaron Groth, OSU Regional Fire Specialist (Coastal Oregon)

John Nygaard, Warrenton Fiber/Nygaard Logging

Craig Sorter, Weyerhaeuser

Lois Perdue, Plant Manager, Hampton Lumber

Tom Scoggins, Society of American Foresters

Bill Young, Small Woodland Owner

**Economic Importance of this Sector in Clatsop County:**

Forest Sector Jobs 1315 Jobs. 6.3% of Employment. Average wage \$70,599. Historically almost 30% of county economic base tied to this sector.

Forest Ownership: Large Private 56%, State, and other Public, 26%, Small Private 17%.

**Review of Tax Revenue Projections for Clatsop State Forest**

Supporting Clatsop County (County Share Distribution), School Distribution: County School Fund, Individual School Districts, Clatsop Community College, and NW ESD.

**2022 Planning of Clatsop County Job & Career Fair Activity for CFEDC committee.**

**Annual Leaders Tour– Postponed to Spring 2022**

**Clatsop WORKS internships in this sector**

**Lindsay Davis Update. Economic Impact of Hampton Warrenton Mill to the regional economy.**

**John Nygaard Update. Economic Impact of Warrenton Fiber / Nygaard Logging to the regional economy.**

**Questions.**



# Clatsop Forestry & Wood Products Economic Development Committee

---

Annual Update December 8, 2021

Presented by:

Chad Washington - Greenwood Resources

Kevin Leahy - Executive Director, CEDR

Lindsay Davis - Hampton Lumber & Family Forests



A photograph of a forest stream with yellowing trees in autumn.

# About CFEDC

## Mission & Goals:

**“Pursuant to the following bylaws, the mission of the Clatsop Forestry and Wood Products Economic Development Committee is to share educational information regarding wood and paper products, forest management, land use, and related issues with community leaders and the general public.**

**Primary goals are to 1) educate community leaders and the public about the status and importance of the forest sector in the regional economy, and 2) stimulate economic planning efforts and economic development projects in the forest sector for the benefit of local communities”.**





# About CFEDC

## COMMITTEE MEMBERS

- Chad Washington, Greenwood Resources, Chair
- Kevin Leahy, CEDR/CCC/SBDC, Vice Chair
- Lindsay Davis, Hampton Lumber, Treasurer
- Dan Stark, OSU Extension, Secretary
- Courtney Bangs, Clatsop County Commissioner
  
- Dan Goody, District Forester, ODF
- Neal Bond, Protection Unit Forester, ODF
- Aaron Groth, OSU Regional Fire Specialist (Coastal Oregon)
- John Nygaard, Warrenton Fiber/Nygaard Logging
- Craig Sorter, Weyerhaeuser
- Lois Perdue, Plant Manager, Hampton Lumber
- Tom Scoggins, Society of American Foresters
- Bill Young, Small Woodland Owner

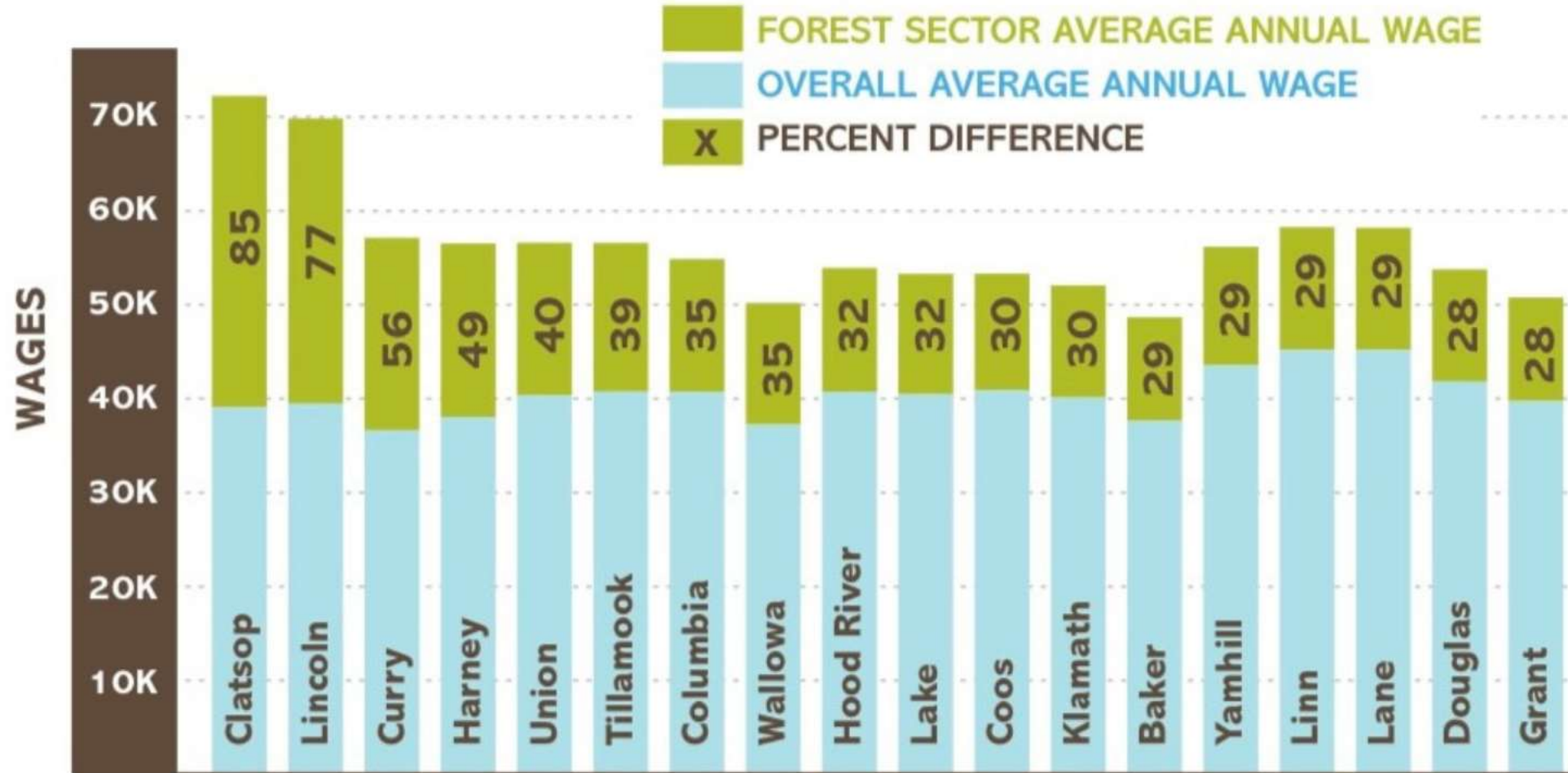


# Forestry/Wood Products Sector Economic Impact to Clatsop County



- 1,315 Forest Sector Jobs in Clatsop County
- 6.3% of Total Employment
- Average Wage is \$70,599
- Historically almost 30% of County Economic Base is Tied to this Sector
- Forest Ownership:  
Large Private 56%  
State & Other Public 26%  
Small Private 17%
- 2022 Planning of Clatsop County Job & Career Fair activity for CFEDC
- Ongoing Clatsop WORKS internships in this sector

## Oregon counties with greatest forest sector wage differences (2019)



# ODF Forest Product Revenue to Clatsop County November 2020 to November 2021

10% County Costs	\$ 2,294,467.35
1% Law Enforcement	\$ 206,499.98
25 % School Fund	\$ 5,110,874.87
4-H/Extension Service	\$ 85,091.49
Clatsop County	\$ 2,760,905.02
Clatsop Co Local Option	\$ 86,329.60
Port of Astoria	\$ 200,140.27
Clatsop Care Center	\$ 279,873.63
LO Care Center	\$ 365,121.67
Rural Law	\$ 1,146,501.84
Road Dist 1	\$ 1,621,356.05
Clatsop College	\$ 1,480,173.81
NW ESD	\$ 245,076.24
School 1	\$ 245,728.55
School 4	\$ 348,928.00
School 8	\$ 5,151,566.75
School 10	\$ 186,808.47
School 10 Local Option	\$ 16,936.64
School 30	\$ 747,039.46
School 6J	\$ 205.03
Sunset Transportation	\$ 258,142.87
Sunset Park & Recreation	\$ 30,225.39
Union Health	\$ 740.17
KSB RFPD	\$ 72,826.58
Mist-Birkenfeld RFPD	\$ 8.81
Elsie-Vinemaple RFPD	\$ 787.37
Elsie-Vinemaple RFPD Local Option	\$ 453.93
Hamlet RFPD	\$ 676.10
Westport-Wauna RFPD	\$ 3.57
John Day-Fernhill RFPD	\$ 9.80
Olney-Walluski Fire	\$ 933.23
Westport-Wauna RFPD	\$ 1.93
City of Astoria	\$ 27.51
Astor East U/R	\$ 1.33
Astor West U/R	\$ 3.18

\$ 22,944,466.49





# Hampton Lumber & Family Forests

Lindsay Davis

# Where We Are Now

## Hampton Lumber & Family Forests

- Starting Wage: over \$20 per hour
- We contract with 48 logging and trucking businesses in NW Oregon - combined they employ nearly 800 people
- We are an essential industry. Through these difficult times, the forest products industry in the county remained operational.





# Warrenton Saw Mill

2020 Economic Impact in Clatsop County



145

DIRECT EMPLOYEES

\$13.3 million

IN DIRECT WAGES & BENEFITS

\$9.4 million

TO LOCAL TRANSPORT/TRUCKING BUSINESSES

\$6.4 million

TO LOCAL LOGGING BUSINESSES

\$66.5 million

IN LOG PURCHASE PAYMENTS (PRIVATE LANDOWNERS)

13

ACTIVE APPRENTICESHIPS

# Warrenton Fiber



Agenda Item #1.

## Nygaard Logging

Warrenton Fiber pays over \$4 million dollars in payroll each year for true family-wage jobs with full benefits and pay well above Clatsop County's per-capita income.

Warrenton Fiber's direct payroll and purchases from other local businesses and subcontractors in turn supports many other businesses in our community.

Warrenton Fiber also pays more than \$7 million each year to other local businesses and subcontractors.

Annually Warrenton Fiber helps harvest over 25 million board feet of trees locally on fully sustainable private and public forests, and transports them to our local saw mills that make wood boards and building materials for the homes everyone lives in.

# Warrenton Fiber

Each year Warrenton Fiber's log chipper purchases and processes over 5500 loads of mainly tree tops into wood chips that are then barged on the Columbia River and made into a variety of paper products at our local paper mills.

Using this wood helps utilize the entire tree each harvest, reduces forest fire fuel loads, supports many other family-wage jobs, and creates the many paper products everyone uses each day.



Agenda Item #1.

## Nygaard Logging

Page 17



An aerial photograph of a vast, rolling mountain landscape. The foreground and middle ground are covered in dense, vibrant green forests. The mountains recede into the distance, their peaks softened by a light haze. The sky is filled with soft, grey clouds, creating a diffused light across the scene. The overall mood is serene and majestic.

# Thank you. Questions?

# Board of Commissioners Clatsop County

## WORK SESSION AGENDA ITEM SUMMARY

December 8, 2021

---

**Topic:** Redistricting Presentation and Map Proposal Review  
**Presented By:** Tracie Krevanko, County Clerk

---

**Informational  
Summary:**

Clatsop County Home Rule Charter directs that “Following the release of the decennial census of the United States, the Elections Officer of the County shall initiate review of the population densities of each district and, within 120 days of the release of the census, shall present to the Board a map detailing any necessary modifications of boundaries. The Board shall, within 45 days of the submission of the revised map, alter the boundaries of the commissioner districts by ordinance so that the total population is allocated nearly equally between the five districts; each of contiguous territory and as compact as possible.”

The criteria that is followed for determining boundaries for redistricting are listed in ORS 188.010. These are the same criteria followed by the Legislative Assembly for redistricting legislative and congressional districts. The criteria require that each district, as nearly as practicable, shall: a.) Be contiguous; b.) Be of equal population; c.) Utilize existing geographic or political boundaries; d.) Not divide communities of common interest; and e.) Be connected by transportation links.

Prior to the release of the 2020 census numbers, Clatsop County reached out to Portland State University, Center for Public Service (CPS) and Population Research Center, for assistance in creating a process to guide the Elections Officer in arriving at a recommendation to present to the Board for new district boundaries. With the release of the census numbers being delayed and not available until August 12, 2021, County staff and CPS have worked together within a tight time-line to provide five public forums as well as an on-line or paper survey that allows opportunities for the public to provide input on values and issues they feel are important in establishing district boundaries.

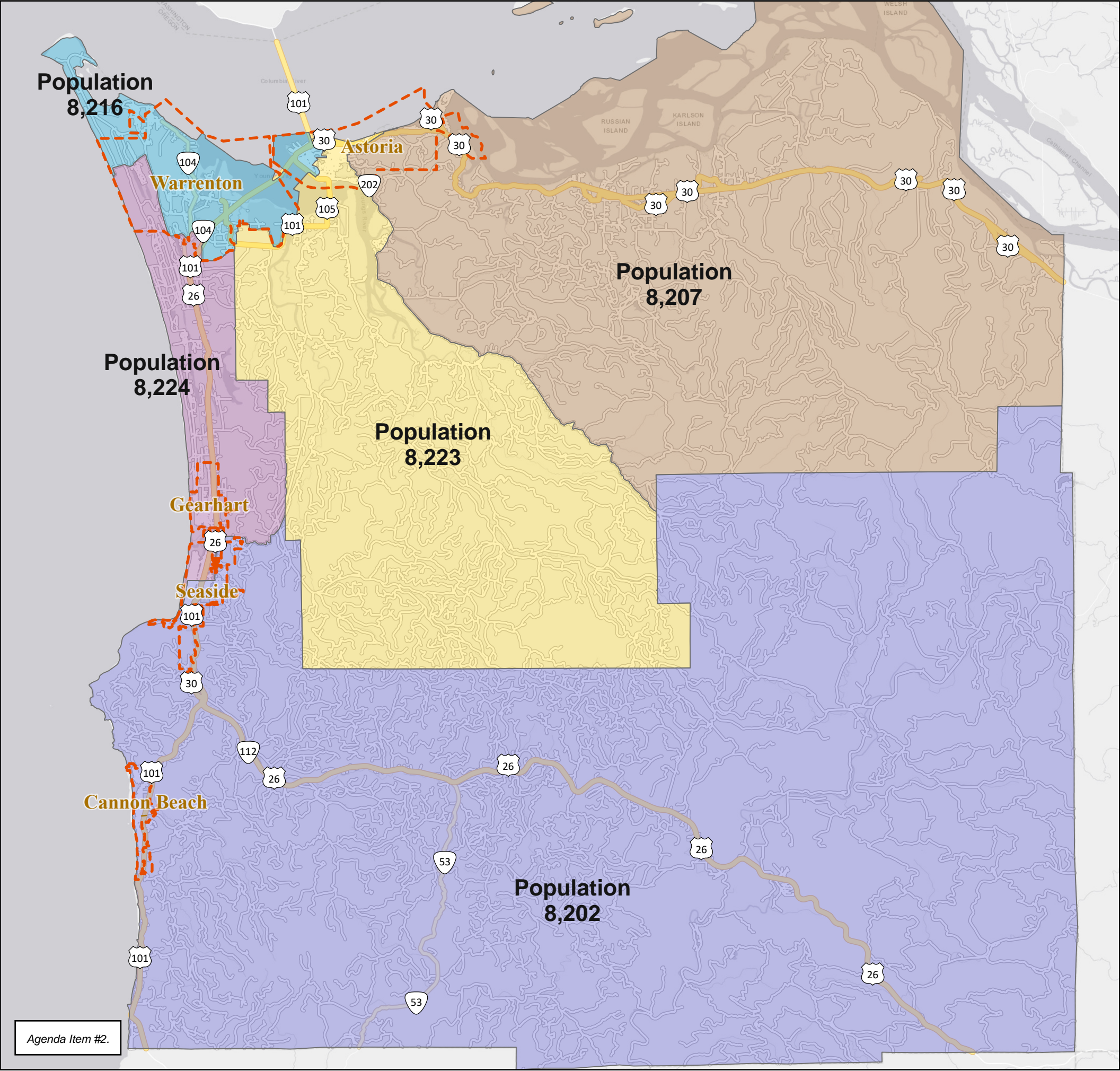
Based on the feedback received through the public engagement process, PSU Population Research Center worked with the county GIS department to develop revised maps that would meet the Charter requirements along with any changes the Elections Officer deems necessary to recommend to the Board. Based on this process the two attached maps are being presented to the Board for consideration.

During this time the Clerk's office will be adjusting precinct boundaries to follow the new proposed commissioner boundaries. We would like to try and not have precincts split between multiple Commissioner districts. The Clerk's office would like to take the opportunity to also renumber the precincts, to begin with Precinct 101. This will allow to better separate the precinct number from ballot style number during elections.

#### **Attachment List**

- A. Recommendation map 1.3
- B. Recommendation map 1.4
- C. PSU Center for Public Service public feedback summary





# CLATSOP COUNTY COMMISSIONER DISTRICTS (REDISTRICTING OPTION)

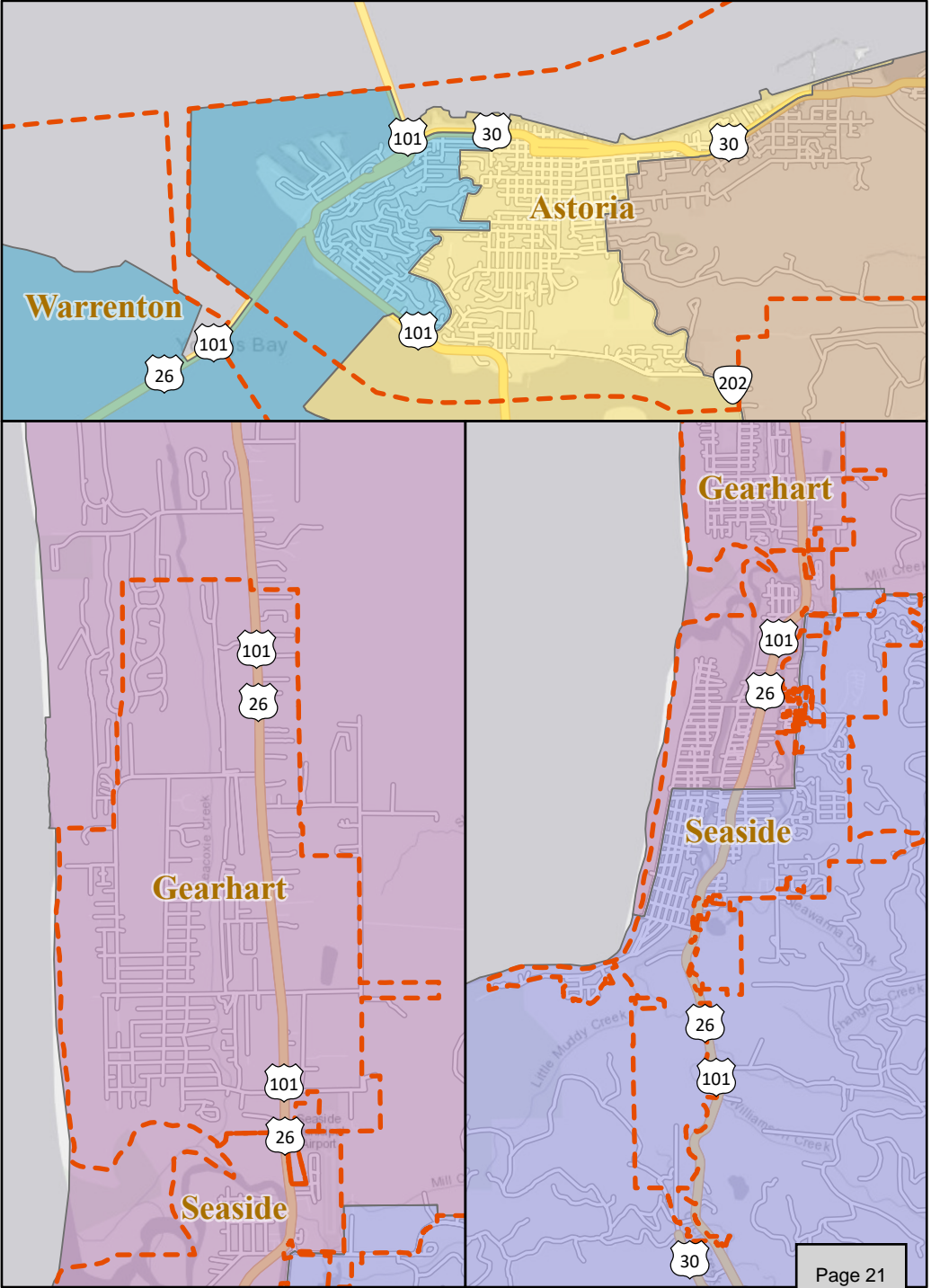
**DISTRICT (Plan 1.3)**

- 1
- 2
- 3
- 4
- 5

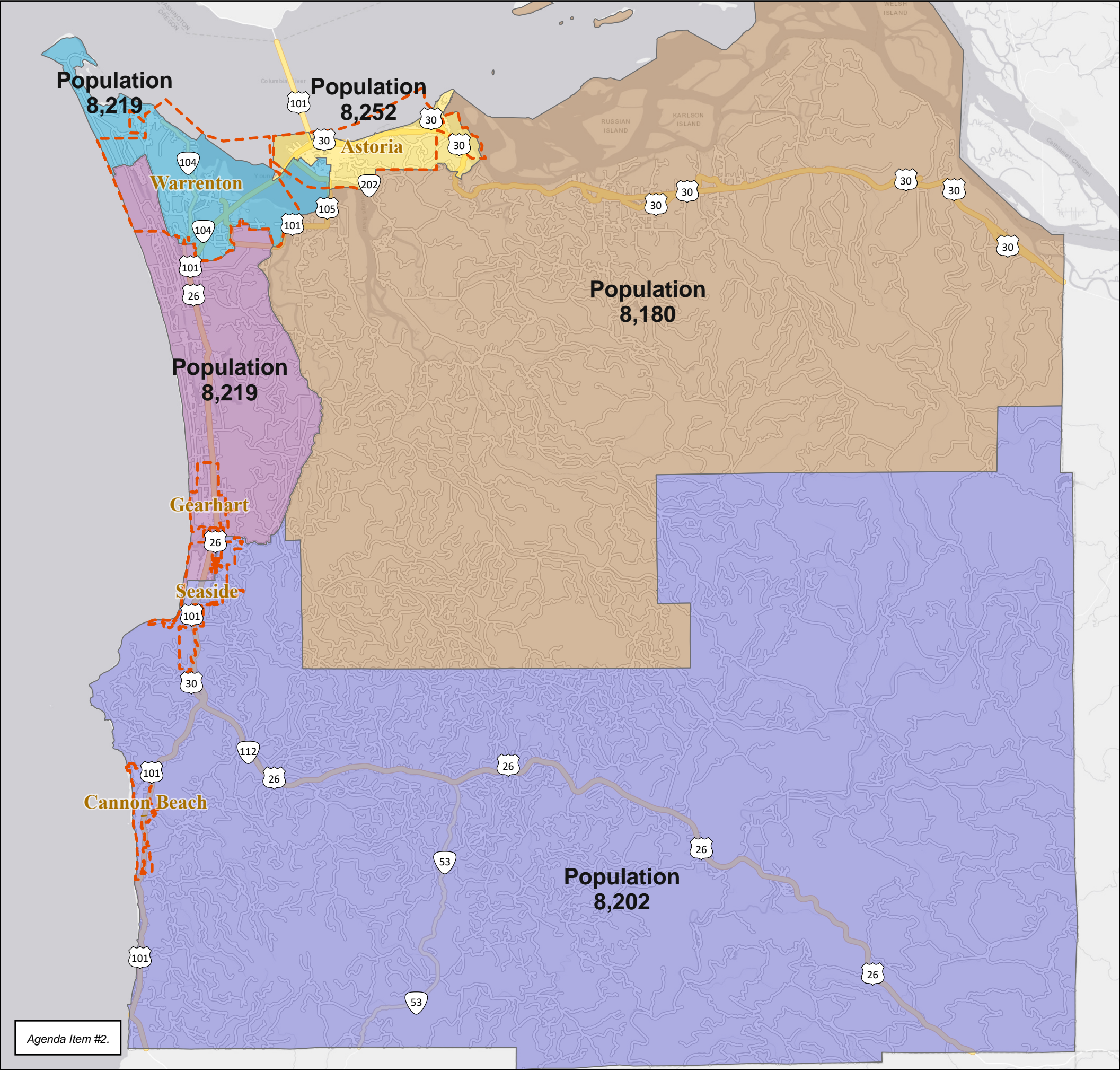
**City Limits**

**Roads and Highways**

- State
- US
- All other







# CLATSOP COUNTY COMMISSIONER DISTRICTS (REDISTRICTING OPTION)

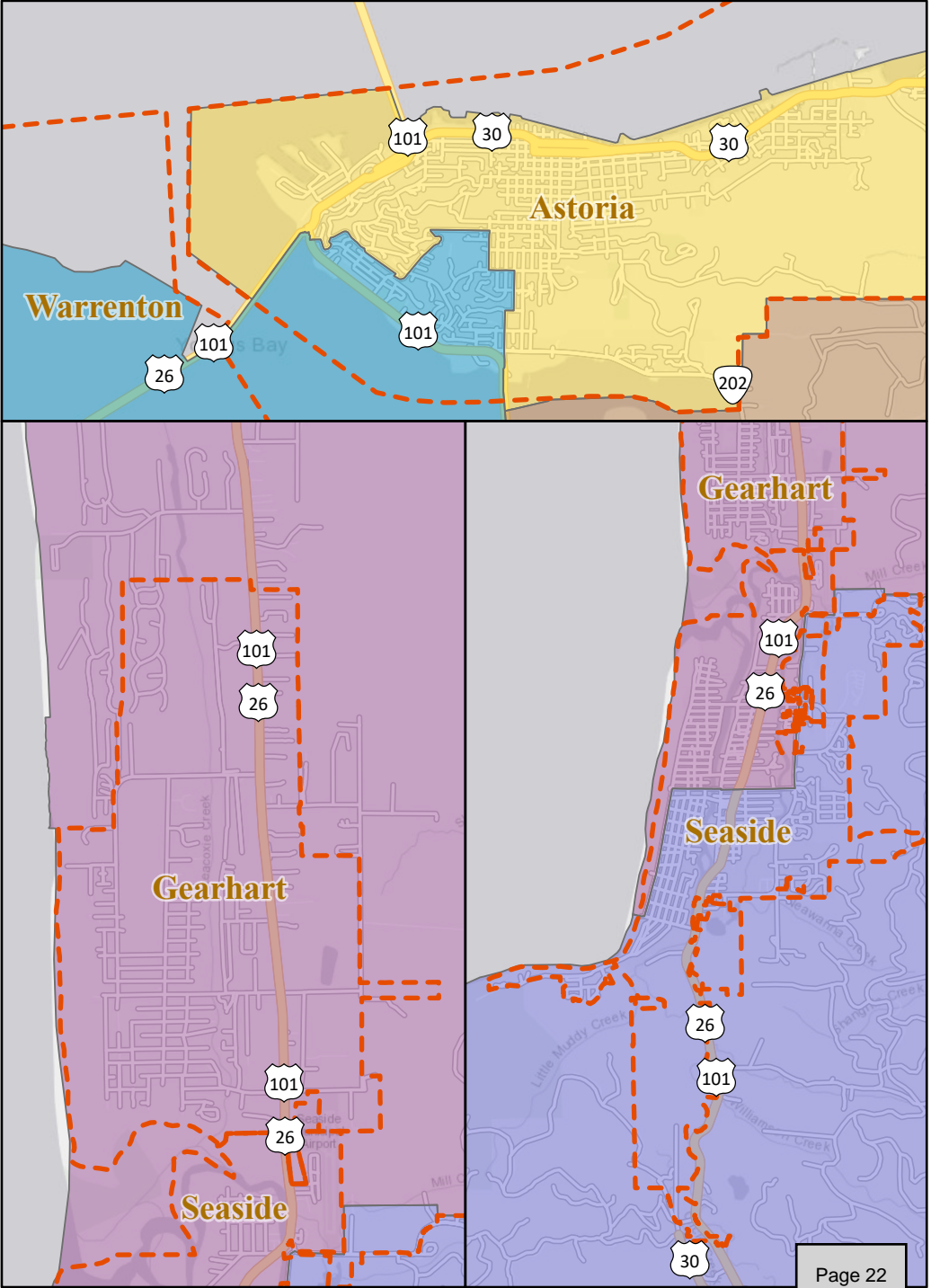
**DISTRICT (Plan 1.4)**

- 1
- 2
- 3
- 4
- 5

**City Limits**

**Roads and Highways**

- State
- US
- All other





# Oregon's Kitchen Table – Clatsop County District Boundaries

## EXECUTIVE SUMMARY

---

In August of 2021, newly released 2020 US Census data showed that the number of people living in each of Clatsop County's five commissioner districts has shifted so that the populations of the boundaries are no longer equally balanced. The Clatsop County Charter outlines a timeframe of 120 days from release of the census data for the County to present to the Board adjustments to the boundaries so that the "total population is allocated nearly equally between the five districts; each of contiguous territory and as compact as possible." The County partnered with several programs from Portland State University's College of Urban and Public Affairs in order to provide independent analysis and recommendations to ensure – and to assure the public--that boundaries are not redrawn to benefit incumbent commissioners or other political factors. The County also wanted to make sure that members of the public would have opportunities to provide input into redistricting process.

One of the PSU programs, Oregon's Kitchen Table, worked with the County to conduct a public engagement process to hear from residents of Clatsop County about what was most important to them when considering changes to the county's district boundaries.

The executive summary provides an overview of the engagement process as well as high level findings. The attached report contains three sections:



- A description of the project's outreach goals and design;
- Commonly held values and beliefs as well as disagreements;
- A brief conclusion; and
- Appendices, including annotated survey results and a summary of the public forums.

## ABOUT OREGON'S KITCHEN TABLE

Oregon's Kitchen Table is a program of the National Policy Consensus Center in the College of Urban and Public Affairs at Portland State University, and was created by a group of non-partisan, non-profit community organizations dedicated to helping Oregonians have a voice in public decision-making. Oregon's Kitchen Table creates public consultations to allow Oregonians to weigh in on policy questions posed by elected officials and public managers. Oregon's Kitchen Table has been used at the state, local and regional levels to gather feedback from a wide variety of Oregonians using both an online survey tool to solicit input from thousands of participants and in-person community gatherings of various sizes and formats. The online survey tool is not intended to be a scientific study; rather it is one way to allow the public to share ideas, beliefs, and values with decision-makers.

Using culturally specific and targeted outreach, Oregon's Kitchen Table has a particular focus on hearing from Oregonians who have been left out of traditional engagement processes. We work with organizers, translators, and interpreters so materials and online and in-person consultations are available for Oregonians who speak a wide variety of languages and learn in a variety of ways. We recognize that people bring all different levels of knowledge and familiarity regarding issues and policies.

We use approaches to ensure those who may not have as in-depth knowledge can still respond and share what they believe and have experienced.

## OUTREACH AND ENGAGEMENT

The purpose of this Oregon's Kitchen Table project was to hear from people throughout Clatsop County about what matters most to them related to county district boundaries. In order to reach a number of different communities in different parts of the county, we designed a multi-faceted approach that also took into account existing

COVID restrictions. We held five public forums via Zoom during different days and times of day. We also offered an online survey in both English and Spanish. We conducted outreach to Spanish speaking and Latinx / Hispanic community members at two different vaccination clinics held by Consejo Hispano, a community-based organization focused on serving Spanish speaking and Latinx / Hispanic community members in Clatsop County.

The results of this engagement provide a sense of the values and beliefs held by those who participated at this particular time. Many people in Clatsop County at the time of this effort were focused on COVID-19 prevention, vaccination efforts, and related economic challenges. These ongoing demands are front and foremost for people and naturally require a considerable amount of time, energy and resources, leaving little capacity for other activities.

## FINDINGS

The following commonly held perspectives emerged across various discussions, communities, geographic regions, and the responses through the online survey:

- Many participants have some knowledge of Clatsop County and their commissioners, but there is still some confusion about where the current district boundaries are.
- While slightly more people think that the current boundaries keep their community together rather than divide them, there were also many people who said they did not know whether the boundaries divided or keep their community together.
- It is important to people that districts are not drawn in a way that favors a political party or an incumbent candidate.
- Having equal numbers of people in each district is also important to people.
- People viewed either their city or their neighborhood as the primary communities to which they belonged, with their school district also serving as an important community.
- Participants thought it was important that cities or neighborhoods stay together as much as possible.

## **FUTURE ENGAGEMENT EFFORTS**

Given the time constraints that are required by the charter, the County may want to consider a more in-depth review of county district boundaries before the next US Census is conducted in 2030. A mid-decennial review of district boundaries could potentially provide the County with more time to involve residents in sharing both their values and beliefs and also allow time for the public to respond to specific boundary adjustment proposals.

## **SECTION 1: PROJECT GOALS AND DESIGN**

---

### **ENGAGEMENT GOALS**

The purpose of this project was to hear from people throughout the five different districts of Clatsop County about what mattered most to them regarding their county commissioner boundaries. We also wanted to create opportunities that made it easy for Spanish speaking community members to participate.

### **DESIGN/OUTREACH**

Due to COVID-19 restrictions, we were limited in the types of engagement activities we were able to carry out, particularly because the charter sets out a short timeframe in which to make boundary changes. In order to reach people throughout the county, Oregon's Kitchen Table developed a multi-faceted set of engagement activities. OKT conducted five public forums in English via Zoom, hosted an online survey in both English and Spanish, and provided a set of survey questions in Spanish on paper to people at two COVID vaccination clinics.

Outreach for the public forums and the online survey was primarily conducted by Clatsop County through multiple channels, including through multiple email lists, county partners, the county website, an alert message, and social media. Outreach also included an email to Oregon's Kitchen Table email list and social media posts. Participants in the public forums were also invited to share the online survey with their networks.

Because this engagement is intended for the general public, it assumes that respondents bring different levels of knowledge and familiarity regarding county government. It was our goal to ensure that those who may not have as in-depth knowledge can still respond and share what they believe and have experienced.

Across all three forms of engagement, people were given some background information about the need for Clatsop County to make adjustments to its district boundaries. People were also asked a question about how much they knew about the County and the commissioner districts. They were also asked a series of questions to get a sense of their priorities for criteria used in making decisions about district boundaries as well as some trade-off questions. People were given opportunities to share any other thoughts with county commissioners they might have. All participants were asked where they lived in Clatsop County. The online survey provided more detailed questions about demographics than either the paper survey or public forums did.

The public forums were designed as opportunities for the County to hear from residents about their priorities for their county commissioner boundaries. They were also designed for participants to hear from and learn from each other to gain a better understanding of what might matter to their fellow county residents. In this format, facilitators were able to ask people to explain their thinking or reasoning in more detail. Participants also had the chance to ask each other questions and to build off of one another's ideas. A summary of the discussions from these forums is attached as Appendix A.

Oregon's Kitchen Table was able to attend vaccination clinics held during the month-long engagement process in order to connect with Spanish speaking and Latinx / Hispanic community members. The clinics were organized by Consejo Hispano, a community-based organization that specifically serves Spanish speaking and Latinx / Hispanic community members in Clatsop County. An OKT team member fluent in Spanish attended the first clinic and then worked with a community health worker who organized a high school and college student volunteers to help people respond to

survey questions on paper at a second clinic. These were returned to OKT and incorporated with the other forms of input.

In our experience online surveys are efficient and cost-effective methods for reaching educated, primarily English speaking, and white people with digital literacy and accessibility. Particularly during COVID, we wanted to ensure that should people choose we had a method for quick, online participation. The online survey also included additional questions on Clatsop County communications and additional demographic questions. We focused on a shorter set of questions for both the paper surveys and public forums to make sure people were able to respond to key questions within the time constraints of an event or meeting.

## **PARTICIPATION**

About 300 people participated in the different forms of engagement activities. A total of 253 people responded to the OKT online survey available in English and Spanish. 40 people participated via survey questions on paper at two vaccination clinic events. While the majority of people who responded by paper surveys at the clinics responded in Spanish, a few people selected to respond to paper surveys in English. Approximately 25 Clatsop County residents participated in 5 public forums held between October 12 and October 18. These activities were conducted between October 12<sup>th</sup> and November 5<sup>th</sup>, 2021.

Across both the online surveys and paper surveys, 27% of participants answered that they lived in Astoria, 17% in Seaside, 13% in Gearhart, 12% in Warrenton, and 7% in Cannon Beach or “Other.” 58% of people have lived in Clatsop County for over ten years.

## **SECTION 2: COMMON THEMES and DISTINCTIONS**

---

### **AWARENESS OF COUNTY DISTRICT BOUNDARIES**

While people were somewhat aware of the County and the County Commissioners in general, there was still confusion or uncertainty about the districts themselves as well as



where existing boundaries are. We heard the following areas of confusion or uncertainty:

- While most people in the public forums said they knew which district they were in, there were a few who were not sure. Others noted that the maps provided in the online survey or from the county's website didn't give them enough of a sense of where the lines were exactly.
- Uncertainty was also evident in the number of people who shared that they were not sure if the current boundaries kept their community together or not. 35% of people who responded to the online survey said "I don't know or I'm not sure" when asked if they thought the current boundaries divided their community or kept it together. The percentage was higher – 42% – for people who responded by paper survey.
- We also heard a desire to better understand what the county was required to take into consideration (and to what degree) versus how much other criteria could play a role in determining boundaries.
- There was also differing degrees of understanding about the impacts of county district boundaries. One person said, "I don't understand the long term implications of redistricting."

## **CURRENT BOUNDARIES**

While some people were unsure whether or not the current boundaries divided their community, more people thought they kept their communities together. 35% of people in the survey said "They keep my community together." 28% said "They divide my community." There were no significant differences between people responding to the online survey, the paper survey, or in the public forums.

When asked in the online survey and public forums why people held the belief they did, answers varied. These included:

- Many people shared that they selected "Divide my community" because Warrenton, Astoria, or Seaside were split among multiple districts.
- Other people shared that they selected "Keep my community together" because they felt like their community encompassed more than their city or neighborhood.

- Some people said they thought their own community was kept together by the current boundaries but that they didn't think that was the case for all the districts.
- Some people shared that they thought their community was divided because they didn't see their communities needs as being the same as other communities within their district.

*These are a selection of some of the comments we heard through online and paper surveys. The full set of comments are provided in a separate file to the County. Comments submitted through surveys are not altered or edited by Oregon's Kitchen Table. These are presented as written by participants. For comments submitted in Spanish, we have provided a rough translation.*

**Comments submitted through surveys on why people think the current boundaries keep their community together:**

The regions on the map also seem to correspond to my idea of regional identity and the identity of those I know. My district seems to make sense.

They keep MY community together. But it also groups my RURAL area with the majority of city limits. The majority of my rural area has opposing views of the inside city limits people in our proposed district. I understand to try and keep populations equal in each district, but not at the cost of drowning out rural voices.

I feel that the current district boundaries are working pretty well, although changes will need to be made as our population grows, they should be drawn in a way that represents everyone as fairly and equally as possible.

We spend much of our our time in/around Astoria and make use of its services. It's important we have a connection to it as a community

Porque es importante mantenes mi comunidad unida (Because it is important to keep my community together)

**Comments submitted through surveys on why people think the current boundaries divide their community:**

The coastal areas should be in the same district whenever possible since issues pertaining to the ocean coast are often not related to or do not impact communities just a couple miles inland. The river communities also need to work together as they to have specific issues others dont.

I live on Hwy 202, which is chopped up by districts 3 and 4

I feel like some parts of districts are not getting the same amount of attention that other parts of districts get like I live in Seaside the south county and we do not get a say as much about decisons in our district as say Astoria and the north part of the district get.

District 5 is so large it covers several culturally distinct communities. District 1 is small and just covers the area around Warrenton, which is similar.

Seaside, Warrenton, and Astoria are all split with different districts. This might be nice, however, to have the cities split so you have two voices for the same town.

La comunidad hispana se aparta mucho por la diferencia de idioma (The Hispanic community is far apart due to the language difference)

**Comments submitted through surveys on why people weren't sure or didn't know whether the current boundaries divide or keep their community together:**

I don't have enough information, I've only lived here a couple of years and haven't engaged too much with the county commissioners nor do I have a full grasp of the local political landscape

All of my city is in one district, but it also includes part of another city, and a large area of sparsely populated rural area where the interests and concerns are very different to the coastal area.

I don't know the boundaries, I know the commissioner.

En realidad creo que mi comunidad o la mayeria viven en pueblos diferentes al lugar en el que yo vivo y muy poca de mi comunidad vive done yo vivo. (In reality, I believe that my community or the majority of people live in different towns from the place where I live and very little of my community lives where I live.)

Astoria has three different districts, but I don't know if that's divisive or unifying.

We also posed a trade-off or forced choice question regarding splitting up cities or neighborhoods. OKT aims to replicate the positions that policymakers feel they are in when they have to make choices and tradeoffs. Forced tradeoff choice responses give policymakers a sense of which direction the public leans regarding a particular value or belief. Participants were asked to choose between two different statements to indicate which tradeoff they were most willing to accept. Regarding splitting up cities or neighborhoods, most people (69% in the online survey and 63% in the paper surveys in Spanish) selected “I want to make sure that communities like cities or neighborhoods stay together in one single district. I want this even if that means some districts are mostly in the country and others are mostly in cities.”

There was a slight preference in the online survey for keeping any boundary changes minimal, with 55% of people saying it was somewhat important or very important to limit changes as much as possible.

## **PREFERENCES FOR CRITERIA**

Across all forms of engagements, people were asked to prioritize or rank different criteria that might be used in determining boundaries, including both criteria explicitly stated in the county’s charter as well as additional common criteria that other bodies, such as the Oregon State Legislature, considers. They were also asked to identify what “communities of interest” they might most identify with. Some common responses emerged, including:

- Many people shared that they wanted to make sure boundary lines were not drawn to favor political parties or incumbents.
- People generally wanted to ensure that population sizes were balanced across districts
- Through both the online and paper surveys, people also shared that it was important not to dilute the voting strength of people with similar languages and ethnicities.
- The communities of interest that people most identified with were neighborhoods, cities, and schools.

- People who responded to the paper surveys also selected “People with the same culture or language as me” as one of the top four communities of interest they identified with.
- People who responded to the online survey also selected “People who live in the same kind of housing as I do, for instance, in a city or in the country” as one of the top four communities of interest they identified with.

## **NATURAL AREAS and TRANSPORTATION ROUTES**

Participants were also asked to choose between two statements about keeping natural areas such as the coastal range intact versus keeping built barriers like transportation routes intact. In both the surveys and the public forums, people leaned towards preferring to see natural barriers like mountains serve as boundaries versus built barriers like roads or highways. This was a less clear preference for people who responded via the paper surveys were less, with nearly half choosing natural areas and nearly half choosing transportation routes.

In the public forums, some people explained that for communities like Seaside, using the highway as a boundary line might further divide the community, since the highway runs through it. Someone from Astoria said that they felt more of a sense of commonality or connectedness with neighbors across the road as opposed to neighbors who lived up a steep slope. They described more frequent interactions with those across roads versus across slopes. In addition, a number of people also shared that they wanted to make sure that natural areas like forests weren’t concentrated in one or two districts. They felt it was important that people in cities also were connected through districts to those areas.

## **FUTURE AREAS OF DEVELOPMENT**

Participants were also asked how important it was to make sure that areas where there will likely be future development not all fall into the same district. People were evenly divided about how important that was in responses to the online survey, with 47% saying either very important or somewhat important and 47% saying either somewhat not important or not important at all. 8% said they didn’t know.

Discussions in the public forums also did not reveal strong leaning in either direction, with people sharing that even if they thought it was somewhat important, they didn't think it should be a priority. There were some discussions about the lack of certainty around how much or how fast those areas would grow. Some people did share that they anticipated certain areas were more likely to grow during current trends and geographic location. A couple of people said that they thought there could be future tensions around those areas and wanted to see care taken in considering whether more parts of the county had more power than others.

## COUNTY COMMUNICATIONS

The online survey also provided some insight into how people get information about Clatsop County as well as how often they wanted to hear from the County. Most people said they wanted to hear either once a week (42%) or once a month (45%) from the County. One person clarified, "tan seguido como haya cambios tal vez una vez a la semana y hay actualizaciones y si no hay nada nuevo pues una vez por mes (as often as there are changes maybe once a week and there are updates and if there is nothing new then once a month)." Others shared a similar feeling about "when something changes."

In terms of where people find out information about the County, the County's website (23%) as well as newspaper, radio or tv (23%) were the two main sources. Otherwise, other people (friends, neighbors, family or colleagues) and Facebook were the next two biggest sources.

### **Additional comments submitted through surveys**

The commissioner for a district needs to know the entire district he/she represents, not just the portion in which he/she resides.

People choose to live in the rural areas for a reason. People choose to live in the city for a reason. These reasons are often very different between the rural and the city folk. They have different goals. City should not be mixed in rural.

Not an easy task, to make districts fairly divided by population and to maintain what most agree are specific and unique areas of the county.

### **Additional comments submitted through surveys:**

A first principle to me would be keep the districts as similar as possible. I think the public benefits when elected officials have to work across differences. So, I prefer districts each containing a percentage of more urban and more rural residents. I don't see a productive outcome from crafting "urban" districts and "rural" districts.

Es muy difícil averiguar qué ciudades o poblaciones están incluidas en cada distrito. Por favor creen un mapa o una lista de fácil referencia. Gracias! (It is very difficult to find out which cities or towns are included in each district. Please create a map or list for easy reference. Thanks!)

Just make it as fair and even as possible. I want candidates that are not extreme and speak to all sides.

I think it would be the most beneficial to existing communities to keep, as much as possible, areas of use (heavy industry, tourism, agriculture, housing sprawl, urban centers), contained in discreet boundaries. In my experience, the most community resentment is a result of visually jarring changes, or economic advantages to some communities over other traditional ventures. For example: housing developments in traditionally rural areas, allowances to heavy industry in traditionally agricultural areas, etc...

I think the districts should represent the five distinct groups - 1) Astoria, 2) Warrenton/Seaside, 3) Gearhart, Cannon Beach, and Arch Cape (rich people), 4) southern rural (Seaside on Route 26), and 5) central/eastern rural (Knappa/Svenson & Jewel/Mist). Jewel/Mist could go with either group 4 or 5.

I'd like to see the current district borders maintained as closely as possible. Using the numbers provided on the district map, if the eastern borders of Districts #1 and #2 are adjusted in order to give District #3 an additional 1182 people, the eastern border of District #3 can then be adjusted to give District #4 575 people and District #5 737 people.

Not an easy task, to make districts fairly divided by population and to maintain what most agree are specific and unique areas of the county.

## **SECTION 3: RECOMMENDATIONS FOR FUTURE ENGAGEMENT EFFORTS**

---

We heard from a number of people that they were glad to see the County's approach to reviewing district boundaries. Several people said they hoped this process would lead to a more balanced outcome for the people of Clatsop County. We also heard some anticipation from some community members that additional growth in the coming years could mean the County might need to again adjust its district boundaries. This was especially true when people were asked to think about areas where more population growth was likely to occur. The County may want to consider a more in-depth review of county boundaries before the next US Census is conducted in 2030.

As Clatsop County moves forward with making adjustments to its boundaries now there will likely be a desire for community members to continue to stay engaged, particularly when the County reviews specific map proposals. There will be interest in seeing what changes and maps the County will propose. We recommend that the County consider how to share what they heard from people here and to share what decisions were ultimately made. This will be another key component in letting the public know that boundaries are not redrawn to benefit incumbent commissioners or other political factors.

## **SECTION 4: CONCLUSION**

---

Given both the time constraints as well as COVID restrictions, this engagement process provides the County with a sense of what people most value and prioritize. We encourage the County to return to community members to share how their input was used in making the changes to the boundaries that the County ultimately decides on. It will be important to highlight which values and priorities the County used in making those decisions so people understand how their input was used.





**Clatsop County District Boundaries  
Summary from Public Forums  
October 12 – October 18<sup>th</sup> (held via Zoom)**

Clatsop County held five public forums in October 2021 as part of its public engagement effort to hear from residents what mattered most to them about their county commissioner districts. A facilitation team from Oregon's Kitchen Table designed the public forums to meet multiple goals:

1. Provide background information on the county's districts, population information from the US 2020 Census, and the process for adjusting the district boundaries;
2. Create opportunities for county residents to share their own priorities about how county boundaries and what matters to them about how their communities are represented; and
3. Let county residents understand each other's thinking about their preferences and choices.

**Outreach and Participation**

Outreach was conducted primarily by Clatsop County and through its channels, including postings on the County's website and Facebook page as well as through County alerts. The County also conducted outreach through a variety of other channels, including with community partners and other public agencies and elected officials. Oregon's Kitchen Table shared an announcement through its email list and Facebook page.

Approximately 25 Clatsop County residents participated in 5 public forums held between October 12 and October 18. The forums were held at a variety of times on different days to provide options for people's schedules. The Public Forums were held via Zoom due to COVID-19 and restrictions on public gatherings.

Based on responses shared during the public forums, participants tended to know which district they resided in, with a couple of people selecting "I don't know" which district they resided in. Overall, there were multiple participants from each of the five districts across the forums. There was at least one participant from districts 1 and 2 in every forum. Two forums did not include anyone from district 3, two did not include anyone from district 4, and two did not include anyone from district 5. One forum included participants from each district.

## Appendix A. Clatsop County District Boundaries – OKT Summary from Public Forums

### **Welcome**

As residents joined the Zoom meeting room, the OKT facilitation team invited people to share in chat: “What’s one thing you love about living in Clatsop County?” as people joined.

### **Background Information on County Boundaries**

The County Clerk gave a brief overview of the purpose of the public forums and a video from Portland State University’s Population Research Center provided more details about the existing district boundaries as well as where the US 2020 Census showed population changes.

The OKT facilitation team utilized both the Zoom Chat and Polling functions to help county residents see what each other’s preferences were. OKT’s facilitator posed a series of questions through the Polling function to gauge what people prioritized when thinking about what communities they belonged to, whether people felt like current boundaries divided their community or kept it together, and what criteria they felt was most important to apply to making boundary changes. The polls were meant to be able to show participants what others in the room may be thinking and to see where there may be commonalities or differences. After seeing what people’s responses were, the facilitator also asked people to explain why they chose what they did to begin discussion.

The following summaries highlight the discussion points for each question as well as what preferences were across the forums.

### **Discussion Question 1: *What do you most identify with when you think about belonging to a community?***

For most people across all the forums, people who live in the same neighborhood and people who live in the same city were most important when thinking about belonging to a community. A third community some people felt was important, though fewer than neighborhoods or cities, was school district. One person said, “it seems less than ideal to divide whole cities. As a voter I prefer a sense of full representation in a community that shares the same resources and real estate itself.”

Some people noted that shared geography was most important, because the geographic conditions impact community needs like road or sidewalk conditions. One person said, “I think of community as a shared geographic area—people with shared concerns about their geographic space.

## Appendix A. Clatsop County District Boundaries – OKT Summary from Public Forums

It's less about culture or language. In Astoria, everyone wants good jobs and school systems but folks have differences in how to get there."

Some people talked about the situations where they felt like they most came into contact or depended on fellow community members. A couple of people who said they didn't have school age children said they also felt this was a key component of belonging to a community, because they saw the schools as a center for activity in their community. Another person said, "I suppose there's a consideration for shared resources. I selected "neighborhood" most predominantly. A population of folks that might be utilizing the same city water, library, represented city council members, etc."

Other people raised thinking about "connectedness" in relation to what resources they and others in their community depend upon in times of crisis, such as during a pandemic or if there was an earthquake. One person shared, "My sense of community is who will be around me when the big one hits, and what resources we will be able to pool together for aid."

### **Discussion Question 2: *How much do you feel like current boundaries keep your community together?***

In every public forum, participants were divided on whether or not they felt like the current boundaries kept their community together. Some people stated that they weren't sure while there was often an even split among people who felt like the current boundaries kept their community together and people who felt like the current boundaries divided their community.

Some people attributed uncertainty to confusion about where the boundaries were exactly in different districts. Some participants felt that boundaries are visually erratic (running along curving roads) and that makes it hard to know what district one is in.

Other people pointed to cities that were split across districts, such as Astoria, that then seemed divided. On the other hand, one participant said they felt like areas like Astoria with big populations likely would have to be divided up to help keep populations balanced across districts.

### **Discussion Question 3: *The County uses criteria in its charter (compact / contiguous / equal pop) and other common criteria When thinking about where county commissioner districts should be, what criteria are most important to you?***

Overall, people shared different preferences for how they would prioritize the criteria in the charter as well as other common criteria. There was some confusion and then discussion about what

## Appendix A. Clatsop County District Boundaries – OKT Summary from Public Forums

the county had to use as criteria and to what extent versus what other factors they could consider. For some people, stressing the criteria in the county charter was essential, but other people wanted to focus on additional common criteria since they assumed the required criteria was already taken into consideration.

There was some discussion about how much to concentrate on using roads and other transportation routes when making the boundaries. Overall, people felt like it didn't make sense to use major highways such as 101 or 26 as boundary lines and that doing so could further divide communities like Seaside. Some people thought geographic or natural boundaries, such as hillsides, made more sense in terms of thinking of where to put boundaries. One person shared that they felt connected to neighbors who lived across the street but much less so to neighbors who lived behind them up a hillside since they rarely saw them.

There were also some discussions about how important it was to group people with the same beliefs or backgrounds together versus make sure to create districts with more diversity. One person said, "Too much like-minded clustering can create extremism in our society. It's good to have people of different values and different thoughts in the same district because they need to learn to live together." In a couple of forums, participants shared that it was important to them that boundaries did not divide people with the same language or cultures. One person pointed to changing demographics in the county, particularly with increases in the Latinx / Hispanic population. Another person wondered if requiring boundaries be contiguous might actually work to diminish the voices of some community groups. Other people wanted to see any "squiggly lines" adjusted so the boundaries were more cohesive.

Some people shared that it was important to them to make sure that natural areas were also represented across districts so that all county commissioners would be thinking about those areas and not just one or two. One person said of the natural areas, such as the forests, "if you put it all in one basket, you have to hope that those carrying that basket have to care about what is in the basket."

In responding to this particular question, people in different forums noted how challenging it was to take into consideration these different factors and think about weighing them against each other. One person said, "This is like trying to fit together a puzzle."

## Appendix A. Clatsop County District Boundaries – OKT Summary from Public Forums

**Discussion Question 4:** *There are some areas of the county that are undeveloped right now but will likely continue to develop as the population continues to grow. How important is it to you to make sure that these areas aren't all concentrated in one district?*

Overall, while people thought that it was somewhat or a little important to make sure that areas likely to develop aren't all concentrated one district, people didn't think it should be a priority in deciding on changes to boundaries this year. A couple of people noted that they thought District 2 should move more into Lewis and Clark due to the growth in Warrenton. Other people thought this was a factor that should be considered during future boundary adjustments since that growth will take time. Some people also voiced concerns that while growth was mainly occurring on the north side of the county, they didn't want to see one part of the county outweigh other parts of the county.

### **Closing**

A number of people in different forums notes how important the process was and voiced that they were glad to see some of the approaches the county was taking in this effort. The OKT facilitator shared information about other ways people could share in more detail what they thought about the county's boundaries, including through an online survey on Oregon's Kitchen Table and other scheduled public forums. The County Clerk closed by describing the next steps in the County's decision-making process about district boundaries. Oregon's Kitchen Table would be compiling summaries of the public forum discussions along with results from the survey and outreach and engagement activities with Spanish speaking community members. This summary report would be provided to the County along with analysis and recommendations from PSU's Population Research Center and Center for Public Service. The County will then use all of that information to make decisions about boundary changes.



## INTRODUCTION

Every ten years, the United States (US) Census tells us the number of people living in Clatsop County. The 2020 census shows that the number of people living in each of Clatsop County's districts has changed. That means the boundaries for the five county districts will need to change.

Clatsop County is working with Oregon's Kitchen Table to make sure people in the County can share what you think about changes to the district boundaries. Oregon's Kitchen Table is part of Portland State University (PSU). The Center for Public Service at PSU is also helping Clatsop County think about changes to the boundaries.

We need to hear from you about what matters to you about how these new boundaries should be drawn. Would you please fill out this survey to share your thoughts about that?

You are part of Clatsop County and we value your input. Your answers to this survey will help guide the changes to the boundaries of county commissioners' districts.

Please fill out this short survey if you live in Clatsop County. You can fill this out until November 5, 2021.

## BACKGROUND

### **What are county commissioner boundaries?**

Five commissioners govern Clatsop County. Each one comes from each of the five districts. Voters elect them. They establish policies and set the vision of the county.

Every 10 years the districts might have to change boundaries based on the US Census population counts. This is so that each district has about the same number of people in it.

### **Why might the district boundaries change?**

They might be changed because of population changes in the county from the Census. The number of people in the county can increase or decrease. Each district needs to have about the same number of people in it. With the information from the Census, our districts no longer have about the same number of people in them.

Where and how the lines are drawn affects many things. This includes who is likely to be elected and how your community has a voice in county government.

### **How can I help?**

Please share your thoughts about how these districts should change by filling out this survey! Your answers to this survey will help guide the changes to the boundaries of our county commissioners' districts.

Please ask your family, friends, neighbors, and colleagues in Clatsop County to take this survey, too.

**Will my answers on this survey be private?**

Yes. All answers will be private, or confidential. They will not be tied to your name or contact information, if you choose to share those.

You can read about Oregon's Kitchen Table's privacy policy at <https://www.oregonskitchentable.org/privacy-policy>. If you have any questions, please email Oregon's Kitchen Table at [info@oregonskitchentable.org](mailto:info@oregonskitchentable.org) or call 503-725-5248.

**How will the County use the results of this survey?**

Our county will get a report based on the survey answers. Also, Oregon's Kitchen Table will share with us what they hear from public forums that will be held in October. All of this will help the commissioners decide how they want to change any boundaries later this year.

The report will also be posted on Oregon's Kitchen Table's website at <https://www.oregonskitchentable.org/results>.

**SURVEY QUESTIOS**

*Note: Some total percentages may not be exactly 100% due to rounding. Responses to the paper survey distributed at two vaccination clinics hosted by Consejo Hispano were incorporated into the applicable questions in the online survey. The paper survey asked some but not all of the questions in the online survey.*

**1. Before today, how much did you know about Clatsop County commissioners and their districts?**

RESPONSE CATEGORY	N=277
I knew a lot	12%
I knew some	42%
I knew only a bit	31%
I didn't know at all	14%
I'm not sure	1%

**2. Where do you get your information about Clatsop County? Please select all that apply.**

RESPONSE CATEGORY	N=707
Newspaper, radio, or TV	23%
Facebook	12%
Instagram	2%
Other social media platforms	5%
From county commissioners	6%

From county staff	9%
From the county website	23%
From friends, neighbors, family or colleagues	19%
Other...	2%

**3. How often would you like to hear from Clatsop County on important issues, news, or policy decisions? Please select one.**

RESPONSE CATEGORY	N=256
Once a day	3%
Once a week	42%
Once a month	45%
Once every three months	7%
Once a year	1%
Other	3%

**4. As you think about where county commissioner districts should be, what is most important to you that the county consider? Please rate which of these is most important to you. Start with 1 being the one that is most important to you out of all of these. Number all the way down to 9, with 9 being the one that is least important to you. Only use each number one time.**

RESPONSE CATEGORY	#1	#2	#3	#4	#5	#6	#7	#8	#9
N=	269	268	267	265	266	260	263	261	261
People in a district live as close to each other as possible.	10%	6%	7%	8%	10%	10%	13%	12%	20%
All parts of the district touch each other.	6%	10%	12%	10%	15%	10%	13%	13%	10%
There are about the same number of people in each district.	15%	14%	15%	15%	14%	11%	7%	6%	3%
Use other boundaries that exist like city, legislative district, or utility district.	3%	6%	11%	12%	17%	17%	18%	11%	6%
Districts keep people with shared, common interests together.	8%	8%	10%	11%	7%	9%	12%	15%	20%
Districts are not drawn in a way that help a political	42%	19%	12%	9%	5%	5%	2%	2%	4%

party or candidates who are in office.									
District boundaries do not weaken the voting strength of any language or ethnic group.	10%	28%	13%	11%	10%	8%	9%	5%	6%
Use transportation routes like roads or highways for boundaries.	1%	4%	5%	10%	11%	15%	14%	22%	20%
Do not put all the areas that are likely to grow in the future into one district.	4%	5%	16%	14%	12%	15%	11%	13%	11%

**5. Do you feel like the current district boundaries divide your community or keep it together?**

RESPONSE CATEGORY	N=289
They divide my community	28%
They keep my community together	35%
I don't know or I'm not sure.	35%
I prefer not to answer	3%

**6. Please tell us why you chose the answer just above that you did:**

*Responses available from Oregon's Kitchen Table upon request*

**7. How important is it to you that we limit changes to the current boundaries as much as possible?**

RESPONSE CATEGORY	N=255
Very important	14%
Somewhat important	41%
Somewhat not important	19%
Not important at all	18%
Don't know	11%

**8. What do you most identify with when you think about belonging to a community? Please choose the three that are most important to you.**

RESPONSE CATEGORY	N=743
People who live in the same neighborhood as me	26%
People who live in the same city as me	26%
People in the same school district as me	17%



People with an income level like mine	3%
People who live in the same kind of housing as I do, for instance, in a city or in the country	10%
People with the same culture or language as me	7%
People who have jobs and bosses like me	2%
People who have views like mine, for instance politics	8%

**9. As you think about what you'd like county districts to look like, please choose which of these statements you most agree with. You might not agree fully with either. Or you might agree with both. But please pick the one you agree with the most.**

RESPONSE CATEGORY	N=281
a. I want each district to include both people who live in cities and in the country. I want this even if that means some cities or neighborhoods are split up into different county commissioner districts.	31%
b. I want to make sure that communities like cities or neighborhoods stay together in one single district. I want this even if that means some districts are mostly in the country and others are mostly in cities.	69%

**10. As you think about what you would like county districts to look like, please choose which of these statements you most agree with. You might not agree fully with either. Or you might agree with both. But please pick the one you agree with the most.**

RESPONSE CATEGORY	N=278
a. I want to keep natural areas like the coastal range mountains intact and in as few districts as possible. I want this even if that means other areas like cities, neighborhoods, or roads are divided into different districts.	68%
b. I want to make sure that boundaries do not divide important roads or highways like Highway 26 or Highway 101. I want this even if that means that other areas like the coastal range mountains, cities or neighborhoods are divided into different districts.	32%

**11. There are parts of the county that are likely to grow over the next ten years. These include Lewis and Clark or Clatsop Plains. How important is it to you that these parts not all fall inside one district?**

RESPONSE CATEGORY	N=255
Very important	16%
Somewhat important	29%

Somewhat not important	27%
Not important at all	20%
Don't know	8%

**12. Is there anything else you want to share with Clatsop County leaders about the commissioners' districts?**

*Responses available from Oregon's Kitchen Table upon request*

**13. Which part of Clatsop County do you live in?**

RESPONSE CATEGORY	N=29 1
Astoria	29%
Cannon Beach	7%
Gearhart	13%
Seaside	17%
Warrenton	12%
Arch Cape or Falcon Cove	4%
Clatsop Plains	5%
Jewell, Elsie-Vine Maple or Hamlet	<1%
HWY 202 or Olney	2%
Knappa	5%
Other (please describe)	7%
Lewis and Clark (in "Other" responses)	4%

**14. How many years have you lived in Clatsop County?**

RESPONSE CATEGORY	N=256
5 years or less	24%
6 to 10 years	17%
11 to 20 years	16%
21 years or more	42%
I prefer not to say	<1%

**15. Do you live full-time in Clatsop County?**

RESPONSE CATEGORY	N=253
Yes, I live full-time in Clatsop County.	94%

I live part-time in Clatsop County and part-time outside the county.	6%
Other (please describe)	<1%

**16. Which races and ethnicities do you consider yourself to be? Please mark all that apply.**

RESPONSE CATEGORY	N=251
Asian, Pacific Islander	2%
Black, African American, African, Caribbean	<1%%
Hispanic, Latino, Latina * - online survey only	1%
Native American, American Indian, Native Alaskan	2%
Middle Eastern, North African	<1%
White, Caucasian	91%
Other (please describe)	4%

*\*In addition to the online responses who marked Hispanic, Latino, Latina, OKT received 40 responses via paper survey through two events that Consejo Hispano, an organization that serves Latinx / Hispanic families in Clatsop County.*

**17. What language do you prefer to get information in?**

RESPONSE CATEGORY	N=283
English	89%
Spanish	11%

**Clatsop County  
Board of Commissioners  
Minutes  
Wednesday, November 10, 2021**

---

**REGULAR MEETING: 6:00 PM**

**ROLL CALL**

**PRESENT**

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

**AGENDA APPROVAL**

*Motion made by Vice Chair Thompson, Seconded by Commissioner Toyooka.  
Voting Yea: Commissioner Bangs, Commissioner Toyooka, Commissioner Wev, Vice  
Chair Thompson, Chair Kujala*

**PROCLAMATION**

1. Veteran's Day Proclamation {Page 41}

Josh Davis, Veteran Services Officer, said November 11<sup>th</sup> is the 102<sup>nd</sup> annual official Veterans Day holiday observance in the United States. This observance is critical in recognizing veterans and their families and it provides an opportunity for Clatsop County residents to honor their local veterans who served and wore the uniform. Clatsop County has worked hard at compiling a list of businesses who offer veteran discounts or a free meal which will be listed on the county website.

Commissioner Toyooka said he always felt it was an honor and a privilege to serve. He thanked the country for allowing him to serve. Today is the 246<sup>th</sup> anniversary of the founding of the Marine Corps.

*Motion: "Approve Resolution and Order proclaiming November 11, 2021 to be Veteran's Day and authorize the Chair to read, then sign the Proclamation."*

*Motion made by Commissioner Toyooka, Seconded by Vice Chair Thompson.  
Voting Yea: Commissioner Bangs, Commissioner Toyooka, Commissioner Wev,  
Vice Chair Thompson, Chair Kujala*

Chair Kujala read the Proclamation.

Commissioner Wev said the proclamation was lovely and thanked Josh for writing it. She said 16% of the Clatsop County residents are in the military or are a veteran. This is something we should be very proud of.

Chair Kujala thanked staff and everyone who has served.



## **BUSINESS FROM THE PUBLIC**

Beth Radich, 79117 Tide Road, Arch Cape. Ms. Radich said her neighborhood is completely rural and residential. She is speaking about the draft STR proposal and feels it doesn't reflect the neighborhood and is confused why her community's inputs and solutions are not reflected in the proposal. She is concerned that they have not been heard. The proposal does not provide solutions to the problems that are arising from commercial short-term rentals that are operated by absentee owners in a residential neighborhood. She said the proposal pushes more burden on residents and will increase costs on law enforcement, fire and rescue.

Nancy Chase, 3026 NE 22<sup>nd</sup> Avenue, Portland. Ms. Chase owns a short-term rental. She doesn't feel that reducing or eliminating short term rentals will solve the affordable housing problem. Her short-term rental is often used in the winter by insurance companies for someone who has had a house fire or by people who move to the area and cannot find a rental right away.

## **CONSENT CALENDAR**

*Motion made by Vice Chair Thompson, Seconded by Commissioner Toyooka.  
Voting Yea: Commissioner Bangs, Commissioner Toyooka, Commissioner Wev, Vice Chair Thompson, Chair Kujala*

2. Board of Commissioners Meeting Minutes 10-13-21 {Page 44}

3. Board of Commissioners Meeting Minutes 10-27-21 {Page 51}

4. Contract to Install HVAC units {Page 56}

5. Intergovernmental Agreement Amendment #3 with Oregon Health Authority (OHA) for the Biennium July 1, 2021 through June 30, 2023 {Page 64}

## **COMMISSIONER'S LIAISON REPORTS**

Vice Chair Thompson will be serving as Co-Chair on the County Solutions Policy Committee at AOC. They will look at local and statewide issues that are too big for individual counties to deal with on their own and will be an effective and efficient use of tax payer dollars.

Commissioner Toyooka encouraged people to get out into the woods and see what the issues are being discussed surrounding logging and water and then they will have an idea of the discussion points.

Commissioner Bangs quoted Steve Zika from Hampton Lumber about an agreement between timberland owners and environmental groups. She reiterated that 80% of the county is forestland. Private landowners care about the sustainability of the forestland and also the health and wellness of the fish, salmon and other endangered species that live within. She is looking forward to seeing other commissioners in person at the AOC Conference.

Commissioner Wev thanked Commissioner Bangs for bringing up the forestlands agreement and said it is a wonderful model and good government at its best. The Northwest Oregon Housing Authority (NOHA) is working on two great projects. One is in

the City of Warrenton, 42 units and will have a CBH presence. They are looking at suitable adjoining properties to be a potential daycare facility. The other project is the renovation of the Owens Adair property to turn it into affordable housing. NOHA owns this property outright. She would love the Board to tour the property.

Chair Kujala no report.

## COUNTY MANAGER'S REPORT

County Manager Bohn said there was a required notice that went out which deals with subdivisions and road construction standards. If questions arise, the website has information that should answer any questions that folks have. Margo Lalich, Public Health Director had presented some COVID best practices to the AOC and Vice-Chair Thompson will be presenting those at the conference. The county is ready to have hybrid meetings. County Manager recommends starting after the first of the year.

Ms. Lalich is at a very successful booster clinic. Booster season is going very well and they are excited to begin vaccinating kids in the community. The PICC is a very important and informative resource for the community. The numbers are evident of the good work of the Communications Team.

Chair Kujala thanked all the volunteers helping out with the clinics and the PICC.

## BUSINESS AGENDA

### 6. Organic Materials Recovery and Bioenergy Feasibility Study Contract – Jacobs Engineering, Inc. {Page 77}

Assistant County Manager Steele explained this contract was selected by the county and a number of community stakeholders. The study will:

- Conduct an assessment of available organic material feedstocks, including volumes and seasonality
- Explore strategies for organic materials management and provide an alternatives analysis
- Provide a siting needs assessment and identify potential locations within the County
- Provide a business case analysis and recommended solutions

Up to 50% of the contract will be reimbursed through grant programs and the remainder will come from community stakeholder investments and ARPA monies. The project timeline is anticipated to take approximately 10 months to complete. The study will also examine alternatives to the disposal of other municipal solid waste streams.

Commissioner Wev thinks this is an opportunity to talk to the citizens about this issue. Ms. Steele said the intention of this project is to provide good community outreach and communication because part of this is siting the facility.

*Motion: "Approve the contract with Jacobs Engineering, Inc. to conduct an Organic Materials Recovery and Bioenergy Feasibility Study in the amount of*

*\$149,704 and authorize the County Manager to sign the contract and any amendments."*

*Motion made by Vice Chair Thompson, Seconded by Commissioner Wev.  
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 6:56 P.M.

Approved by,

Mark Kujala, Chair

# Board of Commissioners Clatsop County

## AGENDA ITEM SUMMARY

December 8, 2021

---

**Agenda Title:** Legislative Consulting Agreement with Pac/West Communications  
**Category:** Consent Calendar  
**Presented By:** Amanda Rapinchuk, Management/Policy Analyst

---

**Issue Before the Commission:** Renewal of the Legislative Consulting contract between Pac/West Communications and Clatsop County.

**Informational Summary:** In an effort to be more informed and engaged in the 2021 Legislative Session the County Board of Commissioners chose for the first time to contract with a legislative consultant to provide this assistance. Through the RFP process the firm of Pac/West Communications was selected.

Pac/West was brought on just prior to the Board adopting their strategic planning goals and objectives as well the 2021 session beginning. The timing of this process in 2020 did not allow for ample opportunity to develop a preliminary legislative agenda that incorporated these strategic planning goals and objectives with a preliminary legislative agenda.

Following the close of the 2021 legislative session County staff along with Pac/West staff had the opportunity to identify and discuss areas in need of improvement prior to renewing the contract. Based on these conversations the attached workplan has been proposed with the renewal of the contract for another year. Some of the upcoming key components to the work plan include:

- Review of the draft 2022 legislative agenda
- Preliminary design and draft advocacy materials regarding county's legislative agenda
- Review and report on 2021 legislative session HB 3040 (System Development Charges)

In addition to the attached workplan County staff will be working with the Board on incorporating upcoming legislative priorities with the Board's strategic planning goals and objectives.

The County's Personal/Professional Services Agreement with Pac/West Communications for legislative consulting that began on October 15,



2020, expired on October 31, 2021. The new agreement will be from November 1, 2021 through October 31, 2022.

**Fiscal Impact:** \$42,000 (not to exceed amount) for services; monthly payments of \$3,500 over 12 months

**Requested Action:**

"I move that the Board approve the Pac/West Communications—Clatsop County Personal/Professional Services Agreement, authorizing the County Manager to sign the Agreement and all subsequent amendments."

**Attachment List**

- A. Contract (includes Legislative Work Plan as Statement of Work)



**CLATSOP COUNTY, OREGON**  
800 Exchange Street, Suite 410  
Astoria, Oregon 97103  
*An Equal Opportunity Employer*

Contract No. C7835

**PERSONAL/PROFESSIONAL SERVICES AGREEMENT**

This AGREEMENT is by and between Clatsop County ("County") and **PT3, Inc., an Oregon corporation, dba Pac/West Communications** ("Contractor"). Whereas County has need of the services which Contractor has agreed to provide; NOW THEREFORE, in consideration of the sum not to exceed \$42,000 to be paid to Contractor by County, Contractor agrees to perform between November 1, 2021 through October 31, 2022, inclusive, the following specific personal and/or professional services:

*See the Scope of Work attached as Exhibit A to this Contract.*

**Payment Terms:** County shall pay Contractor \$3,500 per month. Such payment shall include all services listed in Exhibit A, but County agrees to reimburse Contractor for reasonable expenses including postage, photocopies, conference calls, and other customary expenses.

1. **COMPLETE AGREEMENT.** This Agreement contains the entire understanding of the parties and supersedes all prior agreements, oral or written, and all other communication between the parties relating to the subject matter of this Agreement.
2. **WRITTEN NOTICE.** Any notice of termination or other communication having a material effect on this Agreement shall be served by U.S. Mail on the signatories listed.
3. **GOVERNING LAW/VENUE.** This Agreement shall be governed by the laws of the State of Oregon. Any action commenced in connection with this Agreement shall be in the Circuit Court of Clatsop County. The prevailing party shall be entitled to reasonable attorney fees and costs, including an appeal. All rights and remedies of County shall be cumulative and may be exercised successively or concurrently. The foregoing is without limitation to or waiver of any other rights or remedies of County according to law.
4. **COMPLIANCE.** Contractor shall comply with all applicable Federal, State, and local laws, rules and regulations. All provisions of ORS 279B.220-235 (Public Contracts and Purchasing) are incorporated herein to the extent applicable to personal/professional service agreements. Specifically, Contractor shall:
  - a. Promptly pay, as due, all persons supplying labor and material for the prosecution of the work provided of in such contract. If Contractor fails to pay any such claim, County may pay the claim and charge the payment against the funds due Contractor, pursuant to ORS 279B.220;
  - b. Pay any required contributions due the Industrial Accident Fund incurred in the performance of the contract;
  - c. Not permit any lien or claim to be filed or prosecuted against County, on account of any labor or material furnished by Contractor;

- d. Pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
  - e. Not employ any person more than 10 hours a day, or 40 hours a week, unless permitted under ORS 279B.235, and any employee working over 40 hours per week shall be paid overtime as provided in ORS 279B.235.
  - f. Pay promptly, as due, any payment for medical surgical or hospital care furnished to employees of Contractor, pursuant to ORS 279B.230.
  - g. If Contractor is a subject employer, Contractor will comply with ORS 656.017.
5. **JUDICIAL RULINGS.** If any provision of this-as applied to either party or to any circumstances shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity of enforceability of the Agreement.
6. **INDEPENDENT CONTRACTOR.** Contractor, in carrying out the services to be provided under this Agreement, is acting as an "independent contractor" and is not an employee of County, and as such accepts full responsibility for taxes or other obligations associated with payment for services under this Agreement. As an "independent contractor", Contractor will not receive any benefits normally accruing to County employees unless required by applicable law. Furthermore, Contractor is free to contract with other parties, on other matters, for the duration of this Agreement.
7. **INDEMNIFICATION.** Contractor shall save harmless, indemnify, and defend County for any and all claims, damages, losses and expenses including but not limited to reasonable attorney's fees arising out of or resulting from Contractor's performance of or failure to perform the obligations of this Agreement to the extent same are caused by the negligence or misconduct of Contractor or its employees or agents.
8. **INSURANCE.** Contractor shall purchase and maintain at Contractor's expense, Comprehensive General Liability, Automobile Liability, and Professional Liability insurance. This insurance is to provide separate coverage for each of the required types of insurance at a minimum of \$700,000 for property damage and minimum of \$800,000 per person for bodily injury and no less than \$1,600,000 for each occurrence. In addition, all such insurance, with the exception of Professional Liability, shall name County, its Commissioners, employees and agents, as an **Additional Insured**. A copy of the policy or certificate of insurance acceptable to County shall be submitted to County. Some, or all, of the required insurance may be waived or modified if approved by County's counsel as follows:

\_\_\_\_\_ (approved by County Counsel) \_\_\_\_\_ (Contractor's Initials) MP

9. **WORKER'S COMPENSATION.** Contractor shall comply with ORS 656.017 for all employees who work in the State of Oregon. If Contractor hires employees, he or she shall provide County with certification of Worker's Compensation Insurance, with employer's liability in the minimum of \$100,000.
10. **NONDISCRIMINATION.** No person shall be subjected to discrimination in receipt of the benefits of any services or activities made possible by or resulting from this Agreement on the grounds of race, national origin, color, sex, gender identity, sexual orientation, age, religion, physical or mental disability, military status, marital or family status, or any other protected class under Federal or Oregon law. Any violation of this provision shall be considered a material violation of this Agreement and shall be grounds for cancellation, termination or suspension in whole or in part by County.
11. **TERMINATION OF AGREEMENT.** This Agreement may be terminated under the following conditions:
- a. By written mutual agreement of both parties. Termination under this provision may be immediate.
  - b. Upon fifteen (15) calendar days written notice by either Party to the other of intent to terminate.
  - c. Immediately on breach of the contract.
12. **SUBCONTRACTING/NONASSIGNMENT.** No portion of this Agreement may be contracted to assigned to any other individual, firm, or entity without the express and prior approval of County.
13. **SURVIVAL.** The terms, conditions, representations and all warranties contained in this Agreement shall survive the termination or expiration of this Agreement.

14. **FUNDING.** In the event the Board of Commissioners of County reduces, changes, eliminates, or otherwise modifies the funding for any of the services identified, Contractor agrees to abide by any such decision including termination of service.

15. **STANDARD OF SERVICES AND WARRANTY.** Contractor agrees to perform its services with that standard of care, skill and diligence normally provided by a professional individual in the performance of similar services. It is understood that Contractor must perform the services based in part on information furnished by County and that Contractor shall be entitled to rely on such information. However, Contractor is given notice that County will be relying on the accuracy, competence and completeness of Contractor's services in utilizing the results of such services. Contractor warrants that the recommendations, guidance and performance of any person assigned under this Agreement shall be in accordance with professional standards and the requirements of this Agreement.

16. **COUNTY PRIORITIES.** Contractor shall comply promptly with any requests by County relating to the emphasis or relative emphasis to be placed on various aspects of the work or to such other matters pertaining to said work.

17. **OWNERSHIP AND USE OF DOCUMENTS.** All documents, or other material submitted to County by Contractor shall become the sole and exclusive property of County. All material prepared by Contractor under this Agreement may be subject to Oregon's Public Records Laws.

18. **TAX COMPLIANCE CERTIFICATION.** Contractor hereby certifies, under penalty of perjury, as provided in ORS 305.385(6), that to the best of Contractor's knowledge, Contractor is not in violation of any of the tax laws of this state or political subdivision of this state, including but not limited to ORS 305.380(4), 305.620 and ORS chapters 316, 317 and 318. Contractor represents that Contract will continue to comply with the tax laws of this state and any applicable political subdivision of this state during the term of the public contract. If Contractor's fails to comply with the tax laws of this state or a political subdivision of this during the term of this agreement, the Contractor shall be in default and County may terminate this agreement and pursue its remedies under the agreement and under applicable law.

This Agreement will not be effective until approved by the authorized signatory for County.

**FOR COUNTY:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title

**FOR CONTRACTOR:**

Paul V. Shultz 11/5/21  
Signature Date

owner - President  
Title

8600 SW Saint Helens Dr  
Address

Wilsonville OR 97070  
City State Zip

# PAC/WEST LOBBY G R O U P



## CLATSOP COUNTY

LEGISLATIVE WORK PLAN (NOVEMBER 2021 - MARCH 2022)



# PROPOSED LEGISLATIVE WORKPLAN (NOV 2021 - MAR 2022)

## Exhibit A - Scope of Work

### NOVEMBER

#### November 1-5

- Research top five major state funding sources to the county.
- Review capital construction projects needs for county.
- Schedule county staff and potential one-on-one commissioner meetings to discuss preliminary legislative agenda.

#### November 8-12

- Review agendas for legislative days.
- Begin development of draft 2022 legislative agenda (Round 1).
- Develop and deliver legislative newsletter.
- County staff/commissioner meetings to discuss preliminary legislative agenda.

#### November 15-19

- Legislative Days (November 15-17)
  - Monitor committee hearings.
- Task Force Day (November 18)
  - Monitor relevant task force meetings.
- Legislative Concept Request Deadline (November 19)
- Develop and deliver post-legislative days newsletter.

#### November 22-26

- Review draft 2022 legislative agenda (Round 1) with county staff.
- Board of Commissioners Mtg – Legislative Update
- Thanksgiving (November 25)
- Day After Thanksgiving (November 26)

### DECEMBER

#### November 29 - December 3

- Begin preliminary design and draft of advocacy materials regarding county's legislative agenda.

#### December 6-10

- Continue development of advocacy materials for county's legislative agenda.

#### December 13-17

- Deliver draft advocacy materials to county staff for review.

#### December 20-24

- Board of Commissioners Mtg – Legislative Update
- Christmas Eve (December 24)

#### December 27-31

- Review and report on HB 3040 (System Development Charges):
  - HB 3040 directs the Housing and Community Services Department to conduct a comprehensive study of system development charges. The scope of the study shall include the role that system development charges play as both cost drivers and sources of revenue; the full range of factors that contribute to system development charge fee rates; and all types of market-rate housing. The Department is to submit a preliminary report to interim legislative committees by December 31, 2021, and a final report by June 1, 2022.
- Christmas Observed (December 27)
- New Year's Day Observed (December 31)

# PROPOSED LEGISLATIVE WORKPLAN (NOV 2021 - MAR 2022)

## Exhibit A - Scope of Work

JANUARY
<b>January 3-7</b>
<ul style="list-style-type: none"><li>Review agendas for legislative days.</li><li>Update draft 2022 legislative agenda (Round 2).</li><li>Review draft 2022 legislative agenda (Round 2) with county staff.</li><li>Develop and deliver legislative newsletter.</li></ul>
<b>January 10-14</b>
<ul style="list-style-type: none"><li>Task Force Day (January 10)</li><li>Legislative Days (January 11-13)</li><li>Legislative Concept Drop Deadline (January 14)</li><li>Board of Commissioners Mtg – Legislative Update</li><li>Develop and deliver legislative newsletter.</li></ul>
<b>January 17-21</b>
<ul style="list-style-type: none"><li>Martin Luther King Jr. Day (January 17)</li><li>Final update to 2022 legislative agenda.</li><li>Review final draft 2022 legislative agenda with county staff.</li></ul>
<b>January 24-28</b>
<ul style="list-style-type: none"><li>Board of Commissioners Mtg – Legislative Update<ul style="list-style-type: none"><li>Review and approve final draft of 2022 legislative agenda.</li></ul></li><li>Development and delivery of legislative newsletter.</li><li>Update advocacy materials regarding county's legislative agenda for distribution.</li><li>Schedule legislator meetings for Commissioners.</li></ul>

FEBRUARY
<b>January 31 - February 4</b>
<ul style="list-style-type: none"><li>Legislative Session Starts (February 1)</li><li>Session Prep Meeting (February 1)</li><li>Review and report back on OHCS Budget Note: The Housing and Community Services Department is directed to work with the Department of Land Conservation and Development to provide an initial legislative report no later than February 1, 2022 and a final legislative report no later than December 31, 2022 on efforts to develop a legislative proposal for incorporation of a regional housing needs analysis into future state and local planning processes.</li><li>Develop and deliver weekly legislative session newsletter.</li></ul>
<b>February 7-11</b>
<ul style="list-style-type: none"><li>Legislative Session</li><li>State Economic &amp; Revenue Forecast (February 9)</li><li>Board of Commissioners Mtg – Legislative Update<ul style="list-style-type: none"><li>Update on county's legislative priorities.</li><li>Report on state economic and revenue forecast.</li></ul></li><li>Develop and deliver weekly legislative session newsletter.</li></ul>

# PROPOSED LEGISLATIVE WORKPLAN (NOV 2021 - MAR 2022)

## Exhibit A - Scope of Work

### FEBRUARY (CONTINUED)

#### February 14-18

- Legislative Session
- Develop and deliver weekly legislative session newsletter.

#### February 21-25

- Legislative Session
- Presidents Day (February 21)
- Board of Commissioners Mtg – Legislative Update
  - Update on county's legislative priorities.
- Develop and deliver weekly legislative session newsletter.

### MARCH

#### February - March 4

- Legislative Session
- Develop and deliver weekly legislative session newsletter.

#### March 7-11

- Legislative Session Sine Die (March 7)
- Candidate Filing Deadline (March 8)
- Board of Commissioners Mtg – Legislative Update
  - Election/Legislative Candidate Report
- Develop and deliver end-of-session legislative session newsletter.

#### March 14-18

- Update of county's interim legislative work plan.
- Begin post-session update on legislative agenda that reflect session outcomes.
- Schedule meetings to update legislative candidates on county's legislative agenda.

#### March 21-25

- Board of Commissioners Mtg – Legislative Update
  - Review and adopt county's post-session legislative agenda.
  - Review and adopt county's legislative interim workplan.

# PAC/WEST LOBBY GROUP TEAM

## Exhibit A - Scope of Work



**Ryan Tribbett**  
**President**  
503-851-1783  
tribbett@pwlobby.com



**Paul Phillips**  
**Strategic Partner**  
503-720-1260  
phillips@pacwestcom.com



**Phillip Scheuers**  
**Account Manager**  
541-667-7150  
scheuers@pwlobby.com



**Anne Johnson**  
**Account Manager**  
503-303-3379  
johnson@pwlobby.com



**Rick Metsger**  
**Director of Legislative & Public Affairs**  
503-789-6528  
metsger@pwlobby.com



**Daniel Wattenburger**  
**Director of Media Relations**  
541-303-3379  
wattenburger@pwlobby.com



**Dan Cushing**  
**Account Manager**  
503-789-5076  
cushing@pwlobby.com



**Rachel Mann**  
**Account Manager**  
503-625-1925  
mann@pwlobby.com



**Lorne Bulling**  
**Account Manager**  
503-752-3606  
bulling@pwlobby.com

# Board of Commissioners Clatsop County

## AGENDA ITEM SUMMARY

December 8, 2021

---

**Agenda Title:** FY2021-2022 Homeless Liaison Position Funding  
**Category:** Consent Calendar  
**Presented By:** Amanda Rapinchuk, Management/Policy Analyst

---

**Issue Before the Commission:** Amendment to Non-Profit Funding Agreement between Clatsop Community Action (CCA) and Clatsop County; to extend funding for Homeless Liaison Position through FY2021-2022.

**Informational Summary:** The County's Non-Profit Funding Agreement with CCA for a Homeless Liaison Position began December 10, 2020 and is scheduled to expire on December 9, 2021. This Amendment extends the Agreement expiration date to the end of the current fiscal year (June 30, 2022) and includes funding budgeted for FY2021-2022.

**Fiscal Impact:** The not to exceed amount of the Contract will be increased by \$50,000 to reflect funding adjustments as itemized below:

Description	Original Contract	Adjustment	Total
Original Contract Total (services performed from 12/9/2020 – 6/30/2021)	\$50,000.00		
Amendment 1 (services performed from 7/1/2021 – 6/30/2022)		\$50,000.00	
<b>New Contract Total</b>			<b>\$100,000.00</b>

### Requested Action:

"Approve Amendment #1 to the Clatsop Community Action—Clatsop County Non-Profit Funding Agreement and authorize the County Manager to sign."

### Attachment List

- A. Amendment #1 (includes original Contract as Exhibit A)



CLATSOP COUNTY, OREGON  
800 Exchange Suite 410  
Astoria, Oregon 97103  
*An Equal Opportunity Employer*

**AMENDMENT #1 TO  
NON-PROFIT FUNDING AGREEMENT C7451**

This AGREEMENT is by and between Clatsop County (COUNTY) and Clatsop Community Action (CONTRACTOR). Whereas COUNTY and CONTRACTOR entered into an Agreement on or about December 10, 2020 for an amount not to exceed \$50,000, and whereas the Contract is scheduled to terminate on December 9, 2021. NOW THEREFORE, the parties agree as follows:

1. The termination date of the Contract between the parties dated December 9, 2021 (attached hereto as Exhibit A) is hereby extended to June 30, 2022.
2. The not to exceed amount of the Contract will be increased by \$50,000 to reflect funding adjustments as itemized below.

Description	Original Contract	Adjustment	Total
Original Contract Total (services performed from 12/9/2020 – 6/30/2021)	\$50,000.00		
Amendment 1 (services performed from 7/1/2021 – 6/30/2022)		\$50,000.00	
<b>New Contract Total</b>			<b>\$100,000.00</b>

3. All other terms and conditions of the Contract remain unchanged.

Further, the parties hereby reserve all rights and remedies accruing prior to the date of execution of this amendment.

This AGREEMENT will not be effective until approved by the County Administrator.

**FOR COUNTY:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
County Manager  
Title

**FOR CONTRACTOR:**

Viviana Mattheus 10/03/2021  
Signature Date

Executive Director  
Title

DEC 10 2020

Doc# 2020120025

## NON-PROFIT FUNDING AGREEMENT

This Agreement is made this 10<sup>th</sup> day of December, 2020, between **Clatsop County**, a Political Subdivision of the State of Oregon, hereinafter "**County**" and Clatsop Community Action (CCA), an Oregon Not-for-Profit Corporation in good standing, hereinafter "**Non-Profit**".

## Recitals

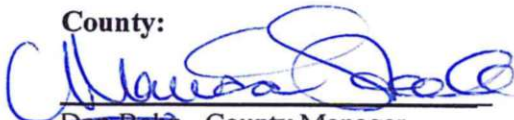
County desires to fund Non-Profit's provision of certain services for public benefit and Non-Profit desires to provide those services ("Services") for public benefit. Such Services are described as:

Providing a Homeless Liaison that will provide support and advocacy to the homeless residents of Clatsop County, primarily focusing on: engaging homeless individuals and connecting them with resources for shelter and housing, domestic violence prevention and protection, physical and mental health, and addiction treatment services. In addition, the liaison will help to bridge community systems of health and social services with the needs of homeless individuals and families.

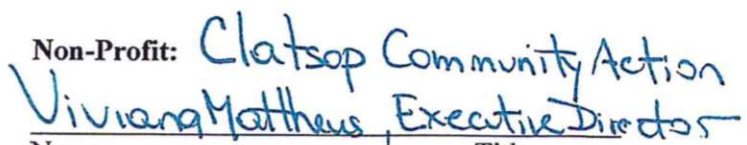
NOW THEREFORE, the parties agree as follows:

1. Term. This Agreement shall be for December 10, 2020 through December 9, 2021.
2. Services and Payment. County shall provide funding to Non-Profit in the amount of \$50,000, payable in advance. Non-Profit represents that it will use the funds provided solely for the purposes set forth herein, and solely to provide staffing and services for the benefit of the public. Any funds not used for such purposes shall be returned to County.
3. Indemnity. Non-Profit shall indemnify and hold County harmless for any claim arising out of the provision of the Services. Non-Profit shall maintain liability insurance in an amount sufficient to satisfy the current Oregon Tort Claim Act limits, and shall name County as an additional insured on any policies.
4. Outcome Reporting. At the conclusion of the provision of the Services during the term of the Agreement, Non-Profit shall provide County with a report on the Services provided, including an explanation of how the funding was spent.
5. General: (a) Funding for this Agreement is allocated by the Clatsop County Board of Commissioners. This Agreement may be terminated by County at any time and without any cause upon ninety (90) days written notice to the Non-Profit. (b) County may, in its sole discretion and upon ninety (90) days written notice, unilaterally terminate or adjust any provisions of this Agreement to ensure quality performance of the Services. (c) Upon completion of the Agreement term, the Agreement shall terminate and Non-Profit shall have no right to renewal or expectation thereof. Any decision by County to renew an otherwise terminated contract for additional or extended period shall be in the sole and unfettered discretion of County.

County:

  
 Don Bohm, County Manager  
 Asst.  
 Version - April, 2020

Non-Profit:

  
 Viviana Matthews, Executive Director  
 Name Title

# Board of Commissioners Clatsop County

## AGENDA ITEM SUMMARY

December 8, 2021

---

**Agenda Title:** Purchase New IP Phone equipment  
**Category:** Consent Calendar  
**Presented By:** Jim Gardner, Information Systems Manager

---

**Issue Before the Commission:** Approve the purchase of Panasonic phone equipment to Upgrade the County's IP phone system.

**Informational Summary:** The current Panasonic phone system has been in service at Clatsop County for 9 years. The system has proven to be reliable and has met the needs of the County. The current system has a recommended service life of around 7 years so we have received all that we could expect from the system. Since it is at the end of its recommended service life and has been so reliable, we would like to replace all the hardware components, (servers and handsets) with the same brand of equipment. Quotes were solicited from 3 service providers from Seattle to Salem from authorized resellers of Panasonic phone equipment. Only 1 of the companies responded to the quote request but their quote was very reasonable based upon our research of what we could expect to pay.

**Fiscal Impact:** This purchase was budgeted in the Special Projects fund for \$146,250. The quote came in at \$94,557.13 after equipment buyback for the system being replaced.

### **Requested Action:**

Approve the purchase of New Panasonic phone hardware for 94,557.13.

### **Attachment List**

- A. Phone Hardware Request for quote
- B. Phone equipment Quote from Network Architects A



# Clatsop County

## Information Systems

800 Exchange St., Suite 300  
Astoria, OR 97103  
(503) 325-8662 phone / (503) 325-8606 fax  
[www.co.clatsop.or.us](http://www.co.clatsop.or.us)

From: Jim Gardner, Information Systems Manager

Subject: Request for quote for telephone system components for telephone system upgrade.

Panasonic PBX Upgrade Materials Needed:

Quant.            KX-NS:

3 each	1000 Server
2 each	1030 Stack-M Card
2 each	1020 Expansion Cabinet
3 each	0111 DSP-M Card
3 each	0136 Memory-M Card
3 each	8290 PRI Adaptor
300 each	KX-NT680B Display telephone
20 each	KX-A435B Wall Mount Kit
10 each	KX-A424 AC Adaptor
2 each	KX-HDV800 Conference Phone
3 each	KX-TCA385 Portable Station

Licensing for total telephones, features and options for a complete system installation.

For reference, below is what is currently in use:

224 IP Telephones

30 SIP telephones

16 Virtual Gateways

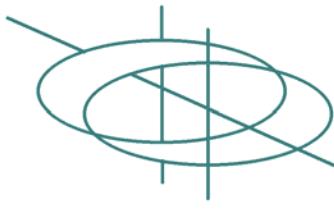
4 Virtual IP Cell Stations

3 PRI Circuits

Systems to be installed in 3 different locations, 1 Astoria, 2 Warrenton Oregon.

Please include Installed systems and materials only quote.





## Network Architects

PO Box 3272  
Salem, Oregon 97302  
(541) 754-2864

[www.networkarcs.com](http://www.networkarcs.com)

## Price Quote

## Network Architects

Business Communication Systems

Clatsop County IT Dept.  
800 Exchange St.  
Astoria, Oregon 97103  
ATTN: Jim Gardiner

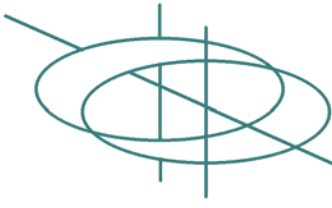
Date : 10/27/2021

<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total</u>
	EQUIPMENT:		
300	Panasonic 4.3" Color LCD 12X4 Keys IP Phone (Black)	375.69	112,707.00
3	Panasonic VoIP telephone System main Unit	1,295.00	3,885.00
3	VoIP DSP Card (M Type)	1,175.00	3,525.00
2	NS1000 Master Stacking Card	694.16	1,388.32
2	EXPANSION CABINET FOR KX-NS1000 (INCLUDES KX-NS0131) NCP1000 STYLE	2,051.26	4,102.52
3	STORAGE MEMORY (M TYPE) FOR VM – 450Hours	2,265.47	6,796.41
3	EXTERNAL PRI ADAPTER FOR NS1000	1,519.45	4,558.35
20	WALL MOUNT KIT FOR NT680 TELEPHONES (BLACK)	15.03	300.60
10	External Power Supply for Panasonic NT6xx Series Phones	35.91	359.10
2	IP CONFERENCING PHONE	1,080.00	2,160.00
3	Panasonic DECT 6.0 Ruggedized Cordless System Telephone, with Bluetooth	590.00	1,770.00
	All licensing for phones and equipment are included.	0.00	0.00
	Subtotal		141,552.30
	Discount	-29.00%	-41,050.17
	<b>EQUIPMENT TOTAL</b>		<b>100,502.13</b>
	SALVAGE EQUIPMENT BUYBACK OFFER:	-5,945.00	-5,945.00
	<b>Total including salvage discount:</b>		<b>94,557.13</b>

*Pricing good for six (6) months from date of proposal.*

**Total \$ 94,557.13**





## Network Architects

PO Box 3272  
Salem, Oregon 97302  
(541) 754-2864

[www.networkarcs.com](http://www.networkarcs.com)

## Price Quote

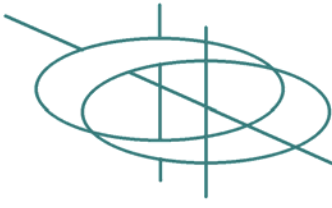
## Network Architects

Business Communication Systems

Clatsop County IT Dept.  
800 Exchange St.  
Astoria, Oregon 97103  
ATTN: Jim Gardiner

Date : 10/27/2021

<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total</u>
	(List of salvage equipment) (8) KX-TVA204 4 PORT DPT INTERFACE CARD (2) KX-TVA200 BASIC CABINET (181) KX-NT346-B 6-LINE BACKLIT LCD IP PHONE (13) KX-NT560-B 4.4" BACKLIT LCD DISPLAY IP PHONE (4) KX-NT305-B 60-KEY ADD ON MODULE (1) KX-TDE600 CONVERGED IP-PBX CONTROL UNIT (1) KX-TDE620 CONVERGED IP-PBX EXPANSION SHELF (2) KX-TDA0103 L-TYPE POWER SUPPLY (1) KX-TDA6110 BUS-M CARD (1) KX-TDA6111 BUS-ME CARD (1) KX-TDE0111 64-CHANNEL VOIP CARD (DSP64) (1) KX-TDE0105 MEMORY EXPANSION CARD (15) KX-TDA0470 16 CHANNEL IP EXTENTION CARD (IP-EXT16) (1) KX-TDA0170 8 PORT DIGITAL HYBRID LINE CARD (DHLC8) (1) KX-TDA6175 16-PORT SINGLE LINE CARD w/ MESSAGE WAITING (EMSLC16) (1) KX-TDA0172 16 PORT DIGITAL LINE CARD (DLC16) (1) KX-TDA0190 OPTIONAL 3-SLOT BASE CARD (OPB3) (2) KX-TDA0290 ISDN PRIMARY RATE INTERFACE (PRI23) (2) KX-TDA6166 16 PORT ECHO CANCELLATION CARD (EECHO16)		



## Network Architects

PO Box 3272  
Salem, Oregon 97302  
(541) 754-2864

[www.networkarcs.com](http://www.networkarcs.com)

## Price Quote

## Network Architects

Business Communication Systems

Clatsop County IT Dept.  
800 Exchange St.  
Astoria, Oregon 97103  
ATTN: Jim Gardiner

**Project ID :**

Date : 10/27/2021

<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total</u>
	<p>NOTES:</p> <p>1). Due to disruptions in the supply chain because of the pandemic, delivery of some or all equipment may be delayed.</p> <p>2). Panasonic has stopped manufacture of certain items, such as the conference room phones, but are still available new as long as existing stock remains. That and other items not available as new may need to be provided as refurbished (pre-owned).</p>		

# Board of Commissioners Clatsop County

## AGENDA ITEM SUMMARY

December 8, 2021

---

**Agenda Title:** Deed of Dedication for Westport Park Boat Ramp Road  
**Category:** Consent Calendar  
**Presented By:** Steve Meshke, Natural Resources Manager

---

**Issue Before the Commission:** Right-of-way dedication of Westport County Park Property for the construction, improvement, and ongoing maintenance of Westport Boat Ramp Road and Old Mill Town Road in Westport Oregon.

**Informational Summary:** The Clatsop County Parks is dedicating 2.5 acres of Westport County Park property for the right-of-way dedication for road improvements planned for Westport Boat Ramp Road and Old Mill Town Road. As part of the Westport Corridor and Community Plan, the Parks Department is currently finishing up a major improvement project to the public boating facility in Westport County Park. Part of this plan was to dedicate the area needed for the Westport Boat Ramp Road and Old Mill Town Road to Clatsop County for the construction and realignment of these two roads. This improvement will provide an improved road access to the park and access road to the Westport Ferry landing area. The Recreational Lands Planning and Advisory Committee approves of this Park property dedication for this road improvement project.

**Fiscal Impact:** There is no cost involved for this property Right-of-way dedication.

### **Requested Action:**

Approve the Deed of Dedication of Westport County Park Property for public road purposes.

### **Attachment List**

- A. Deed of Dedication
- B. Drawing of Westport Boat Ramp Road Right-of-way dedication

***After Recording, Return To:***  
Clatsop County Public Works  
1100 Olney Ave  
Astoria, Oregon 97103

## **DEED OF DEDICATION**

KNOW ALL MEN BY THESE PRESENTS, that **Clatsop County a political subdivision of the State of Oregon**, Grantor, by the power invested by its Board of Commissioners does hereby forever dedicate to the public at large for public road purposes, all its right, title and interest to the following bounded and described real property situated in the North half of Section 36, Township 8 North, Range 6 West, Willamette Meridian, County of Clatsop, State of Oregon, described below:

### **Right of Way Tract 1:**

Beginning at a 5/8" rebar with a yellow plastic cap stamped "LS 954" set on CS# 8134, Clatsop County Survey Records at the northeast corner of the Westport Sewer Service District property described in Book 649, Page 377, Clatsop County Deed Records; thence N51°23'54"E a distance of 100.00 feet to a 5/8" rebar with a yellow plastic cap stamped "Clatsop Co Surveyor"; thence N38°36'06"W a distance of 75.00 feet to a 5/8" rebar with a yellow plastic cap stamped "Clatsop Co Surveyor"; thence S51°23'54"W a distance of 477.36 feet to a 5/8" rebar with a yellow plastic cap stamped "Clatsop Co Surveyor"; thence N62°35'11"W a distance of 401.57 feet to a 1-1/2" iron pipe on the easterly line of the right-of-way described in Book 789, Page 518, Clatsop County Deed Records; thence along said easterly line S09°53'43"E a distance of 111.73 feet; thence along said easterly line S02°47'29"E a distance of 144.08 feet to a 5/8" rebar with a yellow plastic cap stamped "Clatsop Co Surveyor" on the northerly line of Old Mill Town County Road #153; thence along said northerly line N80°01'08"E a distance of 289.26 feet to a 5/8" rebar with a yellow plastic cap stamped "Clatsop Co Surveyor" at the most northeasterly corner of said County Road; thence along the easterly line of said County Road S16°50'45"E a distance of 95.29 feet to its intersection with the northwesterly line of said Westport Sewer Service District property, said point of intersection is N51°23'54"E a distance of 0.15 feet from a 5/8" rebar stamped "LS 954" set on said CS# 8134; thence along the northwesterly line of said Westport Sewer Service District property N51°23'54"E a distance of 459.97 feet to the Point of Beginning.

### **Right of Way Tract 2:**

Beginning at a 5/8" rebar with a yellow plastic cap stamped "Clatsop Co Surveyor" set in place of a destroyed 5/8" rebar with an illegible aluminum cap set on CS# 4906, Clatsop County Survey Records, at the southeast corner of the Clatsop County property described in Book 572, Page 106, Clatsop County Deed Records; thence along the southeasterly line of said Clatsop County property S46°45'26"W a distance of 11.88 feet to a 5/8" rebar with a yellow plastic cap stamped "Clatsop Co Surveyor" at the most northerly northeast corner of the right-of-way described in Book 789, Page 518, Clatsop County Deed Records; thence along the northeasterly line of said right-of-way S43°38'27"E a distance of 379.05 feet to a 1-1/2" iron pipe; thence N41°50'42"W a distance of 379.15 feet to the Point of Beginning.

### **Right of Way Tract 3:**

All of the area owned by Clatsop County within the boundaries of the property described in Deed Book 572, Page 106, Clatsop County Deed Records.

This description is based on a survey by Vance S. Swenson, Clatsop County Surveyor, to be recorded as Survey CS# 13975, Clatsop County Survey Records.

Assessors Account No.: 806360000408  
Assessors Account No.: 806360000405  
Situs Address: Vacant Land  
Acreage: 2.50 Acres

The true and actual consideration paid for this transfer is -0-.

In construing this deed, where the context so requires, the singular includes the plural and all grammatical changes shall be made so that this deed shall apply equally to corporation and to individuals.

IN WITNESS WHEREOF, the grantor has executed this instrument this \_\_\_\_ day of \_\_\_\_\_, 2021

The Board of Commissioners of Clatsop County

By: \_\_\_\_\_  
Mark Kujala, Chair, Board of Commissioners

STATE OF OREGON            )  
  ) ss.  
County of Clatsop            )

This Deed of Dedication was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_ 2021 by Mark Kujala as Chair of the Board of Commissioners for Clatsop County.

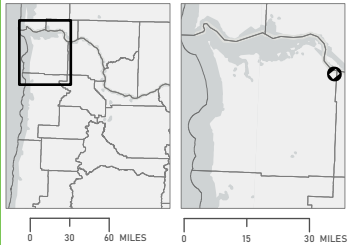
\_\_\_\_\_  
NOTARY PUBLIC FOR OREGON  
My Commission Expires: \_\_\_\_\_





## WESTPORT BOAT RAMP ROAD

### RIGHT-OF-WAY ACQUISITION



DISCLAIMER: This data was produced using Clatsop County GIS data. The data is maintained by Clatsop County to support its governmental activities. Clatsop County is not responsible for errors, possible errors, or omissions. 10/13/2021

Agenda Item #7.



# Board of Commissioners Clatsop County

## AGENDA ITEM SUMMARY

December 8, 2021

---

**Agenda Title:** Approve Contract with William E. and Clydene M. Paul DBA Sunset Presort for mail services.  
**Category:** Consent Calendar  
**Presented By:** Jennifer Carlson, Budget & Finance Manager

---

**Issue Before the Commission:** Consider approval of a contract with William E. and Clydene M. Paul DBA Sunset Presort for mail pick up and processing services.

**Informational Summary:** Sunset Presort is a mail presort house. The mail presort house picks up time sensitive mail from the County. Mail is then processed with specialized equipment that reads the mailing address, applies barcode, then sorts mail according to USPS specifications. County Staff has researched other businesses and has found no other service in the area to offer these particular services. Sunset Presort has been our mail handler for many years. The contract will renew automatically for additional one-year terms unless written notice to the other party is provided at least 30 days prior to the expiration of the term.

**Fiscal Impact:** Annual cost not to exceed \$62,500. Prices are subject to change as prices set by USPS, UPS and Fed Ex.

### Requested Action:

Approve Contract with William E. and Clydene M. Paul DBA Sunset Presort and authorize the County Manager to sign contract and any contract amendments.

### Attachment List

A. Personal/Professional Services Agreement





**CLATSOP COUNTY, OREGON**  
800 Exchange Street, Suite 410  
Astoria, Oregon 97103  
*An Equal Opportunity Employer*

Contract No. C7840

**PERSONAL/PROFESSIONAL SERVICES AGREEMENT**

This AGREEMENT is by and between Clatsop County ("County") and **William E. and Clydene M. Paul DBA Sunset Presort** ("Contractor").

In consideration of the sum not to exceed **\$62,500** to be paid to Contractor by County, Contractor agrees to perform between date of execution and **December 8, 2022**. The contract will renew automatically for additional one-year terms unless written notice to the other party is provided at least 30 days prior to the expiration of the term.

The contract is for the following specific personal and/or professional services:

*Scope of Work:* Pick up outgoing time sensitive mail and process mail with specialized equipment that reads the mailing address, applies barcode, then sorts mail according to USPS specifications.

*Fee Schedule:* Attachment "A"

*Payment Terms:* *Progress Payments*

- 1. COMPLETE AGREEMENT.** This Agreement contains the entire understanding of the parties and supersedes all prior agreements, oral or written, and all other communication between the parties relating to the subject matter of this Agreement.
- 2. WRITTEN NOTICE.** Any notice of termination or other communication having a material effect on this Agreement shall be served by U.S. Mail on the signatories listed.
- 3. GOVERNING LAW/VENUE.** This Agreement shall be governed by the laws of the State of Oregon. Any action commenced in connection with this Agreement shall be in the Circuit Court of Clatsop County. The prevailing party shall be entitled to reasonable attorney fees and costs, including an appeal. All rights and remedies of County shall be cumulative and may be exercised successively or concurrently. The foregoing is without limitation to or waiver of any other rights or remedies of County according to law.
- 4. COMPLIANCE.** Contractor shall comply with all applicable Federal, State, and local laws, rules and regulations. All provisions of ORS 279B.220-235 (Public Contracts and Purchasing) are incorporated herein to the extent applicable to personal/professional service agreements. Specifically, Contractor shall:
  - a. Promptly pay, as due, all persons supplying labor and material for the prosecution of the work provided of in such contract. If Contractor fails to pay any such claim, County may pay the claim and charge the payment against the funds due Contractor, pursuant to ORS 279B.220;

- b. Pay any required contributions due the Industrial Accident Fund incurred in the performance of the contract;
- c. Not permit any lien or claim to be filed or prosecuted against County, on account of any labor or material furnished by Contractor;
- d. Pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
- e. Not employ any person more than 10 hours a day, or 40 hours a week, unless permitted under ORS 279B.235, and any employee working over 40 hours per week shall be paid overtime as provided in ORS 279B.235.
- f. Pay promptly, as due, any payment for medical surgical or hospital care furnished to employees of Contractor, pursuant to ORS 279B.230.
- g. If Contractor is a subject employer, Contractor will comply with ORS 656.017.

**5. JUDICIAL RULINGS.** If any provision of this-as applied to either party or to any circumstances shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity of enforceability of the Agreement.

**6. INDEPENDENT CONTRACTOR.** Contractor, in carrying out the services to be provided under this Agreement, is acting as an "independent contractor" and is not an employee of County, and as such accepts full responsibility for taxes or other obligations associated with payment for services under this Agreement. As an "independent contractor", Contractor will not receive any benefits normally accruing to County employees unless required by applicable law. Furthermore, Contractor is free to contract with other parties, on other matters, for the duration of this Agreement.

**7. INDEMNIFICATION.** Contractor shall save harmless, indemnify, and defend County for any and all claims, damages, losses and expenses including but not limited to reasonable attorney's fees arising out of or resulting from Contractor's performance of or failure to perform the obligations of this Agreement to the extent same are caused by the negligence or misconduct of Contractor or its employees or agents.

**8. INSURANCE.** Contractor shall purchase and maintain at Contractor's expense, Comprehensive General Liability, Automobile Liability, and Professional Liability insurance. This insurance is to provide separate coverage for each of the required types of insurance at a minimum of \$700,000 for property damage and minimum of \$800,000 per person for bodily injury and no less than \$1,600,000 for each occurrence. In addition, all such insurance, with the exception of Professional Liability, shall name County, its Commissioners, employees and agents, as an **Additional Insured**. A copy of the policy or certificate of insurance acceptable to County shall be submitted to County. Some, or all, of the required insurance may be waived or modified if approved by County's counsel as follows:

Insurance requirements waived by County Counsel

\_\_\_\_\_ (approved by County Counsel) \_\_\_\_\_ (Contractor's Initials) 

**9. WORKER'S COMPENSATION.** Contractor shall comply with ORS 656.017 for all employees who work in the State of Oregon. If Contractor hires employees, he or she shall provide County with certification of Worker's Compensation Insurance, with employer's liability in the minimum of \$100,000.

**10. NONDISCRIMINATION.** No person shall be subjected to discrimination in receipt of the benefits of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, marital status, age or national origin. Any violation of this provision shall be considered a material violation of this Agreement and shall be grounds for cancellation, termination or suspension in whole or in part by County.

**11. TERMINATION OF AGREEMENT.** This Agreement may be terminated under the following conditions:

- a. By written mutual agreement of both parties. Termination under this provision may be immediate.
- b. Upon fifteen (15) calendar days written notice by either Party to the other of intent to terminate.
- c. Immediately on breach of the contract.

**12. SUBCONTRACTING/NONASSIGNMENT.** No portion of this Agreement may be contracted to



assigned to any other individual, firm, or entity without the express and prior approval of County.

**13. SURVIVAL.** The terms, conditions, representations and all warranties contained in this Agreement shall survive the termination or expiration of this Agreement.

**14. FUNDING.** In the event the Board of Commissioners of County reduces, changes, eliminates, or otherwise modifies the funding for any of the services identified, Contractor agrees to abide by any such decision including termination of service.

**15. STANDARD OF SERVICES AND WARRANTY.** Contractor agrees to perform its services with that standard of care, skill and diligence normally provided by a professional individual in the performance of similar services. It is understood that Contractor must perform the services based in part on information furnished by County and that Contractor shall be entitled to rely on such information. However, Contractor is given notice that County will be relying on the accuracy, competence and completeness of Contractor's services in utilizing the results of such services. Contractor warrants that the recommendations, guidance and performance of any person assigned under this Agreement shall be in accordance with professional standards and the requirements of this Agreement.

**16. COUNTY PRIORITIES.** Contractor shall comply promptly with any requests by County relating to the emphasis or relative emphasis to be placed on various aspects of the work or to such other matters pertaining to said work.

**17. OWNERSHIP AND USE OF DOCUMENTS.** All documents, or other material submitted to County by Contractor shall become the sole and exclusive property of County. All material prepared by Contractor under this Agreement may be subject to Oregon's Public Records Laws.

**18. TAX COMPLIANCE CERTIFICATION.** Contractor hereby certifies, under penalty of perjury, as provided in ORS 305.385(6), that to the best of Contractor's knowledge, Contractor is not in violation of any of the tax laws of this state or political subdivision of this state, including but not limited to ORS 305.380(4), 305.620 and ORS chapters 316, 317 and 318. Contractor represents that Contract will continue to comply with the tax laws of this state and any applicable political subdivision of this state during the term of the public contract. If Contractor's fails to comply with the tax laws of this state or a political subdivision of this during the term of this agreement, the Contractor shall be in default and County may terminate this agreement and pursue its remedies under the agreement and under applicable law.

This Agreement will not be effective until approved by the authorized signatory for County.

**FOR COUNTY:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title

**FOR CONTRACTOR:**

\_\_\_\_\_  
Signature Date NOV. 10, 2021

CO-OWNER  
\_\_\_\_\_  
Title

397 Marine Drive  
\_\_\_\_\_  
Address

\_\_\_\_\_  
City

Astoria OR 97103  
\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
City State Zip



# Attachment "A"

CLATSOP COUNTY OREGON

POSTAGE LETTER RATES:

IF YOU CALL FOR AN EARLY PICK-UP FOR A LARGE MAILING-

1 OZ. - .57

2OZ. - .77

3OZ. - .98

WHEN WE PICK-UP MAIL AT REGULAR ROUTE TIME-

1OZ. - .58

2OZ. - .78

3OZ. - .98

ALL OTHER –

FLATS- PARCELS- PACKETS- BOXES- OVERNITE- GROUND-  
NON BARCODABLE-NON-MACHINEABLE MARKETING-  
3<sup>RD</sup> CLASS- NON PROFIT- CERTIFIEDS- FOREIGN- LIBRARY-  
MEDIA OR ANY OTHER TYPES OF MAIL OR PACKAGE SERVICES  
THAT WE PROVIDE.

THESE PRICES ARE SUBJECT TO:

WEIGHT- ZONE- SIZE- SHAPE- CONTENTS- MACHINABLE-  
NON-MACHINABLE- FOLDING AND TABBING REQUIREMENTS  
OF USPS, UPS OR FED-EX.

ALL PRICES ARE SUBJECT TO CHANGE BY:

USPS- UPS OR FED-EX

# Board of Commissioners Clatsop County

## AGENDA ITEM SUMMARY

December 8, 2021

---

**Agenda Title:** 2022 ReConnect Grant Program Authorized Representatives Resolution and Order

**Category:** Consent Calendar

**Presented By:** Amanda Rapinchuk, Management/Policy Analyst

---

**Issue Before the Commission:** Adoption of the following Resolution and Order—designating Clatsop County Staff as the authorized “Representative-Signature-Certifier” and “Administrators” security roles on behalf of the County for the United States Department of Agriculture’s (USDA) ReConnect Program and Community Connect Grant Program.

**Informational Summary:** In order to apply for federal broadband infrastructure funding (via USDA’s ReConnect Program and Community Connect Grant Program), eligible entities must first complete an Authorized Representative Request (ARR) “to access the online application and online financial reporting and compliance (R&C) system” ([ARR Instructions](#)). The ARR requires a signed (adopted) Resolution and Order designating an authorized Representative-Signature-Certifier (at minimum) and then Administrator(s) if already identified. The following outlines each security role per the program’s provided ARR instructions and County staff identified in the attached Resolution and Order:

Representative-Signature-Certifier:

- “...has the authority to provide signatures, authorize certifications, enter and update applications, submit applications for consideration, and assign access to new users. If awarded, the Rep-Sign-Cert will also have the authority to enter, update, and submit compliance reports, and assign access to new users.”
- Information Systems Manager, Jim Gardner

Administrator(s):

- “...will have the authority to enter and update applications in the online application system, enter, update, and submit compliance reports in the online financial reporting and compliance system, and assign new users in both the online application and financial reporting and compliance systems.”

- Budget and Finance Manager, Jennifer Carlson, and Management/Policy Analyst, Amanda Rapinchuk

**Fiscal Impact:** There is no immediate fiscal impact, although an adopted Resolution and Order is required to apply for and be awarded federal broadband infrastructure funding via ReConnect.

**Requested Action:**

Adopt Resolution and Order designating Clatsop County's 2022 ReConnect Grant Program authorized representatives and authorize Chair to sign.

**Attachment List**

A. Resolution and Order

IN THE BOARD OF COUNTY COMMISSIONERS  
FOR CLATSOP COUNTY

IN THE MATTER OF ASSIGNING )  
SIGNATURE-CERTIFIER SECURITY ) RESOLUTION AND ORDER  
ROLE FOR USDA GRANT )  
 )

WHEREAS, the applicants applying under the ReConnect Program or Community Connect Grant Program are required to submit an Authorized Representative Request (ARR) and a resolution in order to access the online application and online financial reporting and compliance (R&C) system; and

NOW THEREFORE, IT IS HEREBY RESOLVED AND ORDERED:

1. Jim Gardner, the IT Manager of Clatsop County, has the assigned Representative-Signature-Certifier security role on behalf of the County, who shall be responsible for providing signatures, authorizing certifications, entering and updating applications, submitting applications for consideration, and assigning access to new users in USDA's online application system for the ReConnect Program and Community Connect Grant Program. If application(s) are awarded under either program, the Representative-Signature-Certifier security role on behalf of the County shall also be responsible for authorizing certifications, entering, updating, and submitting compliance reports, and assigning access to new users in USDA's online financial reporting and compliance system.
2. Budget and Finance Manager, Jennifer Carlson, and Management/Policy Analyst, Amanda Rapinchuk are the assigned Administrator(s) security role on behalf of the County, who shall be responsible for assigning access to new users, and entering and updating applications in USDA's online application system for the ReConnect Program and Community Connect Grant Program.
3. If application(s) are awarded under either program, the Administrator(s) security role on behalf of the County shall also be responsible for assigning access to new users and entering, updating, and submitting compliance reports in USDA's online financial reporting and compliance system.
4. The Representative-Signature-Certifier and Administrator(s) for the County shall comply fully with all security procedures and policies of the online application system for the ReConnect Program and Community Connect

Grant Program, and for USDA's online financial reporting and compliance system.

Dated this \_\_\_\_\_ day of December, 2021.

BOARD OF COMMISSIONERS FOR  
CLATSOP COUNTY, OREGON

\_\_\_\_\_  
Mark Kujala, Chairperson

I FURTHER CERTIFY THAT each member of the Board of Commissioners of the Commissioners was furnished with notice of said meeting in compliance with state law.

IN WITNESS WHEREOF, I hereunto set my hand and affix the seal of the County this day of \_\_\_\_\_, 2021.



# Board of Commissioners Clatsop County

## AGENDA ITEM SUMMARY

December 8, 2021

---

<b>Issue/ Agenda Title:</b>	Approve Agreement for new Internet/Phone Service at the County Emergency Operations Center (EOC)
<b>Category:</b>	Consent Calendar
<b>Prepared By:</b>	Tiffany Brown, Emergency Manager
<b>Presented By:</b>	Tiffany Brown, Emergency Manager

---

**Issue Before the Commission:** Approve 5-year contract for internet and phone service.

**Informational Summary:** In line with a decision made earlier this year by the County Information Technology department and Sheriff's Office to improve phone and internet/ethernet capability by converting to fiber optic technology, Clatsop County Emergency Management wishes to do the same for the County Emergency Operations Center (EOC).

It is critical for the County EOC to maintain a ready response posture at all times, and a critical component of that readiness is to have reliable internet/phone service with sufficient capacity to share information during an emergency or planned event.

Activation of the EOC early in the pandemic and (current) use of the facility to house the Public Information Call Center (PICC) have highlighted the regularity and frequency with which phone/internet disruption occurs at the facility, which became a compelling factor in making the decision.

Like some other remote county offices (e.g. Sheriff's office), the County EOC also relies on ethernet to connect with the County server in Astoria from Camp Rilea. However, the EOC does not have a regular, daily reliance to connect with the County server, and the current ethernet connectivity remains sufficient to this point. For this reason, Emergency Management is not pursuing increased ethernet capability current capacity at this time, though recognizes that future use/need could arise.

**Fiscal Impact:** Clatsop County Emergency Management is currently paying \$626 per month for Internet and phone and Ethernet services at the County Emergency Operations Center at Camp Rilea. By switching to LS Networks for these services, the EOC will increase monthly recurring costs for the department by about 50% or \$300.

The infrastructure work will take a few months, so the new service won't be in place until almost the next fiscal year, and when it does, the resulting increase in costs to Emergency Management are reasonable and can be managed by the department. The increase is easily justified for the improved service with which the EOC will be able to communicate across phone/internet and serve the agencies and citizens of Clatsop County.

**Requested Action:**

Approve the contract with LS Networks for \$55,000 and authorize the County Manager to sign.

**Attachment List**

- A. LS Networks quote for service
- B. C7841 LS Networks Contract



**CLATSOP COUNTY, OREGON**

800 Exchange Street, Suite 410

Astoria, Oregon 97103

*An Equal Opportunity Employer*

Contract No. C7841

**PERSONAL/PROFESSIONAL SERVICES AGREEMENT**

This AGREEMENT is by and between Clatsop County ("County") and LS Networks ("Contractor"). Whereas County has need of the services which Contractor has agreed to provide; NOW THEREFORE, in consideration of the sum not to exceed \$ 55,110.00 to be paid to Contractor by County, Contractor agrees to perform between date of execution and 11/15/2026, inclusive, the following specific personal and/or professional services:

Fiber Service beginning approximately June 2022 once installation is completed. See Exhibit A for terms of monthly agreement once service commences.

Payment Terms: As Billed

1. **COMPLETE AGREEMENT.** This Agreement contains the entire understanding of the parties and supersedes all prior agreements, oral or written, and all other communication between the parties relating to the subject matter of this Agreement.
2. **WRITTEN NOTICE.** Any notice of termination or other communication having a material effect on this Agreement shall be served by U.S. Mail on the signatories listed.
3. **GOVERNING LAW/VENUE.** This Agreement shall be governed by the laws of the State of Oregon. Any action commenced in connection with this Agreement shall be in the Circuit Court of Clatsop County. The prevailing party shall be entitled to reasonable attorney fees and costs, including an appeal. All rights and remedies of County shall be cumulative and may be exercised successively or concurrently. The foregoing is without limitation to or waiver of any other rights or remedies of County according to law.
4. **COMPLIANCE.** Contractor shall comply with all applicable Federal, State, and local laws, rules and regulations. All provisions of ORS 279B.220-235 (Public Contracts and Purchasing) are incorporated herein to the extent applicable to personal/professional service agreements. Specifically, Contractor shall:
  - a. Promptly pay, as due, all persons supplying labor and material for the prosecution of the work provided of in such contract. If Contractor fails to pay any such claim, County may pay the claim and charge the payment against the funds due Contractor, pursuant to ORS 279B.220;
  - b. Pay any required contributions due the Industrial Accident Fund incurred in the performance of the contract;

1 | Page

- c. Not permit any lien or claim to be filed or prosecuted against County, on account of any labor or material furnished by Contractor;
- d. Pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167;
- e. Not employ any person more than 10 hours a day, or 40 hours a week, unless permitted under ORS 279B.235, and any employee working over 40 hours per week shall be paid overtime as provided in ORS 279B.235.
- f. Pay promptly, as due, any payment for medical surgical or hospital care furnished to employees of Contractor, pursuant to ORS 279B.230.
- g. If Contractor is a subject employer, Contractor will comply with ORS 656.017.

5. **JUDICIAL RULINGS.** If any provision of this-as applied to either party or to any circumstances shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity of enforceability of the Agreement.

6. **INDEPENDENT CONTRACTOR.** Contractor, in carrying out the services to be provided under this Agreement, is acting as an "independent contractor" and is not an employee of County, and as such accepts full responsibility for taxes or other obligations associated with payment for services under this Agreement. As an "independent contractor", Contractor will not receive any benefits normally accruing to County employees unless required by applicable law. Furthermore, Contractor is free to contract with other parties, on other matters, for the duration of this Agreement.

7. **INDEMNIFICATION.** Contractor shall save harmless, indemnify, and defend County for any and all claims, damages, losses and expenses including but not limited to reasonable attorney's fees arising out of or resulting from Contractor's performance of or failure to perform the obligations of this Agreement to the extent same are caused by the negligence or misconduct of Contractor or its employees or agents.

8. **INSURANCE.** Contractor shall purchase and maintain at Contractor's expense, Comprehensive General Liability, Automobile Liability, and Professional Liability insurance. This insurance is to provide separate coverage for each of the required types of insurance at a minimum of \$600,000 for property damage and minimum of \$700,000 per person for bodily injury and no less than \$1,400,000 for each occurrence. In addition, all such insurance, with the exception of Professional Liability, shall name County, its Commissioners, employees and agents, as an **Additional Insured**. A copy of the policy or certificate of insurance acceptable to County shall be submitted to County. Some, or all, of the required insurance may be waived or modified if approved by County's counsel as follows:

☐ (approved by County Counsel)  
(Contractor's Initials)

9. **WORKER'S COMPENSATION.** Contractor shall comply with ORS 656.017 for all employees who work in the State of Oregon. If Contractor hires employees, he or she shall provide County with certification of Worker's Compensation Insurance, with employer's liability in the minimum of \$100,000.

10. **NONDISCRIMINATION.** No person shall be subjected to discrimination in receipt of the benefits of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, marital status, age or national origin. Any violation of this provision shall be considered a material violation of this Agreement and shall be grounds for cancellation, termination or suspension in whole or in part by County.

11. **TERMINATION OF AGREEMENT.** This Agreement may be terminated under the following conditions:

- a. By written mutual agreement of both parties. County may be responsible for early termination liability equal to 50% of the term's remaining monthly charges.
- b. Upon 30 calendar days written notice by either Party to the other of intent to terminate. County may be responsible for early termination liability equal to 50% of the term's remaining monthly charges
- c. Immediately on breach of the contract.

12. **SUBCONTRACTING/NONASSIGNMENT.** No portion of this Agreement may be contracted to assigned to any other individual, firm, or entity without the express and prior approval of County.

**13. SURVIVAL.** The terms, conditions, representations and all warranties contained in this Agreement shall survive the termination or expiration of this Agreement.

**14. FUNDING.** County's obligation to pay any amounts and otherwise perform its duties under this Agreement is conditioned upon County receiving funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow County, in the exercise of its reasonable administrative discretion, to meet its obligations under this Agreement. In the event that sufficient funds are not appropriated for the contract payments required to be made in future fiscal years, then the County at its sole discretion may terminate the contract at the end of the current fiscal year, without penalty or additional expense in excess of payment for services received to date of termination. If non-appropriation occurs, the County agrees to deliver written notice to the Contractor of such early termination at least thirty (30) days prior to the end of the current fiscal year.

**15. STANDARD OF SERVICES AND WARRANTY.** Contractor agrees to perform its services with that standard of care, skill and diligence normally provided by a professional individual in the performance of similar services. It is understood that Contractor must perform the services based in part on information furnished by County and that Contractor shall be entitled to rely on such information. However, Contractor is given notice that County will be relying on the accuracy, competence and completeness of Contractor's services in utilizing the results of such services. Contractor warrants that the recommendations, guidance and performance of any person assigned under this Agreement shall be in accordance with professional standards and the requirements of this Agreement.

**16. COUNTY PRIORITIES.** Contractor shall comply promptly with any requests by County relating to the emphasis or relative emphasis to be placed on various aspects of the work or to such other matters pertaining to said work.

**17. OWNERSHIP AND USE OF DOCUMENTS.** All documents, or other material submitted to County by Contractor shall become the sole and exclusive property of County. All material prepared by Contractor under this Agreement may be subject to Oregon's Public Records Laws.

**18. TAX COMPLIANCE CERTIFICATION.** Contractor hereby certifies, under penalty of perjury, as provided in ORS 305.385(6), that to the best of Contractor's knowledge, Contractor is not in violation of any of the tax laws of this state or political subdivision of this state, including but not limited to ORS 305.380(4), 305.620 and ORS chapters 316, 317 and 318. Contractor represents that Contract will continue to comply with the tax laws of this state and any applicable political subdivision of this state during the term of the public contract. If Contractor's fails to comply with the tax laws of this state or a political subdivision of this during the term of this agreement, the Contractor shall be in default and County may terminate this agreement and pursue its remedies under the agreement and under applicable law.

This Agreement will not be effective until approved by the authorized signatory for County.

---

FOR COUNTY:

(signature above)

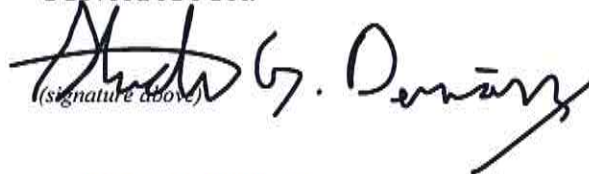
Name: Don Bohn  
Title: County Manager

Date:

---

CONTRACTOR:

(signature above)



Name: Strider G. Denison  
Title: Vice President of Sales and Marketing  
Address: 921 SW Washington St., Suite 370  
City/State/Zip: Portland, OR 97205

Date: 12-3-2021





### LS Networks AspenUC

Legal Customer Name: Clatsop County EOC Warrenton  
 Customer Service Address: 91372 Rilea - Pacific Way #7022  
Warrenton, OR 97146  
 Use above service address for E911 Dispatch? Yes

Customer Contact: Jim Gardner  
 Contact Phone: 503-325-8662  
 Other Phone: \_\_\_\_\_  
 Contact Email: igardner@co.clatsop.or.us  
 Contract 60 Month  
 Quote Date: 9/27/2021 Expires On: 9/31/2021

LS Networks Account Executive: Lyman Fisk 972.998.1000

### Internet Access Services

	Qty	NRC	MRC	Total NRC	Total MRC
1 Gbps Enterprise-Class Dedicated Internet Access w/ ProIP	1	\$ -	\$ 604.00	\$ -	\$ 604.00
/30 IPv4 Static IP Block (1 usable by Customer)	1	\$ -	\$ -	\$ -	\$ -
<b>Total</b>				\$ -	\$ 604.00

### Other Voice Charges

	Qty	NRC	MRC	Total NRC	Total MRC
SIP Trunks (Incl. LD)	23	\$ -	\$ 13.00	\$ -	\$ 299.00
SIP Business Gateway 908 (1 PRI/T-1 & 8 FXS)	1	\$ -	\$ -	\$ -	\$ -
TNs/DID Numbers	50	\$ -	\$ 0.25	\$ -	\$ 12.50
E911 Charge (Per Location)	1	\$ -	\$ 3.00	\$ -	\$ 3.00
<b>Total</b>				\$ -	\$ 314.50

Total NRC \$ -  
 Total MRC \$ 918.50 \*may vary pending site survey findings

#### Note:

"By signing below, I confirm I have read and agree to the terms of this Service Order and it's associated Master Services Agreement as posted to the LS Networks.net website. In the event that LS Networks and Customer have executed a separate Master Services Agreement with respect to this Service, then that Agreement shall control. I understand that all changes to this Service Order must be in writing and that any change may result in a revised installation date and additional charges. I understand that the installation date is dependent upon my timely response to and completion of documents as requested by LS Networks, and a failure to provide accurate and complete information to LS Networks may result in a delay in delivery of services. The above rates do not include any taxes, fees, or surcharges applicable to this service."

Name: DON BOHN  
 Title: COUNTY MANAGER

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

On behalf of LS Networks, the undersigned authorized LS Networks representative hereby accepts this Service Order. The contract becomes effective when accepted, signed, and returned to the Customer by LS Networks.

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

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

# Board of Commissioners Clatsop County

## AGENDA ITEM SUMMARY

December 8, 2021

---

**Agenda Title:** Ordinance 21-05: Revisions to Subdivision and Partition Regulations and Road Construction Standards - 1<sup>st</sup> Public Hearing

**Category:** Public Hearing

**Presented By:** Gail Henrikson, Community Development Director

---

**Issue Before the Commission:** Conduct the first public hearing regarding Ordinance 21-05, revising the County's subdivision and partition regulations and road construction standards

**Informational Summary:** Since 2018, Land Use Planning staff have been working with Public Works staff to review and recommend revisions to the county's regulations addressing partitions, subdivisions and road development standards. Some of the existing standards and requirements are out-of-date or reference sections of the code that no longer exist.

Primarily, the proposed revisions are to:

- update referenced ORS language and requirements
- eliminate or update outdated methodologies and practices
- update code citations and terminology.

Other revisions are intended to codify existing practices and to increase clarity and transparency for applicants seeking to divide property.

The most significant changes proposed relates to the road standard requirements in Table 3.2. The proposed changes would revise the minimum-required standards for roadway construction, in some cases increasing the required travel width. The road standards are proposed for revision in order to eliminate inconsistencies, provide clearer road standard definitions and to update the standards to modern requirements.

A notice was mailed to all property owners within unincorporated Clatsop County in early November, 2021 (NOTE: The mailing firm used by the County was not able to provide the exact date that the notices were mailed). Notice of the proposed amendments was provided to the Department of Land Conservation and Development on July 26, 2021.

The Planning Commission reviewed the proposed revisions during a work session item on April 13, 2021. The Planning Commission also conducted a public hearing on the proposed revisions at its November 9, 2021, meeting. The Planning Commission voted unanimously, 5-0, to recommend the Board approve the revisions as amended by information provided by Public Works on November 4, 2021. Those revisions have been incorporated into the exhibits attached to Ordinance 21-05 (**Exhibit A**). No members of the public spoke for or against the proposed revisions.

The Board reviewed the proposed amendments at a work session held on November 3, 2021. Two public hearings before the Board are scheduled for December 8, 2021, and January 12, 2022.

Significant revisions proposed to the code are noted on **Exhibit B**. Supporting rationale and explanatory remarks regarding these changes are also noted in **red** on the strikethrough / underline versions for each of these code sections. Clean versions of the revised code sections are included as **Exhibit C**.

**Fiscal Impact:** None

**Requested Action:**

Conduct the first reading of Ordinance 21-05, open the public hearing and take testimony, and continue the matter to January 12, 2022.

**Attachment List**

- A. Ordinance 21-05
- B. Significant Revisions Memo
- C. Clean formats of Sections 1.0500, 2.9000, and 3.9500-3.9800

# Board of Commissioners Clatsop County

## AGENDA ITEM SUMMARY

December 8, 2021

---

**Agenda Title:** Extension of Short-Term Rental Moratorium  
**Category:** Public Hearing  
**Presented By:** Gail Henrikson, Community Development Director

---

**Issue Before the Commission:** Extension of the current short-term rental moratorium which expires on December 29, 2021. The proposed extension would expire on April 28, 2022

**Informational Summary:** On August 25, 2021, the Board approved Ordinance 21-03, establishing a moratorium on the processing and issuance of new short-term rental licenses. The 120-day moratorium, which became effective September 1, 2021, will expire on December 29, 2021, unless the Board approves an extension.

Per ORS 197.520(4) the County's initial moratorium declaration was limited to 120 days because the area subject to the moratorium includes urban or urbanizable lands. ORS 197.520(4) establishes the following criteria that must be met in order for the moratorium to be extended:

- (a) The problem giving rise to the need for a moratorium still exists
- (b) Demonstration of reasonable progress to alleviate the problem giving rise to the moratorium
- (c) A specific duration for the extension is established.

The moratorium may be extended for a period of not longer than six months. Staff is requesting that the moratorium being extended for an additional 120 days from the current December 29, 2021, expiration. This request, if approved, would extend the moratorium through April 28, 2022.

Since the enactment of the moratorium, staff has conducted two public town hall meetings on September 24 and November 12 to obtain community input on the following topics:

- Parking
- Trash
- Noise
- Permit Transferability
- Permit Cost / Permit Length

- Occupancy limits
- Length of Stay
- Violations and Penalties
- Unsubstantiated Complaints

A third town hall meeting is scheduled for January 22, 2022. The final discussion topics will include:

- “Good Neighbor” standards
- Local representative / agent requirements
- Neighborhood notification requirements
- Zoning and STRs

Staff will present a draft of the recommended ordinance revisions to the Board at its work session on January 26. Two public hearings on the final revisions to the ordinance are scheduled for February 9 and February 23, 2022.

ORS 197.520(5) requires the County to provide notification of the proposed moratorium extension to the Department of Land Conservation and Development (DLCD) at least 14 days before the public hearing on the extension. Written notice was provided to DLCD on November 17, 2021

**Fiscal Impact:** Unknown

#### **Requested Action:**

“I move that the Board of Commissioners approve the resolution and order extending the moratorium on the licensing and processing of new short-term rental applications to April 28, 2022.”

#### **Attachment List**

- A. Resolution and Order
- B. DLCD Notice – November 17, 2021
- C. [September 24, 2021 Town Hall #1 Written Comments, Documents and Video](#)
- D. [November 12, 2021 Town Hall #2 Written Comment, Documents and Video](#)



# EXHIBIT A

## *Resolution and Order*

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

EXTENDING A SUSPENSION OF NEW )  
SHORT-TERM RENTAL LICENSE ) RESOLUTION AND ORDER  
PROCESSING UNDER CLATSOP COUNTY )  
CODE SECTION 5.12.010 – 5.12.120 )

## RECITALS

WHEREAS, the Clatsop County Board of Commissioners (Board) has received community input regarding health, safety and quality of life concerns related to the operation of short term rental units (STRs) within residential areas; and

WHEREAS, the Clatsop County Board of Commissioners (Board) has also received input from STR owners regarding false complaints, the role that STRs play in support of the local tourism economy, investment-backed expectations; and

WHEREAS, the Board at its June 1, 2021, work session directed staff to undertake a comprehensive review of licensing standards, program operations, enforcement actions and full implementation of new provisions of the licensing program for STRs, Clatsop County Code (CCC) Sections 5.12.010 through 5.12.120; and

WHEREAS, during this time the Board desires to suspend the processing of new licenses temporarily as set forth in this resolution while certain interim recommendations are reviewed and implemented, further longer term options are explored, and decisions are finalized for the update of the program requirements. This suspension is initially for a very limited timeframe while interim changes to the Code are developed and acted upon by the Board; and

WHEREAS, the proposed suspension of STR licensing would apply to all areas of unincorporated Clatsop County and the Urban Growth Boundary of the City of Gearhart, which is also subject to the requirements of Clatsop County Code Sections 5.12.010-5.12.120, but shall not apply within the boundaries of any incorporated city; and

1 WHEREAS, pursuant to ORS 197.520(3)(a) for urban or urbanizable land, the  
2 Board finds:

- 3 1) The application of existing development ordinance or regulations and  
4 other applicable laws are inadequate to prevent irrevocable public harm  
5 from STR licensing in unincorporated Clatsop County and applicable  
6 Urban Growth Boundaries;
- 7 2) The moratorium is sufficiently limited to ensure that a needed supply of  
8 affected housing types within unincorporated Clatsop County and  
9 applicable Urban Growth Boundaries are not unreasonably restricted by  
10 the adoption of the moratorium;
- 11 3) There is the potential for continued negative impacts to communities if  
12 STR licensing is not suspended during review of the licensing program  
13 and for increased conflict between community members and STR owners  
14 if a moratorium is not enacted;
- 15 4) The public harm that could be caused by failure to impose a moratorium  
16 outweighs any possible adverse effects on other local governments; that  
17 the moratorium will not result in a shift in demand for housing, economic  
18 development, public facilities and services on buildable lands; and will not  
19 impact the population distribution of unincorporated Clatsop County and  
20 applicable Urban Growth Boundaries; and
- 21 5) The County has sufficient resources are available to complete the  
22 development of needed interim or permanent changes in plans,  
23 regulations or procedures within the period of effectiveness of this  
24 moratorium; and

25 WHEREAS, pursuant to ORS 197.520(3)(b) for rural land, the Board finds:

- 26 1) That application of existing development ordinance or regulations and  
27 other applicable laws are inadequate to prevent irrevocable public harm  
28 from STR licensing in unincorporated Clatsop County and applicable  
29 Urban Growth Boundaries;
- 30 2) There is the potential for continued negative impacts to communities if  
31 STR licensing is not suspended during review of the licensing program

1 and for increased conflict between community members and STR owners  
2 if a moratorium is not enacted;

3 3) The moratorium is sufficiently limited to ensure that lots or parcels outside  
4 unincorporated Clatsop County and applicable Urban Growth Boundaries  
5 will not be restricted by the adoption of the moratorium; and

6 4) The County has established a work plan and time schedule for achieving  
7 the objectives of the moratorium; and

8 WHEREAS, on August 25, 2021, the Board of Clatsop County Commissioners  
9 adopted Ordinance 21-03, implementing suspension of new short term rental license  
10 processing under Clatsop County Code Section 5.12.010 – 5.12.120; and

11 WHEREAS, said suspension became effective on September 1, 2021, and will  
12 expire on December 29, 2021; and

13 WHEREAS, the County has conducted two public town hall meetings on  
14 September 24 and November 12, 2021, to discuss issues related licensing, occupancy,  
15 parking, noise, trash, violations, penalties and other topics related to short term rental  
16 licensing requirements; and

17 WHEREAS, the County is scheduled to conduct a final public town hall meeting  
18 on January 22, 2022, to discuss zoning issues, local representation, good neighbor  
19 policies, and neighborhood notification requirements; and

20 WHEREAS, the Board of Clatsop County Commissioners is scheduled to review  
21 the final recommended revisions at a work session on January 26, 2022, and at two  
22 public hearings on February 9 and February 23, 2022; and

23 WHEREAS, additional revisions to the Clatsop County Code and/or the Clatsop  
24 County Land and Water Development and Use Code may be required to fully implement  
25 any revisions to the County's short term rental licensing program; and

26 WHEREAS, the Board of Clatsop County Commissioners has determined that  
27 the suspension of short term rental license processing should be extended in order to  
28 complete its review and process all required revisions;

29  
30 NOW, THEREFORE IT IS HEREBY ORDERED:

1) The Clatsop County Department of Assessment and Taxation, the delegated licensing authority under CCC Sections 5.12.010-5.12.120, shall temporarily continue to suspend acceptance, processing, transference and issuance of short term rental licensing applications for owners and/or residences, except as noted below.

2) That exceptions to this extended suspension include, but may not be limited to, the following:

a. Currently pending or processing applications as of the date and time this Ordinance is adopted by the Board of Commissioners.

b. Other exceptions carrying forth the intent of this Ordinance and the County Code as determined solely in the discretion of the licensing authority after consultation with County Counsel.

3) That this Ordinance take effect on December 29, 2021, and terminate on April 28, 2022, pursuant to ORS 197.520(4), unless further extended by action of the Board or replaced with amendments to the County Code.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2021

BOARD OF COUNTY COMMISSIONERS  
FOR CLATSOP COUNTY, OREGON

---

Mark Kujala, Chair

Public Hearing: December 8, 2021

Effective Date: December 29, 2021



# EXHIBIT B

*DLCD Notice – November 17, 2021*

## Gail Henrikson

---

**From:** DLCD Plan Amendments <plan.amendments@dlcd.oregon.gov>  
**Sent:** Wednesday, November 17, 2021 10:24 AM  
**To:** Gail Henrikson  
**Subject:** Confirmation of PAPA Online submittal to DLCD

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

### Clatsop County

Your notice of a revised proposal for a change to a comprehensive plan or land use regulation has been received by the Oregon Department of Land Conservation and Development.

Local File #: STR Moratorium

DLCD File #: [002-21](#)

Original Proposal Received: 6/4/2021

Date of Revision: 11/17/2021

First Evidentiary Hearing: 12/8/2021

Final Hearing Date: 12/8/2021

Submitted by: ghenrikson

If you have any questions about this notice, please reply or send an email to [plan.amendments@dlcd.oregon.gov](mailto:plan.amendments@dlcd.oregon.gov).

# Board of Commissioners Clatsop County

## AGENDA ITEM SUMMARY

December 8, 2021

---

**Issue/ Agenda Title:** Ambulance Service Area Advisory (ASAA) Committee Reappointments

**Category:** Business Agenda

**Prepared By:** Tiffany Brown, Emergency Manager

**Presented By:** Tiffany Brown, Emergency Manager

---

**Issues Before the Commission:** Consider appointments to the ASAA Committee.

**Informational Summary:** The ASA Advisory Committee meets quarterly to review the ASA Plan, gather input, recommend revisions and hear concerns regarding the service provided by Medix. The Committee is facilitated by the County Emergency Manager and staffed by the Public Health Director and/or County Health Officer.

The following is current committee roster:

APPLICANTS			
Name	Commissioner District	Occupation	Term Expiration
Mark Reckmann	5	Fire Chief	6/30/24
Jill Tillotson	3	Registered Nurse	6/30/23
Duane Johnson	5	Realtor	6/30/23
CURRENT MEMBERS			
Joey Daniels	2	Fire Chief	6/30/2022
Duane Johnson	5	Realtor	6/30/2021
Esperanzita (Tita) Montero	2	Retired	6/30/2022
Regina Mysliwiec MD	3	Physician	3/10/2023
Jill Tillotson	3	Registered Nurse	6/30/2021
Lila Wickham	5	MRC Coordinator	3/10/2024
Thomas Duncan, MD	3	Physician	N/A

Tom Strecker	2	Medix Manager	N/A
Shannon Berry, MD.	3	Physician	7/2024

The ASAA Committee has one vacant and two expired positions. The expired terms consist of the “Citizen” position currently filled by Duane Johnson and the “Registered Nurse” position held by Jill Tillotson. Johnson and Tillotson were initially appointed in June 2015, reappointed to a 2<sup>nd</sup> term that expired in 6/30/21, and both are interested in serving a third term. Johnson and Tillotson also serve as committee Chair and Vice-Chair respectively.

The outstanding vacancy was created over the summer when Fire Defense Board Chief Joey Daniels indicated he would no longer be able to serve on the Committee. Cannon Beach Fire Chief Marc Reckmann recently applied to fill the vacancy.

At the 10/12/21 ASAA Committee meeting, the Committee voted unanimously to recommend the appointment of Reckmann to the Fire Representative position for a 1<sup>st</sup> term expiring 6/30/24, and to reappoint Johnson and Tillotson to the Citizen and Registered Nurse Position for 3<sup>rd</sup> terms expiring 6/30/23.

**Fiscal Impact:** None

### **Requested Action:**

*“Approve appointing Chief Mark Reckmann for a 3-year term and reappointing Duane Johnson and Jill Tillotson to the Ambulance Service Area Advisory Committee for another 2-year term.”*

### **Attachment List**

- A. Minutes from 10-12-21 ASAA Committee Meeting
- B. Original application - Johnson
- C. Original application - Tillotson
- D. Original application - Reckmann



# Clatsop County

## County Manager's Office

800 Exchange St., Suite 400

Astoria, Oregon 97103

[www.co.clatsop.or.us](http://www.co.clatsop.or.us)

Phone (503) 325-1000

Fax (503) 325-8325

---

## Minutes

### Ambulance Services Area Advisory Committee Meeting

Tuesday, October 12, 2021 at 1:00 p.m.

#### 1. Call to Order

The meeting was called to order at 1:05pm

#### 2. Attendance

Tita Montero, Marc Reckmann, Tom Strecker, Tiffany Brown, Pooka Morales, Gina Mysliwec, and Lila Wickham

#### 3. Approval of Agenda/Minutes

Mysliwec moved to approve, seconded by Strecker

#### 4. Old Business

Brown advised that Shannon Berry's appointment to the committee had been approved at a recent BCC meeting.

#### 5. New Business

- a. Review Medix Reports. Strecker advised that the quarterly reports were sent out to everyone. Strecker explained Zone 0 is the city limits of Astoria and Gearhart. August was a particularly busy month. This lists all 911 calls not only Medix calls. This reflects the Code 3 Emergency Calls. The numbers are up from last year and this has been the trend seen for some time
- b. COVID Impacts to EMS Personnel – Tom Strecker advised Medix is losing a total of 2 paramedics and 2 EMTs as Medix is not allowing exceptions for vaccinations. The requirement from Medix is that they be vaccinated in Full by Monday October 18. This will impact more than anything the ability to transfer out of county. That will drop down to 4 for peak staffing. They are trying to mitigate this by hiring. This is a nation-wide shortage that is occurring and a large number of people are leaving the field due to pandemic fatigue. There is a high turnover to begin with. The normal out flow with no inflow of new employees is a result of EMS schools being closed. BLS ambulance will be used to help mitigate. The Code 1 calls they have a high incident of being basic life support if we dispatch and the BLS using is available will respond with ALS. If paramedic deems it necessary to downgrade they will be transferred to the BLS unit to free up the ALS for 911 calls. An email explaining how everything will work is going out today.
- c. Committee Reappointments/Appointments
  - i. Duane Johnson- Johnson confirmed an interest with the caveat that Tillotson remain, possibly take Chair position. Montero made a motion and Mysliwec seconded to recommend Johnson for reappointment.



- ii. Chief Reckmann from Cannon Beach introduced himself, advised he had served on the Washington County ASAA for a number of years. Mysliwiec made a motion and Montero seconded to recommend Reckmann to the BCC for appointment.

**6. Member/Committee Reports**

- a. Chair. Duane Johnson - No Report.
- b. Medix. Tom Strecker – No Report.
- c. Citizen. Lila Wickham advised that the City of Cannon Beach is attempting to pass a food and beverage tax to support the Fire Department and City Hall. The restaurant Association is not supporting the effort.
- d. County Health Officer. Dr. Duncan - No Report.
- e. Physician Report. No report.
- f. Registered Nurse. No report.
- g. Fire Department Representative. No report.
- h. Public Health Director. No Report
- i. ASAA Committee Administrator. Tiffany Brown - Received a request for records from the new Lane County ASAA director who is looking to compare times with other coastal counties.

**7. Business from the Public.**

None.

**8. Next Meeting**

Tuesday, January 11, 2022 at 1:00 p.m.

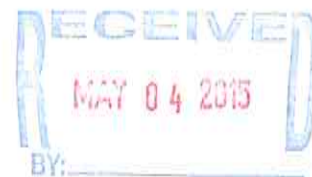
**9. Adjournment**

1:28 pm



## VOLUNTEER APPLICATION

Clatsop County, Oregon  
800 Exchange St., Suite 410, Astoria, Oregon 97103 (503) 325-1000



Thank you for your interest in volunteering with Clatsop County. Volunteers must be at least 16 years old. Please take a few moments to provide the following information:

Please Print:

Last Johnson First Duane Middle n

Home or Mailing Address: PO Box 924/ 232 W. Coos St

City: Cannon Beach State: Or Zip: 97110

Day Phone: 503-436-0451 Evening Phone: 503-436-1474 Fax: 503-436-2913

E-mail: duanejohnson2@yahoo.com Driver's license # and state: 769080, Oregon

Please list in order of preference the kind of volunteer jobs that interest you:

1. Ambulance Advisory 2. \_\_\_\_\_ 3. \_\_\_\_\_

Why are you interested in volunteering? To be involved in the community

Please briefly describe your pertinent experience, training or skills. (Having no previous experience or training will not disqualify you for volunteering.):

Volunteer Fire Fighter, EMT training, 20 years retired

Previous volunteer experience: Seaside School District Board of Directors, 22 years

What days and times are you available to work? most any time

List the maximum hours per week you are willing to volunteer: 8

Most volunteer work requires a commitment of time. Please tell us for how long you would be available.

Please choose a timeframe: ☐ 1-3 months ☐ 6-12 months ☒ One year plus ☐ Special project/event

Will your volunteerism fulfill any obligation of the following?: ☒ Community Service ☐ Work-study ☐ Job Training

Are you currently volunteering with the county in any other capacity? no

Do you have any relatives working or volunteering with the county? no

Please list any accommodations you would require or any limitations we should be aware:

none

**Please be advised that if you volunteer to work with or around children a background investigation may be required prior to your application being approved.**

My signature below affirms that all information is true and correct to the best of my knowledge and that I understand any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration or, subsequent to my acceptance as a volunteer with the county, may result in my dismissal. Information you provide on this application may become part of the public record.

Volunteer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY:

Application: ☒ Accepted ☐ Denied Reason: \_\_\_\_\_

Department Placed: \_\_\_\_\_ Start date: \_\_\_\_\_ End Date: \_\_\_\_\_



# VOLUNTEER APPLICATION

Clatsop County, Oregon  
800 Exchange St., Suite 410, Astoria, Oregon 97103 (503) 325-1000

Thank you for your interest in volunteering with Clatsop County. Volunteers must be at least 16 years old. Please take a few moments to provide the following information:

Please Print:

Last Tillotson First Jill Middle E

Home or Mailing Address: 90975 Hwy 202

City: Astoria State: OR Zip: 97103

Day Phone: 503-338-4017 Evening Phone: 503-338-8369 Fax: 503-338-7588

E-mail: jill\_tillotson@columbia Driver's license # and state: 6936602 OR  
memridl.org

Please list in order of preference the kind of volunteer jobs that interest you:

1. ambulance 2. \_\_\_\_\_ 3. \_\_\_\_\_

Why are you interested in volunteering? public service, networking

Please briefly describe your pertinent experience, training or skills. (Having no previous experience or training will not disqualify you for volunteering.):  
ED RN Manager

Previous volunteer experience: nothing current

What days and times are you available to work? fairly open

List the maximum hours per week you are willing to volunteer: 2

Most volunteer work requires a commitment of time. Please tell us for how long you would be available.  
Please choose a timeframe: ☐ 1-3 months ☐ 6-12 months ☒ One year plus ☐ Special project/event

Are you currently volunteering with the county in any other capacity? ☒

Do you have any relatives working or volunteering with the county? ☒

Please list any accommodations you would require or any limitations we should be aware of:

Please be advised that if you volunteer to work with or around children, or if you volunteer to be a citizen member of the Public Safety Coordinating Council, a background investigation may be required prior to your application being approved.

My signature below affirms that all information is true and correct to the best of my knowledge and that I understand any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration or, subsequent to my acceptance as a volunteer with the county, may result in my dismissal. Information you provide on this application may become part of the public record.

Volunteer's Signature: [Signature] Date: 5-18-15

OFFICE USE ONLY:

Application: ☒ Accepted ☐ Denied Reason: \_\_\_\_\_

\_\_\_\_\_ Start date: \_\_\_\_\_ End Date: \_\_\_\_\_

Agenda Item #13. COPY TO HUMAN RESOURCES.



## CLATSOP COUNTY COMMITTEE, BOARD OR COMMISSION APPLICATION

Submitted on Tue, 09/28/2021 - 11:24 AM

Submitted by: Visitor

Submitted values are:

**Date**

Tue, 09/28/2021 - 00:00

**Applicant Information**

Marc Reckmann

188 Sunset Boulevard

PO Box 24

CANNON BEACH

[mreckmann@cbfire.com](mailto:mreckmann@cbfire.com)

15034362949

**Current Occupation**

Fire Chief, Cannon Beach Fire

**Years Resident of County**

4

**In which Commissioner District do you reside?**

5

**Committee, Board or Commission Applied For**

ASAA

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

Washington County EMS committee. Fire Chief Cannon Beach Fire District. 27 years in fire/EMS

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

Taking over as the Fire Defense Representative.

View this submission online using the link below:

[https://www.co.clatsop.or.us/node/19541/webform/submissions/608?token=PUYEcmCBJqZIYSEhrNhwmp9SxvZoPn4Glqxf2\\_84\\_1g](https://www.co.clatsop.or.us/node/19541/webform/submissions/608?token=PUYEcmCBJqZIYSEhrNhwmp9SxvZoPn4Glqxf2_84_1g)

# Board of Commissioners Clatsop County

## AGENDA ITEM SUMMARY

December 8, 2021

---

**Issue/ Agenda Title:** Contribution to Vietnam Veteran's War Memorial – State Capitol Grounds  
**Category:** Business Agenda  
**Prepared By:** Don Bohn, County Manager  
**Presented By:** Don Bohn, County Manager

---

**Issues Before the Commission:** Consider contribution to the Vietnam War Memorial Fund (non-profit (501(c)3)).

**Informational Summary:** Clatsop County received a request from the non-profit Vietnam War Memorial Fund for a contribution towards construction of a memorial at the State Capitol. In July, Governor Brown signed Senate Bill 319, establishing the memorial on the Oregon State Capitol Grounds to the south of the World War II Memorial. As part of extensive public and private fundraising efforts, the Fund has reached out to Oregon Counties for support. To date, three Counties have approved \$5,000 contributions, including: Klamath, Linn and Lincoln.

With a funding goal of nearly \$3 million, it is recommended that the Board of Commissioners consider a contribution of \$5,000. Of the 58,318 war related deaths, 710 were Oregonians. This memorial will honor those who made the ultimate sacrifice, those who served and returned home, and the families, friends and communities who supported their service.

**Fiscal Impact:** \$5,000 from General Fund resources included in the FY 21-22 adopted budget to fund outside organizations.

**Options to Consider:**

1. Approve proposed contribution.
2. Do not approve proposed contribution.

**Staff Recommendation:** Option #1

**Recommended Motion:**

*"I move that the Board approve a \$5,000 contribution to the Vietnam War Memorial Fund along with the budget adjustment to remain in compliance with Oregon Budget Law per ORS 294.463 and authorize the Chair to sign."*

**Attachment List**

- A. Schematic of Vietnam War Memorial Design



IN THE BOARD OF COUNTY COMMISSIONERS  
FOR CLATSOP COUNTY, OREGON

In the matter of the adjustment of the fiscal	)	
year 2021-22 budget and appropriations by	)	RESOLUTION AND ORDER
authorizing transfer of appropriations between	)	
organizational units within a fund, per	)	
ORS 294.463.	)	

It appearing to the Board that there is a need to make adjustments in the fiscal year 2021-22 budget by transferring appropriations between organizational units within a fund;

Where as the need for said adjustments, the purpose of the authorized expenditures and the amount of appropriations adjustments, is more particularly described in the Schedule of Revenue and Appropriation Adjustments attached hereto and incorporated herein as Schedule "A"; and

Where as it appearing to the Board that such adjustments are allowed pursuant to ORS 294.463; now, therefore, it is

RESOLVED AND ORDERED that the Schedule of Revenue and Appropriation Adjustments attached hereto as Schedule "A" be approved.

ADOPTED AND APPROPRIATED this 8th Day of December, 2021.

BOARD OF COUNTY COMMISSIONERS  
FOR CLATSOP COUNTY, OREGON

\_\_\_\_\_  
Mark Kujala, Chair

Schedule A

2021-2022 Budget Adjustments

**I. ADJUSTMENTS INVOLVING A TRANSFER OF APPROPRIATIONS BETWEEN ORGANIZATIONAL UNITS WITHIN A FUND**

<b><u>ORGANIZATION UNIT/FUND</u></b>	<b><u>INCREASE</u></b>	<b><u>DECREASE</u></b>
Dues & Special Assessments –Cont. to Outside Agencies 001/1990/82-3575	\$5,000	
Dues & Special Assessments – Contingency 001/9900/82-9901		\$5,000

Comment: Clatsop County has received a request to make a \$5,000 contribution to the Vietnam War Memorial Fund to go towards the construction of a memorial at the State Capital. It is recommended that the Board of Commissioners consider a contribution of \$5,000. This budget adjustment is necessary to remain in compliance with Oregon Budget Law.

# Board of Commissioners Clatsop County

## AGENDA ITEM SUMMARY

December 8, 2021

---

**Agenda Title:** Appeal of Hearings Officer Decision – Brotherton/McConahay CUP  
**Category:** Business Agenda  
**Presented By:** Ian Sisson, Senior Planner

---

**Issue Before the Commission:** Board of Commissioners order stating the scope of review for an appeal of the Hearings Officer's decision (#21-000563) on the Brotherton/McConahay Conditional Use Permit application #21-000002.

**Informational Summary:** On January 5, 2021, Kathren Rusinovich of Windermere Community Realty, on behalf of property owners Joy Brotherton and Janice McConahay, submitted a conditional use application to establish a single-family dwelling on a parcel of land in the Exclusive Farm Use Zone (EFU) near the unincorporated rural community of Knappa. The application was deemed incomplete by staff on January 26, 2021. After receiving additional information from the applicant, the application was deemed complete on April 16, 2021.

Note: this application was submitted when the Land and Water Development and Use Ordinance 80-14 (LWDUO) was in effect, prior to adoption of Ordinance 20-03; therefore, the applicable code provisions referenced in this document will be from the LWDUO. No criteria used to review this application were changed with the adoption of Ordinance 20-03.

The subject property is identified as Township 8 North, Range 7 West, Section 18, Tax Lot 700, approximately 4.0 acres in size, located at the northwest corner of the Waterhouse Road / Old Highway 30 intersection. According to soil survey data from the United States Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS), the subject property is predominately composed of Mues Medial Silt Loam (45A), 0 to 3 percent slopes, which is rated as a Class II soil for agricultural capability. Pursuant to LWDUO Section 1.030, property composed predominately of Class II soils constitutes "high value farmland." According to County Assessor records, the property has historically been managed for timber production and is under a special tax assessment.

The applicant requested conditional use approval to develop the subject property with a dwelling, pursuant to LWDUO Section 3.563(22), which provides for the establishment of one single-family dwelling on a lawfully created lot or parcel, subject to a Type II procedure and Standards Document sections S3.508(2) and S3.512.

A Notice of Decision for Conditional Use Permit application #21-000002 was issued on August 13, 2021 (**Exhibit A**), denying the application. Based on the findings presented in the staff report attached to the Notice of Decision, the proposal satisfied most of the applicable criteria; however, the evidence in the record did not support a determination that the subject property cannot practicably be managed for farm use, by itself or in conjunction with other land. Because the subject property is identified as high value farmland, this is a requirement (Standards Document S3.512(3) and OAR 660-033-130(3)(C)).

With regard to the practicability of farm use on the subject property, and/or in conjunction with other land, the appellants described natural and physical features they say create barriers that isolate the property from nearby farmland and that would make farm use generally difficult (e.g. road and creek frontages, slopes). However, in written testimony provided to the Planning Division, the appellants acknowledged that “a very small portion of the 4-acre subject property would be able to be practicably managed for farm use,” and that “2+ acres” of the property could be put to farm use, but that the property would not support profitable “commercial agriculture.”

In related caselaw, the Oregon Land Use Board of Appeals (LUBA) established that “...the impracticability standard is a demanding one. *Jackson County Citizens League v. Jackson County*, 38 Or LUBA 357, 365 (2000); *1000 Friends of Oregon v. Yamhill County*, 27 Or LUBA 508, 519 (1994). Farm use is not ‘impracticable’ simply because it is not easy to manage the subject property for farm use and obstacles must be overcome to do so.” *Friends of Linn County v. Linn County*, 39 Or LUBA 627. In the same case, LUBA held that the impracticability standard does not apply exclusively to commercial-scale agricultural enterprises. Rather, that the minimum gross income levels established by the legislature in ORS 308A.071(2)(a) for non-EFU-zoned parcels to qualify for a special assessment are the best available indication of the level of gross income that the legislature believes demonstrates “practicable” farm use. For a property less than six acres in size, the requirement for annual gross income from farming under ORS 308A.071(2)(a) is \$650. Considering the appellants stated that a portion of the property would be suitable for farm use, in order to demonstrate the property “cannot practicably be managed for farm use,” it would need to be shown that the usable area is not capable of generating at least \$650 of annual gross income related to farming. Staff determined, based on research of farming in northeastern Clatsop County and information from the Oregon State University Extension

Service (OSU), that there are various farm uses which could be supported on the subject property – such as production of Christmas trees, fresh market vegetables, various berries, rhubarb, garlic, cut flowers - that would generate well over \$650 of annual gross revenue. For example, according to Chip Bubl, a small farm specialist for OSU, fresh market vegetables or cut flowers could generate \$4,000 - \$7,000 per acre in gross annual revenue. There are examples of farms in the Knappa-Svensen area which successfully produce these types of crops on small plots of land and sell them to restaurants, grocery stores, and at local markets. Based on the caselaw and research of farming in the area, staff concluded that the property can be practicably managed for farm use. Because the applicant did not provide substantial evidence to demonstrate that the property cannot, the application could not be approved.

On August 24, 2021, Joy Brotherton and Janice McConahay filed a Notice of Appeal. The grounds for the appeal, as stated by the appellants, were:

1. A lot of record determination shall not be restricted from the legal right and intent to build.
2. The soil survey the County is relying on is out of date and does not reflect current soil conditions.
3. Smaller lots considered as high value farmland have been approved for residential construction.

A de novo public hearing was conducted before the Hearings Officer on September 17, 2021. Hilary Foote, Farm/Forest Specialist for the Department of Land Conservation and Development (DLCD), submitted written comments in support of the County's August 13, 2021, Notice of Decision and confirmed the subject property was correctly identified as high value farmland. On October 12, 2021, the Hearings Officer issued a Notice of Decision denying the appeal, adopting staff's findings and conclusions contained in the original Notice of Decision (**Exhibit B**).

On October 25, 2021, Joy Brotherton and Janice McConahay filed a timely Notice of Appeal of the Hearings Officer's decision (**Exhibit C**). The grounds for the appeal described by the appellants are:

- 1) Extraordinary circumstances exist that preclude the subject property from being put to farm use without undue hardship.
- 2) The property owners have had difficulty restocking the site with merchantable timber after a harvest in 2013.
- 3) The subject property has been owned by the same family since the 1950s and the owners have had hopes of eventually developing the property as a home site.
- 4) The appellants believe the criteria have been met and that the subject property is generally unsuitable for commercial farm use, by itself or in conjunction with other land.



Per Section 2.245, LWDUO, The Board of Commissioners shall issue an order stating the scope of review of the appeal to be limited to one of the following:

- 1) Denying review.
- 2) Restricting review to the record made by the hearing body.
- 3) Limit review to such issues as the Board of Commissioners determines necessary for a proper resolution of the matter.
- 4) De novo hearing on the merits.

Staff has reviewed the appeal materials submitted by the appellants and determined that the materials do not substantially augment the arguments or evidence provided with the original application or first appeal. Staff contacted the appellants to confirm whether any additional information would be provided. The appellants responded that they hoped to provide testimony that was not available previously, from an attorney and/or a soils expert, but no further details on the scope of that testimony were given, so no response can be provided by staff.

Based on the lack of substantive new information associated with this appeal request, staff's position is that the matter does not warrant further hearing and recommends the Board of Commissioners summarily affirm the October 12, 2021, Hearings Officer's decision and deny the appeal.

**Fiscal Impact:** Undetermined

**Requested Action:**

"I move to summarily affirm the October 12, 2021, decision of the Clatsop County Hearings Officer, and deny the appeal request."

**Attachment List**

- A. August 13, 2021, staff Notice of Decision
- B. October 12, 2021, Hearings Officer's Notice of Decision
- C. October 25, 2021, Notice of Appeal by Joy Brotherton and Janice McConahay