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# TILLAMOOK COUNTY BOARD OF COMMISSIONERS NOTICE OF MEETING AGENDAS

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## BOARD OF COMMISSIONERS

**Erin D. Skaar**, Chair  
*eskaar@co.tillamook.or.us*

**Mary Faith Bell**, Vice-Chair  
*mfbell@co.tillamook.or.us*

**David Yamamoto**, Commissioner  
*dyamamoto@co.tillamook.or.us*

## CONTACT

Tillamook County Courthouse  
201 Laurel Avenue  
Tillamook, Oregon 97141  
503.842.3403  
[www.co.tillamook.or.us](http://www.co.tillamook.or.us)

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## COMMUNITY UPDATE MEETING

**Tuesday, October 31, 2023 at 8:00 a.m.**  
*Teleconference and KTIL-FM at 95.9*

## BOARD MEETING

**Wednesday, November 1, 2023 at 9:00 a.m.**  
**Board of Commissioners' Meeting Room 106**  
*County Courthouse, Teleconference, and Live Video at [tctvonline.com](http://tctvonline.com)*

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## AGENDAS

### **COMMUNITY UPDATE – 2023-10-31 COMMUNITY UPDATE AUDIO.MP4**

CALL TO ORDER: Tuesday, October 31, 2023 8:00 a.m.

1. 00:29 Welcome and Board of Commissioners' Roll Call
2. 00:55 Adventist Health Tillamook
3. 03:51 Coastal Caucus
4. 30:04 Tillamook County Community Health Center
5. 31:52 Tillamook Family Counseling Center
6. 33:41 Sheriff's Office
7. 34:29 Emergency Management
8. 37:39 Board of Commissioners
9. Cities
  - 55:15 Manzanita
  - 57:02 Rockaway Beach
  - 58:26 Garibaldi
  - 59:58 Tillamook
  - 1:06:14 South County

**ADJOURN – 9:08 a.m.**

## **MEETING – 2023-11-01 BOCC MEETING AUDIO.MP4**

CALL TO ORDER: Wednesday, November 1, 2023 9:01 a.m.

1. 00:12 Welcome & Request to Sign Guest List
2. 02:06 Pledge of Allegiance
3. ----- Public Comment: There were none.
4. 02:29 Non-Agenda Items:  
Commissioner Skaar Attending Remotely; Agenda Item Postponed; Unscheduled Agenda Item/Commissioner Mary Faith Bell

### **PRESENTATION**

5. 03:02 Tillamook Working Lands and Water Cooperative/Kristin Rasmussen, Director of Public Affairs, Hampton Lumber

### **LEGISLATIVE – ADMINISTRATIVE**

6. 29:40 Discussion and Consideration of the Board's Approval to Authorize a Community Service Program Agreement Template and Authorizing Lieutenant Ahnie Seaholm to Sign Future Agreements/Lieutenant Ahnie Seaholm, Sheriff's Office

A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with three aye votes. The Board approved the template.

7. 50:02 Discussion and Consideration of Personal Services Agreement 23/24-011 with Center for Health and Well-Being, LLC for Full-Spectrum Stepped Care Integrated Behavioral Health Development Services/Commissioner Erin Skaar

A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with three aye votes. The Board signed the agreement.

8. 52:16 Discussion and Consideration of the Third Amendment to 2023-2025 Intergovernmental Agreement #180028 with Oregon Health Authority for the Financing of Public Health Services/Commissioner Erin Skaar

A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with three aye votes. The Vice-Chair signed the amendment.

9. 54:04 Discussion and Consideration of a Commercial Lease with Tracy S. Riggert and Todd R. Riggert for Property Located at 801 Ivy Avenue, Suite B, Tillamook, Tillamook County, Oregon/Commissioner Erin Skaar

A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with three aye votes. The Board signed the lease.

10. 55:40 Discussion and Consideration of an Order in the Matter of Appointing Members to the Tillamook County Housing Commission/Sarah Absher, Director, Department of Community Development

A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with three aye votes. The Board signed Order #23-072.

11. 59:40 Discussion and Consideration of a Professional Services Agreement with Nossa Norman Design Studio for the Pacific City Dorymen's Heritage Museum Conceptual Design Project/Rachel Hagerty, Chief of Staff

A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with three aye votes. The Board signed the agreement.

12. ----- Discussion and Consideration of a Prevailing Wage Contract for Construction with Columbia Cascade-Construction, Inc. for the District Attorney Office Remodel Project/Rachel Hagerty, Chief of Staff

**AGENDA ITEM POSTPONED**

13. 1:09:35 Discussion and Consideration of a Lease Agreement with Community Action Resource Enterprises, Inc. for the Lease of Real Property Located in the SW 1/4 of the NW 1/4 of Section 30, Township 1 South, Range 9 West of the Willamette Meridian, Tillamook County, Oregon for a Shelter Program/Rachel Hagerty, Chief of Staff

A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with three aye votes. The Board signed the agreement.

14. 1:13:32 Discussion and Consideration of a Cycle Oregon Grant Application for Ten Electric Bike Charging Stations at the Parking Lot located at 33100 Cape Kiwanda Drive, Pacific City, Oregon/Rachel Hagerty, Chief of Staff

A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with three aye votes. The Board approved the application.

**UNSCHEDULED:**

- 1:18:17 **Public Hearing:** Concerning Dissolving the Beaver Water District, Tillamook County/Rachel Hagerty, Chief of Staff

- 1:18:24 Dissolution or Continuation of Beaver Water District/Rachel Hagerty, Chief of Staff

- 1:26:57 Opened Public Hearing

- 1:27:57 Estimated Reports' Completion and Hiring Auditor/Heidi Reid, Beaver Water District

- 1:31:22 Beaver Water District Board of Directors' Lack of Knowledge/Jason McKillip, Director, Beaver Water District Board of Directors

- 1:32:56 Past Staff's Statements, Board Member's Discovery of Dissolution of District in Newspaper/Rachel Hagerty, Chief of Staff
- 1:33:21 Closed Public Hearing
- 1:34:27 Consideration of Continuation or Termination of the Beaver Water District/Rachel Hagerty, Chief of Staff

A motion was made by Commissioner Yamamoto and seconded by Chair Skaar. The motion passed with three aye votes. The Board found that the District was operating as an active district, that there is a need for the District, and that the public hearing be continued to January 17, 2024 at 10:00 a.m. at which time the reports required under ORS 294.458, ORS 297.405, and 297.555 are properly filed.

15. ----- Board Concerns: There were none.
16. Board Announcements:  
1:36:10 Referred public to the Board of Commissioners' Website/Commissioner Mary Faith Bell

**Vice-Chair Bell recessed the meeting at 10:38 a.m. to go into executive session pursuant to ORS 192.660(2)(d)**

**Vice-Chair Bell reconvened the meeting at 11:25 a.m. – 2023-11-01 BOCC MEETING AUDIO PART II.MP4**

**ADJOURN – 11:25 a.m.**

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## **JOIN THE BOARD OF COMMISSIONERS' MEETINGS**

The board is committed to community participation and provides opportunity for public attendance during meetings via in-person and teleconference.

- **Community Update Meetings: Tuesdays at 8:00 a.m.**
  - Teleconference: Dial 971-254-3149, Conference ID: 736 023 979#
  - Radio: KTIL-FM at 95.9
  
- **Board Meetings: Wednesdays at 9:00 a.m.**
  - County Courthouse: Board of Commissioners' Meeting Room 106, 201 Laurel Avenue, Tillamook
  - Teleconference: Dial 971-254-3149, Conference ID: 736 023 979#
  - Live Video: [tctvonline.com](http://tctvonline.com)

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## **MEETING INFORMATION AND RULES**

- Matters for discussion and consideration by the board shall be placed on an agenda prepared by the staff and approved by the board chair. Any commissioner may request items on the agenda.
- Public hearings are formal proceedings publicized through a special public notice issued to media and others. Public hearings held by the board are to provide the board an opportunity to hear from the public about a specific topic. Public hearings are therefore different regarding audience participation at board meetings.
- Commissioners shall be addressed by their title followed by their last name.
- Commissioners shall obtain approval from the chair before speaking or asking questions of staff, presenters, and public. As a courtesy, the chair shall allow an opportunity, by the commissioner who has the floor, to ask immediate follow-up questions.
- A majority of the board shall constitute a quorum and be necessary for the transaction of business.
- All board meeting notices are publicized in accordance with public meeting laws.
- All board meetings shall commence with the Pledge of Allegiance.
- The chair will utilize the gavel as needed to maintain order, commence and adjourn meetings, and signal approval of motions.
- The board reserves the right to recess to executive session as may be required at any time during these meetings, pursuant to ORS 192.660(1).
- The courthouse is accessible to persons with disabilities. If special accommodations are needed for persons with hearing visual, or manual impairments who wish to participate in the meeting, contact (503) 842-3403 at least 24 hours prior to the meeting so that the appropriate communications assistance can be arranged.

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## **PUBLIC COMMENT**

- Providing public comment is an opportunity for constituents to be heard and express their views to the board.
- The board allows public comment at board meetings during the public comment period designated on the agenda.
- Comments are limited to one per person and per agenda item.
- Comments must be related to the agenda item(s) previously registered to comment on.
- The allotted time for public comments is two minutes per person; this time may not be allotted to another speaker. The chair may, at their sole discretion, further limit or expand the amount of time.
- The public comment opportunity is not a discussion, debate, or dialogue between the speaker and the board, which may or may not respond.
- Members of the public do not have the right to disrupt the meeting; the board may prohibit demonstrations such as booing, hissing, or clapping.
- Remarks containing hate speech, profanity, obscenity, name calling or personal attacks, defamation to a person, people, or organization, or other remarks the board deems inappropriate will not be allowed.
- Failure to follow all rules and procedures may result in not being able to provide public comment and/or being removed from the meeting.

### **In-Person Procedures**

- Sign in before the meeting begins and indicate your desire to provide public comment and which agenda item you would like to comment on. When your name is announced, please come forward to the table placed in front of the dais and for the record, first identify yourself, area of residence, and organization represented, if any.

### **Virtual Procedures**

- Register by sending an email to [publiccomments@co.tillamook.or.us](mailto:publiccomments@co.tillamook.or.us) by 12:00 p.m. on the Tuesday prior to the board meeting. The email must contain all of the following information:
  - Full name, area of residence, and phone number.
  - Agenda item(s), you wish to comment on.
- Once registered, and before the start of the meeting, board staff will email a Microsoft Teams meeting link.
- When logged in to the meeting you must remain muted with your camera off until your name is called, then you unmute and turn on your camera.
- The chair may require those providing virtual comment to turn on their camera while providing comment or testimony.

### **Written Procedures**

- Written comments may be mailed to 201 Laurel Avenue, Tillamook, Oregon 97141 or emailed to: [publiccomments@co.tillamook.or.us](mailto:publiccomments@co.tillamook.or.us).
- Written comments received by 12:00 p.m. on the Tuesday prior to the board meeting will be distributed to the board and posted online. All written comments submitted become part of the permanent public meeting record.

## **AGENDAS**

### **COMMUNITY UPDATE**

CALL TO ORDER: Tuesday, October 31, 2023 8:00 a.m.

1. Welcome and Board of Commissioners' Roll Call
2. Adventist Health Tillamook
3. Coastal Caucus
4. Tillamook County Community Health Center
5. Nehalem Bay Health Center & Pharmacy
6. Tillamook Family Counseling Center
7. Sheriff's Office
8. Emergency Management
9. Board of Commissioners
10. Cities
  - a. Manzanita
  - b. Nehalem
  - c. Wheeler
  - d. Rockaway Beach
  - e. Garibaldi
  - f. Bay City
  - g. Tillamook
  - h. South County

### **ADJOURN**



## **MEETING**

CALL TO ORDER: Wednesday, November 1, 2023 9:00 a.m.

1. Welcome & Request to Sign Guest List
2. Pledge of Allegiance
3. Public Comment
4. Non-Agenda Items

## **PRESENTATION**

5. Tillamook Working Lands and Water Cooperative/Kristin Rasmussen, Director of Public Affairs, Hampton Lumber

## **LEGISLATIVE – ADMINISTRATIVE**

6. Discussion and Consideration of the Board's Approval to Authorize a Community Service Program Agreement Template and Authorizing Lieutenant Ahnie Seaholm to Sign Future Agreements/Lieutenant Ahnie Seaholm, Sheriff's Office
7. Discussion and Consideration of Personal Services Agreement 23/24-011 with Center for Health and Well-Being, LLC for Full-Spectrum Stepped Care Integrated Behavioral Health Development Services/Marlene Putman, Administrator, Health and Human Services
8. Discussion and Consideration of the Third Amendment to 2023-2025 Intergovernmental Agreement #180028 with Oregon Health Authority for the Financing of Public Health Services/Marlene Putman, Administrator, Health and Human Services
9. Discussion and Consideration of a Commercial Lease with Tracy S. Riggert and Todd R. Riggert for Property Located at 801 Ivy Avenue, Suite B, Tillamook, Tillamook County, Oregon/Marlene Putman, Administrator, Health and Human Services
10. Discussion and Consideration of an Order in the Matter of Appointing Members to the Tillamook County Housing Commission/Sarah Absher, Director, Department of Community Development
11. Discussion and Consideration of a Professional Services Agreement with Nossa Norman Design Studio for the Pacific City Dorymen's Heritage Museum Conceptual Design Project/Rachel Hagerty, Chief of Staff
12. Discussion and Consideration of a Prevailing Wage Contract for Construction with Columbia Cascade-Construction, Inc. for the District Attorney Office Remodel Project/Rachel Hagerty, Chief of Staff

13. Discussion and Consideration of a Lease Agreement with Community Action Resource Enterprises, Inc. for the Lease of Real Property Located in the SW 1/4 of the NW 1/4 of Section 30, Township 1 South, Range 9 West of the Willamette Meridian, Tillamook County, Oregon for a Shelter Program/Rachel Hagerty, Chief of Staff
14. Discussion and Consideration of a Cycle Oregon Grant Application for Ten Electric Bike Charging Stations at the Parking Lot located at 33100 Cape Kiwanda Drive, Pacific City, Oregon/Rachel Hagerty, Chief of Staff
15. Board Concerns
16. Board Announcements

## **ADJOURN**

### **OTHER MEETINGS AND ANNOUNCEMENTS**

The Commissioners will attend a Port of Garibaldi Workshop on **Monday, October 30, 2023** at **1:00 p.m.** The workshop will be held at the Port of Garibaldi Meeting Room, 402 S. 7<sup>th</sup> Street, Garibaldi, Oregon. The teleconference number is 1-971-254-3149, Conference ID: 273 005 055#.

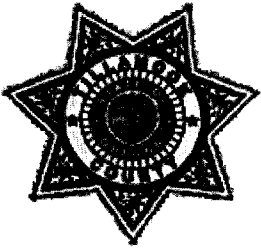
The Commissioners will hold a Board Briefing on **Wednesday, November 1, 2023** at **2:00 p.m.** to discuss weekly Commissioner updates. The meeting will be held in the Board of Commissioners' Meeting Room 106 in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook, Oregon. The teleconference number is 1-971-254-3149, Conference ID: 736 023 979#.

The Commissioners will attend a ribbon-cutting ceremony on **Monday, November 6, 2023** at **1:00 p.m.** to re-open Cape Meares Loop Road, located off of Highway 131 in Oceanside, Oregon or off of Bayocean Road in Tillamook, Oregon. The ceremony will take place at the Viewpoint located near the summit of the new 1.7-mile road alignment. Light refreshments will be provided for guests.

**Veterans Day** is an observed holiday for the County and the Oregon State Circuit Court. All County offices in the Tillamook County Courthouse and the Tillamook County Library, administrative offices in the Jail and Justice Facility, Public Works Department, Department of Community Development, Surveyor's Office, and the Health and Human Services Department and clinics, and the Circuit Court, will be **CLOSED** on **Friday, November 10, 2023.**

The Commissioners will attend the annual Association of Oregon Counties Conference in Eugene from **Monday, November 13, 2023** through **Friday, November 17, 2023.**

There is **NO** Commissioners' Board meeting scheduled for **Wednesday, November 15, 2023** at **9:00 a.m.** and **NO** Board Briefing scheduled for **Wednesday, November 15, 2023** at **2:00 p.m.**



# TILLAMOOK COUNTY SHERIFF'S OFFICE

## CONSERVATORS OF THE PEACE

Sheriff Joshua Brown

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### TILLAMOOK COUNTY AND PLACEMENT AGENCY COMMUNITY SERVICE PROGRAM AGREEMENT

This Community Service Program Agreement (the "Agreement") is made and entered into by and between Tillamook County Community Corrections, and "**NON-PROFIT AGENCY EXAMPLE CONTRACT**", hereinafter called "Placement Agency". For consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

#### I. PURPOSE

- A. This Agreement is to initiate and establish a relationship between Placement Agency and Tillamook County. This Agreement dictates the relative responsibilities of the parties for monitoring, supervising, and reporting the participation of Tillamook County Community Corrections clients in court-ordered community service activities.

#### II. DEFINITIONS

- A. "Community Service" as defined by Oregon Revised Statutes, means uncompensated labor for an agency whose purpose is to enhance physical or mental stability, environmental quality or the social welfare.
- B. "Community Service Client" or "Client" is defined herein as a Justice Involved Individual upon whom a court or a parole and probation officer has sentenced or imposed a condition to perform a specific number of hours of Community Service and is supervised by the Tillamook County Community Corrections.
- C. "Placement Agency" means a nonprofit organization or public body agreeing to accept Community Service Clients ("Clients") from Tillamook County Community Corrections and report on the progress of ordered Community Service to the Court or its delegate, the Tillamook County Community Corrections.
- D. "Community Service Time Sheet" is a sheet that is provided to the Placement Agency to keep track of hours worked by the referred client.

#### III. PROGRAM DESCRIPTION

- A. Tillamook County Community Corrections will interview and screen Justice Involved Individuals upon whom a court or a parole and probation officer has sentenced or imposed a condition to perform a specific number of hours of Community Service work. In cooperation with participating placement agencies, Tillamook County Community



# **TILLAMOOK COUNTY SHERIFF'S OFFICE**

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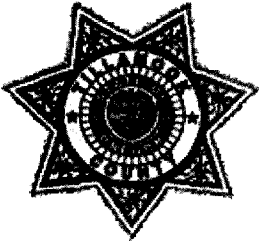
Corrections will assign Clients to Placement Agencies to perform the required Community Service work by a specific date. Tillamook County Community Corrections monitors monthly progress and works with Placement Agencies to assist with Clients. Based on information supplied by Placement Agencies, Tillamook County Community Corrections will report to the court or the sanctioning authority concerning the Clients' compliance with the terms of their Community Service obligations.

#### **IV. EFFECTIVE DATE AND DURATION**

Placement Agency's services will begin on the date that this Agreement is signed by all parties. Unless earlier terminated or extended, this contract shall expire one year from date this agreement is fully signed, or 30 days after either party gives written notice to the other of its intent to terminate this Agreement.

#### **V. TILLAMOOK COUNTY RESPONSIBILITIES**

- A. Tillamook County Community Corrections will describe the program to the Placement Agency contact/designee and will ascertain any required/pertinent information about the Placement Agency.
- B. Tillamook County Community Corrections will maintain its internal information concerning the Placement Agency and Placement Agency resource files.
- C. Tillamook County Community Corrections will advise Placement Agency of any change in the program that may impact the Placement Agency.
- D. Tillamook County Community Corrections will assist Placement Agency personnel in resolving any specific problems with Clients.
- E. Tillamook County Community Corrections will assign Clients to the Placement Agency, based on the initial intake interview and requirements stipulated by the Placement Agency.
- F. Tillamook County Community Corrections will ensure that Clients are appropriately notified that the Clients' participation in the Community Service program is strictly voluntary and in no way obligates payment of wages by or promises of employment with the Placement Agency.



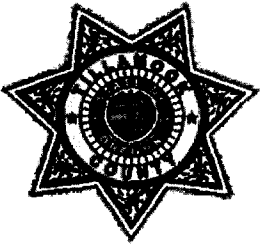
# TILLAMOOK COUNTY SHERIFF'S OFFICE

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### VI. PLACEMENT AGENCY RESPONSIBILITIES

- A. The Placement Agency shall designate a staff person who will act as the Placement Agency Contact. After the Tillamook County Community Corrections screens the Client, the Placement Agency Contact will then be responsible for either accepting or rejecting the Client and monitoring the Client's performance for the duration of the Client's hours of community service for the Placement Agency.
- B. The Placement Agency will not discriminate in serving Clients or in selection of volunteers on the basis of race, sex, age, marital status, sexual orientation, religion, handicap, color, political affiliation, national origin or any other non-merit factor.
- C. The Placement Agency Contact will interview the potential Client(s).
  - 1. The Placement Agency will only accept those Clients assigned by the Tillamook County Community Corrections to the Placement Agency and who show proof of such assignment. If a Client is accepted by the Placement Agency, then the Placement Agency and the Client will establish a work schedule and work assignment. The Placement Agency will provide any necessary training for the successful completion of the work assigned to the Client.
    - a. The Placement Agency will determine the Client's capability to do the work assigned and will reasonably address any relevant physical limitations the Client exhibits or documents.
    - b. If the Client is not accepted by the Placement Agency, the Placement Agency Contact will notify the Tillamook County Community Corrections and explain why the Client was rejected by the Placement Agency.
  - 2. At no time will the Placement Agency assign work to a Client that allows or requires the Client to:
    - a. Operate a motor vehicle.
    - b. Come into contact with alcoholic beverages or controlled substances.
    - c. Have access to minor children. (*If Client has past or present sex offense on his or her record*)
- D. The Placement Agency shall document the hours worked by Clients and shall record



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- that information on the Community Service Time Sheet provided to the Clients by Tillamook County Community Corrections and delivered to the Agency.
1. The Placement Agency will maintain its own records of the hours worked by the Clients.
  2. The Placement Agency shall report hours worked on a monthly basis using monthly report forms provided by Tillamook County Community Corrections for that purpose.
  3. Tillamook County Community Corrections shall receive the monthly report of hours by the 5th of every month or upon request from a Tillamook County Community Corrections. When a Client's due date has been reached or total hours have been completed, the certification form of hours shall be returned to the Tillamook County Community Corrections.
- E. The Placement Agency shall immediately report any supervision problems or injuries involving a Client to the Tillamook County Community Corrections.
1. The Placement Agency will notify Tillamook County Community Corrections of any failure by the Client to fulfill his or her obligations to report pursuant to an established work schedule, complete a work assignment, or otherwise not substantially comply with terms of his or her supervision or placement.
  2. If any injury occurs, the Placement Agency shall insure the proper medical care is provided and will notify the Tillamook County Community Corrections immediately. The Placement Agency will provide appropriate documentation explaining the incident and cooperation in the investigation for such injuries.
- F. The Placement Agency is responsible for compliance with all applicable health and safety regulations (e.g. OR-OSHA) during the performance of work under this agreement. This includes providing Clients with appropriate safety equipment, providing training in the use of the equipment, and ensuring its proper use. Any refusal by a Client to utilize any of the above equipment or comply with any health and safety regulation will disqualify the Client from being allowed to perform any further work. In this case, the Placement Agency will notify the Tillamook County Community Corrections and return the Client's Referral to the Tillamook County Community Corrections for further disposition.
- G. The Placement Agency shall advise Tillamook County Community Corrections of any



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changes in the Placement Agency that would affect future use of the Placement Agency as a community service placement site.

- H. The Placement Agency acknowledges and agrees that community service work performed by a Client is not intended to replace or offset work performed by employees of the Placement Agency.

### VII. LIABILITY

- A. Each Party to this Agreement shall indemnify and hold harmless the other Party from all claims, costs, damages, or expenses of any kind, including attorney's fees and other costs and expenses of litigation, for personal or property damage arising out of the Parties' performance as part of this Agreement. It is the intent of this section that each Party assumes any and all liability for its respective torts, errors, and omissions.
- B. Neither Party nor its agents or employees shall represent to the Client that the other shall assure or otherwise provide any form of liability coverage for the Client arising out of the Client's activities or activities of the County, its agents or employees, or the Placement Agency, its agents or employees under this Agreement. The Parties will encourage clients to obtain their own insurance.

### VIII. INSURANCE

- A. Agency shall retain General Liability Insurance with a combined single limit, or the equivalent, of not less than \$1,000,000 for each occurrence for bodily injury and property damage and provide proof of coverage to County upon request.

### IX. GENERAL PROVISIONS

- A. Placement Agency certifies that it possesses the legal authority to enter into this Agreement.
- B. Each party, by signature below of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions. Each person signing this Agreement represents and warrants to have authority to execute this Agreement.
- C. The parties shall act in accordance with all applicable federal, state, county, and local laws, ordinances, and regulations affecting this Agreement and the work done by the Clients.





# Cycle Oregon Fund Grant Application



Ride.



<b>Date:</b>	October 27, 2023		
<b>Organization Submitting Application</b>	Tillamook County		
<b>Organization receiving payment (if grant approved)</b>	Tillamook County		
<b>Fiscal sponsor (if applicable)</b>			
<b>Mailing Address</b>	201 Laurel Avenue		
<b>City</b>	Tillamook	<b>State</b>	OR
<b>County</b>	Tillamook	<b>Website</b>	www.co.tillamook.or.us
<b>Phone #</b>	(503) 842-3404	<b>Zip code</b>	97141
		<b>Fax #</b>	
<b>Executive Director or Board Chair</b>			
<b>First Name</b>	Rachel	<b>Last Name</b>	Hagerty
<b>Title</b>	Chief of Staff	<b>E-Mail</b>	rachel.hagerty@tillamookcounty.gov
<b>Mission &amp; Primary Activities</b>	<p>To positively impact our community and to encourage the use of electric biking, by providing chargers that are well maintained.</p> <p>The primary activities of the funds are to facilitate the purchase and installation of ten electric bike chargers at the parking lot situated at 33100 Cape Kiwanda Drive in Pacific City. These activities will contribute to a larger project that aims to encourage eco-friendly transportation and support the community efforts to reduce carbon emissions.</p>		
<b>Employer ID number (EIN)</b>	93-6002312	<b>Fiscal year</b>	2023-2024
<b>If your organization is a government agency, please indicate which level of government your agency falls under to the right.</b>	City <input checked="" type="checkbox"/> County State Other		
<b>Project Contact Person</b>			
<b>Name</b>	Rachel Hagerty	<b>Title</b>	Chief of Staff
<b>Phone</b>	(503) 842-3404	<b>E-mail</b>	rachel.hagerty@tillamookcounty.gov
<b>Project Description</b> (2-3 sentences)	<p>The funding is for a crucial part of our project at 33100 Cape Kiwanda Drive in Pacific City. The county's objective is to promote eco-friendly travel and boost tourism by installing e-bike charging stations in the parking lot, thereby encouraging more visitors to explore Pacific City and the surrounding woodlands and businesses via e-bike transportation and interconnected multi-use paths.</p>		

**Key Project Components**

(a snapshot of your project, including population to be served and measurable outcomes)

**Project Snapshot**

The project is aimed at promoting sustainable transportation and reducing the carbon footprint within our community. It involves the strategic installation of ten electric bike charging stations. These stations will support the growing popularity of electric bikes and contribute to a reduction in greenhouse gas emissions associated with traditional commuting methods.

The total budget for this project is \$45,000, which matches the grant award. The installation will occur between December 2023 to July 2024. With this generous grant award, the county is committed to creating a more sustainable, eco-conscious, and accessible community for all residents.

**Population to be Served**

This project aims to benefit a diverse and inclusive population within our community of 27,300. By installing ten electric bike chargers, we intend to serve not only environmentally conscious individuals but also those seeking convenient and sustainable transportation options. This project is designed to accommodate a wide range of users, including commuters, students, tourists, and residents of all age groups, promoting eco-friendly mobility, and reducing the carbon footprint within our community. The parking lot is also a destination for several popular events including the Cycle Oregon Classic, Cape Kiwanda Longboard Classic, Dory Days, and Sling ball Tournament. Our primary focus is on creating a more accessible, environmentally aware, and inclusive environment that contributes to a healthier and more sustainable way of living for all members of our community.

**Measurable Outcomes**

The County plans to Measure the increase in usage rates of the electric bike chargers. This will be quantified by tracking the number of charging sessions and the amount of energy dispensed, with a specific target for usage rate improvement, such as a percentage increase and charging sessions per month. This outcome will help assess the growing popularity and adoption of electric bikes as a sustainable mode of transportation within the community.

**Does your project include elements to advance Diversity, Equity, and Inclusion? (If so, how?)**

The project, centered on the installation of electric bike charging stations, exemplifies our dedication to fostering diversity, equity, and inclusion within our community of 27,300 residents. Beyond its undeniable environmental benefits, this initiative is designed to bridge gaps and uplift individuals from all walks of life. By offering accessible, eco-friendly transportation options, our project ensures that age, socioeconomic status, or physical ability pose no barriers to accessing sustainable mobility. This endeavor extends its embrace to commuters, students, tourists, and all segments of our diverse community, fostering a spirit of inclusion that goes beyond the installation of charging stations. Through affordability, reduced disparities, and community engagement, our aim is to establish a level playing field for all residents, resulting in a more inclusive and just community that warmly welcomes individuals from various backgrounds. Inclusivity isn't merely a project goal; it's a fundamental tenet of our commitment to creating a more interconnected society.

**Diversity**

The project to install electric bike charging stations goes beyond the environmental benefits it offers. It also serves as a powerful catalyst for promoting diversity within our community of 27,300 residents. By providing convenient, sustainable transportation options, we ensure that individuals from all walks of life, regardless of age, socioeconomic status, or physical ability, can access eco-friendly mobility. This project's inclusive design not only accommodates commuters but also reaches out to students, tourists, and all members of our diverse community.

**Equity**

This project advances equity by offering an affordable, accessible, and eco-friendly transportation alternative to all members of our community. It addresses transportation disparities by providing electric bike charging stations that are within reach for those who may not have access to private vehicles or public transportation. By reducing the financial burden of daily commuting and environmental disparities, this project creates a more level playing field for all residents, irrespective of their socioeconomic status or neighborhood. Through community engagement and inclusivity, we aim to ensure that the benefits of sustainable transportation reach everyone equitably, contributing to a more inclusive and just community where the advantages of eco-conscious mobility are accessible to all.

**Inclusion**

This project plays a vital role in advancing inclusion within our community, as it not only installs electric bike charging stations but also embraces a broader vision of inclusivity. By catering to a diverse range of users, including commuters, students, tourists, and residents of all backgrounds, it ensures that the benefits of sustainable transportation are accessible to everyone. The county's commitment to accessibility extends to awareness campaigns and community engagement efforts that promote understanding and participation across demographics. By fostering an environmentally conscious, accessible environment, we strive to create a more inclusive community that welcomes and integrates individuals from all walks of life, ultimately contributing to a stronger and more interconnected society.

**What are the project dates (start and finish)?**

Parking lot reconstruction is underway and slated for completion by July 2024. Installation of the electric bike charging stations is scheduled to occur between December 2023 to July 2024.

**Which of Cycle Oregon's funding priorities are being addressed?**

- X Community Project
- X Bicycle Safety & Tourism
- Environmental Conservation & Historic Preservation

<b>Project Budget</b>	<b>Total project budget</b>	<b>\$45,000</b>	<b>Total requested</b>	<b>\$45,000</b>
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With my signature I certify the following: (1) The above information is correct; (2) I am authorized by the governing board of this organization to submit this grant application to The Oregon Community Foundation; (3) this organization is in good standing with the IRS, retains its 501(c)(3) tax-exempt status, and is further classified as a public charity and *not* a private foundation; (4) this organization does not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, physical circumstances, age, status as a veteran, or national origin.

Rachel Hagerty

Chief of Staff

Name (printed) of head of organization

Title

*Rebecca Hayes*

Signature or e-signature of head of organization (director or board chair)

10/27/2023

Date

# **Tillamook County Cycle Oregon Electric Bike Charger Grant Application Narrative**

## **Project description**

The parking lot located at 33100 Cape Kiwanda Drive in Pacific City supports sustainable travel and economic development of the surrounding community. With the objective of promoting eco-friendly travel and boosting tourism, we are excited to propose the installation of e-bike charging stations in the parking lot, encouraging more visitors to explore Pacific City and the surrounding woodlands and businesses via e-bike transportation and interconnected multi-use paths.

Pacific City offers breathtaking vistas and opportunities for outdoor recreation. However, the county recognizes the need for sustainable and accessible transportation options to fully enjoy the beauty of our natural surroundings. Our project aims to address this by providing essential infrastructure to support electric bicycle usage.

The e-bike charging stations will serve as a pivotal feature, not only enhancing accessibility but also reducing the carbon footprint associated with travel to and around our region. By offering convenient charging points, we aim to attract a more diverse group of visitors, including those who may have previously been deterred by the physical demands of traditional biking or transportation challenges.

In addition to fostering diversity, our project promotes equity by making eco-friendly transportation accessible to a wide range of individuals. We envision the e-bike charging stations as a means to bridge economic gaps, as they provide a sustainable mode of travel to those who may not have access to private vehicles. This initiative aligns with our commitment to a more inclusive and environmentally responsible community.

## **Project goals**

Our project has two overarching goals at its core: tourism and the environment. Regarding tourism, our mission is to illuminate the unique attractions of our region, sparking interest and excitement among travelers. Simultaneously, we are steadfast in our commitment to fostering inclusion and diversity within the tourism sector, ensuring that it becomes a space that warmly embraces individuals from all walks of life. Collaboration with organizations dedicated to accessible tourism is a key aspect of this endeavor, as we strive to open the doors of exploration to everyone. Equity serves as the foundation of our project, and we are dedicated to ensuring that the benefits of tourism are equitably distributed, benefiting both local businesses and residents. In tandem with this, our environmental focus is centered on the promotion of eco-friendly modes of transportation, reducing the ecological footprint of tourism, and aligning with broader sustainability objectives. Furthermore, environmental conservation, waste reduction, and the promotion of responsible tourism practices are fundamental in preserving the local environment, ensuring it remains a treasure for generations to come.

## **Tourism**

Our project aspires to promote tourism in our region by showcasing its unique attractions. We are committed to fostering inclusion and diversity in the tourism sector, making it accessible and welcoming to individuals from various backgrounds, and collaborating with organizations that focus on accessible tourism. Equity is another pivotal component of our project, as our endeavor is to ensure that the benefits of tourism are distributed fairly among all stakeholders, including local businesses and residents.

## **Environmental**

The project emphasizes the promotion of eco-friendly modes of transportation. This not only reduces the environmental impact of tourism but also aligns with broader sustainability goals. In addition to these core principles, our project places a strong emphasis on environmental conservation, waste reduction, and responsible tourism practices, aiming to preserve the local environment.

## **Timeline**

The timeline of the project to install, monitor, and maintain 10 electric bike Chargers is contingent upon a well-structured and time sensitive plan. In the following timeline, we outline key milestones and associated deadlines, commencing with the acceptance of the grant award in December 2023 and culminating in the grant closeout in December 2024. This timeline not only provides a clear roadmap for project implementation but also reflects our commitment to meeting project objectives and delivering measurable impact within the specified timeframe. '

### **Milestone 1: Accept Award**

Start Date: December 2023

### **Milestone 2: Project Planning and Team Formation**

Start Date: January 2024

Description: Develop a detailed project plan, form project teams, and assign responsibilities.

### **Milestone 3: Equipment Procurement**

Start Date: February 2024

Description: Procure all necessary equipment and materials for the installation of electric bike chargers.

### **Milestone 4: Installation Commencement**

Start Date: March 2024

Description: Begin the installation of electric bike chargers at designated locations.

### **Milestone 5: Installation Completion**

Start Date: May 2024

Description: Successfully complete the installation of all 10 electric bike chargers.

### **Milestone 6: Monitoring System Implementation**

Start Date: June 2024

Description: Implement the monitoring and management system for the bike chargers.

### **Milestone 7: Maintenance and Testing Commencement**

Start Date: July 2024

Description: Begin regular maintenance and testing activities to ensure charger functionality.

### **Milestone 8: Launch and Promotion**

Start Date: August 2024

Description: Officially launch the electric bike charging stations and promote their use within the community.

**Milestone 9: Ongoing Monitoring and Reporting**

Start Date: September 2024

Description: Initiate continuous monitoring and reporting on charger usage and maintenance.

**Milestone 10: Project Evaluation**

Start Date: October 2024

Description: Conduct an evaluation of the project's impact and effectiveness.

**Milestone 11: Grant Close Out**

Start Date: December 2024

**Budget**

Below is the budget for our proposed project as part of this grant application. Our planned budget represents a crucial component of our initiative, detailing the financial resources required to execute our project effectively. By providing transparency and a clear financial roadmap, we aim to demonstrate our commitment to responsible resource management and our readiness to put the grant funds to the most impactful use.

**Budget Breakdown:**

Electric Bike Charging Stations:

Quantity: 10 Charging Stations

Cost: \$28,200

Wire and Labor Costs:

Labor and Wiring: \$14,850

Misc Contingency: 1,950

Total Budget: \$45,000

This condensed budget of \$45,000 represents a precise allocation of funds for the installation of 10 electric bike charging stations, which will contribute to a more sustainable and accessible community for all.





