

MORROW COUNTY BOARD OF COMMISSIONERS MEETING AGENDA

Wednesday, February 19, 2020 at 9:00 a.m.

Port of Morrow Riverfront Center, Port Commission Room
2 Marine Drive, Boardman, Oregon

1. **Call to Order and Pledge of Allegiance: 9:00 a.m.**
2. **City/Citizen Comments:** Individuals may address the Board on issues not on the agenda
3. **Open Agenda:** The Board may introduce subjects not already on the agenda
4. **Consent Calendar**
 - a. Accounts Payable February 20th; Four Payroll Payables, January 28th, \$167,498.90 & \$194,431.86, February 12th, \$158,299.53, Employee Final, February 7th, \$4,115.37
 - b. Request to increase petty cash at North Transfer Station
5. **Business Items**
 - a. Legislative Updates
 - b. Morrow County School District's plans for STEAM Center using Strategic Investment Program (SIP) Funds (Dirk Dirksen, Superintendent)
 - c. 4-Corners Snowmobile Club Request – Multi-use building at Cutsforth Park (Mike Gorman, Secretary)
 - d. Sheriff's Office Building Grounding Project (Undersheriff John Bowles; Shawn Halsey, Umatilla Morrow Radio & Data District)
 - e. Report on cooperative emergency assistance provided during the recent flood (Shelley Wight, Emergency Preparedness)
 - f. Compensation Board Recommendations (Karmen Carlson, Human Resources Director)
 - g. Cybersecurity (Darrell Green, Administrator)
 - h. Agreement on Retirement Negotiations with AFSCME General & Road Employees
6. **Department Reports** – None Scheduled
7. **Correspondence**
8. **Commissioner Reports**
9. **Executive Session:** Pursuant to ORS 192.660(2)(d) - To conduct deliberations with persons designated by the governing body to carry on labor negotiations
10. **Sign documents**
11. **Adjournment**

Agendas are available every Friday on our website (www.co.morrow.or.us/boc under "Upcoming Events"). Meeting Packets are also available the following Monday.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Roberta Lutcher at (541) 676-5613.

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the meeting; however, the Board may consider additional subjects as well. This meeting is open to the public and interested citizens are invited to attend. Executive sessions are closed to the public; however, with few exceptions and under specific guidelines, are open to the media. The Board may recess for lunch depending on the anticipated length of the meeting and

the topics on the agenda. If you have anything that needs to be on the agenda, please notify the Board office before noon of the preceding Friday. If something urgent comes up after this publication deadline, please notify the office as soon as possible. If you have any questions about items listed on the agenda, please contact Darrell J. Green, County Administrator at (541) 676-2529.



AGENDA ITEM COVER SHEET
 Morrow County Board of Commissioners
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(For BOC Use)
 Item #
 4b

Please complete for each agenda item submitted for consideration by the Board of Commissioners
 (See notations at bottom of form)

Staff Contact: Sandi Pointer Phone Number (Ext): 541-989-9500
 Department: Public Works Dept. - Transfer Station Requested Agenda Date: 02/19/2020
 Short Title of Agenda Item: **Request to increase North Transfer Station Petty Cash**
 (No acronyms please)

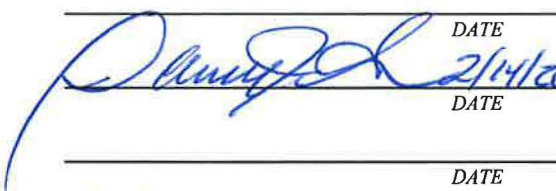
This Item Involves: (Check all that apply for this meeting.)

<input type="checkbox"/> Order or Resolution	<input type="checkbox"/> Appointments
<input type="checkbox"/> Ordinance/Public Hearing:	<input type="checkbox"/> Update on Project/Committee
<input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading	<input checked="" type="checkbox"/> Consent Agenda Eligible
<input type="checkbox"/> Public Comment Anticipated:	<input type="checkbox"/> Discussion & Action
Estimated Time:	Estimated Time:
<input type="checkbox"/> Document Recording Required	<input type="checkbox"/> Purchase Pre-Authorization
<input type="checkbox"/> Contract/Agreement	<input type="checkbox"/> Other

N/A Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity:
 Contractor/Entity Address:
 Effective Dates – From: Through:
 Total Contract Amount: Budget Line: **101.100.1.10.1316**
 Does the contract amount exceed \$5,000? Yes No

Reviewed By:

_____	DATE	Department Head	Required for all BOC meetings
	2/14/20	Admin. Officer/BOC Office	Required for all BOC meetings
_____	DATE	County Counsel	*Required for all legal documents
K. Knop via email	2-5-20	Finance Office	*Required for all contracts; other items as appropriate.
_____	DATE	Human Resources	*If appropriate

*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
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1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

A request to increase the North-end petty cash to an additional \$50.00. Currently sits at \$50.00 and the attendant is complaining of having to break the bigger bills coming from the customers. This will bring the total petty cash to \$100.00, same as the South end transfer which was requested August of 2017.

2. FISCAL IMPACT:

Additional \$50.00 issued from the General fund North Transfer GL line 101.100.1.10.1316

3. SUGGESTED ACTION(S)/MOTION(S):

Motion to approve an increase in petty cash of \$50.00 to bring the petty cash balance up to \$100.00.

Attach additional background documentation as needed.

**AMENDED AND RESTATED
OREGON STRATEGIC INVESTMENT PROGRAM AGREEMENT
“WHEATRIDGE FACILITIES”**

MORROW COUNTY, a political subdivision of the State of Oregon, (“County”) and WHEATRIDGE WIND ENERGY, LLC (“Wheatridge Wind”), a Delaware limited liability company authorized to do business in the State of Oregon, and WHEATRIDGE SOLAR ENERGY CENTER, LLC (“Wheatridge Solar”), a Delaware limited liability company that will be timely authorized to do business in the State of Oregon, enter into this Strategic Investment Program (“SIP”) Agreement (“Agreement”) as of March 2019 (“Effective Date”), for a wind energy resource with installed capacity up to 450 MW, a solar energy resource with installed capacity up to 150 MW, and battery storage up to 150 MW, all to be located in the County. The County, Wheatridge Wind, and Wheatridge Solar are sometimes referenced in this Agreement individually as “Party” and collectively as “Parties.”

WITNESSETH:

WHEREAS, the Oregon Legislature has established the SIP to promote industrial competitiveness and to improve employment in the area where projects are to be located by encouraging businesses engaged in projects to hire local employees (See ORS 307.123 and ORS 285C.600 – 285C.620.); and

WHEREAS, the SIP encourages local governments to enter into agreements with key industries to attract and retain long-term investment and employment; and

WHEREAS, the County and Wheatridge Wind entered into a SIP Agreement dated September 6, 2017 (the “Original SIP Agreement”) with respect to a commercial wind energy generation project, known as Wheatridge Wind Energy Facility (“Wind Facility”), as more fully described in the Original SIP Agreement; and

WHEREAS, Wheatridge proposes to build and operate in the County a commercial wind energy generation project, known as Wheatridge Wind Energy Facility (“Wind Facility”), pursuant to a certificate issued by the Oregon Energy Facility Siting Council (“EFSC”), as that certificate may be amended from time to time (“Site Certificate”) for a facility capacity up to 450 MW; and

WHEREAS, Wheatridge Solar proposes to build and operate in the County a commercial solar energy generation and battery storage project, known as Wheatridge Solar Energy Facility (“Solar Facility”), pursuant to a certificate issued by the Oregon Energy Facility Siting Council (“EFSC”), as that certificate may be amended from time to time (“Solar Site Certificate”) for a facility capacity up to 150 MW solar and 150 MW battery storage; and

WHEREAS, the Wind Facility and the Solar Facility (each, a “Facility,” and collectively, the “Facilities”) are expected to create temporary construction jobs and permanent full-time jobs in the County; and

WHEREAS, Wheatridge Wind and Wheatridge Solar each shall utilize local Morrow

County businesses to the maximum extent possible, while also considering cost effectiveness of the Facilities, which benefits the County; and

WHEREAS, Wheatridge Wind and the County negotiated the Original SIP Agreement, and the Oregon Economic and Community Development Department (“OECDD”) approved the SIP application (the “Application”) for the Original SIP Agreement; and

WHEREAS, the Parties wish to amend and restate the Original SIP Agreement to include the Solar Facility; and

WHEREAS, it is the intent of this SIP Agreement to provide the competitive tax structure in the County that is essential for Wheatridge Wind and Wheatridge Solar to provide a source of renewable energy in Oregon and to contribute to the State of Oregon’s quality of life; and

WHEREAS, this Agreement provides the terms and conditions under which the County agrees to amend and restate the Original SIP Agreement to provide tax abatement for the Project, as defined below, in exchange for performance by Wheatridge Wind and Wheatridge Solar of their obligations as specified herein;

NOW, THEREFORE, in consideration of the mutual covenants of the Parties, each to the other giving, the Parties do hereby agree as follows:

1. **Project Definition and Scope.** The “Project” means all tangible and intangible Property (whether held in fee, leasehold or by contract) having the County as its tax situs, consisting of (a) the wind turbine generators which may be installed or placed in service in phases or stages in the County during the term of this Agreement, as well as all associated property (the “Associated Property”), including without limitation roads and civil construction work, meteorological monitoring towers, operations and maintenance facilities, foundations, inverters, transformers, collection and transmission lines, electrical towers and poles, underground and overhead electrical conductors, one or more substations, land, and associated supporting infrastructure and facilities, as more fully described in the Application; and (b) the solar arrays that may be installed and placed in service in phases or stages in the County during the term of this Agreement, as well as all Associated Property, including without limitation solar modules, tracker systems, posts, inverters, energy battery storage facilities (up to 150 MW), roads and civil construction work, meteorological monitoring units, operations and maintenance facilities, foundations, transformers, collection and transmission lines, electrical towers and poles, underground and overhead electrical conductors, one or more substations, land, and associated supporting infrastructure and facilities. Unless otherwise determined by Wheatridge Wind or Wheatridge Solar, as applicable and as described below, the Project further includes repairs, replacements, modernization, renovations and remodeling of such Property made during the term of this Agreement. For purposes of this Agreement, the Project shall first exist when the real market value of the foregoing Property is at least \$25 million. Subject to the Site Certificate and State and local land use laws, Wheatridge Wind may add to (up to a maximum nameplate capacity of 450 MW) or subtract from (but not below \$25 million) the Property that constitutes the Wind Facility portion of the Project (including repairs, replacements, modernization, renovations or remodeling). Subject to the Site Certificate and State and local land use laws, Wheatridge Solar may add to (up to a maximum nameplate capacity of 150 MW of solar and 150 MW of energy battery storage) or subtract from (but not below \$25 million) the Property that constitutes the Solar Facility portion of

the Project (including repairs, replacements, modernization, renovations or remodeling). For purposes of this Agreement, "Property" has the meaning assigned to that term in ORS 308.505 through 308.681.

In the event Wheatridge Wind or Wheatridge Solar desires to repower or expand its Facility within the SIP Exemption Period, the County shall have the right to re-open negotiation with Wheatridge Wind or Wheatridge Solar, as applicable, of a new "Per-Megawatt Amount, as defined in Section 4.2.3 and 4.2.4, for the Facility regarding the amount of any increase in Project installed electrical capacity and repowering or expansion shall not occur until such renegotiation is concluded, or the affected parties agree to waive this provision, to the satisfaction of each affected Party.

2 SIP Exemption Period. The "SIP Exemption Period" shall begin, as defined in ORS 307.123(1)(b), in and for the Property Tax Year during which the Project commences Commercial Operation and has a real market value equal to, or in excess of, \$25 million, and shall continue thereafter for 15 Property Tax Years as provided by ORS 307.123(1)(b). As used in this Agreement, "Commercial Operation" shall mean that the Project first produces electrical energy and that electrical energy is transmitted into the regional transmission grid for delivery to a power purchaser, and "Property Tax Year" means each period of 12 months beginning July 1.

3 Condition Precedent. Except for the obligations set forth in Sections 5.1 and 6.1., the obligations set forth herein and this Agreement replacing the Original SIP Agreement are conditioned upon approval by the OECCD, or its designee, of this agreement.

4 Exemption, Payments and Related Obligations.

4.1 Each Property Tax Year during the SIP Exemption Period, on or before October 25, the County shall submit to:

4.1.1 Wheatridge Wind and any Assignee under Section 10 a statement describing its calculations and an invoice for amounts due under this Agreement for the Wind Facility. The invoiced amounts shall be paid by Wheatridge Wind no later than the following December 1.

4.1.2 Wheatridge Solar and any Assignee under Section 10 a statement describing its calculations and an invoice for amounts due under this Agreement for the Solar Facility. The invoiced amounts shall be paid by Wheatridge Solar no later than the following December 1.

4.2 In consideration for participating in the SIP with respect to the Project, Wheatridge Wind, Wheatridge Solar, and any Assignee under Section 10 agrees to pay the amounts as set forth below:

4.2.1 Ad Valorem Property Taxes On Non-Exempt Amounts. The first \$25 million in real market value of the Project, subject to annual increase at the rate of three percent (3%), shall be taxable at its assessed value as provided by ORS 307.123 and 308.146. Property taxes on such value will be payable in accordance with ORS 311.505. The remainder of the real market value of the Project shall be exempt from taxation as provided by ORS 307.123. The tax imposed pursuant to this provision shall be divided between the Facilities based on the ratio of the applicable Facility's real market value to the total real market value of the Facilities as of January

1 of the applicable year (the "Facility Ratio").

422 Community Service Fee ("CSF"). For each year of the SIP Exemption Period:

4.2.2.1 Wheatridge Wind shall pay to the County a CSF, in an amount equal to twenty-five percent (25%) of the taxes that would, but for the exemption, be due on the exempt Property of the Wind Facility in each assessment year, but not exceeding the product of (a) \$500,000 and (b) the Facility Ratio for the Wind Facility.

4.2.2.2 Wheatridge Solar shall pay to the County a CSF, in an amount equal to twenty-five percent (25%) of the taxes that would, but for the exemption, be due on the exempt Property of the Solar Facility in each assessment year, but not exceeding the product of (a) \$500,000 and (b) the Facility Ratio for the Solar Facility.

423 Wind Facility Additional Amount. If for any Property Tax Year of the SIP Exemption Period, the Wind Facility Statutory Amount is less than the Wind Facility Minimum Revenue amount for the property tax year, then Wheatridge Wind shall pay to that County an amount equal to the difference between the Wind Facility Minimum Revenue Amount and the Wind Facility Statutory Amount (the "Wind Facility Additional Amount"). Each year, no later than October 25, the County shall provide Wheatridge Wind with a statement describing its calculations and the Wind Facility Additional Amount due, if any, for the Property Tax Year ended on the prior June 30, and Wheatridge Wind shall pay any Wind Facility Additional Amount to the County within sixty (60) days of receipt of the calculations. The Wind Facility Additional Amount shall be payable in addition to any property taxes and CSF for the year. For purposes of this Agreement, the following definitions apply:

"Wind Facility Statutory Amount" means the sum of (i) the ad valorem property taxes due from Wheatridge Wind for the property tax year pursuant to Section 4.2.1, and (ii) the aggregate CSF amount described in Section 4.2.2.1.

"Wind Facility Per-Megawatt Amount" means \$8,000.00.

"Wind Facility Minimum Revenue Amount" means the product of (a) the connected nameplate capacity (in Megawatts) of the Wind Facility as of January 1 of that year multiplied by (b) the Wind Facility Per-Megawatt Amount for the Property Tax Year.

424 Solar Facility Additional Amount. If for any Property Tax Year of the SIP Exemption Period, the Solar Facility Statutory Amount is less than the Solar Facility Minimum Revenue amount for the property tax year, then Wheatridge Solar shall pay to that County an amount equal to the difference between the Solar Facility Minimum Revenue Amount and the Solar Facility Statutory Amount (the "Solar Facility Additional Amount" and, with the Wind Facility Additional Amount, the "Additional Amount"). Each year, no later than October 25, the County shall provide Wheatridge Solar with a statement describing its calculations and the Solar Facility Additional Amount due, if any, for the Property Tax Year ended on the prior June 30, and Wheatridge Solar shall pay any Solar Facility Additional Amount to the County within sixty (60) days of receipt of the calculations. The Solar Facility Additional Amount shall be payable in

addition to any property taxes and CSF for the year. For purposes of this Agreement, the following definitions apply:

“Solar Facility Statutory Amount” means the sum of (i) the ad valorem property taxes due from Wheatridge Solar for the property tax year pursuant to Section 4.2.1, and (ii) the aggregate CSF amount described in Section 4.2.2.2.

“Solar Facility Per-Megawatt Amount” means \$8,650.00 per MW for Solar array.

“Solar Facility Minimum Revenue Amount” means the product of (a) the connected nameplate capacity (in Megawatts) of the solar array panels as of January 1 of that year multiplied by (b) the Solar Facility Per-Megawatt Amount for the Property Tax Year. The nameplate capacity of any battery storage shall not be taken into account in determining the Solar Facility Minimum Revenue Amount.

425 County Education Enhancement Program. County recognizes the economic benefits that come from an adequately funded education system in Morrow County. County has determined that providing funding for the creation and continued funding of a STEM (Science, Technology, Engineering, and Mathematics) program will assist in educating the students of Morrow County and act as incentive for families to move to Morrow County and create further economic development. County further believes that providing art and music opportunities to students helps provide a well-rounded education for students in Morrow County. In furtherance of these goals, County has determined that the following funds received from this SIP Agreement shall be directed to schools in Morrow County:

STEM Program: \$600,000.00 yearly. Amount will be distributed on a yearly basis, based upon continued need and approval of a Memorandum of Understanding Agreement between the County and school district.

Art and Music Programs: \$400,000.00 yearly. Amount will be distributed on a yearly basis, based upon continued need and approval of a Memorandum of Understanding Agreement between the County and school district.

Funding of the County Education Enhancement Program for STEM, Art, and Music will be contingent upon County receiving adequate funding each year from this SIP Agreement. Funding is also contingent upon County and school districts entering into a Memorandum of Understanding that details the uses of the funding, and is agreeable to County and school districts receiving the funding. Nothing in this Section imposes on Wheatridge Wind or Wheatridge Solar an obligation to make a payment beyond the payments required by Section 4.2.1, Section 4.2.2, Section 4.2.3 and Section 4.2.4.

426 County Cost of Preparation of SIP Agreement. In addition to the above, Wheatridge agrees to reimburse the County an additional Five Thousand dollars (\$5,000) for the costs incurred for the Amended and Restated Agreement preparation, including staff, legal, administrative, and professional fees. Payment shall be made within ninety (90) days of the signing

of the Agreement.

43 First-Source Hiring Agreement. Wheatridge Solar and Wheatridge Wind shall each enter into first-source hiring agreements with an appropriate third party acceptable to the County in substantially the form required pursuant to OAR 123-070-1000 to -1900. The County is to be designated a third-party beneficiary of the agreement and is entitled to enforce its terms. If the third-party provider is unable to perform the first-source hiring agreement to the satisfaction of Wheatridge Wind, and Wheatridge Solar or the County, then the Parties shall cooperate in procuring the services of a substitute provider.

44 Property Tax Statements and Information. Wheatridge Wind and Wheatridge Solar shall notify the County on an annual basis, at the time of the filing with the Oregon Department of Revenue (“DOR”) of the annual statement for property tax purposes covering the Project, of the connected nameplate capacity (in Megawatts) of the Project as of January 1 of that year.

45 State Road Repair Agreement. Wheatridge Wind and Wheatridge Solar agree to coordinate with and reasonably satisfy requests of Oregon Department of Transportation (ODOT) for repair of any State highways impacted by project construction traffic and, in addition, reimburse County its direct, out-of-pocket cost of any repair or extraordinary maintenance of County roads resulting from Wheatridge Wind and Wheatridge Solar’s construction of the Project.

5 County Obligations.

5.1 Within nine (9) days after the Effective Date, the County shall request that the OECDD approve the SIP Agreement.

5.2 The County shall be solely responsible for determining how to dispose of the CSF (pursuant to Oregon rules and statute) and the Additional Amount, including paying any portions that are due or payable to any other jurisdictions. In no event shall Wheatridge Wind or Wheatridge Solar have any liability in connection with any disagreement, error, or conflict between the County and any other jurisdiction related to the division, allocation, or distribution of such amounts or related to the County Education Enhancement Program described in Section 4.2.5. In no event shall Wheatridge Wind or Wheatridge Solar have any liability or obligation to any other person with respect to the CSF, the Additional Amount, or the Section 4.2.5 County Education Enhancement Program after it has discharged its duty to pay as set forth in Section 4 above, and the County shall hold Wheatridge Wind and Wheatridge Solar harmless with respect to any claims to the contrary, to the extent allowed and permitted by the Oregon Constitution and other Oregon law.

6 Joint Obligations. In addition to the other obligations set forth in this Agreement, the Parties shall:

6.1 Cooperate with the OECDD and the DOR to secure approval of the SIP and take such steps as may, from time to time, be reasonably necessary to maintain the Project’s tax exemption.

6.2 Provide such information and resources to each other as may be reasonably necessary to ensure proper calculation of the amounts due under this Agreement.

7. **Ad Valorem Property Taxes.** Nothing herein shall govern the assessment, payment, or collection of ad valorem property taxes on the portion of the Project that is taxable as described in Section 4.2.1 of this Agreement or on Property unrelated to the Project.

8 Miscellaneous Provisions.

8.1 The laws of the State of Oregon shall govern this Agreement. Venue is in the Circuit Court of the State of Oregon for the County of Morrow. The Parties agree that in case of any disputes that arise under this Agreement they shall first attempt to resolve such disputes through good-faith negotiations between authorized representatives for both Parties for a period of thirty (30) days before filing any litigation.

8.2 Wheatridge Wind shall cause to be installed and utilize an Aircraft Detection Lighting System (ADLS) on each wind tower installed in the Wind Facility, so long as use has been authorized by the Federal Aviation Administration (FAA) and comply with all FAA rules and regulations.

8.3 Unless defined herein, the terms herein shall be given their normal and customary meaning, except that terms relating to the payment of Property taxes and fees included in this SIP agreement shall be construed consistently with the tax laws and rules of the State of Oregon. No provision shall be construed against a Party simply because that Party drafted the provision.

8.4 Failure to make payment in full of the CSFs or the Additional Amounts by the due date shall result in interest being charged on the past due balance in the same amount as is provided by law for late payment of ad valorem property taxes.

8.5 If Wheatridge Wind fails to pay the Section 4.2.2.1 portion of the CSF by the end of a Property Tax Year in which it is due, the tax exemption for the Wind Facility portion of the Project shall be revoked and the property shall be fully taxable for the following Property Tax Year and for each subsequent Property Tax Year for which the Section 4.2.2.1 portion of the CSF remains unpaid. If an unpaid CSF is paid after the exemption is revoked, the property shall again be eligible for the exemption, beginning with the Property Tax Year after the payment is made. Reinstatement of the exemption shall not extend the 15-year SIP Exemption Period.

The County shall have the right to enforce payment of any and all amounts due to it by Wheatridge Wind and/or any permitted assignee (including interest, as provided in Section 8.4) through an appropriate action to collect such amounts. In the event suit or action is instituted to enforce compliance with any of the terms, covenants, or conditions of this Agreement, or to collect the payment amounts due hereunder, if Wheatridge Wind is found to be in default of this Agreement, it agrees to pay in addition to the costs and disbursements provided by statute, such additional sums as the court may adjudge reasonable for attorneys' fees, consulting fees, and other out-of-pocket expenses allowed plaintiff in any suit or action, provided County is the prevailing party. Wheatridge Wind also agrees to pay and discharge all reasonable costs and expenses actually incurred, including County's reasonable attorney fees, reasonable consulting fees, and other reasonable expenses that arise from enforcement of any provisions of this Agreement, even though no suit or action is commenced.

86 If Wheatridge Solar fails to pay the Section 4.2.2.2 portion of the CSF by the end of a Property Tax Year in which it is due, the tax exemption for the Solar Facility portion of the Project shall be revoked and the property shall be fully taxable for the following Property Tax Year and for each subsequent Property Tax Year for which the Section 4.2.2.2 portion of the CSF remains unpaid. If an unpaid CSF is paid after the exemption is revoked, the property shall again be eligible for the exemption, beginning with the Property Tax Year after the payment is made. Reinstatement of the exemption shall not extend the 15-year SIP Exemption Period.

The County shall have the right to enforce payment of any and all amounts due to it by Wheatridge Solar and/or any permitted assignee (including interest, as provided in Section 8.4) through an appropriate action to collect such amounts. In the event suit or action is instituted to enforce compliance with any of the terms, covenants, or conditions of this Agreement, or to collect the payment amounts due hereunder, if Wheatridge Solar is found to be in default of this Agreement, it agrees to pay in addition to the costs and disbursements provided by statute, such additional sums as the court may adjudge reasonable for attorneys' fees, consulting fees, and other out-of-pocket expenses allowed plaintiff in any suit or action, provided County is the prevailing party. Wheatridge Solar also agrees to pay and discharge all reasonable costs and expenses actually incurred, including County's reasonable attorney fees, reasonable consulting fees, and other reasonable expenses that arise from enforcement of any provisions of this Agreement, even though no suit or action is commenced.

87 The Parties hereby agree to this Agreement in its entirety.

88 The County and Wheatridge Wind understand and agree that the County will only get the full benefit of its bargain with respect to the Wind Facility if it receives all payments covered by this Agreement and due by Wheatridge Wind. The "Wind Facility Default Amount" shall mean the amount equal to Wind Facility Minimum Revenue Amount for the Property Tax Year in which the Wind Facility Default occurred, multiplied by the number of Property Tax Years remaining in the SIP Exemption Period. "Wind Facility Default" shall mean the material breach of this Agreement by Wheatridge Wind that is not cured default within thirty (30) days after Wheatridge Wind receives notice thereof from the County.

88.1 In the event that Wheatridge Wind fails to pay the amounts due pursuant to Sections 4.2.2.1 and 4.2.3 for a given Property Tax Year, then in addition to any other remedies allowed at law or in equity, the following shall apply:

8.8.1.3. This Agreement and the SIP exemption with respect to the Wind Facility may thereupon be terminated at the County's election after thirty (30) days' written notice to Wheatridge Wind.

8.8.1.4. Wheatridge Wind shall thereupon be obligated to pay to the County the Wind Facility Default Amount, which shall represent the County's liquidated damages. The County shall submit to Wheatridge Wind an invoice for the amount of liquidated damages due, together with a statement setting forth its calculations. If Wheatridge Wind becomes liable for liquidated damages under this provision, it shall pay such invoiced amounts on or before sixty (60) days after its receipt of the County's invoice; provided, however, in the event Wheatridge Wind does not agree with the County's calculations, Wheatridge Wind and the County shall

attempt to resolve such disputes through good faith negotiations between authorized representatives of each Party to occur during such sixty (60) day period.

882 In accordance with Oregon Law, in the event of an overpayment of the Section 4.2.2.1 portion of the CSF or any Wind Facility Additional Amount, the County shall either issue an overpayment refund check or return the incorrect payment and request that Wheatridge Wind reissue payment in the correct amount. In the event of a return of overpayment, the County assessor shall establish a reasonable schedule for payment of the amount actually due under this Agreement.

883 If Wheatridge Wind fails to pay the Section 4.2.2.1 portion of the CSF or any Wind Facility Additional Amount by the end of the Property Tax Year in which it is due, and no cure is made within thirty (30) days after Wheatridge Wind receives written notice from the County of such failure, the tax exemption for the Wind Facility portion of the Project shall thereupon be suspended. The Wind Facility Property shall thereupon be fully taxable for the following Property Tax Year and for each subsequent Property Tax Year for which the amounts due under this Agreement remain unpaid. If the unpaid amounts are paid after the exemption is suspended, the Wind Facility Property shall again be eligible for the exemption, beginning with the Property Tax Year after the payment is made. Reinstatement of the exemption shall not extend the 15-year exemption period.

Nothing in the Section 8.8 shall impact this Agreement or the SIP Exemption with respect to the Solar Facility.

8.9 The County and Wheatridge Solar understand and agree that the County will only get the full benefit of its bargain with respect to the Solar Facility if it receives all payments covered by this Agreement and due by Wheatridge Solar. The "Solar Facility Default Amount" shall mean the amount equal to Solar Facility Minimum Revenue Amount for the Property Tax Year in which the Solar Facility Default occurred, multiplied by the number of Property Tax Years remaining in the SIP Exemption Period. "Solar Facility Default" shall mean the material breach of this Agreement by Wheatridge Solar that is not cured default within thirty (30) days after Wheatridge Solar receives notice thereof from the County.

89.1 In the event that Wheatridge Solar fails to pay the amounts due pursuant to Sections 4.2.2.3 and 4.2.4 for a given Property Tax Year, then in addition to any other remedies allowed at law or in equity, the following shall apply:

8.9.1.5. This Agreement and the SIP exemption with respect to the Solar Facility may thereupon be terminated at the County's election after thirty (30) days' written notice to Wheatridge Solar.

8.9.1.6. Wheatridge Solar shall thereupon be obligated to pay to the County the Solar Facility Default Amount, which shall represent the County's liquidated damages. The County shall submit to Wheatridge Solar an invoice for the amount of liquidated damages due, together with a statement setting forth its calculations. If Wheatridge Solar becomes liable for liquidated damages under this provision, it shall pay such invoiced amounts on or before sixty (60) days after its receipt of the County's invoice; provided, however, in the event Wheatridge

Solar does not agree with the County's calculations, Wheatridge Solar and the County shall attempt to resolve such disputes through good faith negotiations between authorized representatives of each Party to occur during such sixty (60) day period.

892 In accordance with Oregon Law, in the event of an overpayment of the Section 4.2.2.2 portion of the CSF or any Solar Facility Additional Amount, the County shall either issue an overpayment refund check or return the incorrect payment and request that Wheatridge Solar reissue payment in the correct amount. In the event of a return of overpayment, the County assessor shall establish a reasonable schedule for payment of the amount actually due under this Agreement.

893 If Wheatridge Solar fails to pay the Section 4.2.2.2 portion of the CSF or any Solar Facility Additional Amount by the end of the Property Tax Year in which it is due, and no cure is made within thirty (30) days after Wheatridge Solar receives written notice from the County of such failure, the tax exemption for the Solar Facility portion of the Project shall thereupon be suspended. The Solar Facility Property shall thereupon be fully taxable for the following Property Tax Year and for each subsequent Property Tax Year for which the amounts due under this Agreement remain unpaid. If the unpaid amounts are paid after the exemption is suspended, the Solar Facility Property shall again be eligible for the exemption, beginning with the Property Tax Year after the payment is made. Reinstatement of the exemption shall not extend the 15-year exemption period.

Nothing in the Section 8.9 shall impact this Agreement or the SIP Exemption with respect to the Wind Facility.

8.10 All notices and other communications required or permitted under this Agreement shall be in writing and shall be either hand delivered in person, sent by facsimile, sent by certified or registered first-class mail, postage pre-paid, or sent by nationally recognized express courier service. Such notices and other communications shall be effective upon receipt if hand delivered or sent by facsimile, three days after mailing if sent by mail, and one day after dispatch if sent by express courier, to the following addresses, or such other addresses as either Party may notify the other Party in accordance with this Section 8.5.

If to Wheatridge Wind, to:
Wheatridge Wind Energy, LLC
700 Universe Blvd
Juno Beach, FL 33408
Facsimile No.: (561) 691-7307
Telephone No.: (561) 329-4550
Attention: Business Manager

If to Wheatridge Solar, to:
Wheatridge Solar Energy Center, LLC
700 Universe Blvd
Juno Beach, FL 33408
Facsimile No.: (561) 691-7307
Telephone No.: (561) 329-4550
Attention: Business Manager



If to County, to:
Morrow County Assessor
Post Office Box 247
Heppner, Oregon 97836
Facsimile No.: (541) 676-5610
Telephone No.: (541) 676-5607
Attention: County Assessor

9. **Merger.** This Agreement constitutes the complete and exclusive agreement between the Parties with respect to the SIP, and supersedes all prior agreements and proposals, oral or written and any other communication between the Parties on this matter. No waiver, modification, amendment or other change will be binding on either Party, except as a written addendum, signed by authorized agents for both Parties.

10. **Assignment.** Upon prior written notice to the County, but without prior approval by the County, Wheatridge Wind and Wheatridge Solar may each may assign, in whole or in part, its rights and release its obligations under this Agreement to any assignee of its choosing; provided, however, that the assignee must satisfy all applicable requirements under ORS 285C.600 to 285C.620 and must agree to assume the obligations, conditions, requirements and other terms of this Agreement and, further provided, that no assignment shall be permitted unless (a) all payments due the County under this Agreement, as of the date of the assignment, have been paid in full and (b), in the case of a partial assignment, the parties to the assignment and the County agree on procedural issues arising from the partial assignment including, but not limited to, the division of payments required by this agreement and the impact of nonpayment by a party to the partial assignment. The County's agreement to such procedural issues shall not be unreasonably withheld.

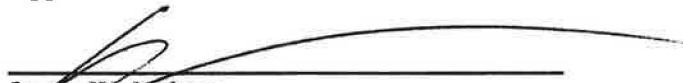
11. **Term.** The term of this Agreement shall extend from the effective date, specified below, until the date on which Wheatridge Wind and Wheatridge Solar shall have made the last installment payment it is obligated to make to the County pursuant to Section 4.2.3, 4.2.4 and 4.2.5, provided Wheatridge Wind and Wheatridge Solar is not in default under the terms of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective the 20th day of March 2019

<p>MORROW COUNTY</p> <p> _____ Jim Doherty, Chair</p> <p> _____ Don Russell, Commissioner</p> <p><i>Refrained</i> _____ Melissa Lindsay, Commissioner</p>	<p>WHEATRIDGE WIND ENERGY, LLC</p> <p>By: _____</p> <p>Name: _____</p> <p>Title: _____</p>
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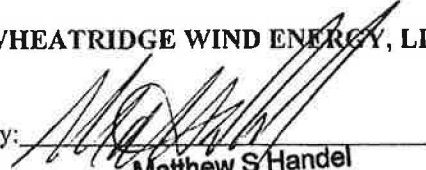
	<p>WHEATRIDGE SOLAR ENERGY CENTER, LLC</p> <p>By: _____</p> <p>Name: _____</p> <p>Title: _____</p>
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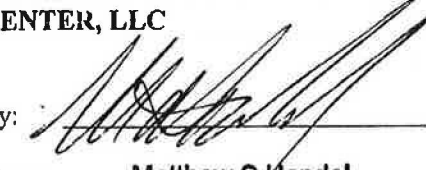
Approve as to Form:




Justin W. Nelson
Morrow County Counsel
OSB #074460

IN WITNESS WHEREOF, the Parties have executed this Agreement effective the 20th day of March 2019

<p>MORROW COUNTY</p> <p> Jim Doherty, Chair</p> <p> Don Russell, Commissioner</p> <p><i>Refrained</i> Melissa Lindsay, Commissioner</p>	<p>WHEATRIDGE WIND ENERGY, LLC</p> <p>By:  Name: <u>Matthew S Handel</u> Title: <u>Vice President</u></p>
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	<p>WHEATRIDGE SOLAR ENERGY CENTER, LLC</p> <p>By:  Name: <u>Matthew S Handel</u> Title: <u>Vice President</u></p>
--	--

Approve as to Form:


Justin W. Nelson
Morrow County Counsel
OSB #074460

MORROW COUNTY, OREGON **CJ2019-0202**
Commissioners' Journal 11/08/2019 1:06:41 PM



I, Bobbi Childers, County Clerk for Morrow County, Oregon, certify that the instrument identified herein was recorded in the Clerk records.

Bobbi Childers - County Clerk





AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 1 of 2)

(For BOC Use)

Item #

5c

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Presenter at BOC: 4-Corners Snowmobile Club, Mike Gorman Phone Number (Ext): 541-980-3396

Department:

Requested Agenda Date: 2/19/20

Short Title of Agenda Item:

(No acronyms please)

Multi-use building at Cutsforth Park

This Item Involves: (Check all that apply for this meeting.)

- | | |
|---|---|
| <input type="checkbox"/> Order or Resolution | <input type="checkbox"/> Appointments |
| <input type="checkbox"/> Ordinance/Public Hearing: | <input type="checkbox"/> Update on Project/Committee |
| <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading | <input type="checkbox"/> Consent Agenda Eligible |
| <input type="checkbox"/> Public Comment Anticipated: | <input type="checkbox"/> Discussion & Action |
| Estimated Time: | Estimated Time: |
| <input type="checkbox"/> Document Recording Required | <input type="checkbox"/> Purchase Pre-Authorization |
| <input type="checkbox"/> Contract/Agreement | <input checked="" type="checkbox"/> Other Seeking authorization to proceed |

N/A

Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity:

Contractor/Entity Address:

Effective Dates – From:


Through:

Total Contract Amount:

Budget Line:

Does the contract amount exceed \$5,000? Yes No

Reviewed By:

_____ DATE	Department Director	Required for all BOC meetings
 DATE 2/14/20	Administrator	Required for all BOC meetings
_____ DATE	County Counsel	*Required for all legal documents
_____ DATE	Finance Office	*Required for all contracts; other items as appropriate.
_____ DATE	Human Resources	*If appropriate

*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 2 of 2)

1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

See attached letter

2. FISCAL IMPACT:

None

3. SUGGESTED ACTION(S)/MOTION(S):

Authorize to proceed

Attach additional background documentation as needed.

Cliff Dougherty, President

4-Corners Snowmobile Club
53784 Hwy 74
Heppner, OR 97836

Mike Gorman, Secretary

February 11, 2020

RE: Cooperative Use Building at Cutsforth Park

Morrow County Commission,

The 4-Corners Snowmobile Club, (local club affiliated with the Oregon State Snowmobile Association) has opportunity to apply for a grant to help fund a building to store our trail groomer. The club has been in conversations with Morrow County Public Works and Morrow County Parks about potentially siting such building in the Cutsforth Park area. After several discussions, we collectively thought this would be an opportunity to seek out others who might have interest in utilizing some of the proposed building space, such as The Morrow County Sheriff, Morrow County Search and Rescue, Morrow County EMS and Heppner Ranger District of the U.S. Forest Service.

On February 10, 2020, a meeting was held with all of the above named entities in attendance. All of which, expressed serious interest in utilizing space in the proposed building. A lot of good conversation and ideas were discussed about users, funding sources, etc and was unanimous that this collaborative effort could be very successful. Morrow County Search and Rescue and Morrow County EMS indicated a serious need for safety and rescue equipment in that area, especially during the winter months.

What we are asking of you is, that you give us your blessing to continue this collaborative effort and authorize us to proceed in seeking funding sources to site this cooperative use building at Cutsforth Park for the benefit of winter recreation and public safety.

Thank you for your consideration,



Mike Gorman
Secretary, 4-Corners Snowmobile Club



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #
5d

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Presenter at BOC: John Bowles/ Shawn Halsey
Department: Morrow County Sheriff's Office
Short Title of Agenda Item:
(No acronyms please)

Phone Number (Ext): 541-676-5317
Requested Agenda Date: 2/19/2019

Sheriff's Office Building Grounding Project

This Item Involves: (Check all that apply for this meeting.)

- Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time:
Purchase Pre-Authorization
Other

N/A

Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity: Day Wireless
Contractor/Entity Address: Pasco, WA
Effective Dates - From: Through:
Total Contract Amount: \$40,767.75 Budget Line:
Does the contract amount exceed \$5,000? Yes No

Reviewed By:

Department Director Required for all BOC meetings
Administrator Required for all BOC meetings
County Counsel *Required for all legal documents
Finance Office *Required for all contracts; other items as appropriate.
Human Resources *If appropriate

*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 2 of 2)

1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

During the building survey (see packet) it was discovered that the Sheriff's Office building did not have a proper Ground Resistance to Earth/ Grounding System.

"The antenna and equipment are not properly bonded and grounded per industry standards for communication systems. The building is not protected with an LPS (Lightning Protection System) to ensure the equipment and personnel are protected from lightning storms. The installation of the new grounding system proposed, will be compliant with Motorola R56 and will effectively protect equipment and personnel on site".

Umatilla Morrow Radio Data District will not install the radio system equipment in the existing equipment room until the grounding issues have been addressed.

2. FISCAL IMPACT:

\$40,767.75

3. SUGGESTED ACTION(S)/MOTION(S):

Move to accept above mentioned project as recommended by Shawn Halsey, UMRDD Administrator.

Attach additional background documentation as needed.

MCSO Grounding Project

UMRDD MCSO

Lycole Quote	Quote	UMRDD	MCSO	
Lightning Protection System	\$25,677.00	\$12,838.50	\$12,838.50	
Equipment Room	\$16,992.00	\$8,496.00	\$8,496.00	
Building Service	\$5,799.00		\$5,799.00	
Antennas	\$24,761.00	\$7,428.30	\$17,332.70	
UL Listing	\$1,725.00	\$862.50	\$862.50	
Total	\$74,954.00	\$29,625.30	\$45,328.70	\$74,954.00

Day Wireless Quote

Lightning Protection System	\$17,826.68	\$8,702.00	\$9,124.68	
Equipment Room	\$10,077.48	\$5,250.08	\$4,827.40	
Building Service	\$13,097.16		\$13,097.16	
Antennas	\$12,409.90	\$3,722.97	\$8,686.93	
Harris Audit Post LPS Install	\$1,400.00	\$700.00	\$700.00	
Excavation	\$2,200.00		\$2,200.00	
Project Management/Travel	\$4,263.16	\$2,131.58	\$2,131.58	
Total	\$61,274.38	\$20,506.63	\$40,767.75	\$61,274.38

UMATILLA MORROW RADIO & DATA DISTRICT

4700 NW PIONEER PLACE PENDLETON, OR
541-966-3774 WWW.UMRDD.ORG

Board of Directors

Michael Roxbury

Kathy Lieuallen

Kenneth Matlack

Keith Kennedy

Mark Pratt



District Administrator

Shawn Halsey

February 13th, 2020

Kenneth Matlack, Sheriff

Morrow County

325 Willow View Dr.

Heppner, OR 97836

Dear Sheriff Matlack,

As you are aware, the District is planning on installing a communications site in your building, at the above address, in order to increase coverage of the next UMRDD system in Heppner.

You are also aware that recent study of the buildings electrical grounding has determined that current grounding is not up to standards for a communications center and/or a communications site.

MCSO and UMRDD have requested and received quotes for the required work to improve the building's grounding. UMRDD will contribute funds for a Lightning Protection System (LPS), grounding of the equipment room, grounding of the roof antennas (UMRDD will have three antennas on the roof), and project management. Building related work will be the responsibility of MCSO.

UMRDD has recently selected the Day Wireless quote and approved funding for its portion of the expenses. UMRDD recommends that the MCSO undertake its portion of the project as outlined above and in the provided documents.

Thank you,

Shawn Halsey

District Administrator

UMATILLA MORROW RADIO & DATA DISTRICT
Umatilla County Fire District #1, Station 23
February 4, 2020 1:30pm

Present: Director Pratt Director Matlack
Director Lieuallen Director Lieuallen

Absent: Director Roxbury

Guests: Rod Ekholm, Racom Marlon Johnson, Day Wireless
Scott Skibness, Racom Kristen Bowles, Morrow County
Steve Surwillo, CDX John Bowles, Morrow County
Ron Bender, Racom

Staff: Shawn Halsey, Rosanna Brown

- I. Call to Order and Recognition of Guests: The meeting was called to order at 1:30pm.
- II. Changes/Additions to the Agenda: New Business B. was removed due to Director Roxbury's absence.
- III. Business from Guests: None
- IV. Consent Agenda
 - A. Minutes from the meeting from January 7, 2020.
 - B. System Administrator's Report
 1. Unit Tracking Sheet
 2. District Income Review
 3. District Expenditures Review
 4. District Bank Statements/Checks Review
 5. LGIP

A motion to accept the consent agenda was made by Director Matlack and seconded by Director Pratt.

Director Matlack: Aye

Director Kennedy: Aye

Director Pratt: Aye

Director Lieuallen: Aye

- V. Old Business
 - A. Microwave System Project Update

Shawn provided status maps for the microwave project. The green items were complete and Shawn considered Wilkinson 1 to be 90% because all that was left to do at that site was correct the license. The dish that went to Gleason would not work at the height it was engineered for. That was discovered during the recent T1 portion of the testing. The rest of the ethernet testing would be done Tuesday and the 10 day burn would be after that. He expected to be cutting over to the new system before the next meeting.

- B. LMR System Project Update

Shawn provided status maps for the LMR project. The green items were complete. Commissioning work needed to be done at Coombs Canyon and East Pendleton, but those sites were installed. Installation at PGG and UCSO would be done that week. Boardman was done the week before and all commissioning would be done in the next week.

1. Mobile Install RFP

Shawn provided the mobile install RFP in the packet for the Board to review. He noted that he had gone over it several times and had CDX, Brett, and legal also review it. He believed it was ready to go and asked for Board approval. Director Kennedy noted that he thought UPD's list was missing a vehicle and Steve Surwillo replied that, for the purposes of the RFP, the numbers were approximates and flexible. In response to the Board's question, Shawn explained that the start

time of the project was open to conjecture. He expected late May or early June, but that would depend on the how the coverage testing went. The Board directed Shawn to proceed sending out the RFP and agreed that no motion was needed for the action.

C. MCSO Building Grounding

Shawn provided 2 quotes for the grounding work that needed to be done at Morrow County Sheriff's Office. The quotes were \$74,954 from Lyncole and \$59074.38 from Day Wireless. Each quote was broken down by all of the parts of the project. Shawn noted that the quote from Day Wireless did not exactly follow the directions, but that what they proposed was the same or better than the Lyncole quote. Marlon confirmed. Shawn felt that it would be easy for the District to split the cost of the lightning protection system. Morrow County was expected to pay for any building related grounding, 70% of the antenna grounding, half of the Harris audit of the grounding system, and half of the project management. Shawn also noted that he found a \$40 discrepancy on the quote from Day Wireless. Shawn's recommendation was to accept the quote from Day Wireless with a caveat regarding the audit by Harris and the cost of correcting anything. He would request a change order if the amount was over \$3000. He wanted the stipulation because the project needed to be done to Harris standards.

A motion to accept the quote from Day Wireless as written, in the amount of \$59,074.38, was made by Director Pratt and seconded by Director Kennedy.

Director Pratt: Aye

Director Kennedy: Aye

Director Matlack: Aye

Director Lieuallen: Aye

D. User Agreement

After the last meeting, Shawn sent the user agreement back to the lawyer, with the suggested update. Shawn spoke with Eileen Eakins, the SDAO recommended lawyer, about the changes. It was decided that, as long as someone from the agency was willing to say that a notification was made, that would be acceptable to the District. The section for "Title of attached documentation of notification/knowledge" could note minutes from a meeting, a copy of an email sent, or a memo from the signer, giving a description of how the governing body was notified (by phone, in person, etc). Shawn noted that he would retain the right to bring changes if he saw them necessary.

A motion to approve the User Agreement, as presented, was made by Director Pratt and seconded by Director Kennedy.

Director Pratt: Aye

Director Kennedy: Aye

Director Lieuallen: Aye

Director Matlack: Aye

E. PGG land purchase

Shawn spoke with PGG and was informed that there were other parties interested in buying the land that the PGG site was on. They planned to talk to those parties before making a decision about parceling the land. Director Pratt expressed concern about someone buying the land and suggested approaching PGG with a request to rewrite the contract and include a note regarding the District's tower for future land owners, a long term contract, and removing the possibility of the District having to move off of the land. Shawn would continue to speak with PGG and attempt to come to an agreement. He noted that the District doesn't own the land at any of the sites and most of them are long term private ownership agreements. There had never been an issue like this before.

F. State System Agreement

The State made one change to the agreement. They changed the word "agency" to "party". Shawn asked the Board to reapprove agreement.

A motion to approve the updated agreement with ODOT was made by Director Matlack and seconded by Director Pratt.

Director Pratt: Aye

Director Kennedy: Aye

Director Lieuallen: Aye

Director Matlack: Aye

G. Logging Recorder

Umatilla County released the RFQ for the purchase and installation of a logging recorder on Tuesday. Tribal Dispatch was not part of the request, as they had made a recent purchase of logging equipment. Director Lieuallen noted that she was already getting questions from the vendors. She planned to review the responses with Shawn and with Racom. She noted that she had obtained county counsel approval on the document. She had some questions for Shawn and for Kristin, regarding number and duration of calls.

Shawn noted that the logging recorder installation project was a potential slow down for the District project.

VI. New Business

A. Safety Review: No accidents were reported in January. Shawn spoke about Active Shooter situations.

He noted that there had been a training a couple of years ago and changes were made to the facility to allow for places for people to hid and barricade themselves. He also noted that an active shooter was unlikely for the Sheriff's Office. He felt that it was most important for people to be mindful about what is happening around them.

B. District Administrator Evaluation: Removed

C. District FY 18-19 Audit: Copies of the audit were distributed to the Board for review.

D. Resolution 20-02-04-01: Changes to Budget

The lines for insurance and professional services were slightly over 100%. The insurance cost was higher than expected and the professional services line was high due to Tower Engineering and CDX fees. There would not be any more tower surveys. Shawn asked CDX for a projection of how much more they would be billing this fiscal year and Steve said he would get a number to him. Additional funds would be moved at the next meeting. Shawn read the resolution by name. *A motion to adopt Resolution 20-02-04-01: Changes to the Budget, as presented, was made by Director Matlack and seconded by Director Pratt.*

Director Pratt: Aye

Director Kennedy: Aye

Director Matlack: Aye

Director Lieuallen: Aye

E. Change of March meeting date

Nokia proposed their training for the first week of March, creating a conflict with the Board meeting, so Shawn asked if the meeting could be moved to the next week, Tuesday, March 10. The Board agreed.

He also noted that he reached out to the State, and asked if they would like to send anyone to the training. He had not received a response.

VII. Open Discussion: Shawn spent the day working with Racom and CDX, looking at ways to approach the new system. They plan to do the change over in phases. They would start with Morrow County and work west to east through the District. They decided that it made the most sense to do the project geographically, instead of by types of agency. Shawn expected that there would be a lot of patching between systems during the migration. Some patches would last the entire time and some would be temporary. He noted that MCSO would be patched the longest amount of time, until moving into the eastern part of Umatilla County. The patch for UCSO would start when they were working in the east part of Morrow County. Shawn planned to identify critical talk groups. Scott Skibness agreed with Shawn and felt that it was a good approach. Director Kennedy asked Shawn when it would begin and Shawn replied as soon as the coverage testing is finished, hopefully in May. He agreed that fire season could hinder operations. Shawn did not think there would be too many radio issues if the fire departments were using Fire Common. Other channels may not be fully functional. In response to Director Pratt's question, Shawn confirmed that Dispatch would have the ability to create and use patches. Shawn also planned to give out the portables before the changeover and expected that to help. The system's coverage would be very good. Steve Surwillo also agreed that the plan was a good one. He was working with Scott and Shawn on the planning. He felt that the digital sound would be a challenge, but the users would get used to that on the portables and Shawn would be providing training and information. Steve noted that there would be a firm plan created, based on the foundation they laid during their session. In response to Director Kennedy's question, Shawn confirmed that he would talk to the agencies about how many portables they would be receiving. The District did not have any extra money to buy more equipment for some time. The agencies did get used to an abundance of equipment during CSEPP, but that was no longer the case and the Board directed Shawn to focus on the infrastructure and creating

a fully functional system, and then purchase units. He reported that some agencies have indicated they would buy some portables on their own, to flesh out their inventory. In response to Director Pratt's question, Shawn confirmed that he spoke about the \$120 cost (to the user) of GPS mobile antennas at the last user group meeting, but he would also send an email out with that information as well. John Bowles noted that there was not a lot of interest in the GPS antenna at the user board meeting. Shawn also noted that there were no fire representatives at the meeting. He confirmed that the GPS tech was compatible with RIMS and that the data would go through it. He expected more expenses to come along and noted that there was not enough money in the budget to do all of the mobile installs. Some of those will have to come from the FY20-21 budget.

Shawn also reported that there had been many discussions with the fire agencies regarding portables and keeping them at the stations, and also how to distribute them to the volunteers. The District will have a cache of radios to lend out for events and agencies will be able to ask Shawn for spares, but spares will not be issued to agencies. There will be a lot of extra batteries.

Shawn explained that the Nokia training included 6 seats and the fee was a flat rate, with no additional fee per student and no discount for a less than full class, so he offered seats to the State, to Racom, and to Day Wireless. The State had not responded. Racom would like one of the seats and Marlon planned to discuss it with Shawn.

VIII. Adjourn: Director Lieuallen adjourned the meeting at 2:37pm.

Next Meeting
~~March 3, 2020 1:30pm~~
March 10, 2020 1:30pm
Boardman City Hall



90 CUTLER DRIVE · P.O. Box 540445
 NORTH SALT LAKE, UTAH 84054
 P.800.825.1948
 M. 801.512.5824
 QUOTES-PC@VFCINC.COM
 WWW.VFCINC.COM

QUOTATION #201907-181-A1R3

DATE: 1/27/2020
 PROJECT: Morrow County Sheriff's Office- Heppner, OR
 SCOPE: LIGHTNING PROTECTION - LABOR AND MATERIALS

SALESPERSON: Chuck N.
 ESTIMATOR: N. Do

ACCEPT

- LIGHTNING PROTECTION** **\$25,677.00**
 - LABOR \$16,975.00
 - MATERIAL \$8,702.00
- GROUNDING EQUIPMENT ROOM**
 - LABOR \$9,155.00
 - MATERIAL \$7,837.00
- GROUNDING MAIN SERVICE**
 - LABOR \$3,903.00
 - MATERIAL \$1,896.00
- GROUNDING WOOD POLES AND ANTENNAS**
 - LABOR \$16,996.00
 - MATERIAL \$7,765.00
- UL CERTIFICATION** **\$1,725.00**

SYSTEM DESCRIPTION, SCOPE, AND NOTES

This quotation and all other information contained within shall become part of the contract if VFC is awarded this project. All **Labor and Materials** for complete installation. System to be installed by or under the supervision of an LPI Certified Master Installer, who is also listed with UL to install Lightning Protection Systems. Upon completion, System eligible to receive appropriate UL Certification. Sales Tax is included, where applicable. Quotation as per VFC's Standard Terms and Conditions. Payment and Performance Bond is not included.

LIGHTNING PROTECTION INCLUSIONS:

- Quotation is based on providing a complete aluminum, exposed, Lightning Protection System for the Existing Morrow Counting Sheriff's Office per NFPA 780, UL 96A, and VFC Design Drawings LP 100 & LP 101.
- Specifications for Lightning Protection were not provided at time of bid.
- Quotation is based on utilizing (6) 10' Masts with ballasted mast bases across the Center Roof to provide a 7'-10" zone of protection for miscellaneous roof-top equipment. Equipment taller than 7'-2" may need additional protection that is not included in this proposal due to lack of information at bid time.

GROUND RING INCLUSIONS:

- Quotation includes Grounding Conductor based on Lyncole's grounding system survey; grounding recommendations dated 09/19/2019.

WE ARE LIGHTNING PROTECTION

CLICK TO VIEW OUR GENERAL TERMS AND CONDITIONS



90 CUTLER DRIVE · P.O. Box 540445
NORTH SALT LAKE, UTAH 84054
P.800.825.1948
M. 801.512.5824
QUOTES-PC@VFCINC.COM
WWW.VFCINC.COM

QUOTATION #201907-181-A1R3

DATE: 1/27/2020
PROJECT: Morrow County Sheriff's Office- Heppner, OR
SCOPE: LIGHTNING PROTECTION - LABOR AND MATERIALS

SALESPERSON: Chuck N.
ESTIMATOR: N. Do

LIGHTNING PROTECTION EXCLUSIONS:

- 1-1/4" PVC pipe required for bonding the lightning protection system to the main electrical ground bar at ground level is not included, nor its installation.
- Although the appropriate adhesive for the Lightning Protection equipment is included, the PVC conduit, any penetrations by the conduit, and any additional roofing products (e.g. pavers, slip-sheets, flashings, roof jacks, dekties, etc.) are not included, nor its installation.
- As required by UL 96A, a Surge Protection Device at the power service entrance specifically rated to UL 1449 3rd Edition is not included. Unless a compliant SPD is covered elsewhere, VFC's unit may be required for certification. **Add \$500 to Total Price to include VFC's Surge Protection Device.** Its breaker and installation is not included.
- Additional Surge Protection Devices required to be installed at entrances of conductive communications systems, all points where an electrical or electronic system conductor leaves a structure, and at subpanels or branch panels at the point of utilization or signal termination is not included.
- Although appropriate grounding for the Lightning Protection System is included, **ground ring and/or other facility grounding systems are not included.**
- Cutting/patching, core-drilling, saw-cutting, fireproofing, and removal/replacement of asphalt, concrete, and landscaping is not included.

GROUND RING EXCLUSIONS:

- Additional compaction requirements, rock excavation, provisions for imported or borrowed backfill material, hand excavation, and removal/replacement of asphalt, concrete, and landscaping is not included.
- 1-1/4" PVC conduit sleeves are not included, nor its installation.
- **Ground System Testing is not included.**
- Although appropriate terminations for conductors are included, final connections to equipment are not included.



Quote

Quote # 0375-19325-8
Date: 12/12/2019
Expiration Date: 3/11/2020

To: UMRDD

Day Wireless Contact	Project Name	Payment Terms
Marlon Johnson	UMRDD	Net 30

Parts & Materials			
QTY	Description	Price	Extended Price
1	Misc. LPS install hardware	\$324.68	\$324.68
1	Rooftop and pole- wire, hardware	\$3,603.90	\$3,603.90
1	equipment room- grounding materials	\$649.36	\$649.36
1	rec1,21-25 alt parts, rods and wire	\$1,753.25	\$1,753.25
2	Transtector apex imax tvss spd	\$1,883.12	\$3,766.24
1	Excavator	\$2,207.80	\$2,207.80
1	Harris standard repairs... TBD	\$1,000.00	\$1,000.00
Equipment Total:			\$13,305.23

Labor	
Description of Work	Total
REC 2 LPS INSTALLATION	\$8,800.00
CUSTOMER PROVIDED LPS AND DESIGN	\$0.00
REC3-20 W/ BUSS BAR UPGRADES	\$8,800.00
REC 26, 27 & 28	\$4,200.00
COMBINED SERVICE AND GENERATOR GROUNDING SYSTEM, REC 1,21-25	\$8,800.00
TRANSTECTOR TVSS/SPD'S AT SERVICE PANELS	\$690.00
MCSO TO TRENCH	\$2,200.00
HARRIS AUDIT POST LPS INSTALL	\$1,400.00
HARRIS STANDARDS REPAIRS TBD	\$2,000.00
Labor Total:	\$36,890.00

Other Expenses	
Description	Total
PROJECT MANAGEMENT	\$1,684.21
MOB/TRAVEL COST	\$2,578.95
ELECTRICAL PERMIT	\$315.79
Other Total:	\$4,578.95

Grand Total: **\$54,774.18**

Notes
Harris line items are estimated based on site walk and not projected results from the pending Harris radio room audit.

Exemptions
This quote does not include taxes, structural analysis validation or LPS design. These corrections may not meet Harris radio standards. Customer to provide complete LPS system for installation.

Payment terms Net 30 days.
Quotation for goods and services named.
To Accept this quotation, sign here and return: _____ Date: _____

Thank you for your Business

TOTAL SITE & FACILITY PROTECTION



**UMRDD & Morrow County Sheriff / Morrow County
Grounding System Survey
Morrow County Sheriff**

Heppner, OR

Survey Date: September 19, 2019



Lyncole Project No: 201907-181
Project Name: UMRDD/Morrow County Sheriff
Engineer: Benjamin Du
Account Manager: Zahid Mitha
Release Date: September 30, 2019

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**UMRDD & Morrow County Sheriff / Morrow County
Grounding System Survey
Morrow County Sheriff
Heppner, OR**

Introduction

This report contains the survey of the grounding system on behalf of the Umatilla Morrow Radio & Data District (UMRDD) for the Morrow County Sheriff's office located at 325 Willow View Dr., Heppner, OR 97836. The survey was conducted on September 19, 2019, by Benjamin Du of Lyncole Technical Services. Shawn Halsey – District Administrator of UMRDD and Sgt. Kristen Bowles – Dispatch Supervisor of Morrow County Sheriff were present during the survey.

General

The Morrow County Sheriff's office houses communications equipment for Morrow County and provides quality emergency services to the Sheriff's inter-departmental agencies' communications, thus enabling these agencies to perform their duties effectively and efficiently. They also provide the radio communications for the Sheriff's office to effectively perform their tasks protecting the citizens in the county.

The site is a single-story building that houses multiple antennas and dishes on the roof top, communications equipment in an Equipment Room, and a generator outside of the building. UMRDD is planning to install new equipment inside the building's existing Equipment Room. However, the condition of the existing grounding system is unknown. UMRDD and the Morrow County Sheriff's office, on behalf of Morrow County, contracted Lyncole Technical Services to perform a comprehensive grounding system survey on the building to verify the system's functionality and to confirm the existing grounding system's compliance with the latest Harris T4618RevF Manual, the Motorola R56 Standard, and present industry standards.

Typically, because they are the county's public safety emergency dispatch service, this building should have a Lightning Protection System (LPS) installed to protect the building and personnel from lightning events. All exterior grounding systems and LPS are terminated outside the building to ensure all lightning surges are dissipated away from the equipment and prevent any potential rise during lightning storms that may harm the sensitive equipment. The interior grounding system should be bonded directly to the exterior buried grounding system to minimize surges from being induced into the equipment area and still maintain equal potential for the entire site through the buried grounding system.

Scope of Work

Lyncole Technical Services was contracted to perform a comprehensive grounding survey to determine if, the grounding system meets the latest Harris T4618RevF Manual, the Motorola R56 Standard and industry standards that are in effect, conform to the best installation practices, identify any risks and deficiencies, and to provide recommendations for mitigations or improvement. The Scope of Work includes the following:

- Test and evaluation of the existing grounding system
- Evaluate existing AC surge suppression system
- Evaluate generator grounding
- Evaluate battery rack grounding
- Evaluate existing telco and data line protection
- Evaluate existing Lightning Protection System
- Evaluate electrical panels to identify downstream neutral-to-ground bonds
- Evaluate internal ground bars and ground Internal Perimeter Bonding Buss' (IPBB)
- Evaluate integrated and isolated grounding systems
- Evaluate raised floor grounding, (where applicable)
- Evaluate cable rack grounding
- Evaluate isolation of frame grounding and logic return grounding systems
- Configuration of the DC Power Plant ground bars (where applicable)
- Review of construction documents
- Perform soil resistivity testing
- Design grounding system upgrade and provide AutoCAD

Observations

The Grounding system survey is based on the Harris T4618RevF Manual, the Motorola R56 Standard, TIA-607-B, Telcordia, IEEE Std. 81, National Fire Protection Agency (NFPA) 780, and the National Electrical Code (NEC). The following observations were made in each specific location:

Ground Resistance to Earth / Grounding System

All the facility electrical protection systems such as lightning, surge, and telco devices rely on the performance of the exterior buried grounding system to work properly and to be the "lowest resistance path to earth" for externally and internally generated noise. It is important to be able to perform annual testing on the grounding system to verify resistance levels and to detect deterioration or disruption, etc.

The existing grounding system layout at the Morrow County Sheriff's office was unavailable at the time of the survey. Based on the visual inspection, there is a total of

three (3) grounding rods installed to protect the existing equipment. Two (2) of these ground rods are installed directly under the ground bars in the Equipment Room. The other is at the electrical at the main entrance of the building. Each grounding rod is bonded to its own individual ground bar in the Equipment Room. The connection between the ground rod at the main service entrance to the ground bar in the Equipment Room is bonded using approximately 150 ft. of 4/0 AWG green insulated conductor (Photo 1, Photo 2 & Drawing 1). Industry Standards require the maximum length of a 4/0 AWG conductor to be 105 ft., therefore the existing conductor should be replaced with a larger conductor. A Primary Bonding Bar (PBB) should be installed in the Equipment Room to provide the bonding connections for the existing Secondary Bonding Bars (SBBs).

Testing the existing grounding system is normally accomplished via one of two methods, the traditional 3-Point Fall-of-Potential and the Clamp-on Test per IEEE Std. 81. With all the grounding connections bonded between the neutral and ground from the utility service, the 3-Point Fall-of-Potential test was not feasible. Therefore, the resistance of each ground rod was tested using the Clamp-on test method and the results of the tests are listed in the Clamp-on Test Field Report. Based on the test results, the existing grounding system is not in compliance with industry standards. This type of dispatch facility requires a less than 5 ohms resistance to ensure effective equipment protection.

TIA-607-B, Harris T4618RevF, Motorola R56, and other industry standards require all antennas and supports/coaxial cables on the roof top to be bonded to the building's grounding system if an LPS is not present. If there is an LPS installed on the roof top, they must be bonded to the lightning protection system to maintain equal potential. All interior grounding systems and exterior grounding systems should be bonded together outside of the building to divert lightning current away from the equipment and dissipate into the surrounding earth. Therefore, a Soil Resistivity Test was performed using the 4-pt. Wenner Method per IEEE Standard 81 (Photo 3). The results of the Soil Resistivity tests were used to design a single point grounding system of less than 5-ohms resistance to earth for equipment protection in the event of a fault (Rec. 1 & Drawing 2). The grounding system should consist of a bare #2 tinned solid copper conductor buried a minimum 30 in. below grade. This conductor should be supplemented with ¾ in. x 10 ft. copper clad ground rods at approximately 15 ft. intervals.

Lightning Protection System

The existing antennas on the roof top alone might not increase the probability of lightning striking a particular area, however, if the site or the surrounding area is struck by lightning, the antennas and the building may become the focal points of the strike because they are the tallest objects in the area. There is one (1) LPS air terminal found on one (1) of the microwave dishes (Photo 4). This LPS air terminal appears to have been installed at the same time as the microwave. However, over the years, additional dipole antennas were installed on top of the microwave dish rendering the LPS air terminal ineffective. The LPS air terminal must be a minimum 10 in. higher than the objects it protects. As this building's function is to provide emergency services to the citizens of this county, the building and personnel should be properly protected by a UL certified LPS. It is strongly recommended

a UL certified LPS be installed to protect the building from lightning storms. This system must be installed by a UL certified contractor (Rec. 2). This LPS will also provide the bonding connections and ground paths for the multiple antennas and coaxial cables on the roof top.

Wooden Poles and Antennas on Roof Top

A dish on the NE corner of the building is mounted on a metallic post (Photo 5). Two (2) amplifier enclosures are bonded to the support post. The ground lugs are stacked one on top of the other (Photo 6). The support post is then bonded to the bonding conductor that is bonded between one (1) of the microwave dish's Tower Ground Bars (TGB) and the Exterior Ground Bar (EGB) located on the north side of the building using a split bolt connector (Photo 7). Stacking lugs is not an acceptable bonding method per Industry Standards. Each ground lug should be in direct contact to its bonding surface (Rec. 3). No grounding kits were observed on the coaxial cables (Photo 8 & Rec. 4).

The Microwave dish structure on the north side of the building is bonded to the conductor that is bonded between the other microwave dish's TGB and the EGB on the north side using #6 AWG conductor and split bolt connector (Photo 9 & Rec. 5). The dipole antenna on top of the microwave dish is not bonded to the grounding system (Photo 10 & Rec. 6). The coaxial cables from the dipole antenna do not have grounding kits installed (Rec. 7). The microwave cable has a grounding kit installed and is bonded to the microwave dish support structure using the I-beam clamp (Photo 11 & Rec. 8).

The Microwave dish structure on the south side has a TGB installed on insulating standoffs. This TGB is bonded to the EGB on the north side of the building (Photo 12). The microwave dish structure is not bonded to the TGB (Rec. 9). There is a lightning air terminal installed on the structure. This air terminal is bonded to the TGB with a #2 AWG conductor and two-hole lug (Rec. 10). Two (2) coaxial cables from the dipole antenna and a waveguide from the dish have grounding kits installed and are bonded to the TGB.

Two (2) dipole antennas are installed on a metallic pole adjacent to the A/C units. The pole is not bonded to the grounding system (Photo 13, Photo 14 & Rec. 11). The two (2) coaxial cables do not have grounding kits installed (Rec. 12).

One (1) antenna on a metallic pole on the south side of the building is not bonded to the grounding system (Photo 15 & Rec. 13). The coaxial cable does not have a grounding kit installed (Rec. 14).

A wooden pole on the north side of the building supports seven (7) antennas. These antennas' cables do not have grounding kits installed prior to entering the PVC conduit leading to the Equipment Room (Photo 16, Photo 17 & Rec. 15). Each antenna on the pole is bonded to a #2 solid conductor routed along the pole. This conductor appears to be bonded to an unknown grounding system at the base of the pole. This system is bonded to one of the ground bars in the Equipment Room (Photo 18 & Rec. 16).

The wooden pole on the south side of the building supports five (5) antennas. These antennas' cables do not have a grounding kits installed prior to entering the PVC conduit leading to the Equipment Room (Photo 19, Photo 20 & Rec. 17). One of the antennas on the pole is bonded to the ground bar in the Equipment Room using a #8 AWG bare stranded conductor (Photo 21 & Rec. 18).

The HAM Radio antenna post is at the SE corner of the building. This post and the coaxial cable are not bonded to the grounding system (Photo 22 & Rec. 19).

None of the cables entering the PVC conduit into the Equipment Room are bonded to the grounding system per industry standards (Photo 23, Photo 24 & Rec. 20).

The existing EGB on the north side of building is bonded to a ground rod that measured 420 ohms (Photo 25). This ground rod doesn't appear to be bonded to the grounding system. The metallic guard for the cable ladder is bonded to the EGB. The cable port is not bonded to the grounding system. According to the UMRDD, this microwave cable port will be removed along with all the associated equipment in the basement. No recommendations are required.

Main Service Entrance and Emergency Power

A 120/240V, 1Ø, 3W Main Service Disconnect is located on the south side of the building. This panel appears to be bonded to a ground rod (Photo 26). The NEC requires the electrical service ground to be less than 25 ohms, or two (2) ground rods will be required. This ground rod could not be tested due to the bonding locations on the ground rod. However, based on the soil resistivity data obtained and the grounding resistance of the two (2) ground rods in the Equipment Room, this ground rod should have a resistance value of over 25 ohms. An additional ground rod should be installed a minimum 6 ft. from this ground rod and bonded to this ground rod using a minimum #2 AWG conductor and high compression crimp or exothermic weld (Rec. 21).

Even the most effective low impedance grounding system will not entirely protect a site from damage due to lightning, surges, and transients. For maximum protection, it is also necessary to have Surge Protection Devices (SPDs) on the main service entrance panel. Protection from voltage transients on AC power is critical to avoid damage to electronic equipment. Damage from voltage transients may appear immediately or harm the equipment causing failure at a later time. No SPD was found on the MSD (Rec. 22). An SPD should be installed as close as possible to the service entry to suppress any transients or surges at the entry point and protect equipment downstream.

The backup generator is located on the SE corner of the building protected by a chain link fence. The generator and the chain link fence are not bonded to the grounding system. This generator should be grounded with a ground rod to limit surges from entering the power distribution system in the event of an outage (Photo 27 & Rec. 23). Each fence corner should also be bonded to the grounding system at the generator to maintain equal potential. The access gate should have bonding jumpers installed (Photo 28 & Rec. 24).

Three (3) propane tanks adjacent to the generator are not bonded to the grounding system (Photo 29 & Rec. 25). An Automatic Transfer Switch (ATS) is installed adjacent to the MSD. This ATS appears to be bonded properly to the generator, MSD and load panel.

Equipment Room

This room is approximately 10 ft. x 18 ft. It houses multiple equipment racks and four (4) Uninterruptible Power Supplies (UPSs) (Drawing 3). There are three (3) SBBs installed in the room.

SBB#1 is a 4 in. x 8 in. x ¼ in. copper bar that has four (4) PolyPhaser devices mounted directly on the bar along with three (3) bonding conductors (Photo 30). They are as follows:

- #2 AWG green conductor into the ceiling. This conductor does not terminate to anything
- #2 AWG green conductor that is bonded to the existing IPBB conductor on the floor
- 4/0 AWG green conductor bonded to the ground rod by the MSD

Each conductor was resistance tested and the results of the tests are listed in the Clamp-on Test Field Report.

SBB#2 is a 2 in. x 12 in. x ¼ in. copper bar that has three (3) PolyPhaser devices mounted directly on the bar along with seven (7) bonding conductors (Photo 31). They are as follows:

- #6 AWG bare stranded to the halo conductor on the floor
- #8 AWG bare stranded to the roof top along with coaxial cable and bonded to one (1) of the antennas on the south side wooden pole
- #2 AWG solid to the grounding system at the north side wooden pole. This conductor is soldered to the ground lug.
- #2 AWG solid to the copper strap installed as halo conductor on the floor
- #6 AWG insulated conductor with no termination
- #6 AWG insulated black to Morrow County Government (MCG) Rack #1
- #2 AWG solid to the ground rod on the concrete floor

Each conductor was resistance tested and the results of the tests are listed in the Clamp-on Test Field Report.

SBB#3 is a 2 in. x 12 in. x ¼ in. copper bar that has five (5) bonding conductors attached to it (Photo 32). They are as follows:

- #6 AWG bare stranded to the copper strap installed as the IPBB conductor on the floor

- #6 AWG insulated conductor to the Radio Rack #2
- #2 AWG solid to MCG Rack #3
- #6 AWG insulated black to the telco pedestal
- #6 AWG insulated gray to RR0101.01

Each conductor was resistance tested and the results of the tests are listed in the Clamp-on Test Field Report.

Multiple network enclosures and miscellaneous metallic frame equipment on the wooden board are not bonded to the grounding system (Photo 33, Photo 34 & Photo 35). It is recommended a Telco Ground Bar be installed on the wooden board for the telco equipment's bonding connections. This ground bar should be bonded to the PBB using a #2 AWG conductor and two-hole high compression lugs (Rec. 26).

Radio Rack #3 is located at the south entrance to the room. The equipment in the rack appears to be bonded properly to the Rack Ground Bar (RGB) (Photo 36, Photo 37). One (1) connection on the frame was loose (Photo 38). The RGB is bonded to the IPBB conductor using a #2 AWG conductor and split bolt connector (Photo 39). The IPBB conductor is designed to provide connections to the ancillary support apparatus equipment such as door frames, conduits, AC panels, etc. No equipment bonding connections should be bonded to the IPBB as this ground path will create ground loops and can induce unwanted current into the equipment.

Morrow County Government (MCG) Rack #2, wall mounted equipment rack, DC Rectifier Rack and Cisco Rack are not bonded to the grounding system (Photo 40, Photo 41). The cable tray on MCG Rack #1 and multiple conduits entering the room are not bonded to the grounding system (Photo 42, Photo 43). Four (4) UPSs in the room are not bonded to the grounding system (Photo 44). The IPBB conductor installed on the floor encircling the room is not properly secured at 3 ft. intervals per industry standards (Photo 45).

Given the abundance of discrepancies found during the course of inspection, the existing grounding system cannot feasibly be modified to bring it into compliance with current specifications. The most feasible and logical option is to completely remove the existing grounding system components and install the newly proposed grounding system per Drawing 4. This grounding system is in compliance with Motorola R56 and the Harris T4618RevF Manual (Rec. 27). This newly proposed grounding system will consist of a PBB, three (3) #2 AWG insulated aisle conductors for the equipment bonding connections and an Internal Perimeter Bonding Bus Conductor (IPBBC) which will provide the bonding connections for ancillary support apparatus equipment.

There is a #6 AWG bare stranded conductor bonding the existing IPBBC to the HAM Radio equipment in the adjacent room (Photo 46). This conductor should be removed and discarded. The HAM Radio equipment should be bonded to SBB#1 using a #6 AWG green insulated conductor and two-hole high compression lug (Rec. 28).

Panel "EP" and Panel "UPSC" located in the room, provide critical power to the equipment. Each panel is protected with AC Data Systems' SPDs. These devices appear to be functioning properly with all lamps lit (Photo 47 & Photo 48).

Summary

The antenna and equipment are not properly bonded and grounded per industry standards for communications systems. The building is not protected with an LPS to ensure the equipment and personnel are protected from lightning storms. The installation of the new grounding system proposed, will be compliant with Motorola R56 and will effectively protect equipment and personnel onsite.

Recommendations

Ground Resistance to Earth / Grounding System

- Rec. 1. Install a grounding system that will provide a less than 5 ohms resistance to earth. This system will consist of nine (9) $\frac{3}{4}$ in. x 10 ft. copper clad ground rods and 120 ft. of #2 tinned solid copper conductor. The conductor must be installed a minimum 30 in. below grade and interconnect with a ground rod at 15 ft. intervals. This system must be a minimum 3 ft. away from the wall. This system will penetrate into the east wall of the building and be connected to the newly installed PBB in the Equipment Room. The conductor exposed above grade should be placed in non-metallic conduit for protection. If metallic conduit must be used, the conduit should be bonded to the grounding conductor at both ends using UL approved connectors. The routing of a conductor should not have any sharp bends. Section 4.9.5 of the NFPA780 standard requires the conductors to be coursed with an included angle of no less than 90 degrees, nor shall it have a bend radius of less than 8 inches.

Lightning Protection System

- Rec. 2. Install an LPS designed by VFC Lightning Protection Systems. This system must be installed by a UL certified contractor to ensure the system is in compliance with NFPA 780, UL 96A and UL 96. Contact Lyncole/VFC Lightning Protection to design and install the system to ensure the equipment and personal are protected.

Wooden Poles and Antennas on the Roof Top

- Rec. 3. Install a 2 in. x 6 in. x $\frac{1}{4}$ in. tin plated ground bar as the TGB for the dish at the NE corner. This TGB can be installed on the roof on the insulated standoffs. Bond the ground bar to the LPS using #2 tinned solid conductor and two-hole high compression lug and UL approved connector. Bond each amplifier enclosure and the support post to the TGB using #6 AWG conductor and two-hole high compression lugs. If the dish is to be removed, omit this recommendation.
- Rec. 4. Install two (2) grounding kits for the coaxial cables and bond each ground kit to the TGB using two-hole high compression lugs. If the dish is to be removed, omit this recommendation.
- Rec. 5. Bond the microwave dish support to the LPS using two (2) #2 tinned solid conductors, two-hole high compression lug and UL approved connectors.

- Rec. 6. Bond the dipole antenna on top of the support post to the support post using Class I aluminum conductor and UL approved fasteners.
- Rec. 7. Install two (2) grounding kits on the coaxial cables to ensure the cables are bonded to the grounding system. Bond each grounding kit to the support structure in a downward direction using two-hole high compression lugs.
- Rec. 8. Replace the I-beam clamp that bonded the existing grounding kit on the waveguide with a two-hole high compression lug to ensure the waveguide is properly bonded to the grounding system.
- Rec. 9. Replace the existing copper TGB at the base of the microwave dish with a tinned plated ground bar. Bond this newly installed TGB to the LPS using #2 tinned solid copper conductor, two-hole high compression lug and UL approved connector. Relocate each existing grounding kit to the newly installed TGB.
- Rec. 10. Remove and discard the existing LPS air terminal on the microwave dish structure.
- Rec. 11. Bond the metallic pole adjacent to the A/C unit to the LPS using Class I aluminum conductor and UL approved connectors.
- Rec. 12. Install two (2) grounding kits on the coaxial cables from the antennas on the metallic pole and bond them to the metallic pole using UL approved connectors.
- Rec. 13. Bond the metallic pole on the south side of the building to the LPS using Class I aluminum conductor and UL approved connectors.
- Rec. 14. Install a grounding kit on the coaxial cable from the antenna on the metallic pole and bond it to the metallic pole using an UL approved connector.
- Rec. 15. Install seven (7) grounding kits on the coaxial cables that come down from the wooden pole on the north side of the building. Install a 2 in. x 12 in. x ¼ in. tin plated ground bar as the TGB on insulated standoffs on the roof where the coaxial cables turn at the roof and bond it the LPS using #2 tinned solid copper conductor, two-hole high compression lug and UL approved fasteners. Bond each coaxial cable to the newly installed TGB using a two-hole high compression lug.
- Rec. 16. Install a #2 tinned solid conductor from the TGB and route this conductor upward along the pole to the top. Bond each antenna support post to this conductor using #2 tinned copper conductor and high compression crimp in a downward direction. Remove and discard the #2 solid copper conductor bonded between the pole and the ground bar in the Equipment Room.
- Rec. 17. Install five (5) grounding kits on the coaxial cables that come down from the wooden pole on the south side of the building. Install a 2 in. x 12 in. x ¼ in. tin plated ground bar as the TGB on insulated standoffs on the roof where the

coaxial cables turn at the roof and bond it the LPS using #2 tinned solid copper conductor, two-hole high compression lug and UL approved fasteners. Bond each coaxial cable to the newly installed TGB using two-hole high compression lug.

- Rec. 18. Install a #2 tinned solid conductor from the TGB and route this conductor upward along the pole to the top. Bond each antenna support post to this conductor using #2 tinned copper conductor and high compression crimp in downward direction. Remove and discard the #8 AWG bare stranded copper conductor that bonded between the pole and the ground bar in the Equipment Room.
- Rec. 19. Bond the HAM Radio support post to the nearest LPS conductor in a downward direction using Class I aluminum conductor and UL approved fasteners. Install a grounding kit on the coaxial cable and bond it to the nearest LPS using an UL approved connector.
- Rec. 20. Install a 2 in. x 24 in. x ¼ in. tin plated ground bar as the EGB on the insulated standoffs. This EGB must be installed where the coaxial cables enter the building from the roof top. Bond the EGB to the LPS using #2 tinned solid copper conductor, two-hole high compression lug and UL approved fastener. Bond each coaxial cable prior to entering the PVC conduit to the EGB using a grounding kit and two-hole high compression lug.

Main Service Entrance and Emergency Power

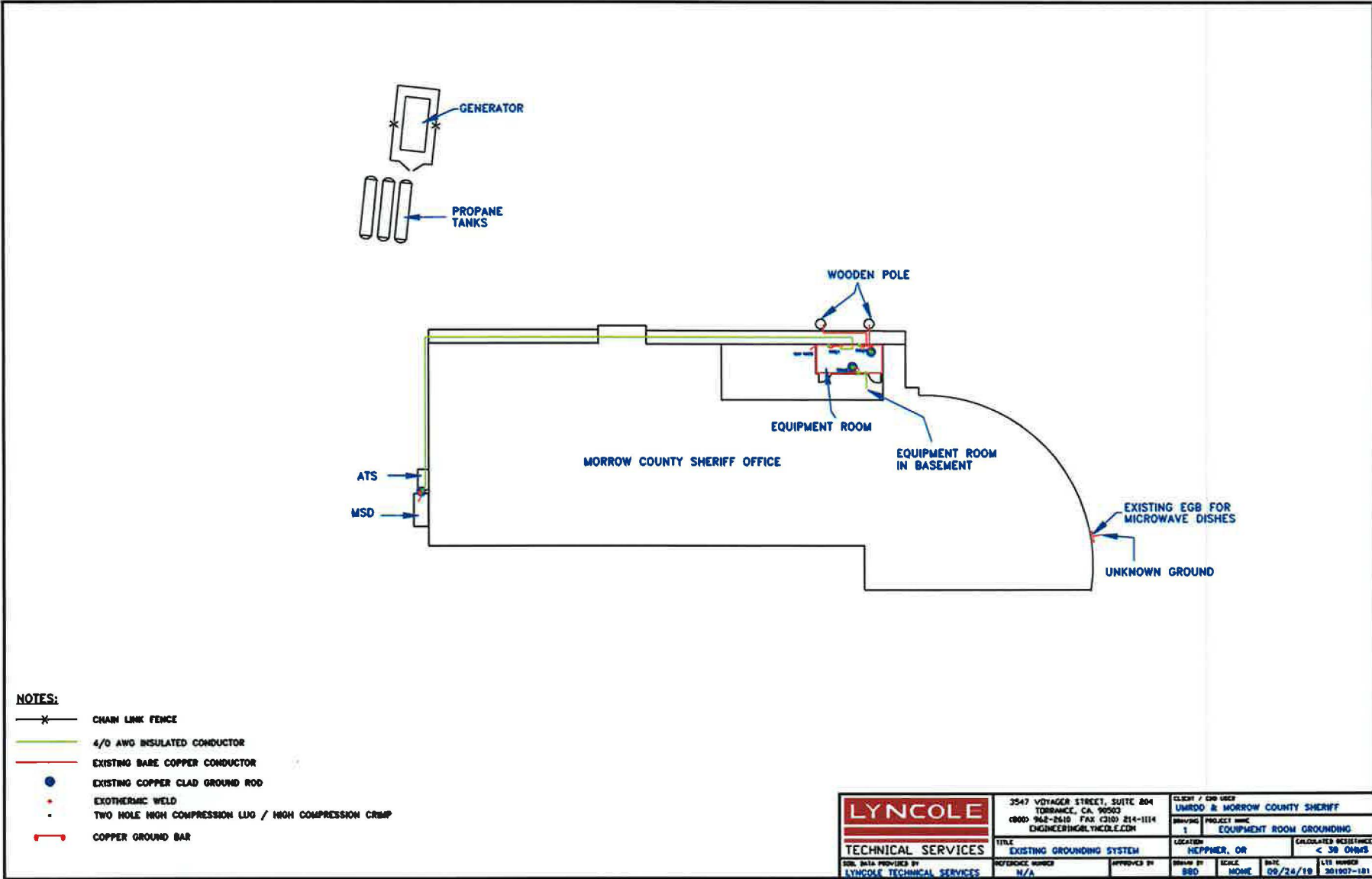
- Rec. 21. Install a ¾ in. x 10 ft. copper clad ground rod a minimum 6 ft. from the existing ground rod and bond it to the existing ground rod using #2 tinned solid copper conductor and exothermic welds. This conductor should be buried below grade for protection.
- Rec. 22. Install a Current Technology SPD model CurrentGuard CG-120-120/240-2G on the main service panel. This SPD should be installed in a weatherproof enclosure and as close as possible to the MSD for proper protection.
- Rec. 23. Install a ¾ in. x 10 ft. copper clad ground rod adjacent to the generator and bond this ground rod to the generator using #2 tinned solid copper conductor, two-hole high compression lug and exothermic weld. The contact surface paint on the generator should be removed prior to making the connection.
- Rec. 24. Bond the corner and gate fence posts to ground rods using #2 tinned solid conductors and exothermic welds. Install flexible jumpers between the gates and their supporting posts.
- Rec. 25. Bond each propane tanks to the nearest grounding system at the generator using #2 tinned solid copper conductors, two-hole high compression lugs and

exothermic welds. The contact surface paint on the tank's support should be removed prior to making the connection.

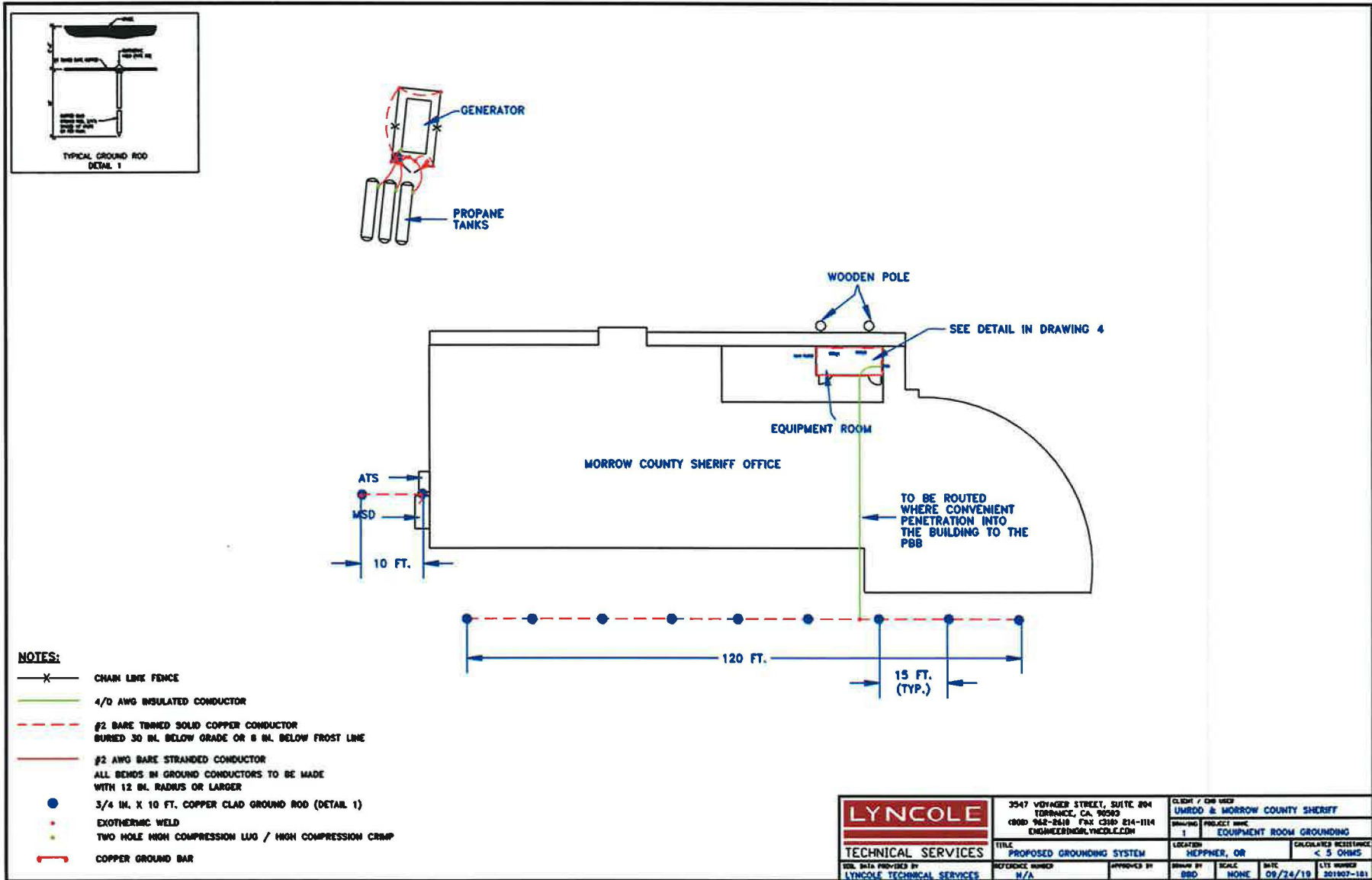
Equipment Room

- Rec. 26. Install a 2 in. x 12 in. x ¼ in. copper ground bar on insulated standoffs on the wooden board as the Telco Ground Bar. Bond this ground bar to the PBB using #2 AWG green conductor and two-hole high compression lugs. Bond the telco pedestal, each network enclosure and metallic frames supporting the telco 66-blocks to the ground bar using #6 AWG conductors and two-hole high compression lugs. Remove and discard the existing connection between the telco pedestal and SBB.
- Rec. 27. Install a 4 in. x 20 in. x ¼ in. copper ground bar as the PBB on insulated standoffs. Install three (3) #2 AWG green insulated aisle conductors as shown in Drawing 4. These conductors must be fastened at 3 ft. intervals. Bond each equipment rack to the aisle conductor using #2 AWG conductor, two-hole high compression lug and high compression crimp. Each conductor should sweep towards the PBB and be as short as possible. Verify each equipment to be bonded to the existing RGB or rack's chassis using #6 AWG conductor and two-hole high compression lug (Drawing 5). The contact surface paint should be removed prior to making the connections. Install an IPBB conductor in the room. This IPBB conductor consists of two (2) #2 AWG green insulated conductors extending in opposite directions from the PBB approximately 6 in. below the ceiling. Each ground conductor is routed around one-half of the equipment room's perimeter. The two (2) ground conductors do not connect at the end of the room opposite the PBB; otherwise, a ground loop would exist. Each ground conductor provides a convenient, low impedance bonding point for any ancillary apparatus support. Bond each conduit, enclosure, vent to the IPBBC with a #6 AWG green insulated copper conductor, two-hole high compression lug and high compression crimp. Remove and discard the existing IPBBC and the copper strap on the floor. Bond the cable tray to the PBB using #6 AWG conductor and two-hole high compression lug. Bond each UPS in the room to the IPBB conductor.
- Rec. 28. Bond the HAM Radio equipment to the PBB using #6 AWG conductor and two-hole high compression lugs.

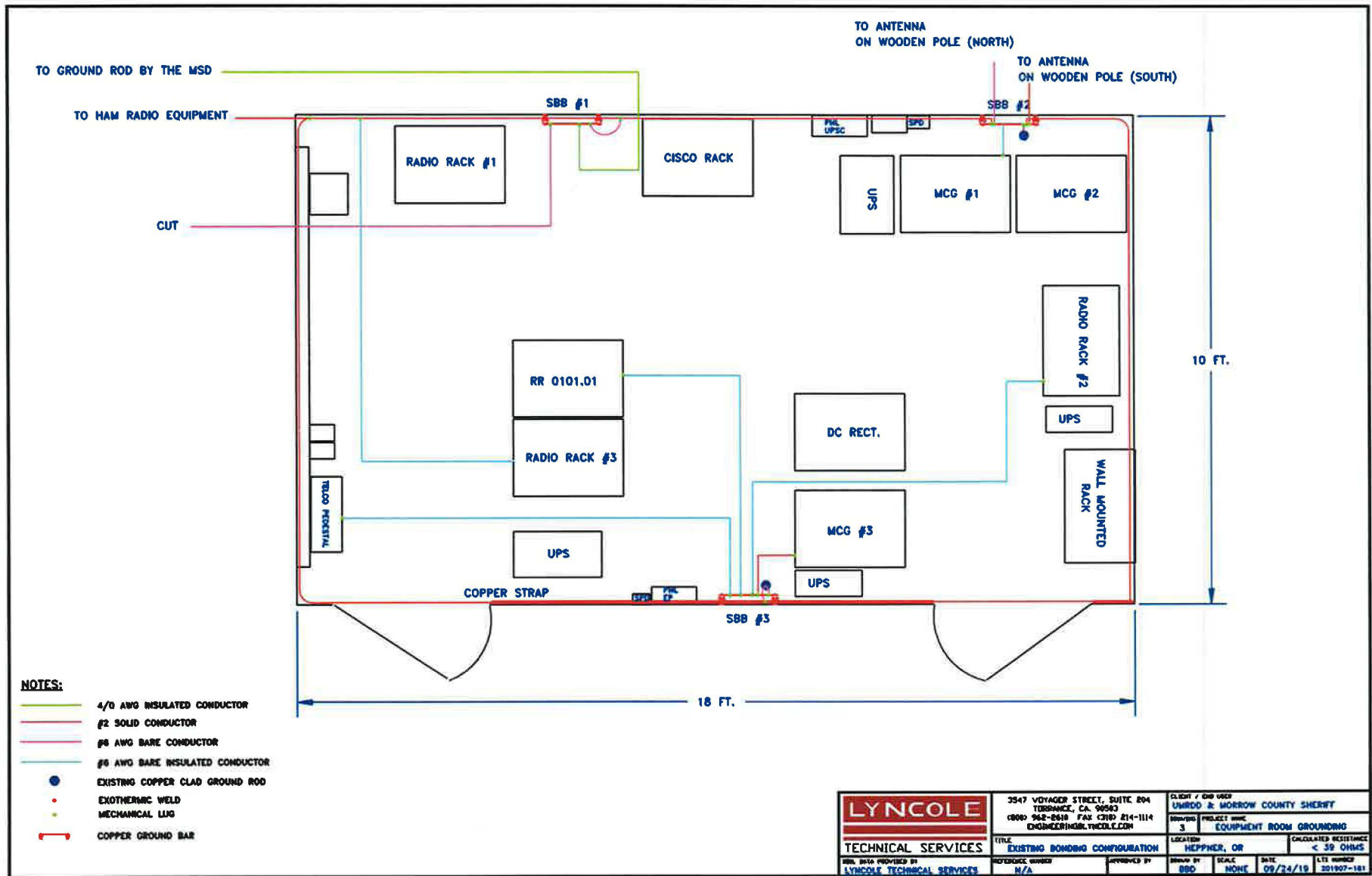
Drawings



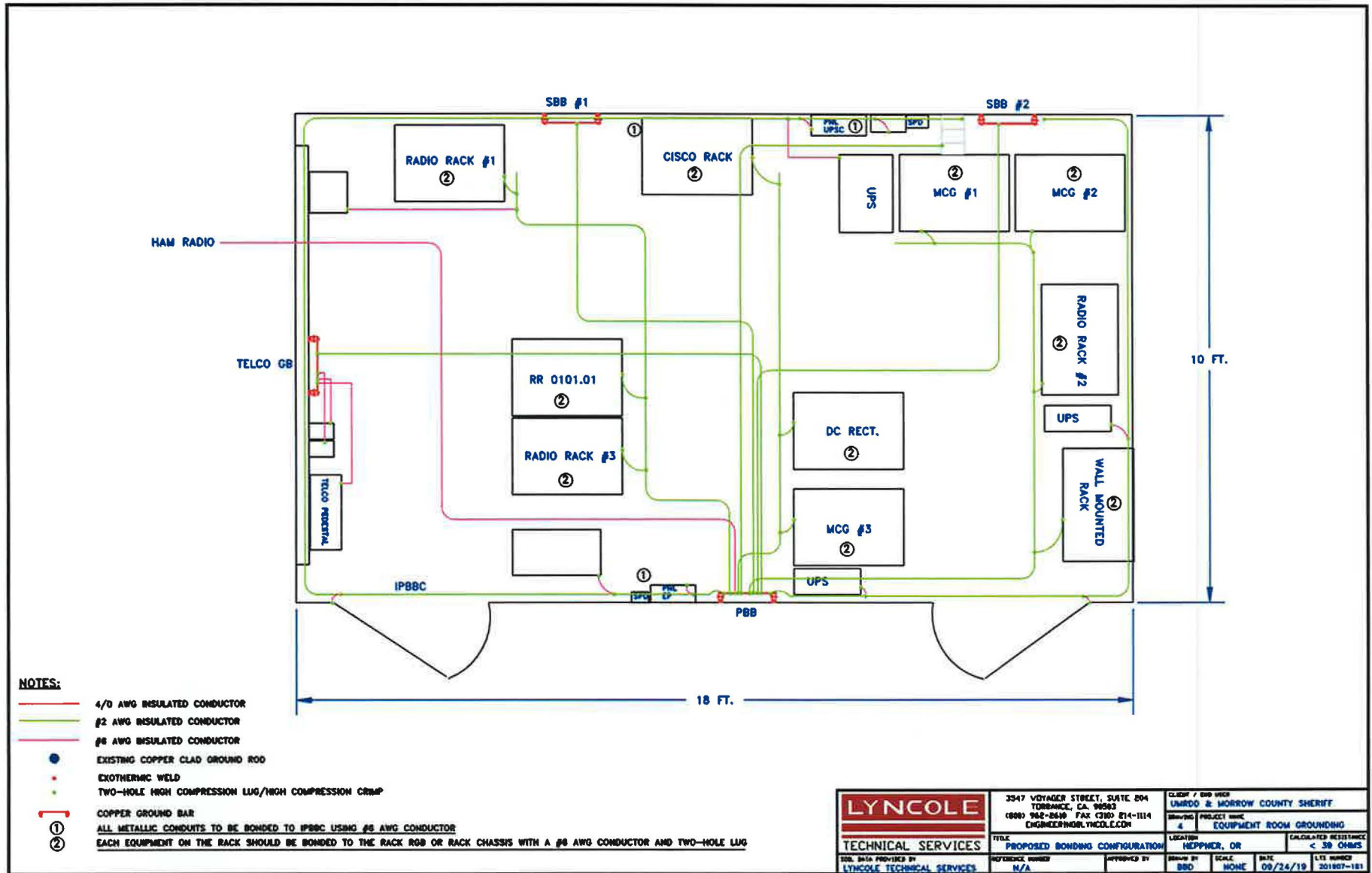
Drawing 1. Existing Grounding System



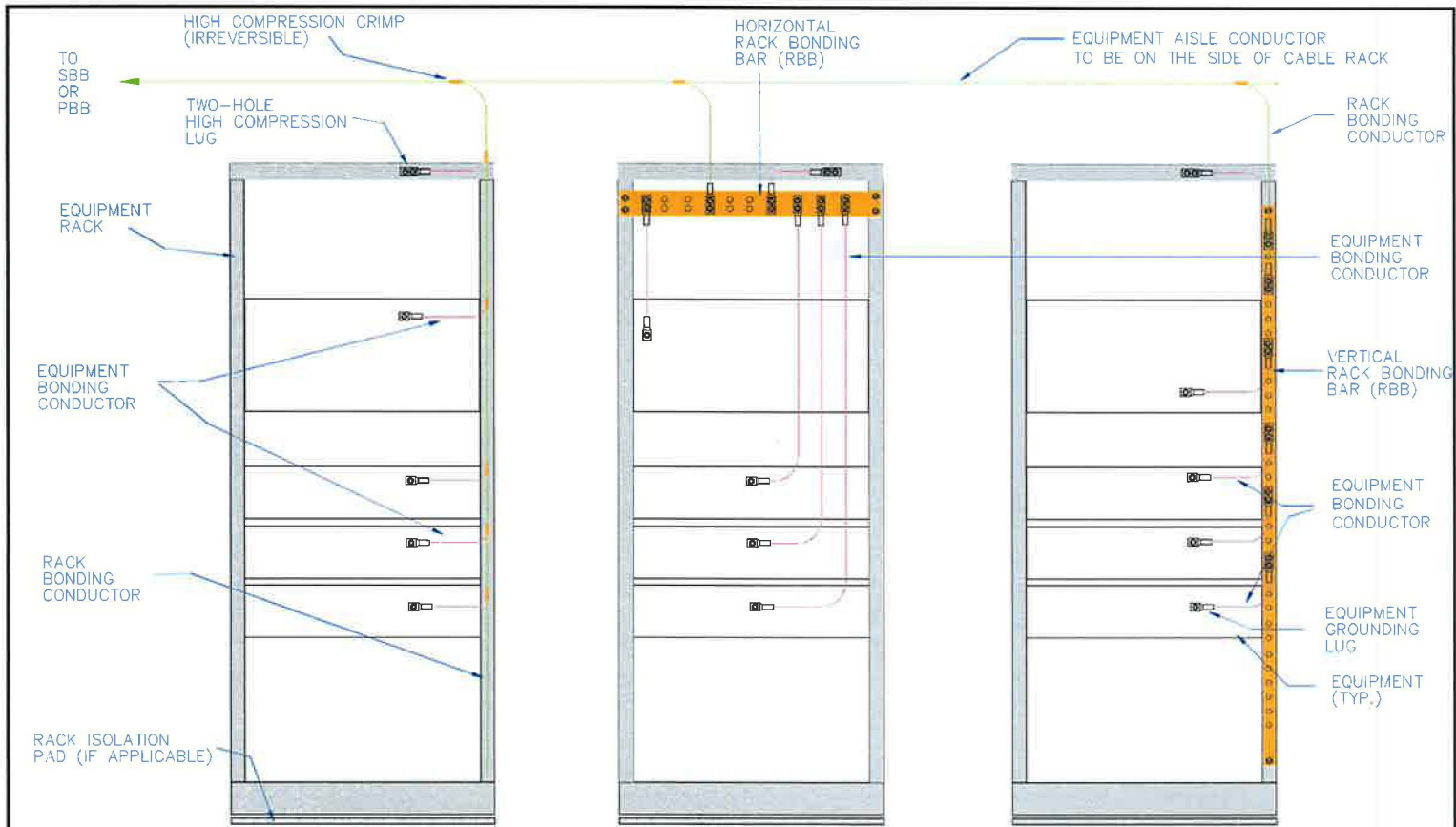
Drawing 2. Proposed Grounding System



Drawing 3: Existing Grounding System Configuration



Drawing 4: Proposed Grounding System Configuration



NOTES:

- #2 AWG GREEN INSULATED COPPER CONDUCTOR (MIN.)
- #6 AWG GREEN INSULATED COPPER CONDUCTOR
- ALL BENDS IN GROUND CONDUCTORS TO BE MADE WITH 12 IN. RADIUS OR LARGER

		CLIENT / END USER	
		UMRDD MORROW COUNTY SHERIFF	
TECHNICAL SERVICES		DRAWING PROJECT NAME	
3547 VOYAGER STREET, SUITE 204 TORRANCE, CA 90503 (800)962-2610 FAX (310)214-1114 ENGINEERING@LYNCOLE.COM		5 EQUIPMENT ROOM GROUNDING	
SOIL DATA PROVIDED BY		TITLE	
LYNCOLE TECHNICAL SERVICES		EQUIPMENT RACK GROUNDING	
DRAWN BY		LOCATION: CITY, STATE	CALCULATED RESISTANCE
BBD		HEPPNER, OR	N/A
APPROVED BY		DATE	
		09/24/19	
REFERENCE NUMBER	SCALE	LTS NUMBER	
N/A	NONE	201907-181	

Drawing 5: Equipment Rack Grounding Typical

Testing Methods

Clamp-on Resistance Test

The Clamp-on Ground Resistance Tester was used to determine the resistance to earth of the existing grounding electrode, where possible. This test requires that the jaws of the meter be placed around the grounding electrode or grounding electrode conductor above grade and before the first splice or connection.

Wenner 4-Pt. Test

The Wenner four-point test method was used to measure the soil resistivity at the site. This method utilized a special purpose meter and four probes installed in a straight line with equal spacing (5, 10, 20 etc. out to 100 feet). The meter is connected to each probe and serves as a source for current to be forced through the two outer probes. As the current flows through the earth from one probe to the other, a difference in potential is created between the two inner probes. The potential is determined by the resistivity of the soil and the current being generated by the meter. Readings are taken at several probe spacings at different locations throughout the site. Each reading reflects the average soil resistivity between the earth's surface and a depth equivalent to the probe spacing.

The test results are used to design a site-specific grounding system that will bring the existing system into compliance, as required. Soil resistivity data is the most important factor in the design of a grounding system and determining performance prior to installation. These procedures are in compliance with IEEE Standard 81.

Field Reports and Soil Analysis

Clamp-on Test Field Report

JOB NUMBER: 201907-181 **TEST DATE:** 09/19/2019
CLIENT: UMRDD & Morrow County Sheriff / Morrow County **COPY TO:** Shawn Halsey
PROJECT NAME: UMRDD/Morrow County Sheriff
CONDITIONS: Sunny 70F
TEST LOCATION: 325 Willow View Dr., Heppner, OR 97836
TEST METHOD: Clamp-on Resistance Test
TEST INSTRUMENT: AEMC 3711
SERIAL NUMBER: 159268 DF DV
CALIBRATION: 07/18/2019

COMMENTS: This test measures ground currents, resistance to earth for ground electrodes and ground path resistance (determines whether or not the grounding conductor under test is electrically continuous (*) through multiple grounding paths).

TEST RESULTS:

Test Points	Description of Systems Tested	Current (mA)	Ground Resistance (Ω)
1	SBB#1 - 4/0 AWG green to ground rod at the main service disconnect	1228	1.3*
2	SSB#1 - #2 AWG green to the ceiling	0	O.L.
3	SBB#1 - #2 AWG green to IPBB conductor	930	0.17*
4	SBB#2 - #6 bare stranded to IPBB conductor	590	0.17*
5	SBB#2 - #8 bare stranded to antenna on the south side wooden pole	0	0.39*
6	SBB#2 - #2 solid to the antenna on the North side wooden pole (solder on the ground lug)	120	0.36*
7	SBB#2 - #2 solid to IPBB conductor	490	0.07*
8	SBB#2 - #6 solid insulated conductor (not in used)	0	O.L.
9	SBB#2 - #6 AWG black to MCG Rack #1	127	0.07*

TEST RESULTS:

Test Points	Description of Systems Tested	Current (mA)	Ground Resistance (Ω)
10	SBB#2 - #2 Solid to the ground rod on the floor	2	41.7
11	SBB#3 - #6 bare stranded to the copper strap on the floor that interconnected to IPBB conductor	n/a	n/a
12	SBB#3 - #6 AWG green to Radio Rack #2	122	0.33*
13	SBB#3 - #2 Solid to MCG Rack #3	146	0.15*
14	SBB#3 - #6 AWG black to Telco Pedestal	278	0.25*
15	SBB#3 - #6 AWG gray to RR0101.01	17	0.49*
16	SSB#3 - #6 bare stranded to the ground rod on the floor	2	39.1
17	EGB - #2 Solid conductor to earth	0	420

Testing Completed by: Benjamin Du
 Account Manager: Zahid Mitha
 Lyncole Technical Services, Torrance, CA. 1-800-962-2610

Soil Resistivity Field Report

PROJECT NUMBER: 201907-181 **TEST DATE:** 09/19/2019
CLIENT: UMRDD & Morrow County Sheriff / Morrow County **COPY TO:** Shawn Halsey
PROJECT NAME: UMRDD/Morrow County Sheriff
CONDITIONS: Sunny 70F **SOIL:** Grassy and compacted sand
TEST LOCATION: 325 Willow View Dr., Heppner, OR 97836
TEST METHOD: Wenner Four Point Soil Resistivity
TEST INSTRUMENT: Megger DET 2/2
SERIAL NUMBER: 16499-1006 **CAL DATE:** 07/18/2019
CALCULATION: Soil resistivity (ohm-meter) = 1.915 x Spacing (ft.) x R (ohms)

Test Location	Depth Tested (probe spacing) (ft.)	Meter Reading (Ω)	Calculated Soil Resistivity (Ωm)
1 – NW to SE on the Grassy Soil SW of the Building.	5	10.56	101.11
	10	5.22	99.96
	15	4.21	120.93
	20	3.21	122.94
	30	2.44	140.18
	40	1.753	134.28
2 – N to S on the East Side of the Building.	5	33.4	319.81
	10	6.34	121.41
	15	4.57	131.27
	20	3.40	130.22
	30	2.07	118.92
	40	1.801	137.96

Testing Completed by: Benjamin Du
 Account Manager: Zahid Mitha
 Lyncole Technical Services, Torrance, CA. 1-800-962-2610



Figure 1: Resistivity test locations.

Soil Data Interpretation

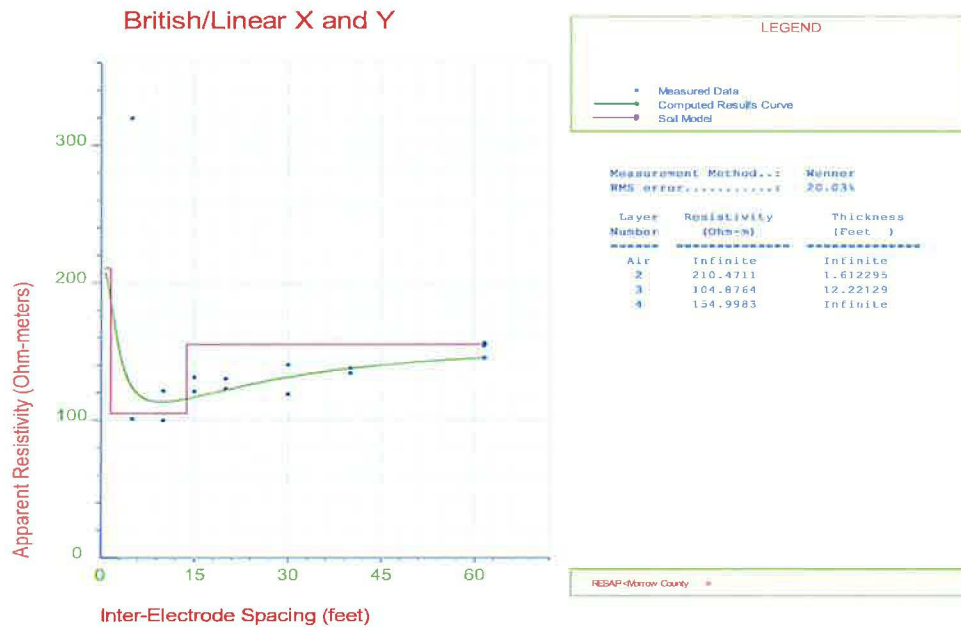


Figure 2: Resistivity Variation (Based on Field Data).

The soil resistivity was modeled with a multi-layer configuration (Figure) using the RESAP analysis (a module of the CDEGS grounding design software). The number of layers used to model the soil is based on probe spacing and software interpretation of the data. A single soil model was developed from all of the soil resistivity tests performed on site.

Layer No.	Resistivity (Ωm)	Thickness (ft.)
1	infinite	infinite
2	210.4711	1.61
3	104.8764	12.22
4	154.9983	infinite

Table 1: Soil Configuration

Photos



Photo 1: The 4/0 AWG Conductor Bonding SBB#1 to the Ground Rod at the MSD

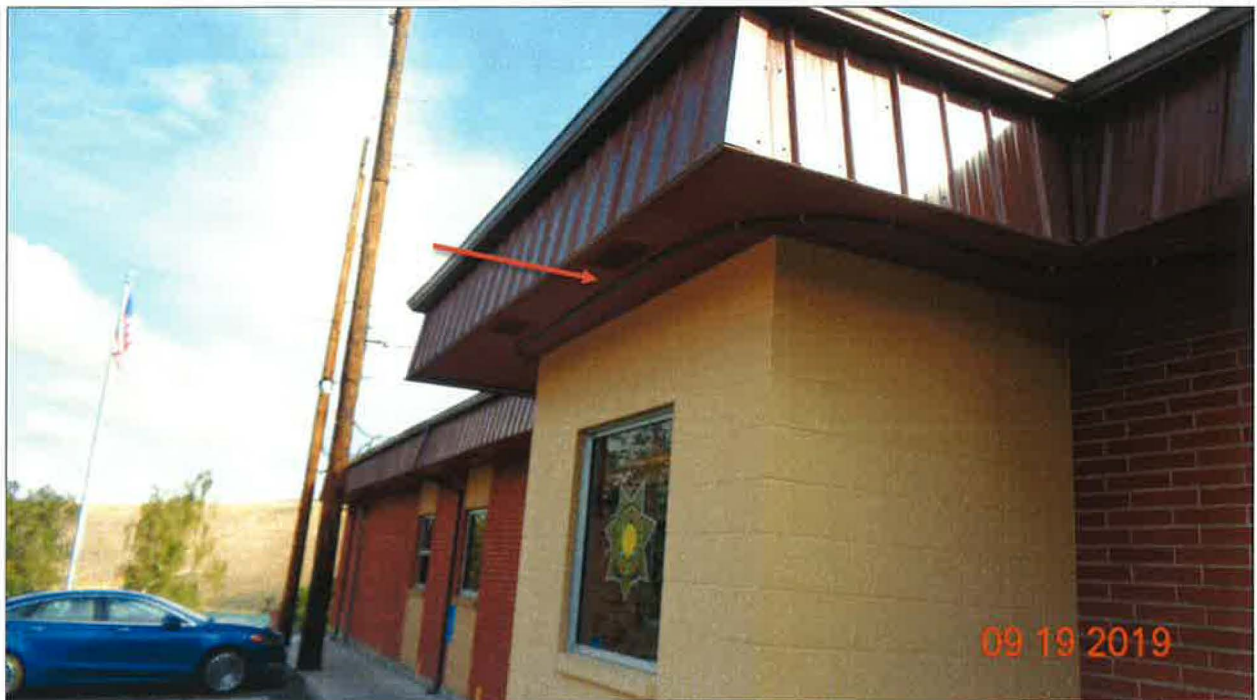


Photo 2: 4/0 AWG Conductor Routed Along the Ceiling from SBB#1 to the Ground Rod at the MSD



Photo 3: Soil Resistivity Test



Photo 4: LPS Air Terminal On the Microwave Structure (Below the Dipole Antenna)



Photo 5: Dish at the NE Corner of the Building



Photo 6: Ground Lugs Stacked on the Support Post

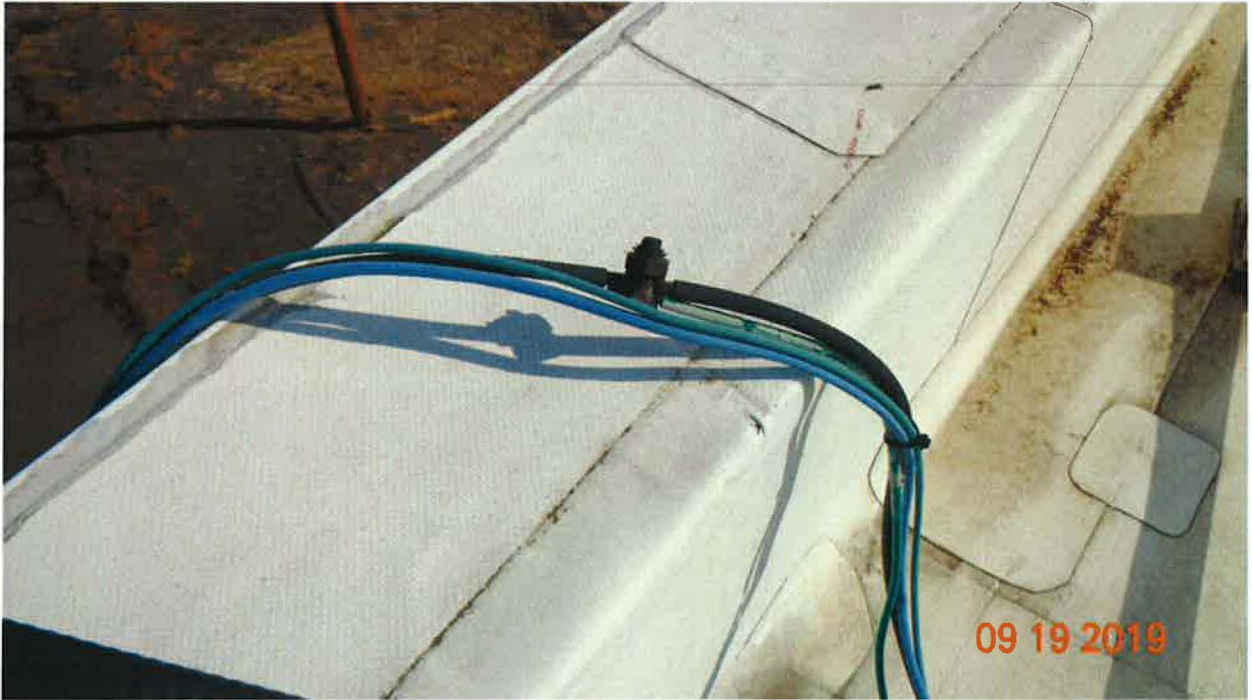


Photo 7: Support Post Bonding Connection at the NE Corner of the Building



Photo 8: No Grounding Kits Installed on the Coaxial Cables

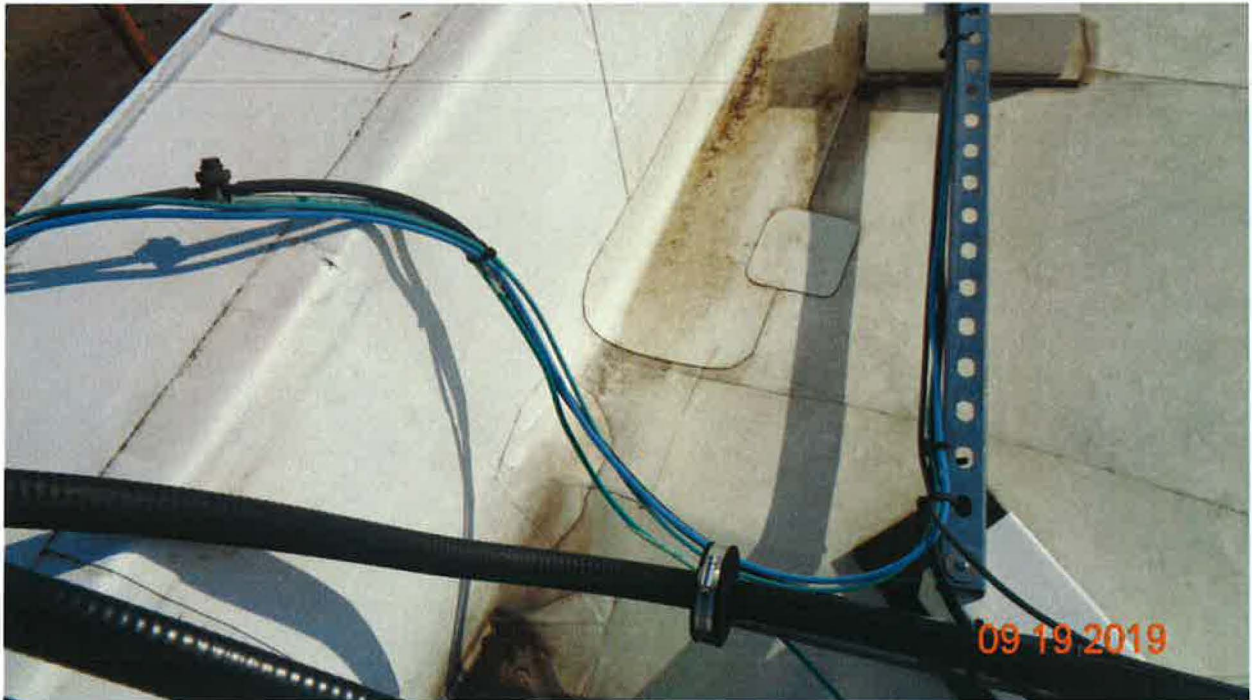


Photo 9: Bonding Connection from the Microwave Dish to the Conductor that is Bonded to the EGB



Photo 10: Dipole Antenna Support Post is not Bonded to the Grounding System



Photo 11: No Grounding Kits Installed on the Coaxial Cables from the Dipole Antennas



Photo 12: TGB on the Microwave Dish Structure



Photo 13: Two (2) Antennas and the Support Post are not Bonded to the Grounding System



Photo 14: Two (2) Antennas and the Support Post are not Bonded to the Grounding System



Photo 15: An Antenna and the Support Post are not Bonded to the Grounding System



Photo 16: North Side Wooden Pole



Photo 17: North Side Wooden Pole



Photo 18: #2 Solid Conductor Along the Wooden Pole



Photo 19: South Side Wooden Pole

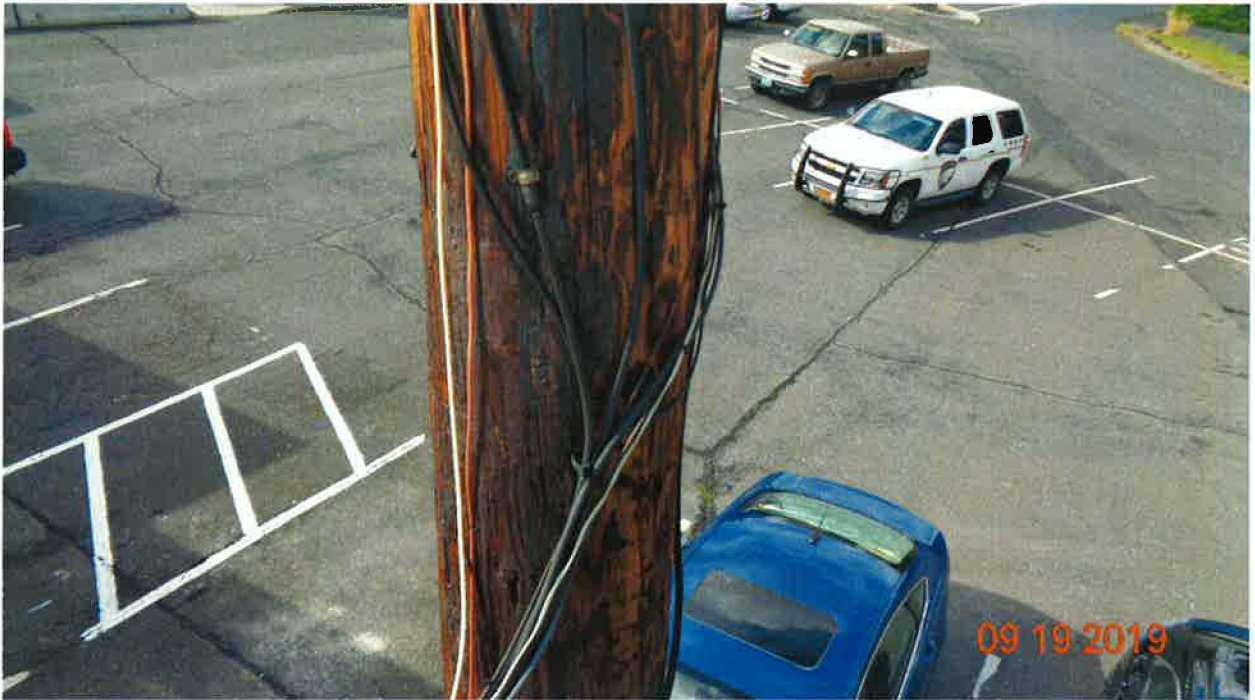


Photo 20: South Side Wooden Pole



Photo 21: #8 AWG Conductor Bonding the Antenna to SBB#2 in the Equipment Room



Photo 22: Cable from the HAM Antenna



Photo 23: No EGB Installed on the Roof Top Prior to the Cables Entering the Building



Photo 24: No EGB Installed on the Roof Top Prior to the Cables Entering the Building



Photo 25: The Existing EGB on the North Side of the Building



Photo 26: MSD and ATS on the South Side of the Building



Photo 27: Generator is not Grounded



Photo 28: Fence Posts and Gateposts are not Grounded



Photo 29: Propane Tanks are not Grounded

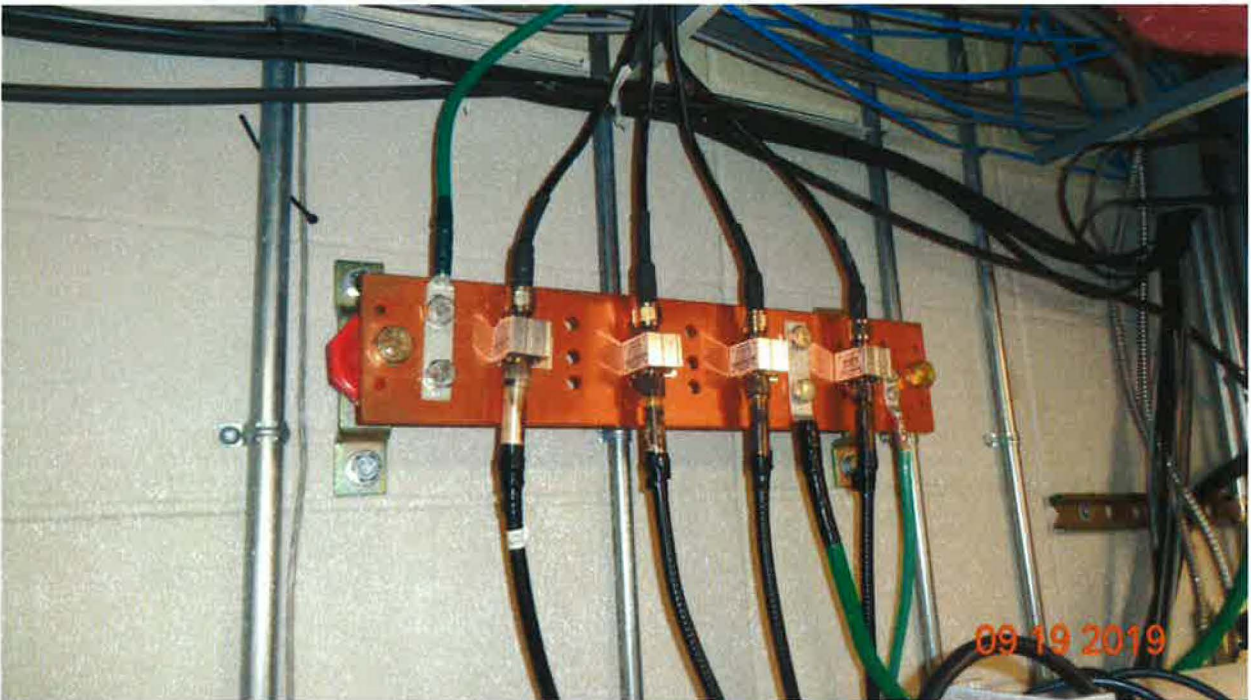


Photo 30: SBB#1 in the Equipment Room

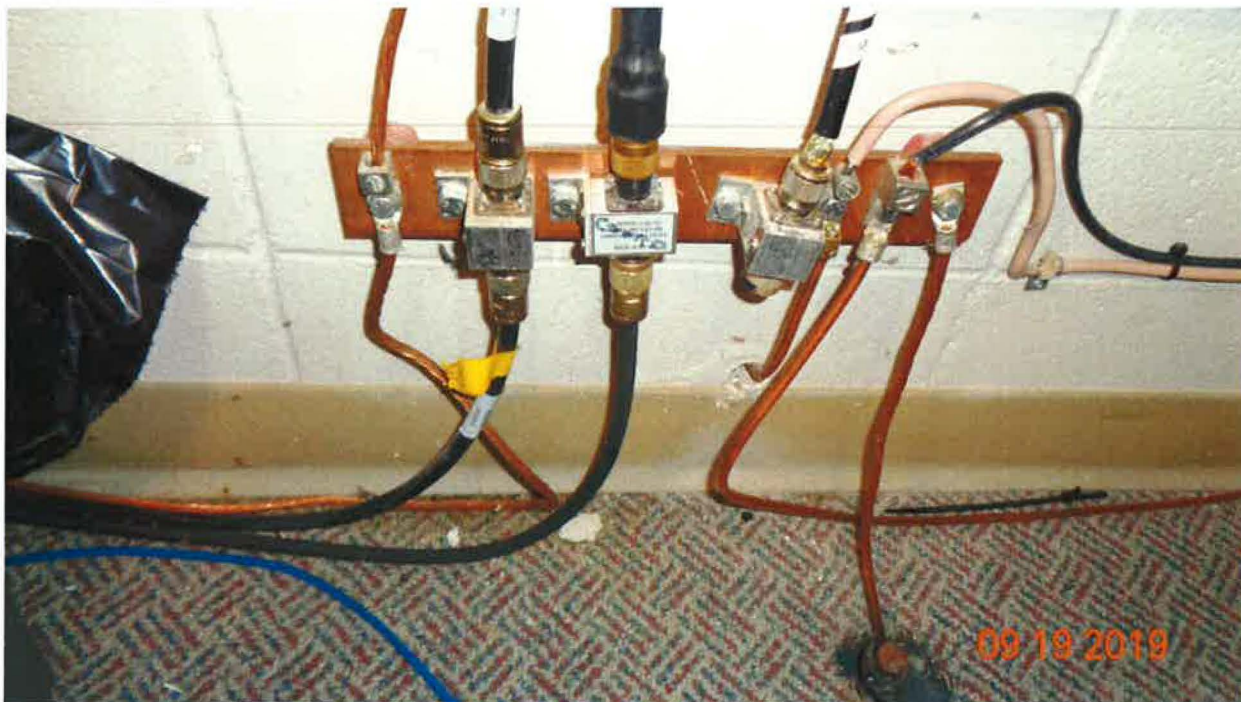


Photo 31: SBB#2 in the Equipment Room

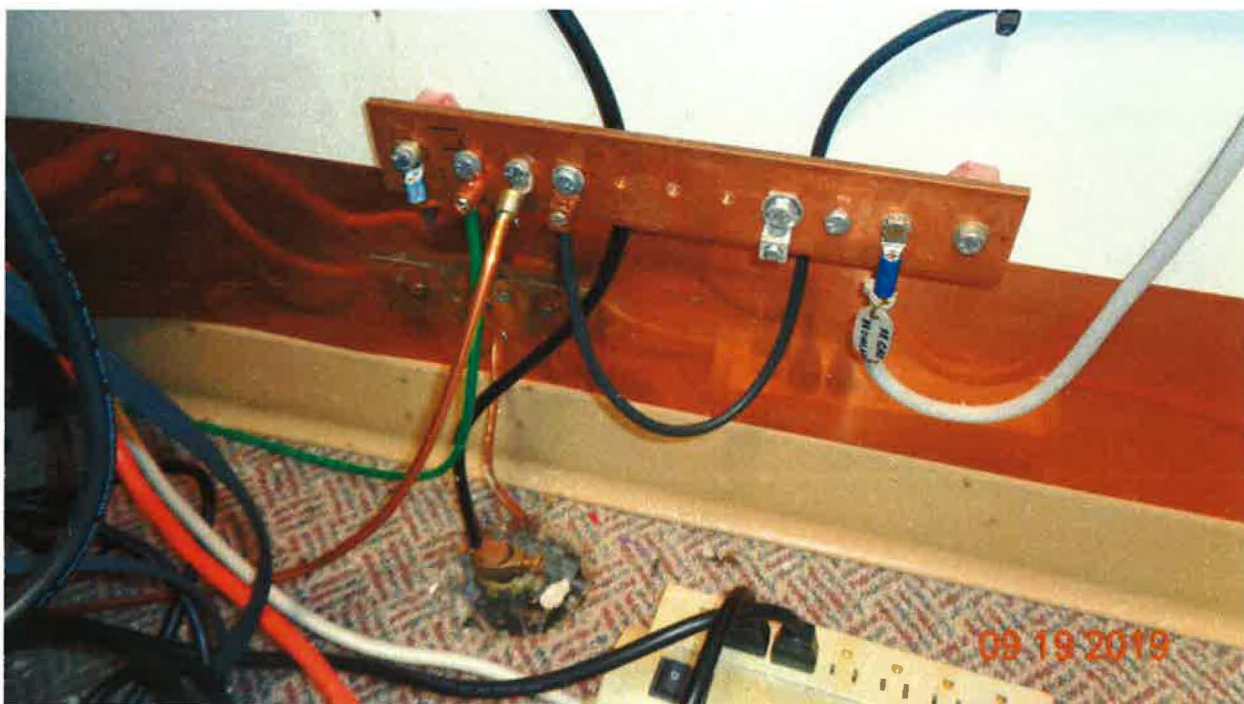


Photo 32: SBB#3 in the Equipment Room

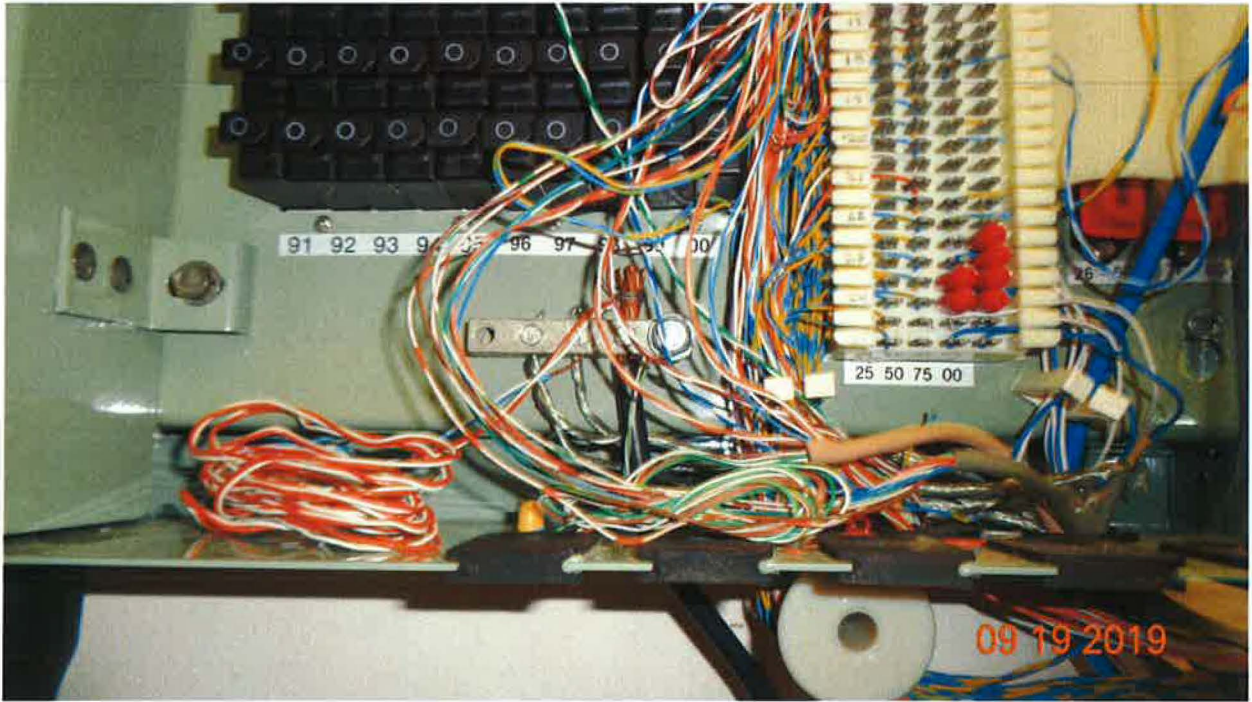


Photo 33: Telco Pedestal



Photo 34: Network Enclosures are not Bonded to the Grounding System

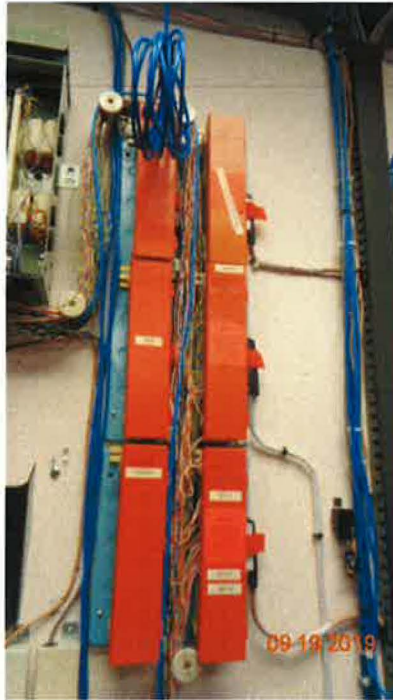


Photo 35: Metallic Frames are not Bonded to the Grounding System

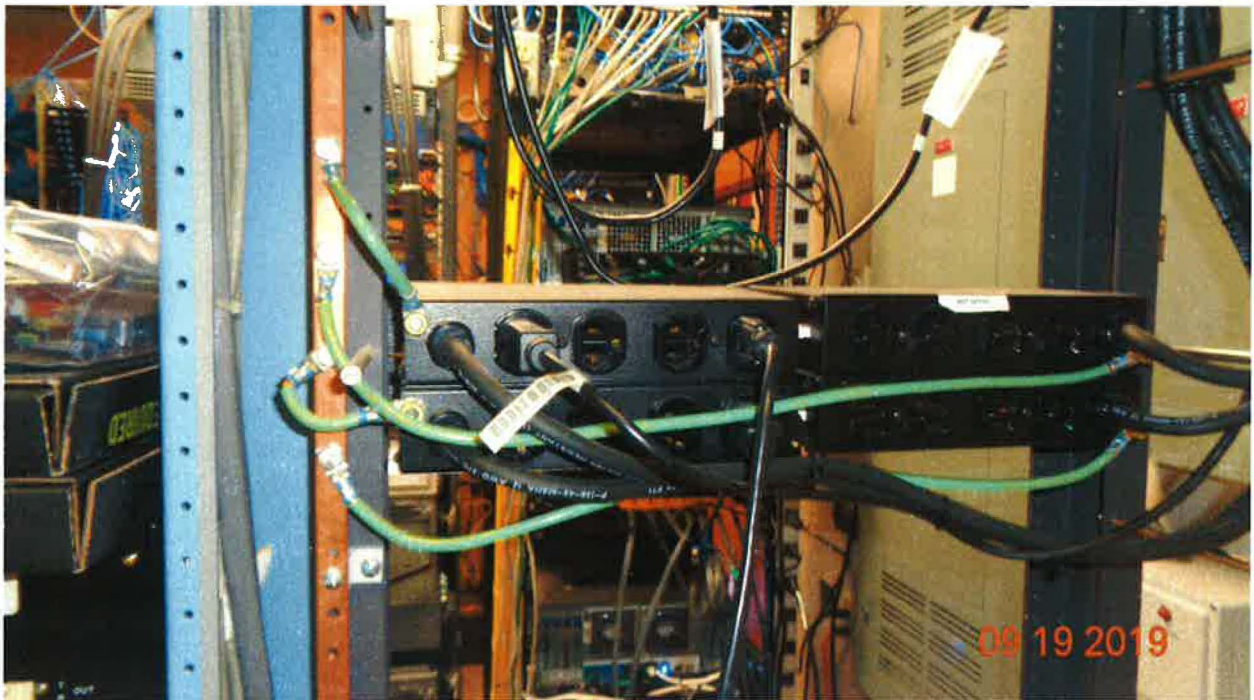


Photo 36: RGB on Radio Rack #3

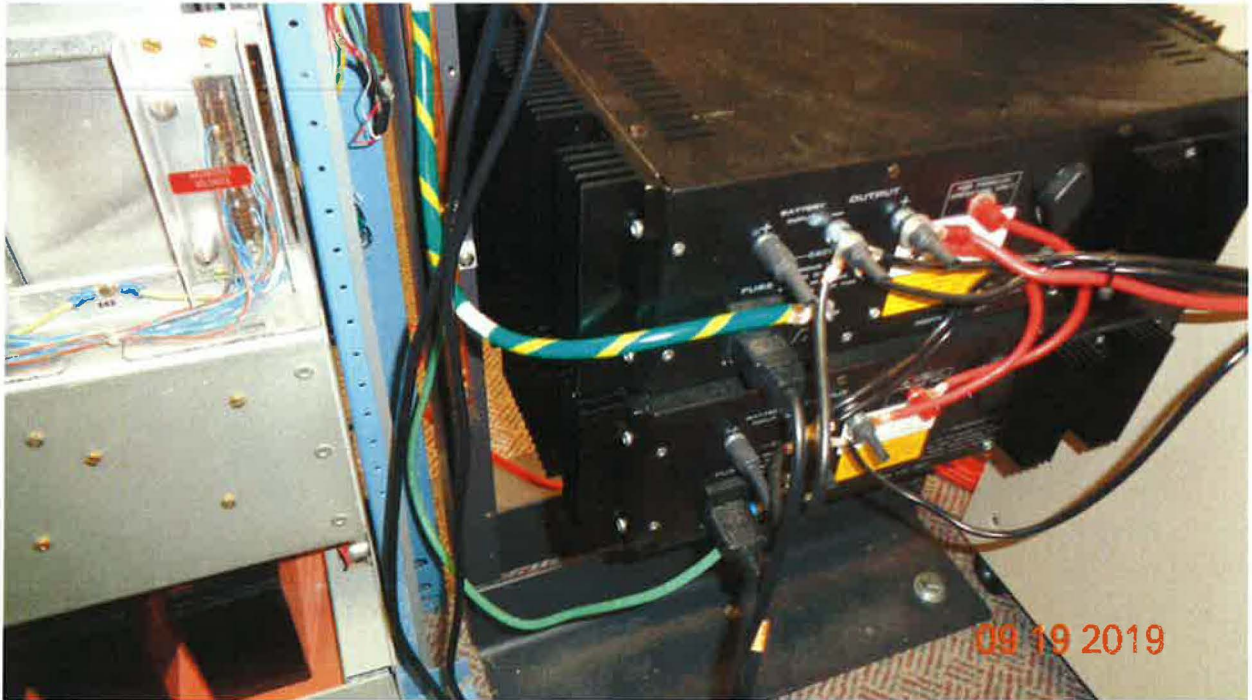


Photo 37: Equipment Bonded to the RGB

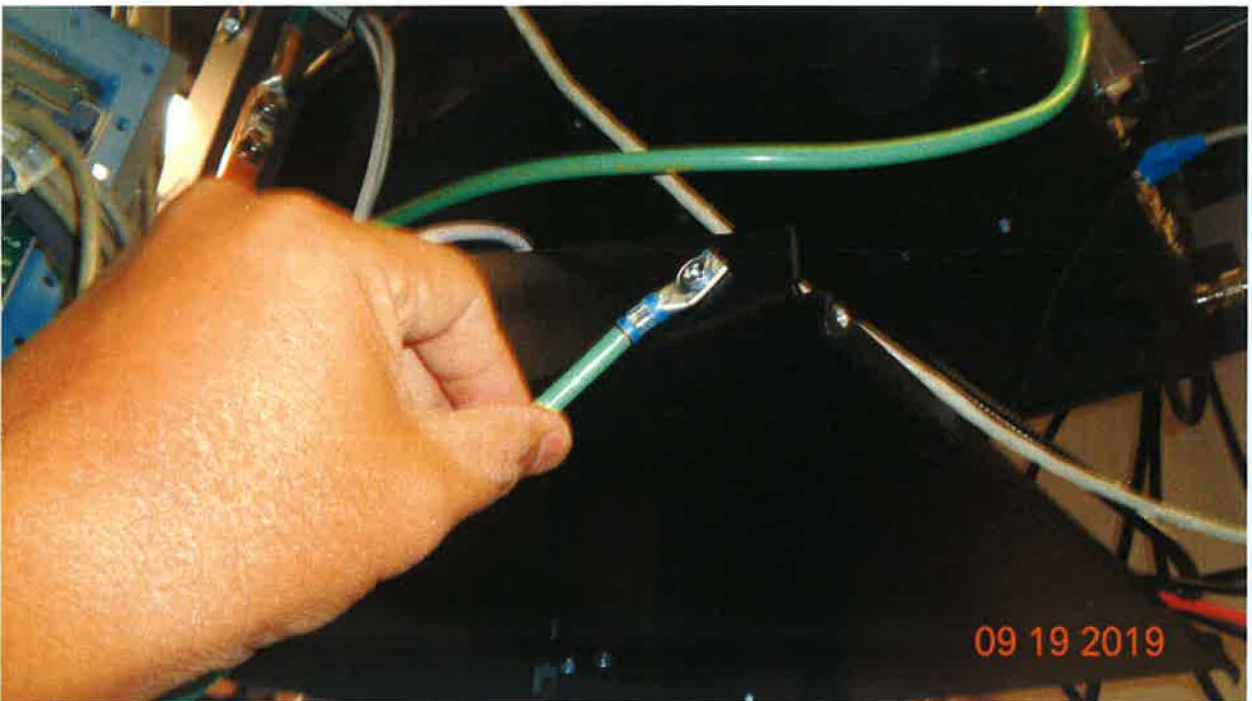


Photo 38: Loose Bonding Connection

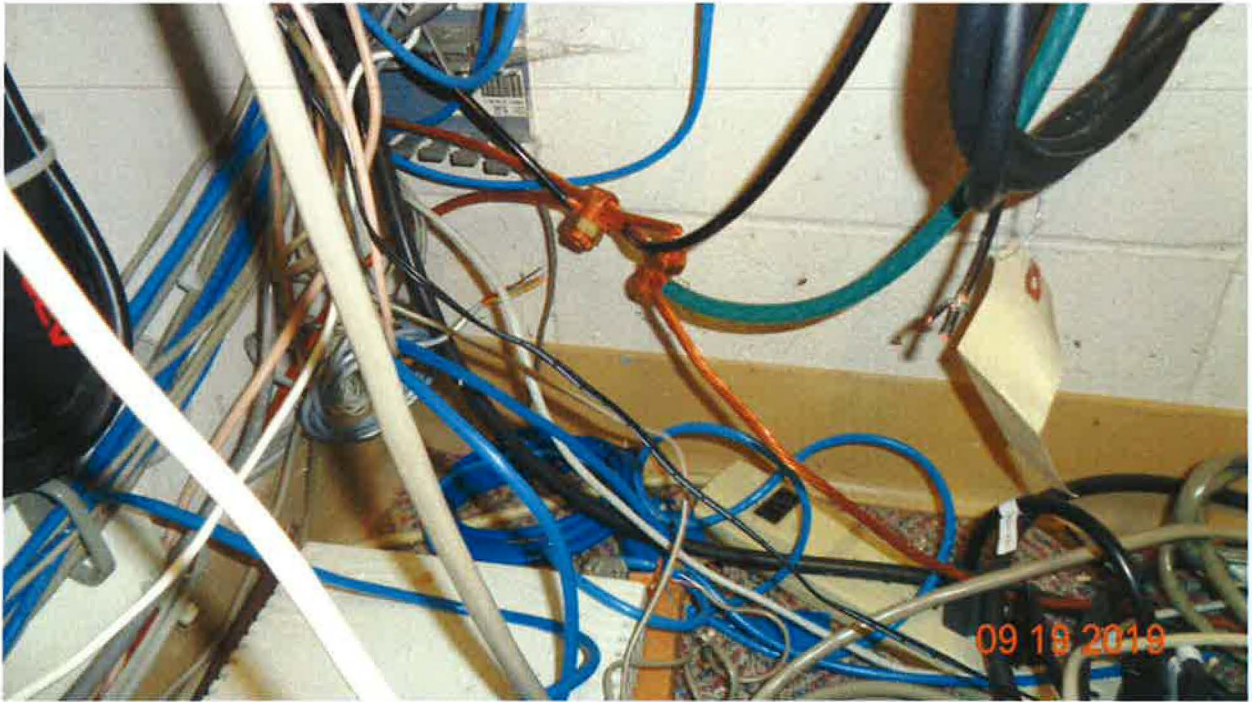


Photo 39: RGB on Radio Rack #3 is Bonded to the IPBB Conductor

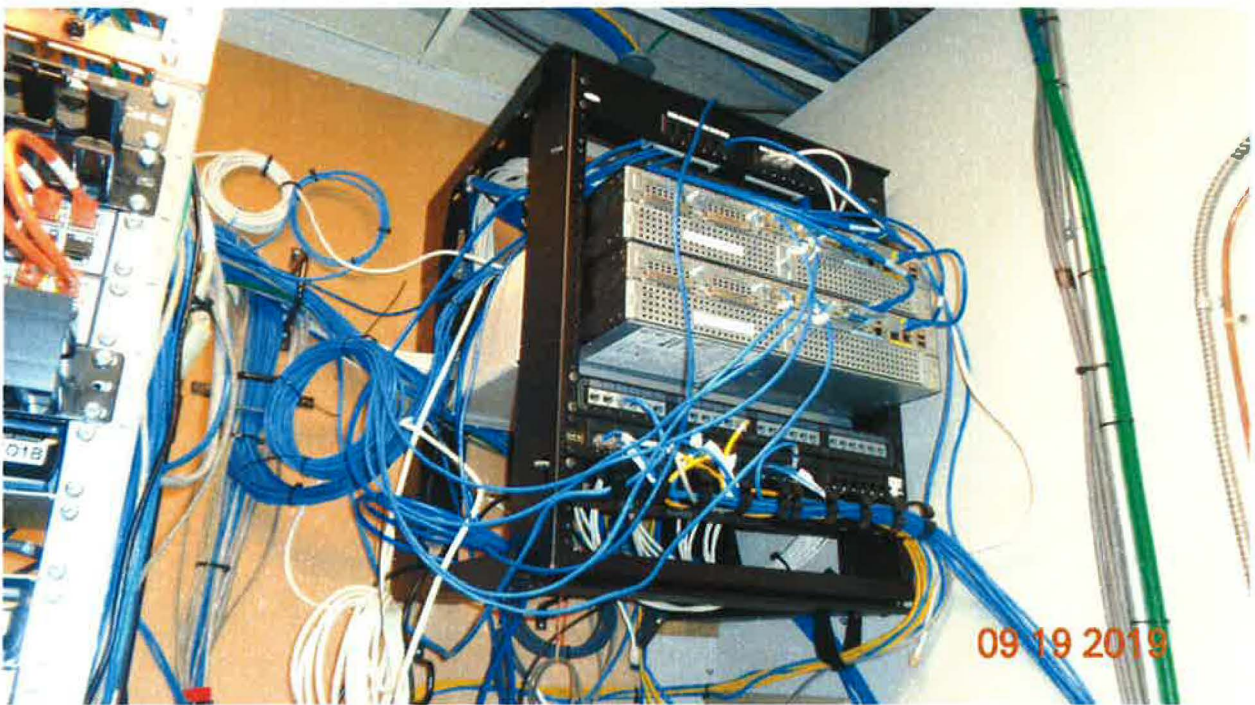


Photo 40: Wall Mounted Equipment Rack is not Bonded to the Grounding System

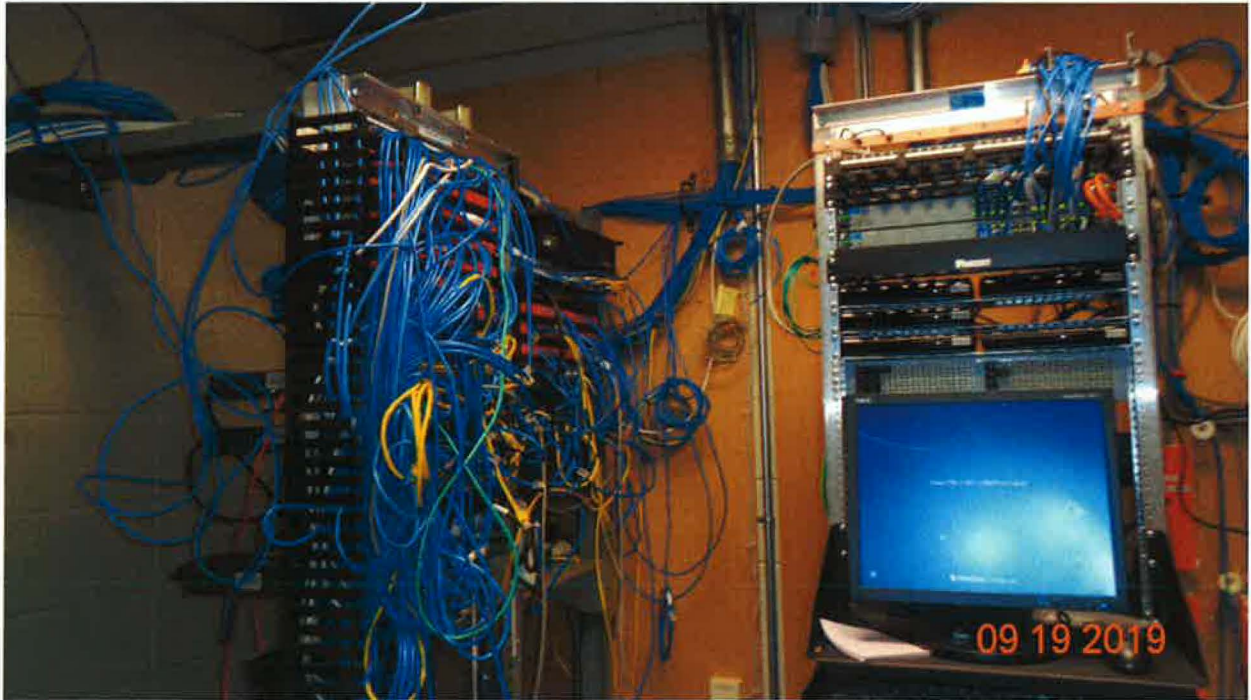


Photo 41: One of the MCG Racks is not Bonded to the Grounding System

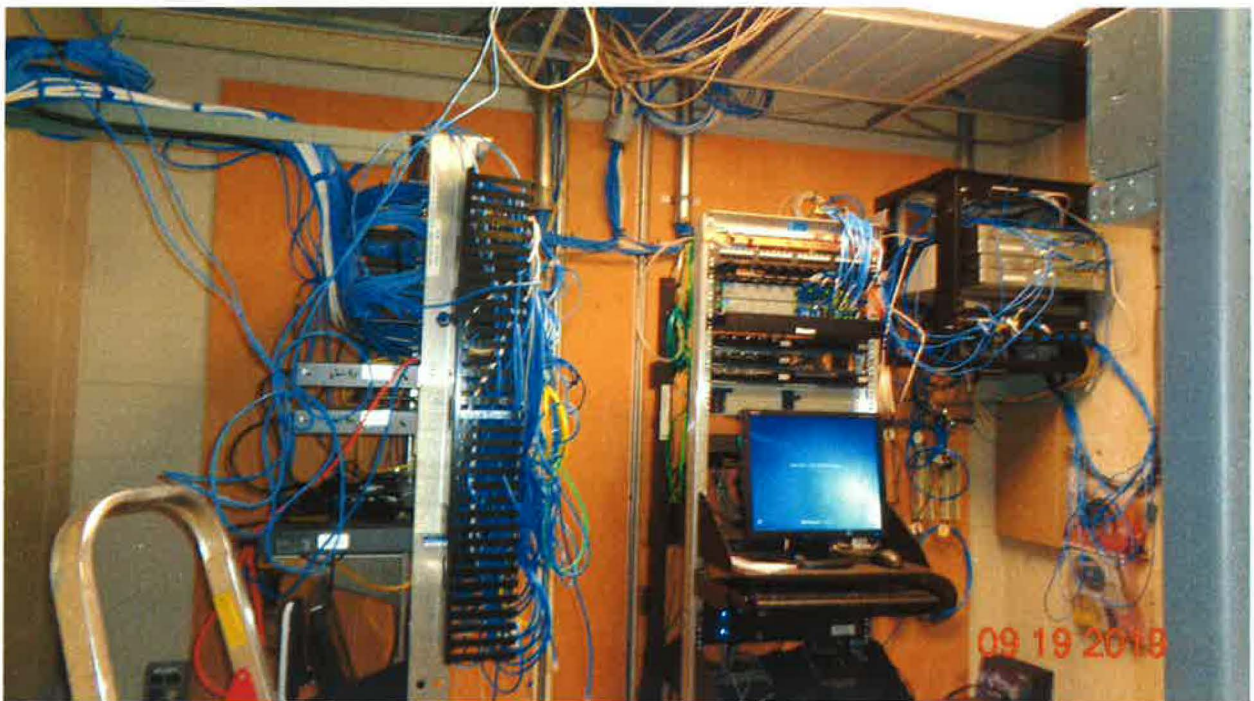


Photo 42: Cable Tray is not Grounded



Photo 43: Conduits are not Bonded to the Grounding System



Photo 44: UPS is not Grounded



Photo 45: IPBB Conductor is not Properly Secured

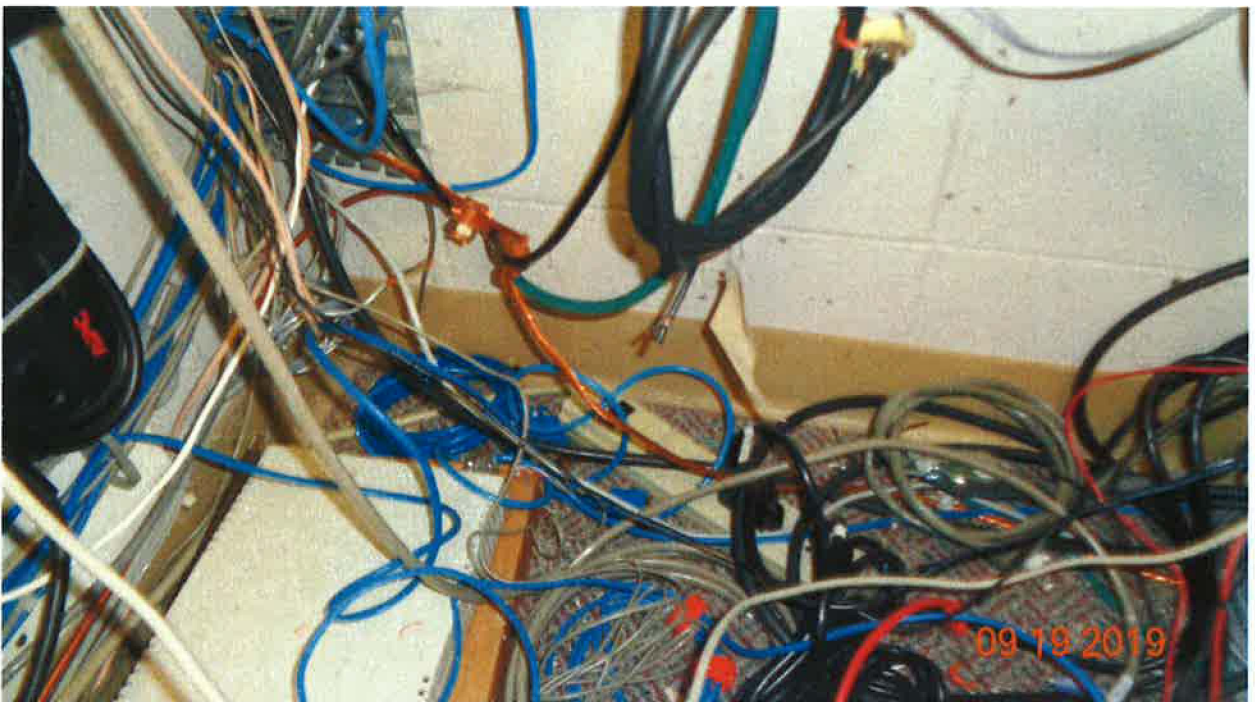


Photo 46: HAM Radio Equipment is Bonded to the IPBB Conductor



Photo 47: SPD on Panel "EP"



Photo 48: SPD on Panel "UPSC"

Training needs applicable to own county

- IC-100 and IC-700

Lessons Learned – Assisting other jurisdictions in an Emergency situation

Public Information Officer

- Water, sewer and septic
- Communication/Phones and Power
- Dedicated Call-in line for public information
- Press conference
- Flash Alert
- Monitor social medial and e-mail accounts

MOU with pharmacies

Schools

American Red Cross (ARC)

- Multiple Agency Recovery Center (MARC)

Water, Food service, Hotels, Office Supplies

ODOT-Tripcheck.

In addition to the steps outlined above, we may consider steps such as the following:

1. Pre-Event: Participate in County Natural Hazard Mitigation Plan efforts (if for no other purpose than to keep abreast of flood planning within the County). I currently am on the Natural Hazard Mitigation Planning Group for Morrow County
2. Pre-Event: Partner with your Planning Department to include Public Health specific informational materials in new residential/commercial building permit packets.
3. Pre-Event: Conduct targeted Public Health messaging outreach to residents living in flood plains, with special consideration for Access & Functional Needs Populations (A&FN) populations.
4. Event/Recovery: Identify impacted A&FN populations (via avenues such as coordination with providers/activation of emPOWER data, etc.).
5. Event/Recovery: Coordinate or support services for A&FN populations (including outreach, evacuation, care at shelters, long term medical/DME needs, etc.).
6. Event/Recovery: Consider drinking water services issues/partner with State Drinking Water Protection Program as needed.
7. Event/Recover: Consider radioactive materials threat/partner with Radiation Protection Services to receive assessment of risk.

Morrow County – All Hazards

VII. PUBLIC HEALTH ROLES AND RESPONSIBILITIES, BY PHASE

A. Pre-Event (Plan/Mitigate)

- Draft a public health flood emergency response plan that integrates with the Heppner Flash Flood Plan (Appendix) and state guidance for public health disaster planning (PE 12)
- Draft procedures to support the plan
- Conduct an external review of the draft plan with Morrow County Emergency Management staff; make revisions
- Conduct/coordinate training for the MCHD staff
- Organize public health information that is common to a majority of extreme weather events:
 - clarify the natural hazard and related safety issues, i.e., downed power lines, swift water, etc.
 - mass shelter operations
 - food safety
 - water quality (private/public water systems; boil water orders)
 - sanitation (garbage service, septic/sewage systems)
 - access to medication
 - injuries
 - vector control issues
 - pet safety and animal control
- Exercise the plan/procedures; address gaps
- Revise the plan/procedures
- Assess readiness

B. Event (Response)

- Flood Warning Level 2 response activities:
 - Assemble the Public Health Emergency Response Team to assess the situation and complete an initial Incident Action Plan; see PHERT Activation Procedure
 - Review the Heppner Flash Flood Emergency Plan (Appendix) and the Public Health Flood Emergency Response Plan (Attachment)
 - Send a staff alert to inform them of the Level 2 Flood Warning; use the Staff Alert and Activation Procedure and available means of communication
 - Continue to monitor the situation

- Flood Warning Level 3 response activities:
 - Discontinue MCHD-Heppner patient services; enlist the help of available staff to conduct response activities
 - Send a staff alert to inform them of the Level 3 Flood Warning; use the Staff Alert and Activation Procedure and available means of communication
 - Move refrigerated vaccine to the Morrow County Sheriff's Office; location of a back-up refrigerator
 - Assemble and move some vaccine administration supplies, i.e., gloves, syringes, tetanus vaccine information, oxygen tank
 - Move any critical department stored items on the ground floor level of the Bartholomew Building to the second floor offices and storage areas.
 - Pre-position all critical items that can be quickly moved upon evacuation, e.g., satellite phone, work cell phones, laptop computers, emergency vests, etc.
 - Monitor the situation: Tone Alert Radio, Emergency Broadcast System (radio or TV)

- Flood Warning Level 4 response activities:
 - Send a staff alert to inform them of the Level 4 Flood Warning; use the Staff Alert and Activation Procedure and available means of communication
 - Discontinue MCHD-Heppner patient services
 - Send a Health Representative to the EOC upon activation
 - Move MCHD county-owned vehicles to safe place (if warranted) that would not be needed to evacuate; leave other items locked in the trunk if extremes of temperature (hot or cold) would not affect them

- Flood Warning Level 5 response activities:
 - Evacuate the MCHD Office in the Bartholomew building in Heppner immediately upon hearing the flood warning siren
 - Drive personal and/or county vehicles to the appropriate Rally Point If needed; account for all staff following arrival
 - Set up or participate in an Emergency Operations Center (EOC) in a secure area:
 - account for all staff, vehicles, equipment, and supplies
 - notify the EOC Health Representative of evacuation/staff location
 - assess the situation and complete an initial Incident Action Plan
 - determine emergency communications needs

C. Post-Event (Recovery)

- Conduct post-event emergency activities, for example:
 - First aid services
 - Immunization of injured recovery (clean up) workers, as needed
 - Coordinate environmental health inspection of Mass Shelter facilities
 - Public Information Officer support
 - Communicable Disease Response (critical public health function)
- Access the Bartholomew Building (MCHD-Heppner) only if authorized
- Assess any flood damages/losses of public health assets.
- Assess ability to resume department programs and services
- Assess ability to return to normal (pre-event) healthcare delivery system
- Evaluate the department's flood emergency response and complete an After Action Report and an Improvement Plan based on gaps/needs identified
- Complete other necessary reports
- Provide reports/briefings to local and state officials

In addition to the steps outlined above, you may consider steps such as the following:

1. Pre-Event: Participate in County Natural Hazard Mitigation Plan efforts (if for no other purpose than to keep abreast of flood planning within the County).
2. Pre-Event: Partner with your Planning Department to include Public Health specific informational materials in new residential/commercial building permit packets.
3. Pre-Event: Conduct targeted Public Health messaging outreach to residents living in flood plains, with special consideration for Access & Functional Needs Populations (A&FN) populations.
4. Event/Recovery: Identify impacted Access and Functional Needs (A&FN) populations (via avenues such as coordination with providers/activation of emPOWER data, etc.).
5. Event/Recovery: Coordinate or support services for A&FN populations (including outreach, evacuation, care at shelters, long term medical/DME needs, etc.).
6. Event/Recovery: Consider drinking water services issues/partner with State Drinking Water Protection Program as needed.
7. Event/Recover: Consider radioactive materials threat/partner with Radiation Protection Services to receive assessment of risk.



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #
5f

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Presenter at BOC: Karmen Carlson
Department: Human Resources
Short Title of Agenda Item:
(No acronyms please)

Phone Number (Ext): 541-676-5620
Requested Agenda Date: 2-19-2020

Compensation Board Recommendations

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time: 15 min
Purchase Pre-Authorization
Other

N/A
Purchase Pre-Authorizations, Contracts & Agreements
Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No

Reviewed By:

Karmen Carlson 2-14-2020 Department Director

Required for all BOC meetings

[Signature] 2/14/20 Administrator

Required for all BOC meetings

County Counsel

*Required for all legal documents

Finance Office

*Required for all contracts; other items as appropriate.

Human Resources

*If appropriate

*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 2 of 2)

1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

Please see attached letter for recommendations from the Compensation Board.

2. FISCAL IMPACT:

None at this time

3. SUGGESTED ACTION(S)/MOTION(S):

Board acknowledges the recommendations from the Compensation Board.

Attach additional background documentation as needed.



Human Resources

P.O. Box 593 • Heppner OR 97836
(541) 676-5620

Karmen Carlson
Human Resources Director
kcarlson@co.morrow.or.us

TO: Morrow County Board of Commissioners
FROM: Karmen Carlson, Human Resources Director
DATE: February 19, 2020
RE: Morrow County Compensation Board Recommendations

The Morrow County Compensation Board met on February 13, 2020. I want to thank all of the Board members for their time and effort in this process. All members of the Board had reviewed the notebooks that were provided to them prior to the meeting and arrived at the meeting ready to begin discussions. Our new board members, Marie Cain and Debbie Radie were a great addition to our renewing and current members, Lisanne Currin, Jill Martin, and Eileen Hendricks. This is a very informed and well-rounded group of Morrow County residence.

The meeting format allowed for public comment at the beginning and the end of the meeting. During deliberations, the Board would ask questions of those in attendance and the information provided was helpful.

There was a discussion regarding the compensation of the Commissioners. The Board made their recommendation for compensation of the Commissioners based on the compensation paid to Commissioners in other counties that also have a paid Administrator. The decision was not based on whether the position was a part-time or full-time equivalent.

The board then discussed compensation for the Tax Assessor. The discussion reviewed the number of FTE's in that department and the new reporting regulations. The board was in agreeance that the Tax Assessor wage should be adjusted based on these duties.

The Board reviewed the compensation for the Justice of the Peace and Clerk and was comfortable with their wages based on the information collected and comparable's.

There was a discussion regarding the Treasurer position and the County's desire to reassess compensation during this election year. The process with the Budget Committee was explained. The discussion involved several questions to our Treasurer Gayle Gutierrez who was in attendance and the results were two-fold. The board believes the County should conduct a compensation survey based on the job duties of the treasurer to further understand requirements, the time needed to complete them, and a wage that would compensate those duties accordingly. The board agreed that it was not in their Statute to determine duties of the Treasurer or hours worked but to determine compensation based on comparables. Their recommendation for the Treasurer is that nothing has changed and the wage should remain the same.

There was a discussion regarding the compensation of the Sheriff. Sheriff Matlack attended and made comment and answered questions of the board. The Board recommended that the Sheriff's compensation adhere to the State Statute 2017 ORS 204.112, that requires a Sheriff's wage to be higher than any other member of the department. Their recommendation is that Sheriff's wage be adjusted when required to remain in compliance with the State Statute.

The Board discussed the Stipend for the District Attorney and agreed that the adjustment last year was sufficient for the work that was asked of him. They agreed that even though a COLA was a small adjustment, that it would ease the burden of raising it at a set amount in another few years.

The Compensation Board recommends the following compensation for Elected Officials for the Fiscal Year 2020-2021:

- **Commissioners - 3% COLA.**
- **Justice of the Peace - 3% COLA.**
- **Clerk – 3% COLA**
- **Treasurer – 3% COLA for current – Recommending a wage study for a new incumbent**
- **Assessor – 10% wage increase with no COLA**
- **Sheriff - Adjustment to increase in April due to State Statute. COLA to maintain State Statute**
- **District Attorney/County Counsel – 3% COLA**

***These are all gross wage numbers.**

I appreciate the time and effort of the Board members and thank them for taking this evaluation very seriously. I also appreciate their employers for allowing them the time to participate in this meeting.



AGENDA ITEM COVER SHEET
 Morrow County Board of Commissioners
 (Page 1 of 2)

(For BOC Use) Item # 5g

Please complete for each agenda item submitted for consideration by the Board of Commissioners
 (See notations at bottom of form)

Presenter at BOC: Darrell Green
 Department: Administration
 Short Title of Agenda Item:

Phone Number (Ext):
 Requested Agenda Date: 2/19/2020

(No acronyms please) **Cybersecurity**

This Item Involves: (Check all that apply for this meeting.)	
<input type="checkbox"/> Order or Resolution	<input type="checkbox"/> Appointments
<input type="checkbox"/> Ordinance/Public Hearing:	<input type="checkbox"/> Update on Project/Committee
<input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading	<input type="checkbox"/> Consent Agenda Eligible
<input type="checkbox"/> Public Comment Anticipated:	<input checked="" type="checkbox"/> Discussion & Action
Estimated Time:	Estimated Time: 10-15 minutes
<input type="checkbox"/> Document Recording Required	<input type="checkbox"/> Purchase Pre-Authorization
<input type="checkbox"/> Contract/Agreement	<input type="checkbox"/> Other

<input type="checkbox"/> N/A	<u>Purchase Pre-Authorizations, Contracts & Agreements</u>
Contractor/Entity:	
Contractor/Entity Address:	
Effective Dates – From:	Through:
Total Contract Amount:	Budget Line:
Does the contract amount exceed \$5,000? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Reviewed By:

_____	Department Director	Required for all BOC meetings
<i>DATE</i>		
Darrell Green	2/14/2020 Administrator	Required for all BOC meetings
<i>DATE</i>		
_____	County Counsel	*Required for all legal documents
<i>DATE</i>		
_____	Finance Office	*Required for all contracts; other items as appropriate.
<i>DATE</i>		
_____	Human Resources	*If appropriate
<i>DATE</i>		

*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

Morrow County employees have been the subject of numerous phishing emails over the past few months.

Tillamook County and the City of Hermiston have been victims of cyber attacks.

The National average cost of a Malware attack is \$2.6 million dollars.

Jordan Standley and I have been discussing options on what we can do to help prevent cyber attacks. It is our recommendation to purchase a security awareness training program from Knowbe4. This program will provide us with comprehensive training, testing and reports.

The training will include interactive modules, videos, games, posters and newsletters.

The program will Phish our employees to see how well we are doing with NOT providing login information, opening attachments, etc..

Knowbe4 will provide reporting on trainings and phishing campaigns.

IMESD recently implemented Knowbe4.

This program will provide a comprehensive security awareness training to help protect Morrow County. Cybercrime is getting more serious by the day! We are the best line of defense against any cyber attacks.

Eide Bailly, a provider of cybersecurity services, can provide Knowbe4's Diamond level program for less money than Knowbe4 and it is recommended by CIS.

2. FISCAL IMPACT:

At the recommended pricing of Diamond through Edie Bailey, the fiscal impact is estimated at \$15/user or email account. We have an estimated 150 email accounts. Annual Fiscal Impact would be \$2250.

3. SUGGESTED ACTION(S)/MOTION(S):

Motion to approve the purchase of Knowbe4 Diamond level through Eide Bailly.

Attach additional background documentation as needed.

Security Awareness Training and Simulated Phishing Platform

Helps you manage the ongoing problem of **social engineering**

KnowBe4 Security Awareness Training

Old-school security awareness training doesn't hack it anymore. Today, your employees are frequently exposed to sophisticated phishing and ransomware attacks.



Baseline Testing

We provide baseline testing to assess the Phish-prone™ percentage of your users through a free simulated phishing attack.



Train Your Users

The world's largest library of security awareness training content; including interactive modules, videos, games, posters and newsletters. Automated training campaigns with scheduled reminder emails.



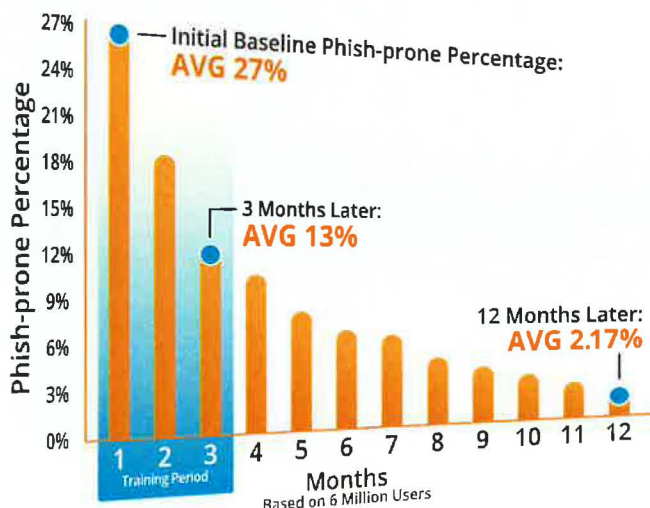
Phish Your Users

Best-in-class, fully automated simulated phishing attacks, thousands of templates with unlimited usage, and community phishing templates.



See the Results

Enterprise-strength reporting, showing stats and graphs for both training and phishing, ready for management. Show the great ROI!



The System Really Works

With KnowBe4's massive database, we analyzed 6 million users over the course of 12 months, and our 2018 research uncovered some surprising results. The overall industry initial Phish-prone percentage benchmark turned out to be a troubling 27%.

Fortunately, the data showed that this 27% can be brought down more than half to just 13% in only 90 days by deploying new-school security awareness training. The 365-day results show that by following these best practices, the final Phish-prone percentage can be minimized to 2.17% on average.

See how your company's phish-prone percentage compares to your peers! **Industry Benchmarking** feature included with your subscription.

Find out How **Effective** Our Security Awareness Training Is

KnowBe4 is the world's largest integrated platform for awareness training combined with simulated phishing attacks. Join our tens of thousands of customers who have mobilized their end users as a last line of defense.

KnowBe4 Security Awareness Training Features



Unlimited Use

We offer three Training Access Levels, giving you access to our content library of 850+ items based on your subscription level. Unlimited access to all phishing features with flexible licensing. No artificial license ceilings and 10% overage allowance. Powerful new features added regularly.



Engaging, Interactive Browser-based Training

The interactive training gives your users a fresh new learner experience that makes learning fun and engaging. With the optional gamification feature, users can compete against their peers on leaderboards and earn badges while learning how to keep your organization safe from cyber attacks.



NEW! Upload Your Own Content

Want to supplement your KnowBe4 security awareness training content with your organization's custom training or other corporate training content? Upload your own SCORM-compliant training and video content and manage it alongside your KnowBe4 ModStore training all in one place - at no extra cost!



Custom Phishing Templates and Landing Pages

Apart from the thousands of easy-to-use existing templates, you can customize scenarios based on personal information and include simulated attachments to create your own targeted spear phishing campaigns. Each Phishing Email Template can have its own Custom Landing Page, which allows for point-of-failure education.



Phish Alert Button

KnowBe4's Phish Alert add-in button gives your users a safe way to forward email threats to the security team for analysis, and deletes the email from the user's inbox to prevent future exposure. All with just one click!



Social Engineering Indicators

Patented technology turns every simulated phishing email into a tool IT can use to dynamically train employees by instantly showing them the hidden red flags they missed within that email.



Automated Security Awareness Program (ASAP)

ASAP allows you to create a customized Security Awareness Program for your organization to help you create and implement a fully mature training program in just a few minutes!



User Management

KnowBe4's **Active Directory Integration** allows you to easily upload user data and saves you time by eliminating the need to manually manage user changes. You can also leverage the **Smart Groups** feature to tailor and automate your phishing campaigns, training assignments and remedial learning based on your employees' behavior and user attributes.



Security Roles

Allows you to define unlimited combinations of level access and administrative ability that you'd like specific user groups to have. With **delegated permissions** you have the ability to limit roles to only display specific data or allow for the phishing, training, and user management of specific groups.



Advanced Reporting Feature

60+ built-in reports provide holistic views and detailed reporting on your key awareness training indicators over time. Leverage Reporting APIs to pull data from your KnowBe4 console and for multiple accounts, Roll-up Reporting makes it easy to view results in aggregate.



Virtual Risk Officer™

The new innovative Virtual Risk Officer (VRO) functionality helps you identify risk at the user, group and organizational level and enables you to make data-driven decisions when it comes to your security awareness plan.



PhishER

As you phish and train your users they will start reporting potentially dangerous emails to your incident response team. The increase of this email traffic ... can present a new problem! PhishER, is an optional add-on for managing the high volume of messages reported by your users and helps you identify and respond to email threats faster.

Did you know that **91%** of successful data breaches started with a spear phishing attack?

Get your free phishing security test and find out what percentage of your employees are Phish-prone

www.KnowBe4.com/PST

Consulting Services

Cybersecurity



INSPIRED TO HELP YOU
BE MORE SECURE

CityCounty Insurance Services (CIS)

Social Engineering – Phishing Services



CYBERSECURITY SOLUTIONS

Phishing Threat Landscape

Overview

Phishing is a cyber-attack that uses disguised email as a weapon. The goal is to trick the email recipient into believing that the message is specifically intended for them — a request from their bank, for instance, or a note from someone in their company — and often includes instructions to click a link or download an attachment.

What distinguishes phishing is the form the message takes: the attackers masquerade as a trusted entity of some kind, often imitating a real or plausibly real person, or a familiar company the recipient may actually do business with. It's one of the oldest and most simple types of cyberattacks, dating back to the 1990s. While it's becoming widespread and pernicious, the attempts and techniques are becoming increasingly sophisticated.

Organizational culture is a key driver in mitigating cyberattacks. Regular, repeated security testing and training can help create a successful culture. Our social engineering services provide you with the confidence that you are taking the necessary preventative measures to proactively protect your organization.

CityCounty Insurance Services

We've prepared the following options to assist CIS is providing phishing services for its member organizations:

- Option 1 – Phishing as a Service (Individual Member)
- Option 2 – Discount on Phishing Software (Individual Member)

Detailed descriptions and pricing of these options are outlined in the sections that follow.

91%

Percent of successful data breaches started with a phishing attack.

- *PhishMe Research*

72%

Percent chance of significantly reducing the business impact of a cyberattack with just a modest investment in security awareness.

- *Aberdeen Group & Wombat Security*

25%

Percent of phishing emails bypass default security measures.

- *Avanan*

Social Engineering Phishing Options

Option 1 – Phishing as a Service (Individual Member)

This option is intended for member organization who would like to have Eide Bailly conducted a phishing campaign for all or a subset of their users. Here are some of the highlights and benefits of this option.

- **Scope of Work**
 - We will work with the member organization to conduct phishing exercises to determine if employees are susceptible to common email phishing scenarios. We will assess their level of awareness and comprehension of phishing attacks and compliance with company policy for handling e-mails containing links and/or attachments. This assessment will also determine their ability to recognize questionable or fraudulent messages.
 - To conduct these exercises, a series of e-mails will be sent to employees. These emails can simulate a variety of scenarios, including a notice from a department head, an invoice from a vendor, or a question from a recognizable business partner, etc.
- **Training**
 - If a user fails a test simulation, a training session can be initiated. Detailed training information is included in the report deliverable and can be used to support compliance activities.
- **Reporting**
 - A formal report outlining the results of the phishing exercise will be provided within 2-3 weeks of completion.
 - For members who select quarterly, bi-monthly, or monthly campaigns, progress reports will be provided with each exercise iteration.

# of Users	Phishing as a Service Onetime	Phishing as a Service Quarterly Campaign	Phishing as a Service Bi-Monthly Campaign	Phishing as a Service Monthly Campaign
1 to 50	\$900	\$2,500 per year	\$3,500 per year	\$5,500 per year
51 to 100	\$1,250	\$3,000 per year	\$3,700 per year	\$5,900 per year
101 to 250	\$2,000	\$4,000 per year	\$4,800 per year	\$7,100 per year
251 to 500	\$2,500	\$5,500 per year	\$6,900 per year	\$9,000 per year

Option 2 – Discount on Phishing Software (Individual Member)

This option is for members who would like to purchase the KnowBe4 software so they can conduct email phishing campaigns for their own organization. Eide Bailly can provide the member organization with its own subscription to KnowBe4. Please note that while this subscription option is less expensive than Phishing as a Service, it does require initiative on the part of the organization to create, execute, and report on its own campaigns.

This subscription includes the following:

- Unlimited phishing campaigns.
- Access to all training videos and modules.
- Access to all training material and games.
- Access to USB Drive Test
- In addition, Eide Bailly will provide two hours of consulting time to have one of our KnowBe4 specialist help setup your instance of KnowBe4 and provide some basic instruction and guidance.

Service	KnowBe4 Diamond Level (MSRP)	KnowBe4 Diamond Level (Eide Bailly)
Pricing Per Seat	\$29.50	\$15.00



Company Address 33 N Garden Avenue, Suite 1200
Clearwater, FL 33755
US

Created Date 2/11/2020
Expiration Date 2/29/2020
Quote Number 00394134
Payment Terms Net 30

Prepared By Brian Stubblefield
Email brians@knowbe4.com

Contact Name Darrell Green
Phone 5416762529
Email dgreen@co.morrow.or.us

Bill To Name Morrow County-OR
Bill To 100 S. Court Street
Heppner, OR 97836
United States

Ship To Name Morrow County-OR
Ship To 100 S. Court Street
Heppner, OR 97836
United States

Product	Product Description	Sales Price	Quantity	Total Price
1000KMSPN000C12-G	KnowBe4 Security Awareness Training Subscription Platinum 101-500 Users 1 Year	USD 15.30	125.00	USD 1,912.50
1550KMHCN000000-G	KnowBe4 Home Internet Security Course Access	USD 0.00	125.00	USD 0.00

Total Price USD 1,912.50

Quote Acceptance Information

Signature _____
Name _____
Title _____
Date _____

Your signature on this quote tells us that you have the authority to make this purchase on behalf of your company and that you agree to pay within the stated terms. The subscription period will begin when we process your order, which is when we receive your signed quote. Unless included on the invoice, customer is responsible for any applicable sales and use tax. KnowBe4's standard Terms of Service (www.KnowBe4.com/Legal) and Product Privacy Policy (www.KnowBe4.com/Product-Privacy-Notice) apply, unless mutually agreed otherwise in writing.



Company Address 33 N Garden Avenue, Suite 1200
Clearwater, FL 33755
US

Created Date 2/11/2020
Expiration Date 2/29/2020
Quote Number 00394137
Payment Terms Net 30

Prepared By Brian Stubblefield
Email brians@knowbe4.com

Contact Name Darrell Green
Phone 5416762529
Email dgreen@co.morrow.or.us

Bill To Name Morrow County-OR
Bill To 100 S. Court Street
Heppner, OR 97836
United States

Ship To Name Morrow County-OR
Ship To 100 S. Court Street
Heppner, OR 97836
United States

Product	Product Description	Sales Price	Quantity	Total Price
1000KMSPN000C36-G	KnowBe4 Security Awareness Training Subscription Platinum 101-500 Users 3 Years	USD 36.72	125.00	USD 4,590.00
1550KMHCN000000-G	KnowBe4 Home Internet Security Course Access	USD 0.00	125.00	USD 0.00

Total Price USD 4,590.00

Quote Acceptance Information

Signature _____
Name _____
Title _____
Date _____

Your signature on this quote tells us that you have the authority to make this purchase on behalf of your company and that you agree to pay within the stated terms. The subscription period will begin when we process your order, which is when we receive your signed quote. Unless included on the invoice, customer is responsible for any applicable sales and use tax. KnowBe4's standard Terms of Service (www.KnowBe4.com/Legal) and Product Privacy Policy (www.KnowBe4.com/Product-Privacy-Notice) apply, unless mutually agreed otherwise in writing.

Why Choose KnowBe4?

KnowBe4 is helping thousands of IT pros like you to improve their network security in fields like finance, energy, healthcare, government, insurance and many more.

With KnowBe4 you have the best-in-class phishing simulation and training platform to improve your organization's last line of defense: Your Human Firewall.

We help you enable your employees to make smarter security decisions, **every day**. We know you need to show ROI, and we help you deliver a data-driven IT security defense plan that starts with the most likely "successful" threats within your organization – your employees.

1

Great Customer Support

Dedicated Customer Success Team Included in Your Subscription

Our Customer Success team gets you going in no time, without the need for consulting hours. With dedicated success managers to get you onboarded, you can have your baseline phishing test setup within minutes. As soon as your purchase process is complete, your dedicated Customer Success Manager will reach out to you within 24 hours. We work with you to help customize your security awareness training strategy using the massive library of training content and walk you through easy steps to roll out your entire phishing and training campaign schedule. Customer loyalty is second to none! Nearly 90% of KnowBe4 customers renew across all subscription levels after they see the value of always fresh training content, new features, and dedicated customer support.

2

High-Quality Product at a Super Affordable Price

We believe in a high-quality product at a super affordable price.

Your Silver - Gold - Platinum - Diamond subscription level gives you access to increasingly advanced enterprise features which all are *included* in your subscription for that level. Not like other vendors that require “Managed Services” engagements to gain access to premium features like Industry Phishing Benchmarks, priority technical support, or even just to get you up and running.



A History of Reliable Products and Service

Built by Admins for Admins

The KnowBe4 platform is created by “admins for admins”, designed with intuitive navigation and an easy UI that takes minimal time to deploy and manage. From day one, it was built to scale and can handle literally *unlimited* end users with ease.

We understand your day-to-day is putting out 16 fires, so we made an easy-to-use console with start-up tools to help you take the guesswork out of creating your security awareness program.

World’s Largest Security Awareness Training and Simulated Phishing Platform

In your fight against phishing and ransomware you have the best-in-class phishing platform combined with the largest library of interactive web-based training materials at your fingertips; including 800+ interactive modules, videos, games, posters and newsletters. Our library is constantly refreshed and always growing which gives enough phishing and training campaign combinations that you could set up an entire year’s campaign ‘set-it-and-forget-it’ that delivers unique content to all your employees.

With the industry’s largest full-time content development staff, we stay ahead of the pack to deliver relevant new security topics in different educational flavors that gives you access to new and fresh training content fast.

Real Proof that Changing Your Employee Behavior Improves Your IT Security

Human error, though mostly unintentional, is one of the main causes of cyber security incidents. When your employees are the weakest link in your IT security, your threats of compromise will increase over time unless you educate them and educate consistently.

With KnowBe4's massive database, we analyzed 6 million users over the course of 12 months, and our 2018 research uncovered some surprising results. The overall industry initial Phish-prone percentage benchmark turned out to be a troubling 27%.

Fortunately, the data showed that this 27% can be brought down more than half to just 13% in only 90 days by deploying new-school security awareness training. The 365-day results show that by following these best practices, the final Phish-prone percentage can be minimized to 2.17% on average.

When you send simulated phishing and training campaigns to your employees on an ongoing basis they learn to STOP, LOOK, and THINK before they click. You are training your employees to be part of your **defense-in-depth** strategy and they are active participants in helping to protect your organization's risk to social engineering!

4

Access to Fast Technical Support

Median Response Time of an Hour

When you have questions, we have answers. We make it easy to connect with us when you need technical support, ***the way*** you want to connect. Online Community, Support Knowledgebase, and full time dedicated U.S.- and Europe-based support through phone and email. With an average Median Response Time of an hour in responding to new support tickets and a 97% customer support satisfaction rate, KnowBe4's tech experts respond quickly and get your issues resolved super-fast!

5

Innovative Products and Services

The Only Platform that Allows for Real-World Phishing Simulations

Your end users use LinkedIn, Twitter, Amazon, Office 365, Dropbox. And these well-known platforms are known to be used in phishing attacks. Only KnowBe4 enables **REAL** phishing simulations that teach your users how to watch out for phishing scams from the brands they are most familiar with. With the world's largest library of phishing and email templates, you are well-equipped to deliver real-world testing campaigns that help your employees learn fast!

Frequent Releases of New Features

We know it's important you always have the most up-to-date and cutting-edge features and functionality to bolster your IT security posture. With new features that help make your job easier, we release minor new features every month. As part of our product strategy and vision, we target at least one major "licensed" feature per quarter. That means you get access to real new-school security awareness training features that lower tiered platforms are not able to deliver.



Company Transparency

We are an IT security company.

It's **in our DNA** and understand that your security best practices are just as important as the vendors' practices you choose to trust. Where other IT security companies may value profits, we value, well...security.

With over 30,000 customers across the globe and an unusually high customer retention rate, we are the Industry Standard in security awareness training and simulated phishing. KnowBe4 is proud to be positioned highest and furthest overall in the Leaders' Quadrant for

Security Awareness Computer-Based Training in the 2019 Gartner **Magic Quadrant**, and as the world's largest security awareness platform - we are [here to stay](#).

Why Our Customers Love Us

“ *Hi Stu, Wow, thanks for checking in! We are very satisfied with the company, the people, and the product. We have our automated phishing emails sent out monthly with training automatically assigned and tracked.*

Those features were exactly the reason we moved to KnowBe4 from PhishMe. Our employees have been very receptive to the simulations and training. They love telling me when they've caught a phish!

As a whole, KnowBe4 has been so much better to work with. Everyone who I have been in contact with was very helpful and nice without being overbearing or pushy. I look forward to the innovation that future improvements will bring, and am happy with our choice to partner with KnowBe4 for our security education. ”

H.D.

InfoSec - Medical Center

“ *We are greatly enjoying the switch to KnowBe4. I appreciate all the help your people have provided and the tools that are provided. Initially I was apprehensive switching from PhishMe but your product is much more thorough and the AD sync option saves me time as well as provides more accuracy* ”

M.C.

InfoSecurity Technical Analyst

“ I’ve been very pleased with both the Phishing module and the training options available. As a former PhishMe customer, I appreciate the variety of templates available for both campaigns and landing pages and the Phish Alert button is popular with staff as well. ”

J.L.
Manager, IT

“ We are very happy with KnowBe4 for both security awareness training and anti-phishing. We have stopped using PhishMe entirely. ”

For what it is worth, I’ve been to several legal/security conferences in the past 12 months. 12 months ago, Phishme was the talk of the town and was mentioned at several conferences so that is who I started to look at for phishing awareness. In my opinion, the annual subscription price didn’t justify investing in phishing product over implementing other security technologies. I then came across Wombat and ended up with the same analysis.

At one of the conferences I heard the name KnowBe4 and looked up your company. When I got the price, I asked, “What’s the catch?”. The rep said there is no catch. We want customers to purchase and USE our product.

I have been impressed by everyone I worked with at KnowBe4. I also find value in the timely and relevant information I’m receiving from the “Stu” email campaigns. It is a huge time save when I can cut and paste a quick awareness email from the emails. The emails are written with the right audience in mind, end users. ”

W.A.
CIO

KnowBe4 Security Awareness Training

Old-school Security Awareness Training doesn't hack it anymore.

KnowBe4 is the world's most popular integrated [Security Awareness Training](#) and Simulated Phishing platform. More than 30,000 organizations worldwide are using it. You now have a way to better manage the urgent IT security problems of social engineering, spear phishing and ransomware attacks.

Training Content	Level I	Level II	Most Popular
			Level III
Training Modules	7	30	93
Micro Modules	1	27	78
Video (90 sec-5 min)	1	45	276
Compliance Modules		6	96
Posters / Images	36	45	288
Newsletters / Security One Sheets		10	201
Games		1	22

Our SaaS subscription is priced per seat, per year. We offer Silver, Gold, Platinum or Diamond levels to meet your organization's needs, comprised of three levels of training access and increasingly powerful features.

Pricing in US\$ as per Jan 2019 for North America. List pricing may be modified at any time, and may be different in different countries. Ask for our non-profit and competitive upgrade discounts.

Features	Silver	Gold	Platinum	Diamond
Unlimited Phishing Security Tests	✓	✓	✓	✓
Automated Security Awareness Program (ASAP)	✓	✓	✓	✓
Security 'Hints & Tips'	✓	✓	✓	✓
Training Access Level I	✓	✓	✓	✓
Automated Training Campaigns	✓	✓	✓	✓
Assessments	✓	✓	✓	✓
Phish Alert Button	✓	✓	✓	✓
Phishing Reply Tracking	✓	✓	✓	✓
Active Directory Integration (ADI)	✓	✓	✓	✓
Industry Benchmarking	✓	✓	✓	✓
Virtual Risk Officer™	✓	✓	✓	✓
Advanced Reporting	✓	✓	✓	✓
Crypto-Ransom Guarantee	✓	✓	✓	✓
Training Access Level II		✓	✓	✓
Monthly Email Exposure Check		✓	✓	✓
Vishing Security Test		✓	✓	✓
Smart Groups			✓	✓
Reporting APIs			✓	✓
User Event API			✓	✓
Security Roles			✓	✓
Social Engineering Indicators (SEI)			✓	✓

USB Drive Test			✓	✓
Priority Level Support			✓	✓
Training Access Level III				✓
AIDA™ Artificial Intelligence-driven Agent BETA				✓
PhishER™ - Optional Add-on	✓	✓	✓	✓

KnowBe4 offers attractive discounts for a 3-year contract. Get started today by filling out the form on the right. Find out how surprisingly affordable this is.

MSRP Pricing By Seat - 1 Year	Silver	Gold	Platinum	Diamond	PhishER
25-50	\$17.00	\$20.75	\$24.50	\$29.50	-
51-100	\$15.00	\$18.25	\$21.50	\$26.50	-
101-500	\$12.00	\$14.50	\$17.00	\$22.00	\$9.00
501-1000	\$11.00	\$13.25	\$15.50	\$20.50	\$6.00
1001-2000	\$10.00	\$12.00	\$14.00	\$19.00	\$5.00
2001-3000	\$9.00	\$10.75	\$12.50	\$17.50	\$4.00
3001-5000	\$8.00	\$9.50	\$11.00	\$16.00	\$3.50
5001+	Get A Quote	Get A Quote	Get A Quote	Get A Quote	Get A Quote

Now that you see this is basically a no-brainer, your next step is talk to your sales rep or reseller and do two things:

1. Discuss which level is the best one for you while you get a demo that shows you this best-in-class platform, and
2. **For new sales**, ask for *two* quotes for your exact amount of users: a 1-year and a 3-year quote which shows the multi-year discount. (NOTE: multi-year discounts are not available for renewals.)



citycounty insurance services
www.cisoregon.org



January 2015

News, Updates and Emerging Risk Management Issues
of Interest to CIS Members

Cyber Security Expense Coverage

It seems like every week there is another news story about personal information being stolen or about a breach of an organization's data systems. We are all vulnerable, whether by opening an email or swiping a debit or credit card at the grocery store.

Public employees have a responsibility to protect information gathered from consumers; that includes information such as Social Security numbers, driver's license numbers, credit/debit numbers and PINs. Oregon Revised Statutes 646A.600 to 646A.628 - known as the Oregon Consumer Identity Protection Act - defines the obligations to consumers in the case of a cyber-breach. In addition, the statutes outline the responsibilities to protect gathered information.

CIS provides coverage to meet the needs of our members for their cyber liability exposures through our Cyber Security Expense Coverage. This coverage is with CIS' liability coverage with a limit of \$50,000 for all cyber occurrences the member has in a given year. For members that feel they need more protection, an

ADDITIONAL INFORMATION:

If you have any questions or concerns please contact either Tena Purdy at tpurdy@cisoregon.org or Scott Moss at smoss@cisoregon.org. If you are interested in a quote for Excess Cyber Liability, applications are available on the CIS website. Visit cisoregon.org and select "Resources" under the Property/Liability menu.

503-763-3800 800-922-2684
www.cisoregon.org
1212 Court St. NE, Salem, OR 97301

[READ MORE...](#)



citycounty insurance services
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additional \$250,000 of Excess Cyber Liability can be purchased, for a total of \$300,000. The coverage is subject to a \$5,000 deductible or more if the member has a per-occurrence liability deductible that is greater than \$5,000. For those members on an Aggregate or Retro Liability plan, any payments made under the Cyber Expense will not be used in the calculation balances of those plans. Members with large amounts of sensitive information may wish to consider purchasing through a local agent higher limits than CIS offers.

CIS covers the following in its Cyber Security Expense Coverage:

- Direct notification costs incurred by the member that result from the legal obligation to comply with a data breach law because of a cyber-liability event. In addition, there is coverage for the member's notification costs on a voluntary basis after a cyber-liability event. CIS may contract with a breach coach to help you through the reporting process.
- Expenses associated with credit monitoring services.
- Public relations consultation.
- Third party liability for failure to disclose an event in violation of any breach law or failure to prevent a cyber-breach.
- Regulatory penalties that the member is obligated to pay because of a cyber-liability breach caused by a member's violation of the privacy laws.
- Cyber extortion costs.

Please refer to the Liability Coverage Agreement located on the CIS website (www.cisoregon.org/webportal/trust/reports.aspx) for full policy provisions, definitions, conditions and exclusions.

The responsibility to notify consumers of a cyber-breach and release of their data is only one obligation. Organizations must take steps to keep secure the personally identifiable information (PII) they



“There is a wealth of information available on how to protect information stored on servers, laptops, tablets, thumb drives and cell phones.”



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collect from consumers. There is a wealth of information available on how to protect information stored on servers, laptops, tablets, thumb drives and cell phones. First and foremost, develop a policy within your organization that details employee responsibilities to protect the entity's data. The policy should include:

- Identification and protection of all sensitive information
- Training/education – a policy is only as good as the procedures each employee strictly follows
- Encryption of devices
- Disposal of data
- When to notify CIS of a cyber-event
- Internal data security measures, such as firewalls, password regulation, etc.
- Vendor contract requirements.

To help members get started in creating a cyber-policy, CIS offers a free risk management tool for members called ERiskHub by Net Deligence.

The eRisk Hub assists in answering these questions, allowing administrators to respond quickly to minimize exposure:

- When/how should you report the crime?
- What help do you need to recover?
- Which providers are qualified to assist?
- How do you contact them?
- What it will cost?

For more information visit www.eriskhub.com/cis.php.



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TIMELY NEWS AND TIPS TO HELP REDUCE RISK

August 2017

A Nightmare Headline: Southern Oregon University Lost \$1.9 Million in Email Scheme

By Scott Moss, CIS Property/Casualty Trust Director

It's almost impossible to listen to the news on any given day and not hear about another cyberattack, like the one that prompted this headline. Cyberattacks are happening in Oregon to local governments on a regular basis — and the FBI says when it comes to future attacks it's "NOT IF, BUT WHEN."

The CIS Board is taking action.

CIS is working with the Center for Internet Security to help its members prepare for the cyberattacks that will surely happen. The federal Department of Homeland Security contracts with the Center for Internet Security to help local governments prepare for and defend cyberattacks.

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The first step is to perform a risk assessment with all CIS members. The CIS Risk Management Consultants (RMCs) are trained to help you with this cybersecurity risk assessment.

In the Fall of 2017, your RMCs will meet with you and your IT staff or consultants. Together, we'll take your IT staff (or consultants) through the following 29 best-practices questions recommended by Homeland Security and the Center for Internet Security. We'll also provide you with a report of your responses.

Each question has a corresponding recommendation for a best practice to improve your overall cybersecurity. Upon completion of this risk assessment, CIS will take further action and make additional recommendations to you.

For at least the first couple of years, responses will be used solely to help members prevent cyberattacks, and will not be used for CIS' underwriting purposes.

General Questions... Do you:

1. Have the means of identifying unauthorized hardware?
2. Have the means of identifying unauthorized software installations on their network?

Protection Questions... Do you:

3. Employ industry-accepted configurations/standards for mobile devices, laptops, workstations, and other hardware and software?
4. Limit the number of users with administrative privileges?
5. Require users to have a complex password?

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6. Utilize multi-factor authentication?
7. Employ email attachment filtering practices (i.e. whitelisting and/or blacklisting)?
8. Utilize filtering technologies to block incoming phishing and spam emails?
9. Have technologies (i.e. web proxies/web filtering) in place that limit your users access to dangerous or malicious sites?
10. Have a process to properly backup critical information with a proven methodology for timely recovery of backup?
11. Secure the configuration of your network devices?
12. Monitor the flow of data across the network?
13. Employ encryption for your devices (where appropriate)?
14. Segment your network based on the sensitivity of the data traversing it?
15. Maintain appropriate wireless security, including the process and tools used to track, control, and prevent unauthorized use of networks?
16. Have written on-boarding and off-boarding policies and procedures for employees and contractors?
17. Have ongoing security-awareness training?
18. Perform periodic phishing exercises or social engineering tests?
19. Identify the specific knowledge, skills, and abilities needed to defend the organization?
20. Require vendors or IT staff to employ secure coding practices for your websites, apps, and other programs?

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21. Employ web application firewalls on web servers (if you host your own website)?
22. Have a third-party vendor perform periodic external penetration tests on your network?

Detection Questions... Do you:

23. Monitor your logs (firewall, system, and web logs) for anomalies and security violations?
24. Employ automated tools to monitor workstations, servers, and mobile devices with anti-malware and host-based firewalls — and are they kept up to date?
25. Manage the ongoing use of ports, protocols, and services on networked devices to minimize vulnerabilities?

Response Questions... Do you:

26. Perform periodic network and web application vulnerability assessments? Does your outside vendor or IT staff perform the work?
27. Apply security patches to operating systems and applications on a regular basis?

Recover Questions... Do you:

28. Have an incident response plan for cybersecurity incidents?
29. Have an Oregon Consumer Protection policy?

Leaders across Oregon are quickly learning that cybersecurity is not to be taken lightly. You'll want to take immediate steps to avoid a headline like the one above. The warnings are clear. It's now time to act — and CIS will be there to help, every step of the way.

If you have any questions, please contact P/C Trust Director Scott Moss at smoss@cisoregon.org or 503-763-3840.

Scott Moss, CIS Property/ Casualty Trust Director

Scott Moss has overseen CIS' Property, Liability, and Workers' Compensation programs since 2010. Moss studied risk and insurance management at Arizona State University and has more than 25 years of risk management experience for local government — most recently as a risk management consultant, specializing in the public sector. Moss has taught risk-management classes at the college level for more than 20 years and holds a Master of Public Administration degree, and the Chartered Property Casualty Underwriter, Associate in Risk Management, Associate in Loss Control Management, and Enterprise Risk Management designations.





DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND NORTHWEST
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SILVERDALE, WA 98315-1101

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FEB 05 2020

Ms. Melissa Lindsay, Chair
Morrow County Commissioners
P.O. Box 788
Heppner, OR 97836

Dear Ms. Lindsay:

The Navy is in receipt of the Morrow County Board of Commissioners letter dated January, 22, 2020. Your letter was in support of Idaho Power Company's (IPC) request for a perpetual easement term for their easement request for construction, installation, operation, maintenance, repair, and replacement of a 500 kV Transmission Line and associated communications and transmission equipment.

While your input has been received and considered, the Navy is not at liberty to discuss, nor is it in IPC's best interest to discuss private negotiations regarding their easement purchase. The Navy has taken your input into account in our decision making process and thank you for taking the time to prepare a letter of support for IPC's project.

If you have any further questions, please contact Realty Specialist Mr. Ralph Sprout at ralph.sprout@navy.mil.

Sincerely,

A handwritten signature in blue ink that reads "Michael D. Brady".

MICHAEL D. BRADY

Real Estate Contracting Officer

Copy to:

The Honorable Greg Walden
The Honorable Ron Wyden
The Honorable Jeff Merkley