



CROOK COUNTY BOARD OF COMMISSIONERS AGENDA

Wednesday, June 11, 2025 at 9:00 am

Crook County Annex | 320 NE Court St. | Prineville OR

Members of the public and media are welcome to attend in person or via Zoom: Phone: 1-253-215-8782; Meeting ID: 954 2612 6858; Passcode: 178149

PUBLIC COMMENT

Please note that each speaker is limited to a maximum of five (5) minutes. This guideline helps ensure that everyone has an equal opportunity to speak.

CONSENT AGENDA

(Consent agenda items are routine matters - e.g. minutes, appropriations orders, contracts, agreements, completion of previously discussed matters and decisions requiring Board ratification which are not expected to generate discussion. Any member of the Board may request removal of an item for separate discussion or vote. All remaining items are approved in a single motion.)

- 1. End of public comment period for Title III expenditures approved on April 2, 2025.**

DISCUSSION

- 2. Crooked River Roundup Funding Request**

Requester: Steve Holliday

President, Crooked River Roundup

- 3. Crook County Chamber of Commerce Quarterly Report**

Requester: Deb Shaw

Presenters:

Kim Molnar, Executive Director of Tourism-Explore Prineville

Deb Shaw, Operations Manager, Prineville-Crook County Chamber of Commerce

- 4. Approval of Amended Agreement Between District Attorney's Office and State for Child Support Services**

Requester: Kassandra Garrison

Presenters: Kari Hathorn / Kassandra Garrison

5. Treasurer's Report for May 2025

Requester: Christina Haron

Finance Director

6. Public Budget Hearing - Order 2025-17 Adopting the Crook County Agricultural Extension Service District budget for fiscal year 2025-2026

Requester: Rebecca Keegan

OSU Crook County Extension Office

7. Public Budget Hearing - Order 2025-18 Adopting the Crook County fiscal year 2026 budget

Requester: Jamie Berger

Presenters: Will Van Vactor / Jamie Berger

8. Public Budget Hearing - Order 2025-19 Adopting the Crook County Historical Museum Fund budget for fiscal year 2026

Requester: Jamie Berger

Presenters: Will Van Vactor / Jamie Berger

9. Changes to the Bowman Museum Operational Hours

Requester: Sean Briscoe

Executive Director, A.R. Bowman Museum

10. Courthouse Tree Removal

Requester: James Preuss

Facilities Director

11. Order 2025-20 In the matter of appointments to the Planning Commission

Requester: John Eisler

Community Development Director

MANAGER REPORT

COMMISSIONER UPDATES

PUBLIC COMMENT

Please note that each speaker is limited to a maximum of five (5) minutes. This guideline helps ensure that everyone has an equal opportunity to speak.

EXECUTIVE SESSION

None Scheduled

NOTICE AND DISCLAIMER

The Crook County Board of Commissioners is the governing body of Crook County, Oregon, and holds public meetings (generally on the first and third Wednesday of each month) to deliberate upon matters of County concern. As part of its efforts to keep the public apprised of its activities, the

Crook County Board of Commissioners has published this PDF file. This file contains the material to be presented before the Board of Commissioners for its next scheduled regular meeting.

Please note that while County staff members make a dedicated effort to keep this file up to date, documents and content may be added, removed, or changed between when this file is posted online and when the Board of Commissioner meeting is held. The material contained herein may be changed at any time, with or without notice.

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Please also note that this file does not contain any material scheduled to be discussed at an executive session, or material the access to which may be restricted under the terms of Oregon law.

If you are interested in obtaining additional copies of any of the documents contained herein, they may be obtained by completing a Crook County Public Records Request form. Request forms are available on the County's website or at the County Administration office at 203 NE Court Street, in Prineville.

Additional Items

Additional items may be discussed that arise too late to be included as a part of this notice. For information about adding agenda items, please contact the County Administration office at 447-6555. Assistance to handicapped individuals is provided with advance notice.

Contact: Brian Barney (brian.barney@crookcountyor.gov (541) 447-6555) | Agenda published on 06/05/2025 at 11:03 AM



Agenda Item Request

Date:

May 28, 2025

Meeting date desired:

June 11, 2025 – consent agenda

Subject:

End of public comment period for Title III expenditures approved on April 2, 2025.

Background and policy implications:

There were no public comments received during the 45 day public comment period for the approved Title III expenditures. We will move forward expending \$115,000 of Title III funds as approved for the Search and Rescue pickup and \$13,000 for continued Fire Prevention and Noxious Vegetation Control in Juniper Canyon under Firewise Communities Initiative

Budget/fiscal impacts:

These funds have already been appropriated

Requested by:

Christina Haron, CPA Finance Director

Presenters:

Christina Haron, CPA Finance Director

Legal review (only if requested):

NA

Elected official sponsor (if applicable):

NA

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

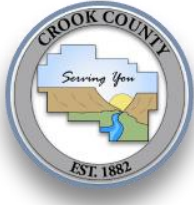
Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):



EXPLORE

PRINEVILLE

&

PRINEVILLE

FOREVER



COUNTRY

CROOK COUNTY CHAMBER & VISITOR CENTER

CROOK COUNTY COURT UPDATES - SPRING 2025

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WHAT IS EXPLORE PRINEVILLE

Explore Prineville is a Destination Marketing Organization dedicated to enhancing Prineville's economy by attracting visitors and events to the City and County and ensuring that the visitors, while here, spend funds in our at our local businesses.



Measures of Success

Explore Prineville utilizes several key metrics to monitor the dynamics of Prineville and Crook County's tourism industry and to assess the effectiveness of our marketing initiatives. Collectively, these metrics offer a reliable overview of the industry's health and the impact of our programs and services. Outlined below are the primary tourism metrics we employ, each accompanied by a brief description.

Transient Lodging Tax Collections (TLT)

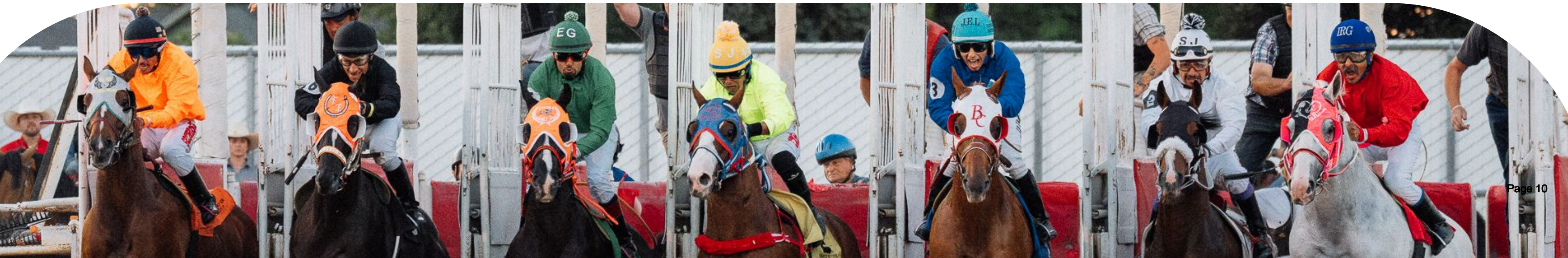
TLT serves as a reliable indicator of tourism activity, providing insights that help stakeholders make informed decisions to foster sustainable economic development.

Website and Social Media Traffic

Analyzing website traffic reveals which content attracts visitors, helping to tailor future marketing efforts to audience preferences. Tracking traffic sources identifies which campaigns drive engagement, allowing for optimization of marketing channels. It also gives us the opportunity to engage with potential visitors.

Event Creation and Relocation

The creation of new events or the relocation of existing ones to Prineville signals tourism success by boosting local spending, attracting new visitors, and potentially leading to infrastructure improvements, ultimately strengthening the area's image and economic viability.



What is Destination Marketing

Destination marketing involves strategically promoting a specific location—such as a city, region, or country—to attract visitors, boost tourism, and stimulate the local economy. This approach focuses on showcasing the unique qualities of a destination, including its cultural heritage, natural landscapes, attractions, and experiences, to create a compelling image that resonates with potential travelers.

The primary objective of destination marketing is to increase awareness and interest in a location, encouraging people to visit and explore. By emphasizing the benefits and experiences a destination offers, marketers aim to evoke an emotional connection, making the location more appealing to prospective tourists.

At **Explore Prineville**, our primary objective is to drive traffic to exploreprineville.com, serving as the central hub connecting visitors with Prineville and Crook County's tourism offerings. Our marketing strategy encompasses a comprehensive mix of marketing, sales, and public relations initiatives designed to attract potential visitors.

As a publicly funded, non-membership organization, we offer complimentary listings on our website to local tourism stakeholders, ensuring that transient lodging tax dollars benefit the entire tourism industry. By drawing visitors to Prineville and facilitating connections with local businesses, we aim to convert these visitors into loyal patrons, thereby fostering economic growth and community prosperity.



2024 - 2025 Tourism Successes



Visitor Center Remodel



Accessible Golf Cart



5% Increase in TLT Income



High Desert Moonfest



Dark Sky Development



Recruiting of New Events



Partner with Wheel The World



Position on VCO Board

WHAT IS THE CHAMBER

Positively affect regional and community prosperity by fostering and supporting business development and success, community enhancement, and collaborative tourism outreach.

- **Information** - The Prineville-Crook County Chamber of Commerce and Visitor's Center is the most comprehensive central source of information about the community for members, businesses, community members, and visitor resources.
- **Tourism** - The Chamber is the community's leading organization in the development and promotion of tourism to the region and making Prineville-Crook County a destination of choice.
- **Resources** - Providing valued support to our members through direct services for business development, education, marketing, and community promotion.
- **Organizational Function** - The Chamber consistently strives to improve its organizational function, operational efficiency, customer service, and professionalism, setting the standard for local businesses to follow.

Measures of Success

Membership Health (Jan 24-Jan 25)

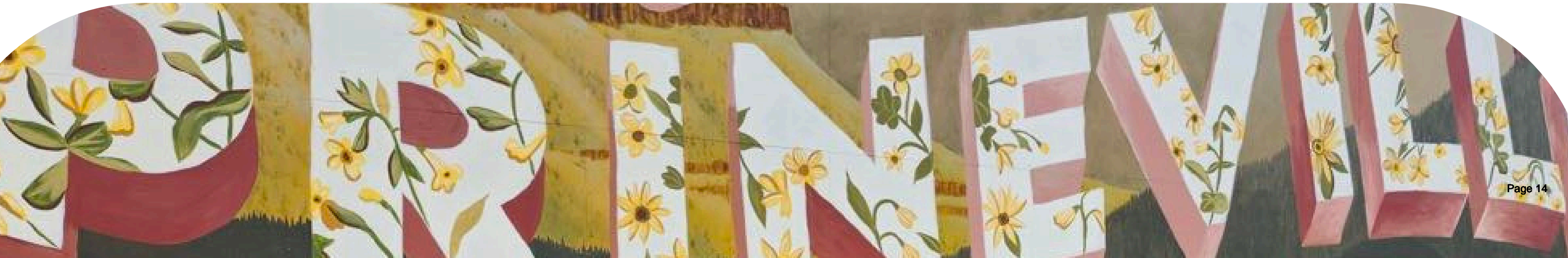
- Growth in Total members - 462 to 518
- Renewal rate - 49.6%
- Membership Revenue Last Fiscal year \$82,875 Membership Revenue Current Fiscal year \$82,640

Event Growth

- Number of Events Held - 63, Banquet, Stampede Street Party, Candy Crawl, SBS, Lighted Christmas Parade, After Hours, Perks, Grand Openings/Ribbon Cuttings
- Attendance - varies with events; 20-30, Friday morning Perks and After Hours
- New Events - Moonfest and 1st Annual Golf Tournament May of 2025

Marketing, Outreach & Engagement

- Website & social media engagement - 7652 FB followers, 35-40 avg new followings monthly, & 111,035 views
- Newsletter performance - 10,609 sends, 3747 opens (42%), 173 clicks; this is a 2% above industry standard



2024 - 2025 Chamber Successes



Visitor Center & Office Remodel



50% Renewal Rate



64 Successful Events



56 New Members



Addition of Two New Events

**THANK YOU
FOR YOUR
SUPPORT!**



AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):

Amendment No. 1 to Cooperative Agreement No. 23497

This is Amendment No. 1 (Amendment) to Cooperative Agreement 23497 ("Agreement"), effective July 21, 2023, as amended from time to time, between the State of Oregon, acting by and through its Department of Justice ("Department"), and Crook County ("Subrecipient"). When fully executed and approved in accordance with applicable law, this Amendment is effective as October 1, 2024 (Amendment Effective Date).

AMENDMENT

New language is indicated by **underlining and bold** and deleted language is indicated by ~~strikethrough~~).

1. The Agreement is amended as follows:

1.1. Section 4 of the Agreement is amended to read

4. Use of Grant Moneys.

a. Base Grant. The Base Grant moneys are available solely to cover actual Allowable Costs (as defined below) necessarily incurred and paid by DA, or Subrecipient from non-federal funds including those appropriated to the DA, to operate the Program during the term of this Agreement. Allowable Costs are those defined in 45 CFR Part 75, Subpart F (audit requirements) **(through 9-30-2024), and 2 CFR §200 (effective 10-1-2024)** except to the extent otherwise limited or excluded by the terms of this Agreement. Allowable Costs include the following:

i. Personal Services: Salaries and fringe benefits of employees of DA and Subrecipient who operate the Program. If an employee spends only part of his or her time on Program operations, that employee's salary and fringe benefit costs must be equitably distributed among the Program and the employee's other activities, based on the relative amount of employee time and effort devoted to each activity. Subrecipient must maintain time distribution records in accordance with 45 CFR Part 75, Subpart F (audit requirements) **(through 9-30-2024) and 2 CFR §200 (effective 10-1-2024)** for employees who only spend a portion of their time on Program operations. Upon request, Subrecipient and DA shall furnish Department with copies of the time distribution records and a description of the formula or method used by Subrecipient or DA to determine the distribution of salary and fringe benefit costs.

ii. Materials and Contracted Services: The costs of materials and contracted services used in locating noncustodial parents, establishing paternity, and establishing, modifying, and enforcing support obligations.

iii. Administrative Costs: Administrative costs incurred by Subrecipient and DA in operating the Program, but only to the following extent:

(a) If Subrecipient has prepared a direct cost plan, to the extent and in accordance with the direct cost plan;

(b) If Subrecipient has prepared an indirect cost plan, to the extent and in accordance with the indirect cost plan; or

(c) If Subrecipient has not prepared either a direct cost plan or an indirect cost plan approved by the State Program or the Federal Government, the federal de minimis indirect cost rate as defined in 45 CFR 75.414 (f) **(through 9-30-2024) and 2 CFR §200.414(f) (effective 10-1-2024)** is used. The de minimis for this purpose is defined as ~~10%~~ **15%** of modified total direct costs ("MTDC"). MTDC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first ~~\$25,000~~ **\$50,000** of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, and the portion of each subaward and subcontract in excess of ~~\$25,000~~ **\$50,000**.

As described in §75.403 §200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time with the Federal Government. Rates with the State Program are negotiated annually with the submission of the Subrecipient's budget.

iv. Capital Outlay: The cost of equipment or furniture with a unit cost in excess of ~~\$5,000~~ **\$10,000**, if approved in advance by Department. The full cost of automatic data processing equipment with a unit cost of less than \$25,000 that is used exclusively in Program operations is an Allowable Cost during the quarter in which the equipment is purchased and paid for. All other capital acquisitions must be depreciated and the costs of those capital acquisitions are Allowable Costs in a quarter only to the extent of the depreciation during that quarter. Subrecipient must maintain records of all capital acquisitions whose costs are covered in whole or in part by Grant moneys. Subrecipient may use any generally accepted method of computing depreciation but the method of computing depreciation must be consistently applied for any specific asset or class of assets and must result in equitable charges considering the extent of use of the assets. Subrecipient shall furnish property records and depreciation schedules to Department upon request.

b. Incentive Funding. The Incentive Funding moneys may be used solely for reinvestment in the Program, as reinvestment is defined in 45 CFR 305.35, in accordance with ~~45 CFR Part 75~~ **2 CFR §200**, Subpart F (audit requirements).

1.2. Section 5 of the Agreement is amended to read:

5. Records Maintenance, Audit, Access, and Confidentiality.

a. Maintenance of Records. Subrecipient shall document the use of all Grant moneys disbursed by Department under this Agreement and shall maintain such additional fiscal and other records related to this Agreement as may be required by applicable law. Specifically, but without limiting the generality of the preceding sentence, Subrecipient must maintain records of revenue and fees collected, expenditures made and costs incurred in operating the Program, and other such records as may be required by Department or the United States Department of Health and Human Services.

b. Audits Generally. The Grant moneys disbursed to Subrecipient under this Agreement are federal funds received by Department from the United States Department of Health and Human Services under the Department's Child Support Enforcement Title IV-D Grant, whose ~~CFDA Number~~ **Assistance Listing Number (ALN)** is 93.563, and are subject to 45 CFR Part 75, Subpart F **(through 9-30-2024), and 2 CFR §200 (effective 10-1-2024)**. Subrecipient shall comply with 45 CFR Part 75, Subpart F **(through 9-30-2024), and 2 CFR §200 (effective 10-1-2024)**, as applicable. If Subrecipient must have an audit performed in accordance with 45 CFR Part 75, Subpart F **(through 9-30-2024), and 2 CFR §200 (effective 10-1-2024)**, Subrecipient shall notify Department in writing promptly after Subrecipient determines that it must have such an audit and Subrecipient shall report the Grant moneys received hereunder as pass-through funds on Subrecipient's Schedule of Expenditures of Federal Awards, and promptly after completion of the audit shall furnish Department with a written copy of all audit findings applicable to Subrecipient's Program or the Oregon Child Support Program (as defined in Section 6.a.) or notify Department in writing that the audit resulted in no findings applicable to Subrecipient's Program or the Oregon Child Support Program.

c. Compliance Audits. Subrecipient shall assist in all compliance audits of Subrecipient's Program or the Oregon Child Support Program conducted by Department, the Secretary of State's Office of the State of Oregon, the United States Department of Health and Human Services, the federal Office of Child Support ~~Enforcement~~ **Services**, or their authorized representatives.

d. Accounting. Unless applicable federal law requires Subrecipient to utilize a different accounting system, Subrecipient shall create and maintain all fiscal records in accordance with generally accepted accounting principles and in sufficient detail to permit Department, the Secretary of State's Office of the State of Oregon, the United States Department of Health and Human Services, the federal Office of Child Support ~~Enforcement~~ **Services**, and their authorized representatives, to verify how the Grant moneys were used.

e. Retention of Records. Subrecipient shall retain and keep accessible all books, documents, papers, and records (whether in electronic or hard copy form) that are directly related to this Agreement or the Grant moneys for a minimum of six (6) years, or such longer period as may be required by other provisions of this Agreement or applicable law, following termination of this Agreement. If there are unresolved audit questions at the end of the six-year period, Subrecipient shall retain the records until the questions are resolved.

f. Access to Records and Facilities. The Department, the Secretary of State's Office of the State of Oregon, the United States Department of Health and Human Services, the federal Office of Child Support ~~Enforcement~~ **Services**, and their duly authorized representatives shall have access to the books, documents, papers and records (whether in electronic or hard copy form) of Subrecipient that are directly related to this Agreement or the Grant moneys provided hereunder, including but not limited to the books, documents, papers and records described in 45 CFR 305.65, for the purpose of making audits and examinations, including but not limited to audits required by 45 CFR Part 75, Subpart F **(through 9-30-2024), and 2 CFR §200 (effective 10-1-2024)**. In addition, the Department, the Secretary of State's Office of the State of Oregon, the

United States Department of Health and Human Services, the federal Office of Child Support ~~Enforcement~~ **Services** and their duly authorized representatives may make and retain excerpts, copies, and transcriptions of the foregoing books, documents, papers, and records. Subrecipient shall permit authorized representatives of Department, the Secretary of State's Office of the State of Oregon, the United States Department of Health and Human Services, and the federal Office of Child Support ~~Enforcement~~ **Services** to perform site reviews of all services delivered as part of the Program. Subrecipient or DA shall facilitate and participate in physical site reviews of DA's or Subrecipient's facilities, records storage facilities, or any Oregon Child Support Program facilities, conducted by Department, the Secretary of State's Office of the State of Oregon, the United States Department of Health and Human Services, the federal Office of Child Support ~~Enforcement~~ **Services**, the Internal Revenue Service, or their authorized representatives. Site reviews are scheduled on an 18-month rotation. On the basis of site reviews, specific corrective measures may be required of DA and Subrecipient where Subrecipient or DA is found noncompliant with applicable requirements of state or federal regulatory entities and may require a more frequent site review schedule.

g. Non-Disclosure and Confidentiality Obligations. Subrecipient and DA must comply with all non-disclosure and confidentiality obligations. Subrecipient and DA must comply with all applicable laws, including without limitation ORS 646A.600 through 646A.628, the Oregon Consumer Identity Theft Protection Act. The use and disclosure of case information and other confidential information is strictly limited to performance of the Services required under this Agreement.

Subrecipient and DA agree to comply with all reasonable requests to ensure the confidentiality and non-disclosure of the confidential information, including without restriction:

- i. Obtaining confidentiality and non-disclosure agreements for every current and new employee, in a form approved by Department from each employee and agent who performs Services under this Agreement.
- ii. Performing criminal background investigation inclusive of fingerprinting, on each employee and agent who perform services under this agreement.

h. Confidentiality. In operating the Program, Subrecipient and DA shall comply with 42 USC § 654(26), 26 USC § 6103, 45 CFR 303.21, ORS 25.260 and 412.094, OAR 137-055-1140, and all other applicable laws relating to confidentiality.

1.3. Section 6.d.iii. of the Agreement is amended to read:

- iii. **Safeguards for protecting Federal Parent Locator Service (FPLS) data and child support confidential information.** In operating the Program, Subrecipient and DA shall comply with the security requirements set forth in the OCSSE Security Agreement regarding information systems that transmit, store, and process National Directory of New Hires, Federal Parent Locator Service, and child support confidential information. Child support confidential information includes, but is not limited to, an individual's Social Security number, residential

and mailing addresses, employment information, and financial information as set forth in CFR 303.21(a).

1.4. Section 6.d.v. of the Agreement is amended to read:

v. Incident Response. Upon learning of any information security incident, the Subrecipient or DA shall immediately notify Department at the contact listed below:

(a) Child Support Program Security Incident Response Team during business hours at ChildSupportIncidentResponse@doj.state.or.us ChildSupportIncidentResponse@doj.oregon.gov, or outside of business hours at 503-947-2667.

1.5. Section 7.a. of the Agreement is amended to read:

a. Act as the liaison to federal Office of Child Support ~~Enforcement~~ **Services** (~~“OCSE”~~ **“OCSS”**) with respect to the Oregon Child Support Program activities in Oregon.

1.6. Section 7.d. of the Agreement is amended to read:

d. Prepare and submit to ~~OCSE~~ **OCSS** the reports required by 42 USC § 655 and 45 CFR § 301.15, with respect to overall Program activities in Oregon.

1.7. Section 13.a. of the Agreement is amended to read:

13. General.

a. Notice. Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, email, or mailing the same, postage prepaid to Subrecipient, the DA, or the Department at the address or number set forth below, or to such person or at such other addresses or numbers as a party may indicate by notice to all other parties pursuant to this Section. Any communication or notice so addressed and mailed shall be effective five (5) days after mailing. Any communication or notice given by email shall be effective upon the sender’s receipt of confirmation generated by the recipient’s email system that the notice has been received by the recipient’s email system, or receipt of a reply email from the recipient. Any communication or notice delivered by facsimile shall be effective on the day the transmitting machine generates a receipt of the successful transmission, if transmission was during normal business hours of the recipient, or on the next business day, if transmission was outside normal business hours of the recipient. Any communication or notice given by personal delivery shall be effective when actually delivered.

Notices to Department:
Kate Cooper Richardson
Director, Oregon Child Support Program & Division of Child Support
Oregon Department of Justice
1162 Court Street NE
Salem, OR 97301
Kate.Richardson@doj.state.or.us
Kate.Cooper.Richardson@doj.oregon.gov

Notices to Subrecipient:
Seth Crawford
Crook County Commissioner
300 NE 3rd St
Prineville, OR 97754

Brian Barney
Crook County Commissioner
300 NE 3rd St
Prineville, OR 97754

Susan Hermreck
Crook County Commissioner
300 NE 3rd St
Prineville, OR 97754

Notices to DA:
Kari Hathorn
Crook County District Attorney
300 NE 3rd St
Prineville, OR 97754

1.8. Section 13.o. of the Agreement is amended to read:

o. Contractor or Subrecipient Determination

In accordance with the State Controller's Oregon Accounting Manual, Policy 30.40.00.102, the DOJ's determination is that:

☒ Recipient is a subrecipient; OR ☐ Recipient is a contractor.

~~Catalog of Federal Domestic Assistance (CFDA) #(s)~~ **Assistance Listing Number (ALN)** of federal funds to be paid through this Agreement: Program No 93.563

1.9. Exhibit B, Section 7 of the Agreement is amended to read:

7. Audits. Subrecipient and DA shall comply with the applicable audit requirements and responsibilities set forth in 45 CFR Part 75, Subpart F **(through 9-30-2024), and 2 CFR §200 (effective 10-1-2024).**

1.10. Exhibit B.2 of the Agreement is replaced in full with Attachment A of the Amendment.

1.11. Exhibit C of the Agreement is replaced in full with Attachment B of the Amendment.

2. Subrecipient and DA represents and certifies that Subrecipient and DA has no undisclosed liquidated and delinquent debt owed to the State of Oregon or any department or agency of this state.
3. Subrecipient and DA certifies, in accordance with ORS 279A.112, that Subrecipient and DA has in place a policy and practice of preventing sexual harassment, sexual assault, and discrimination against employees who are members of a protected class, as defined by ORS 279A.112 (2)(1)(b). As a material condition of this Agreement, Subrecipient and DA shall maintain, throughout the duration of this Agreement, a policy and practice that comply with ORS 279A.112, including giving its employees written notice of the Subrecipient and DA's policy and practice.
4. Subrecipient and DA shall comply with all federal laws applicable to the Subrecipient and DA and to the Goods or Services to be provided under the Agreement, including those related to potential conflicts of interest. Other than the compensation due under the Agreement, Subrecipient and DA has no financial or other interest in the outcome of the project.
5. Except as expressly amended above, all other terms and conditions of the Agreement, including as previously amended, are still in full force and effect. Subrecipient and DA certifies that the representations, warranties, and certifications contained in the Agreement are true and correct as of the Amendment Effective Date and with the same effect as though made at the time of this Agreement.

Signatures:

THE PARTIES, by execution of this Agreement, hereby acknowledge that each Party has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

STATE OF OREGON ACTING BY AND THROUGH ITS DEPARTMENT OF JUSTICE

Authorized Signature: _____ Date: _____

Printed Name: Lisa M. Udland Title: Deputy Attorney General

DEPARTMENT OF JUSTICE, DIVISION OF CHILD SUPPORT

Authorized Signature: _____ Date: _____

Printed Name: Kate Cooper Richardson Title: Director

CROOK COUNTY

BY: CROOK COUNTY GOVERNING BODY

Authorized Signature: _____ Date: _____

Printed Name: Seth Crawford Title: County Commissioner

Authorized Signature: _____ Date: _____

Printed Name: Brian Barney Title: County Commissioner

Authorized Signature: _____ Date: _____

Printed Name: Susan Hermreck Title: County Commisisoner

BY: CROOK COUNTY DISTRICT ATTORNEY

Authorized Signature: _____ Date: _____

Printed Name: Kari Hathorn Title: Crook County District Attorney

APPROVED FOR LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS.291.047 and OAR 137-045-0015(3)

Email Approval Dated March 21, 2025

Joseph Callahan Title: Assistant Attorney General

Attachment A
Exhibit B.2 ACF Standard Terms and Conditions



ADMINISTRATION FOR CHILDREN & FAMILIES

STANDARD TERMS AND CONDITIONS

Except as noted otherwise, these Terms and Conditions (T&Cs) apply to Federal financial assistance awards, i.e., grant and cooperative agreement programs, administered by the Administration for Children and Families (ACF). Please see the [Award Terms and Conditions](#) page.

Precedence

Applicable statutory or regulatory provisions supersede conflicting or inconsistent provisions in this Standard T&C.

Department of Health and Human Services (HHS) to Adopt 2 CFR Part 200 in Phases

Per Federal Register (FR), [89 FR 80055](#), HHS describes the intended phases of formally adopting [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) (UAR) as modified by Office of Management and Budget (OMB), [89 FR 30136](#), April 22, 2024). As a result, the content herein will identify both [45 CFR Part 75](#) and respectively, by effective date, 2 CFR Part 200 and [2 CFR Part 300](#) HHS-specific regulations.

Effective 10/1/2024 – Increasing Thresholds / Flexibilities for Recipients in 45 CFR Part 75 (to align with similar provisions in 2 CFR 200)

| Provisions (Regulations) | Before 10/1/2024 Threshold under 45 CFR Part 75 | On and After 10/1/2024 New Threshold |
|---------------------------------------------------------------------------------------|-------------------------------------------------------|--------------------------------------------|
| Modified Total Direct Cost Definition (45 CFR §75.2 / 2 CFR §200.1) | \$25,000 | \$50,000 |
| Equipment (45 CFR §75.320(e) / 2 CFR §§200.1, 200.313(e), 200.439(b)(2)) | \$5,000 | \$10,000 |
| Unused Supplies (45 CFR §75.321(a) / 2 CFR §§200.1, 200.314(a)) | \$5,000 | \$10,000 |
| Micro-purchase Threshold¹ (45 CFR §75.329(a) / 2 CFR §200.320) | \$10,000 | \$50,000 |
| Fixed Amount Awards Subawards (45 CFR §75.353 / 2 CFR §200.333) | \$250,000 | \$500,000 |
| Closeout² (45 CFR §75.381 / 2 CFR §200.344) | 90 days | 120 days |

¹ This provision was adopted on December 12, 2017 under [Public Law 115-91](#) and [OMB Memorandum 18-18](#).

² This provision was adopted on September 15, 2023 under [88 FR 63591](#).

| Provisions (Regulations) | Before 10/1/2024 Threshold under 45 CFR Part 75 | On and After 10/1/2024 New Threshold |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------|
| De Minimis Indirect Rate³ (45 CFR §75.414(f) / 2 CFR §200.414(f)) | 10% | 15% |
| Single Audit (45 CFR §75.501 / 2 CFR §200.501) | \$750,000 | \$1,000,000 |

Effective 10/1/2025 – 2 CFR 200 and HHS Specific Modifications Implementation

- Adopt 2 CFR Part 200.
- Repeal 45 CFR Part 75 in its entirety and update existing citations in HHS regulations.
- Relocate HHS-specific modifications from 45 CFR Part 75 to 2 CFR Part 300:

| Modification | Before 10/1/2025 45 CFR Part 75 | On and After 10/1/2025 2 CFR Part 300 |
|----------------------------------------------------------------------------------------------------|-------------------------------------------|-----------------------------------------------------------|
| Adoption of 2 CFR Part 200 | 75.106 | 300.106 |
| Conflict of Interest | 75.112 | 300.112 |
| Special Provisions for awards to For-Profit Organizations as Recipients | 75.216 | 300.218 |
| Special Provisions for awards to Federal agencies | 75.217 | 300.219 |
| Non-discrimination language | 75.300 | 300.300 |
| Federal Payment | 75.305(a) | 300.305 |
| Revision of budget and program plans (specific to research care cost prior approval) | 75.308(c)(1)(ix) | 300.308 |
| Intangible Property (patents and inventions) | 75.307(c)(2) | 300.315 |
| Indirect Cost (Training and Foreign cap and allowing rates for American U, Beirut, and WHO) | 75.414(c)(1) | 300.414 |
| Independent research and development costs | 75.476 | 300.477 |
| Shared responsibility payments | 75.477 | 300.478 |
| Cost Principles for Research & Development Grant Activities with Hospitals | Appendix IX | Appendix IX |

Federal Financial Assistance Award Acceptance

State, local, tribal and other laws and regulations may apply and affect expenditures of Federal funds provided that they conform to applicable federal statutes and regulations. The first draw down or request for award funds from HHS Division of Payment Management Services (PMS) constitutes acceptance of the T&Cs under the Federal award.

A Federal assistance award is subject to T&Cs set forth in the award, these standard T&Cs, and those T&Cs cited and incorporated by reference. A recipient is the entity that receives a Federal award directly from ACF, per [45 CFR §75.2](#) (effective 10/1/2025: [2 CFR §200.1](#)). By acceptance

³ Note this does not apply to HHS Training or Foreign awards, for which HHS retains the de minimis cap at 8%.

of an award, the recipient agrees to comply with these T&Cs. Unless indicated otherwise, per [45 CFR §75.101\(b\)\(1\)](#) (effective 10/1/2025: [2 CFR §200.101\(b\)\(2\)](#)), the T&Cs of Federal awards flow down to subrecipients and to contractors (when applicable) as described in [45 CFR §§75.351 – 75.353](#) (effective 10/1/2024: [2 CFR §200.333](#); effective 10/1/2025: [2 CFR §200.331 – 200.332](#)).

Recipients must comply with all T&Cs of their awards, including:

- a) The T&Cs in effect at the time of the award, including the requirements of applicable HHS uniform administrative regulations.
 - **Discretionary:** Any T&Cs in effect at the time of the original award, or any non-competing continuation, post-award action or renewal award related thereto are applicable. Discretionary awards are subject to the requirements set forth in the Notice of Funding Opportunity (NOFO); Notice of Award (NoA) including remarks and/or specific award conditions (e.g., restricted drawdown); these Standard T&Cs; and the [U.S. Department of Health and Human Services \(HHS\) Grants Policy Statement](#).
 - **Non-Discretionary:** Non-discretionary awards are subject to these Standard T&Cs, the individual program-specific supplemental T&Cs, and NoA including remarks and/or specific award conditions.
- b) Requirements of statutes and regulations applicable to the program under which the award is funded, including authorizing statutes, appropriations statutes, generally applicable statutes, and any regulations related thereto.

Enforcement

Failure to comply with the T&Cs of the award may result in disallowances, restricted drawdown, withholding of future awards, deferral of claims for Federal Financial Participation (FFP), or termination of the award. Some programs may have more specific termination provisions that will be referenced in the NOFO, the program-specific supplemental T&Cs, NOA, and/or in the specific award conditions (as applicable).

ALL FEDERAL FINANCIAL ASSISTANCE PROGRAMS

APPLICABLE LEGISLATION, STATUTES, REGULATIONS

Recipients must follow Federal, State, and local laws applicable to HHS awards. This includes, but is not limited to statutory and regulatory requirements, even if not directly mentioned in these terms and conditions. This award is subject, at the minimum, to the following requirements:

1. The statutory requirements as identified in the NOFO or program-specific supplemental terms and conditions, and any requirements in the authorization and appropriations acts related to the program and award.

2. The HHS specific implementing regulations of 45 CFR Part 75 or 2 CFR Part 200 as codified at 2 CFR Part 300, as they are applicable in effect or implemented during the period of the award. See “Department of Health and Human Services (HHS) to Adopt 2 CFR Part 200 in Phases” in these T&Cs for effective dates and changes.
 - a. **Discretionary:** Unless otherwise stated in the NOFO, all provisions under the UAR apply. Please note discretionary recipients are required to report deviations from budget or program scope or objective, and must request prior written approval from ACF for budget and program plan revisions. See the NoA for any expanded authorities authorized under the award.
 - b. **Non-Discretionary:** Please refer to the program-specific supplemental T&Cs, which may also cite to or contain budget or program prior approval requirements.
3. *Other Code of Federal Regulations:* Unless otherwise provided by law, the following apply:
 - a. [2 CFR Part 25](#) – Universal Identifier and System for Award Management
 - b. [2 CFR Part 170](#) – Reporting Subaward and Executive Compensation Information
 - c. [2 CFR Part 175](#) – Award Term for Trafficking in Persons
 - d. [2 CFR Part 176](#) – Award Terms for Assistance Agreements that include Funds under the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5
 - e. [2 CFR Part 180](#) – OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)
 - f. [2 CFR Part 182](#) – Government-wide Requirements for Drug-Free Workplace (Financial Assistance) (including Smoking Prohibitions ([20 U.S.C §§7971 – 7974](#), previously §§7181 – 7184))
 - g. [2 CFR Part 183](#) – Never Contract with the Enemy
 - h. [2 CFR Part 376](#) – Non procurement Debarment and Suspension
 - i. [2 CFR Part 382](#) – Requirements for Drug-Free Workplace (Financial Assistance)
 - j. [31 CFR Part 205](#) – Rules and Procedures for Efficient Federal-State Funds Transfers – Cash Management Improvement Act (see also [31 U.S.C. §§3335, 6501, and 6503](#))
 - k. [45 CFR Part 16](#) – Procedures of the Departmental Grant Appeals Board
 - l. [45 CFR Part 30](#) – Claims Collection

- m. [45 CFR Part 46](#) – Protection of Human Subjects
 - n. [45 CFR Part 80](#) – Nondiscrimination Under Programs Receiving Federal Assistance through the Department of Health and Human Services, Effectuation of Title VI of the Civil Rights Act of 1964
 - o. [45 CFR Part 81](#) – Practice and Procedure for Hearings Under Part 80 of this Title
 - p. [45 CFR Part 84](#) – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance
 - q. [45 CFR Part 86](#) – Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting from Federal Financial Assistance
 - r. [45 CFR Part 87](#) – Equal Treatment for Faith-Based Organizations
 - s. [45 CFR Part 91](#) – Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from HHS
 - t. [45 CFR Part 93](#) – New Restrictions on Lobbying
 - u. [45 CFR Part 95](#) – General Administration – Grant Programs
 - v. [45 CFR Part 100](#) – Intergovernmental Review of Department of Health and Human Services Programs and Activities
4. *Administrative and National Policy Requirements, including HHS Policy Directives* (identified with an asterisks (*)) and *Annual Appropriation Limitations* (identified with two asterisks (**)): Unless otherwise noted in the program-specific supplemental T&Cs, the NOFO, the administrative and national policy requirements, HHS policy directives, and annual appropriations limitations apply to all programs. Public policy requirements are requirements with a broader national purpose and are imposed by statute. The non-exhaustive list is located under the [Administrative and National Policy Requirements](#) page.
5. *Build America, Buy America (BABA) Applicability*: The BABA is not applicable to HHS programs; therefore, the following does not apply to ACF awards:
- a. [2 CFR Part 184](#) – Buy America Preferences for Infrastructure Projects
 - b. [2 CFR §200.322](#) – Domestic Preference for Procurements provision

COST SHARING OR MATCHING (NON-FEDERAL SHARE) OF PROGRAM FUNDING

6. Some Federal financial assistance programs require the recipient to provide a portion of program funding, as specified in Federal law. Please see the NOFO or program-specific supplemental T&Cs for the requirements.
7. *Insular Areas*. For any program that (a) requires a non-Federal share of program funding and (b) is available to several identified recipients, under the provisions of 48 U.S.C. §1469a(d), as amended, the Insular Areas, defined as American Samoa, Guam, the Northern Mariana Islands and the U.S. Virgin Islands, these recipients are not required to provide up to \$200,000 of the non-Federal share of program funding. If, in any fiscal year, the non-Federal share exceeds \$200,000, the statutory Federal/non-Federal funding rates for that program will apply to all expenditures that exceed that threshold.

PROGRAM INCOME

8. *Default Method*. Please refer to the NOFO, program-specific supplemental T&Cs, and NoA to verify if program income is permitted, and if so, how it is to be used. When the regulations or the T&Cs are silent, the default is the deduction method as described under 45 CFR §75.307(e) (effective 10/1/2025: 2 CFR §200.307(e)(1)). (“Ordinarily program income must be deducted from total allowable costs to determine the net allowable costs. Program income must be used for current costs unless the HHS awarding agency authorizes otherwise. Program income that the non-Federal entity did not anticipate at the time of the Federal award must be used to reduce the Federal award and non-Federal entity contributions rather than to increase the funds committed to the project.”)
9. *Property*. Proceeds from the sale of real property, equipment, or supplies, are not program income; such proceeds will be handled in accordance with the relevant property standards at 45 CFR §§75.318 – 75.322 (effective 10/1/2025: 2 CFR §§200.311 – 200.315), or as specifically identified in Federal statutes, regulations, or T&Cs of the Federal award. For more information about real property and tangible personal property, please see the subheading contained in this Standard T&C.
10. *Applicable Credit*. Unless provided in statutes, regulations, or T&Cs of the award, program income does not include rebates, credits, discounts, and interest earned on any of them. When those sources are silent, to the extent that such credits accruing to or received by the recipient relate to allowable costs, they must be credited to the award either as a cost reduction or cash refund as described under 45 CFR §75.406 (effective 10/1/2025: 2 CFR §200.406).

MONITORING AND REPORTING

Except in unusual circumstances, ACF recipients are required to use OMB-approved data collection forms and file these forms in intervals identified by the Federal award. (45 CFR §§75.341-75.343; effective 10/1/2025: 2 CFR §§200.328 – 200.330) For more information, see the NOFO, program-specific supplemental T&Cs, NoA, or specific award conditions.

11. Electronic Submissions.

Reports must be submitted electronically. **Paper copies will not be accepted.** ACF recipients must submit reports through designated online reporting systems, as identified in the NOFO, program-specific supplemental T&Cs, NoA, and/or the specific award conditions. Each system is secured and requires individuals to use a PIN, username, and password.

- a. GrantSolutions On-Line Data Collection (OLDC) system is the online reporting mechanism and is located at <https://grantsolutions.gov>. The GrantSolutions Help Desk is open on Monday through Friday from 7:00 am to 8:00 pm ET (except for Federal Holidays). You may reach the Help Desk at 1-866-577-0771, 202-401-5282, or help@grantsolutions.gov.
- b. HHS Payment Management System (PMS) is the online payment management mechanism and is located at <https://pms.psc.gov>. The PMS Help Desk is open Monday through Friday from 7:00 am to 9:00 pm ET (except Federal Holidays). You may reach the Help Desk at 1-877-614-5533 or PMSSupport@psc.gov.

FINANCIAL REPORTING

12. Federal funds must be expended for the purposes which they were awarded and within the time period allotted. (45 CFR §75.302; effective 10/1/2025: 2 CFR §200.302)

13. Obligation Period.

- a. **Discretionary**: Recipients may charge to the award “only allowable costs incurred during the period of performance.” (45 CFR §75.309; effective 10/1/2025: 2 CFR §200.309) See the NoA for the approved start and end dates of the period of performance and, if applicable, the budget period for the award. Costs incurred within a specific budget period may only be charged to the award within the dates specified for that budget period. Recipients may not charge costs incurred in a previous budget period to the next or any subsequent budget period.
- b. **Non-Discretionary**: The program-specific supplemental T&Cs will set forth the deadline for obligation.

14. Liquidation Period.

Unless superseded by program specific statute or regulations, the deadline for liquidating all financial obligations incurred under the Federal award is not later than 120 calendar days after the end of the period of performance (or as specified in a program regulation). (effective 9/15/2023: 2 CFR §200.344) See NoA.

PROGRAM REPORTING

15. **Discretionary:** Please see the NOFO, NoA, as well as [Reporting Requirements](#).
16. **Non-Discretionary:** Please see the program-specific supplemental T&Cs for the program reporting requirements.

PROPERTY REPORTING

Real property (requires specific authority and prior approval, see limitation under item 16 within this T&C), tangible personal property, and intangible property, that is acquired or improved with a Federal award must be held in trust by the recipient as trustee for the beneficiaries of the project or program under which the property was acquired or improved. ACF requires the recipient to record liens or other appropriate notice of record to indicate that personal or real property has been acquired or improved with a Federal award and that use and disposition conditions apply to the property. Unless program regulations, program-specific supplemental T&Cs, or other program guidance say otherwise, recipients are required to follow the property standards outlined under 45 CFR §§75.316 – 75.323 (effective 10/1/2025: 2 CFR §§200.310 – 200.316). States must follow their own property standards. The following are the real property and tangible personal property guidance and reporting requirements. For additional information, please see the [ACF Property Guidance](#) pages.

REAL PROPERTY REPORTING

17. *Real Property Reports (SF-429s), OMB Control No. 4040-0016.* ACF programs must have specific statutory authority to allow recipients to provide support for acquisition, construction, and/or major renovation of real property. **Absent statutory authority and approval, costs are considered unallowable under the Federal award.** Only a few ACF programs have authority, please see the [Applicable ACF Programs with Real Property Authority](#) list. When Federal funds are allowed and used for these purposes, a Federal interest is established. A Notice of Federal Interest (NFI) must be recorded in the jurisdiction where the real property is located. Federal interest does not expire unless program statute says otherwise. So long as a Federal interest remains, property requirements and reporting apply. Recipients (and on behalf of subrecipients) are responsible for submitting the request and report forms. **Only forms submitted in GrantSolutions OLDC are considered official real property submissions.**

The collection of SF-429 forms must be used for awards that establish a Federal interest on real property. Overview of forms are as follows:

- c. **SF-429.** The Cover Page must be submitted along with the other SF-429 Attachments (A, B, and C). GrantSolutions OLDC automatically adds the cover page to the Attachment.
- d. **SF-429 Attachment A.** The *General Report* form is due annually and follows the same reporting cycle as the annual Federal Financial Report or program specific Expenditure Report.

- e. **SF-429 Attachment B.** The *Acquire or Improve Request* form may be submitted at any time to request prior approval to use federal funds to acquire or improve property. The submission of this form, with supporting documentation, in GrantSolutions OLDC is the official starting point for any prior approval request to purchase, construct, and/or major renovation project for real property.
- f. **SF-429 Attachment C.** The *Disposition or Encumbrance Request* form may be submitted at any time to request disposition instructions. The submission of this form, with supporting documentation, in GrantSolutions OLDC is the official starting point for any prior approval disposition or encumbrance requests. When the property is no longer needed, the recipient (when applicable, on behalf of subrecipients) must submit in GrantSolutions OLDC a request for disposition instructions. OGM must be consulted and confirm the percentage of participation (federal interest) before any payment is remitted on a real property. ACF will review and make a decision on one of the three standard OMB disposition options described under 45 CFR §75.318(c) to eliminate the Federal interest. The recipient (when applicable, on behalf of subrecipient) is required to compensate ACF for its share by remitting payment when real property is sold or retained. Payment must be received and confirmed before ACF can release the federal interest on the property. For more information, see [Remit Payment](#) guidance.

Please note that for the SF-429 Attachment B and C, the appraised value is the current fair market value based on the appraisal (**no more than three years old**) conducted by an independent certified appraiser.

For more information, please see program-specific supplemental T&Cs, the [ACF Real Property Guidance](#), and the [Applicable ACF Programs with Real Property Authority](#) list.

TANGIBLE PERSONAL PROPERTY REPORTING

- 18. *Tangible Property Report (SF-428s), OMB Control No. 4040-0018.* The SF-428 is a standard form used to collect information related to tangible personal property purchased under a Federal award. Unless otherwise directed in the program-specific supplemental T&Cs, Federal assistance programs are required to use the SF-428s. Recipients (and on behalf of subrecipients) are required to submit the forms. States must use, manage and dispose of equipment acquired under a Federal award by the state in accordance with state laws and procedures. Overview of the forms are as follows:
 - g. **SF-428.** The Cover Page must be submitted along with the other SF-428 Attachments (B, C, and S).
 - h. **SF-428 Attachment A.** The Federally Owned Property Annual Report is **not applicable to ACF programs**.
 - i. **SF-428 Attachment B.** The Final/Award Closeout form on Acquired Equipment purchased with Federal Funds is due at the end of a Federal Assistance Award.

This form may not apply to some non-discretionary programs. Please see program-specific supplemental T&Cs for applicability and exceptions.

- j. **SF-428 Attachment C.** The Disposition Request form on Acquired Equipment is due at any time other than award closeout. The submission of this form, with the SF-428 cover page and supporting documentation, to OGM is the official starting point for any prior approval disposition request. OGM must be consulted and confirm the percentage of participation (federal interest) before any payment is remitted on the property. Recipients (and on behalf of subrecipients) are required to compensate ACF for its share by remitting payment when equipment is sold or retained. Payment must be received and confirmed before ACF can release the federal interest on the property. For more information, see [Remit Payment](#) guidance.
- k. **SF-428 Attachment S.** The Supplemental Sheet may be submitted with the SF-428 Attachment B or C to provide additional information.

For more information, please see the [ACF Tangible Personal Property Guidance](#).

AWARD PAYMENTS

- 19. **Payment.** All Federal financial assistance program payments will be made available through the HHS PMS. Questions pertaining to payments should be directed to: HHS Division of Payment Management, P.O. Box 6021, Rockville, MD, 20852, or PMS Help Desk at 877-614-5533, or PMSSupport@psc.gov. Other questions should be directed to the ACF contact listed on the NOA or program-specific supplemental T&Cs.
- 20. **Returning Funds/Interest.** Unless otherwise directed in the financial or program specific expenditure report, the HHS Program Support Center (PSC) serves as a centralized point for returning award interest and funds according to established federal law, policies, procedures, and regulations. PMS prefers that repayment be completed as an electronic transfer or by check. Please refer to the *Returning Funds/Interest* instructions under the *Recipients* drop-down on the [PMS website](#).

SUBRECIPIENTS AND SUBCONTRACT MONITORING AND MANAGEMENT

- 21. All Federal assistance programs must comply with the Subrecipient Monitoring and Management requirements described in subpart D, 45 CFR §§75.351 – 75.353 (effective 10/1/2025: 2 CFR §§200.331 – 200.333). Discretionary awards are also subject to the *ACF Term and Condition on Subawards* located on the *Administrative and National Policy Requirements* page, see item 4 herein.
- 22. **Debarred or Suspended.** No entity may participate in these programs in any capacity or be a recipient or subrecipient of Federal funds designated for these programs if the organization has been debarred or suspended or otherwise found to be ineligible for participation in Federal financial assistance programs or activities. Please see Executive

Orders 12549 and 12689, as well as 2 CFR Parts 180 and 376 for debarment and suspension provisions. Recipients must include a similar T&C for all subawards and contracts awarded under these programs. Prior to issuing subawards and contracts under the Federal award, the recipient (pass-through) must review information available through the System for Award Management (SAM), <https://www.sam.gov>, to determine whether an entity is ineligible.

23. *Determinations*. Recipients are required to make case-by-case subrecipient and contractor determinations on whether the substance of an agreement creates a Federal assistance relationship (subaward) or a procurement relationship (contract) in accordance with 45 CFR §75.351 (effective 10/1/2025: 2 CFR §200.331). The presence of one or more characteristics may not be present in all cases; as such, the recipient must use judgment as the substance of the relationship is more important than the form of the agreement. ACF may also supply and require recipients to comply with additional guidance to support these determinations.

Please note for subrecipients: There is a long standing ACF OGM policy that any State, local, Tribal, or Territorial governments providing a service for a pass-through entity must be considered a subrecipient.

24. *Fixed amount subawards*. A fixed amount award cannot be used in programs which require mandatory cost sharing or matching in accordance with 45 CFR §75.201(b)(2) (effective 10/1/2025: 2 CFR §200.201(b)(2)). Many Federal assistance programs require the recipient to provide a portion of program funding, as specified in Federal law. Please see the NOFO or program-specific supplemental T&Cs for the cost sharing or matching (non-Federal share) requirement.

25. *Indirect Cost*. In accordance with 45 CFR §75.352(a)(4) (effective 10/1/2025: 2 CFR §200.332(a)(4)), pass-throughs must recognize the approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government, or if no such rate exists, either a rate negotiated between the recipients and subrecipient or provide a percent de minimis indirect cost rate (10% under 45 CFR §75.414(f) prior to 10/1/2024; effective date 10/1/2024: 15% under 45 CFR 75.320(f); effective date 10/1/2025: 15% under 2 CFR §200.414) Please direct indirect cost questions to the HHS PSC Division of Cost Allocation Services (CAS), see CAS [Contact Us](#).

26. *Monitoring*:

- a. *Contract*. Recipients are responsible for ensuring that contracts contain the applicable provisions described in Appendix II of 45 CFR Part 75 (effective 10/1/2025: 2 CFR Part 200). The recipient is responsible for oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of the contract or purchase order. Records must be maintained by the recipient and be sufficiently detailed for compliance.
- b. *Subrecipient*. Recipients are required to advise subrecipients of requirements

imposed on them by Federal laws, regulations, and the provisions of award as well as any supplemental requirements imposed by the recipient. These include administrative and audit requirements (where applicable) under 45 CFR Part 75 (effective 10/1/2025: 2 CFR Part 200). The recipient must conduct a risk assessment of subrecipient(s) in accordance with 45 CFR §75.352(b) (effective 10/1/2025: 2 CFR §200.332(b)). Additionally, all subrecipient(s) must obtain a Unique Entity Identifier number assigned by the SAM, if they do not already have one. Recipients are required to check the SAM to verify that the subrecipient(s) is/are not debarred, suspended, or ineligible. Recipients are responsible for monitoring the activities of the subrecipient to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the T&Cs of the subaward, and that subaward performance goals are achieved. “Monitoring by the non-Federal entity must cover each program, function and activity.” See 45 CFR §§75.342 and 75.352 (effective 10/1/2015: 2 CFR §§200.329(a) and 200.332). Records must be maintained by the recipient and be sufficiently detailed for compliance. For more information, see item 4.k. *Salary Limitation – Federal Executive Level II* within this Standard T&C.

Should a subrecipient perform unsatisfactorily, the recipient is responsible for remedying subrecipient issues. Recipients of an award will be legally accountable to ACF for performance of the project or program. Recipients will be held solely responsible in the event of non-compliance by a subrecipient. The recipient will be held accountable for cost disallowances regarding subawarded funds. If requirements of the program cannot be met due to subrecipient issues, ACF may take one or more of the actions listed under 45 CFR § 75.371– 75.375 (effective 10/1/2015: 2 CFR §§200.339 – 200.343).

NON-COMPETING CONTINUATIONS

27. Most ACF discretionary awards are funded in increments. These increments are referred to as “non-competing continuations.” If the award has multiple budget periods, recipients will be expected to submit non-competing continuation applications for each budget period. If not referenced in the NOA, the ACF Program Office or Grants Office will provide additional information on what documentation to submit and deadlines for non-competing continuation applications. Deadlines are typically in advance of the start date of the next budget period to allow ACF sufficient time to process the applications.

AUDITS

28. Recipients must arrange for the conduct of audits as required by 45 CFR Part 75, Subpart F – Audit Requirements (effective 10/1/2025: 2 CFR Part 200 Subpart F). For more information, also see [ACF Oversight and Monitoring: Audit Reports](#) page.
29. Recipients and pass-through entities, per 45 CFR §§75.352(f) and 75.501(effective 10/1/2025: 2 CFR §200.501), must verify that subrecipients also comply with the audit requirements.

1. **For-profit subrecipients.** Unless stated otherwise in regulation, guidance, the NOFO, or program-specific supplemental T&Cs, the Subpart F does not apply to for-profit subrecipients. (45 CFR §75.501(h) – (k); effective 10/1/2025: 2 CFR §200.501(h)) However, at a minimum, the recipient and pass-through entity are responsible for establishing requirements to ensure compliance by for-profit subrecipients. The agreement must describe applicable compliance requirements and the for-profit subrecipient’s compliance responsibility.

EFFECTIVE PERIOD

The Standard T&C and each of the program-specific supplemental T&Cs are effective on the date shown in the footer at the bottom of the respective pages. Each T&C supersedes all previous similar T&Cs and will remain in effect until updated. All T&Cs will be updated and reissued as needed.

POINTS OF CONTACT

Points of contact for additional information or questions concerning either the operation of the program or related financial or Federal assistance award matters may be found on the NoA. The Program Office contact handles the programmatic specific needs such as program intent, goals and objectives; whereas, the OGM contact typically handles any business, financial, and administrative activities such as budget revisions, prior approval requests, and closeouts.

IMPORTANT ADDRESSES

Administration for Children and Families
Office of Grants Management
330 C Street, SW. Mailstop 3127
Washington, DC 20201

OIG HOTLINE

The OIG of HHS maintains the OIG Hotline, a system for reporting allegations of fraud, waste, abuse and mismanagement in Department of Health and Human Services’ programs. Your information will be reviewed by a professional staff member and will remain confidential; you need not provide your name. Information provided through the website is secure and all information is safeguarded against unauthorized disclosure. Report the possible misuse of federal funds by phone or online. Please provide as much detailed information as possible in your report.

Online: <https://oig.hhs.gov/report-fraud>
Phone: 800-HHS-TIPS (800-447-8477)
TTY: 800-377-4950
Fax: 800-223-8164

If you are a provider, HHS contractor, HHS recipient or subrecipient and want to self-disclose potential fraud in HHS programs, please visit the *self-disclosure* webpage at: <https://oig.hhs.gov/compliance/self-disclosure-info/index.asp>.

IMPORTANT WEBSITES

- [Welcome To ACF website.](#)
- [ACF Award Terms and Conditions.](#)
- [HHS Grants website.](#)
- *Congress.gov Congressional Research Service:* [Appropriations.](#)
- *General and Permanent Laws:* [United States Code \(U.S.C.\).](#)
- *Federal Regulations:* [Electronic Code of Federal Regulations \(e-CFR\).](#)
- *Congress.gov:* [U.S. Federal Legislative Information.](#)

Attachment B
Exhibit C
Annual Letter

April ,

County

District Attorney Family Support Office:

The Oregon Child Support Program is required by the Code of Federal Regulations (CFR) Title 45, Part 75 to determine if subrecipients meet requirements and are in compliance with federal laws and regulations. This letter requests information and documentation that will be used for monitoring compliance. Please complete the information required in reference to the following federal grant:

Grant Name: Child Support Enforcement Program Grant

Fiscal Year: July 1, – June 30, .

Assistance Listing Number (ALN): Program No 93.563

Federal Award Identification: ____ ORCSES

45 Code of Federal Regulations (CFR): Parts 300 through 308

Grant Agency: United States Department of Health and Human Services

Period of Performance Start and End Date: From October 1, to September 30, .

Award is not Research and Development (R&D)

Indirect Cost Rate: per 2 CFR §200 (effective 10-1-2024) or 45 CFR 75.414 (through 9-30-2024)

(approved plan or federal de minimus)

Single Audit Threshold: \$1,000,000

Please read carefully to determine which sections you are required to complete. Please include any requested information or documentation when returning this document.

Indicate your county name in each section of the form as provided.

Return no later than May 31, , to the address above or via electronic copy to CSPInvoicing@doj.state.or.us.

Section A: If all the statements are true, sign and date the certification, then skip to Section C.

Section B: Complete this section if there were findings with your single audit or it has not yet been completed, then go to Section C.

Section C: All subrecipients must complete this section. The information is used in connection with the Oregon Child Support Program subrecipient review and monitoring process.

Section D: All subrecipients must complete this section pursuant to the Fiscal Federal Funding Accountability and Transparency Act.

If you have questions about this form or required documents, please contact:

Cindy Milner | 503-947-4307 | ChildSupportInvoicing@doj.oregon.gov

SECTION A

County _____

Subrecipient Audit Certification

I hereby certify that for fiscal year ending June 30, _____ all of the following three statements are true:

- ☐ Financial statements received an unqualified opinion from our independent certified public accountants; and

- ☐ The administration of our federal projects has been audited in accordance with 45 CFR §75 (through 9-30-2024) or 2 CFR §200 (effective 10-1-2024), and there were no material instances of noncompliance with federal laws and regulations or reportable conditions; and

- ☐ There were no findings in the single audit report that are specifically related to awards from the Oregon Child Support Program.

Printed Name

Signature

Title

Date

Subrecipient Audit Findings or Audit Not Completed

Please check the correct line and attach all appropriate documents, as of June 30 :

- ☐ We have completed our CFR Title 45 Part 75 or Title 2 Part 200 single audit, and material noncompliance issues and/or reportable conditions were noted. A copy of the audit report and our response is attached.
- ☐ There were findings in the single audit report that are specifically related to a prime award from the Oregon Child Support Program. A listing of awards and explanations of the findings as they relate to the prime award are attached.
- ☐ We have not completed our CFR Title 45 Part 75 or Title 2 Part 200 single audit. Within 30 days of completion, we will provide the positive certifications in Section A, or a response in Section B. (Enter date the audit is expected to be completed here):
- ☐ Our County did not expend \$750,000 [\$1,000,000 effective 10/1/2024] or more in federal awards during the related fiscal year; therefore, we are not subject to a CFR Title 45 Part 75, single audit.

Printed Name

Signature

Title

Date

Subrecipient Financial Questionnaire

There are several methods available to the pass-through entity, the Oregon Child Support Program, for monitoring grant fund subrecipients. Virtual monitoring and the annual questionnaire will be used by the program this year. If your office receives notice of a virtual monitoring information request, you will receive additional information at least 30 days prior to the due date. Whether or not you are scheduled for an additional review by virtual monitoring, the following questionnaire must be completed and returned to the program by May 31, 20_

| INTERNAL CONTROLS | YES | NO | N/A | If no, please provide an explanation |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------|
| Expenditures are approved by a manager familiar with Title 45 and Title 2 of the Code of Federal Regulations (Child Support Code of Federal Regulations). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Expenditures are posted to the accounting record as they occur. The accounting record tracks expenditures against the approved budget. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Expenditures are charged to the grant on a cash basis only. No accruals are included. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Expenditures over \$5,000 for a single item and any facility change, major office reconfiguration, remodel costs, or projects have been preapproved by the program through March 31, 2025; over \$10,000 effective April 1, 2025. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Documentation sufficient to determine the nature of grant expenditures and their allowability is kept as a part of the financial record. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Financial records are retained for a period of three years after the close of each annual grant. The Child Support Program grant is open for two years after the closing date, resulting in five years total retention. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| INDIRECT/DIRECT COST ALLOCATION PLAN | YES | NO | N/A | If no, please provide an explanation |
| A cost allocation plan for the county's central costs is used throughout the county and a copy of the current plan is available to the program. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| EQUIPMENT INVENTORY & DISPOSITION | YES | NO | N/A | If no, please provide an explanation |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------|
| Controls are in place to protect assets acquired with federal funds (loss, damage, theft). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Property and equipment inventory records are maintained including description, serial number, acquisition date and cost, and disposal date and cost. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Adequate maintenance procedures keep the property in good condition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| When electronic equipment is disposed of, all information is wiped from any hard drives or the hard drive is destroyed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| When assets are disposed of, any income is reported to the program. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| PROGRAM INCOME/REVENUE | YES | NO | N/A | If no, please provide an explanation |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------|
| All program income is declared on the grant expenditure reimbursement request as either a reduction of expense or as income. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| CONTRACTS | YES | NO | N/A | If no, please provide an explanation |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------|
| Contracts for the program contain description of service, estimate of time, rate of compensation, and termination provisions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Contracts are monitored to ensure that services were rendered. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Efforts made to solicit price or rate quotations from an adequate number of sources, unless only available from a single source. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Prepared By

Date

Signature of County Child Support Program Representative

Date

Fiscal Federal Funding Accountability and Transparency Act (FFATA) Certification

Section D:

FFATA is designed to increase transparency and improve the public's access to federal government information. To this end, FFATA requires that executive compensation data be reported for all new federal grants funded at \$30,000 or more with an award date on or after October 1, 2015. As such, grants awarded by the Oregon Department of Justice Division of Child Support (DCS) are required to report executive compensation data as addressed in this grant award term.

The certifications enumerated below represent material facts upon which DCS relies when reporting information to the federal government required under federal law. If DCS later determines that the subrecipient knowingly rendered an erroneous certification, DCS may pursue all available remedies in accordance with Oregon and U.S. law.

Signer further agrees that it will provide immediate written notice to DCS if at any time Signer learns that any of the certifications provided for below were erroneous when submitted or have since become erroneous by reason of changed circumstances.

If the Signer cannot certify all of the statements contained in this section, Signer must provide written notice to DCS detailing which of the below statements it cannot certify and why.

More detailed information regarding FFATA can be located at <http://www.hrsa.gov/grants/ffata.html>.

Subrecipient Information

| | | | | | | | |
|----------------|--|--|--|----------------------------|-------|-----|--|
| | | | | Legal Name of Subrecipient | | | |
| | | | | | | | |
| Street Address | | | | City | State | Zip | |

FFATA Contact # 1

Name

Email

Phone

FFATA Contact # 2

Name

Email

Phone

ZIP Code: 9-digits Required www.usps.com

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Unique Entity ID (UEI): 12-characters Required www.Sam.gov

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

(Unique Entity ID is currently located below the DUNS Number on your entity registration record at Sam.gov)

State of Oregon Tax Identification Number (TIN) 9 Digits

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|

Fiscal Federal Funding Accountability and Transparency Act (FFATA) Certification

Did your organization have a gross income, from all sources, of less than \$300,000 in the previous tax year?

☐ Yes (skip questions "A", "B", and "C" and finish the certification)

☐ No (answer questions "A" and "B")

A. Certification Regarding % of Annual Gross from Federal Awards.

Did your organization receive 80% or more of its annual gross revenue from federal awards during the preceding fiscal year?

☐ Yes ☐ No

B. Certification Regarding Amount of Annual Gross from Federal Awards.

Did your organization receive \$25 million or more in annual gross revenues from federal awards in the preceding fiscal year?

☐ Yes ☐ No

If your answer is "Yes" to both question "A" and "B", you must answer question "C".

If your answer is "No" to either question "A" or "B", skip question "C" and finish the certification

C. Certification Regarding Public Access to Compensation Information.

Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

☐ Yes ☐ No

If your answer is "Yes" to this question, where can this information be accessed?

If your answer is "No" to this question, you must provide the names and total compensation of the top five highly compensated officers below.

For example: *John Blum: \$500,000; Maria Redd: \$450,000; Alex Rodriguez: \$425,000;
Eric Gant: \$400,000; Sally Tom: \$300,000*

As the duly authorized representative (Signer) of the Contractor, I hereby certify that the statements made by me in this certification form are true, complete, and correct to the best of my knowledge.

Printed Name of Authorized Representative

Signature of Authorized Representative

Title of Authorized Representative

Date



Agenda Item Request

Date:

June 2, 2025

Meeting date desired:

June 11, 2025

Subject:

Treasurer's Report for May 2025

Background and policy implications:

The attached report provides the following information for the month of May 2025:

The amount of cash on hand in the custody of the county treasurer as county treasurer;

The banks in which such funds are deposited, with the amounts so deposited in each bank;

The security furnished the county by each bank to cover such deposits, and the interest rates paid on such deposits; and

A statement of the amount of outstanding warrant indebtedness of the county and the date up to which the county's warrant indebtedness has been redeemed.

Budget/fiscal impacts:

Requested by:

Christina Haron, CPA Finance Director

Presenters:

Christina Haron, CPA Finance Director

Legal review (only if requested):

NA

Elected official sponsor (if applicable):

NA

CROOK COUNTY TREASURER REPORT
POOLED CASH AND INVESTMENTS
all balances as of May 31, 2025

| BANK & INVESTMENT ACCOUNT BALANCES | |
|------------------------------------------------|-------------------|
| FIRST INTERSTATE OPERATING CHECKING | 7,734,587.52 |
| FIRST INTERSTATE ELECTRONIC TRANS | 112,016.00 |
| FIRST INTERSTATE JAIL COMMISSARY | 102,513.22 |
| FIRST INTERSTATE SHERIFF SALE | 1,668.14 |
| FIRST INTERSTATE BOND PROCEEDS SAVINGS | - |
| FIRST INTERSTATE ACH PAYMENTS | 84,629.65 |
| FIRST INTERSTATE CC ROAD AGENCY | 11,006.35 |
| FIRST INTERSTATE SOLAR MITIGATION FUND | 82,717.68 |
| LGIP COUNTY | 29,764,686.76 |
| LGIP JUSTICE CENTER | 3,543,611.40 |
| ZIONS BANK | 292.44 |
| ZIONS - CORE INVESTMENTS | 46,390,514.41 |
| ZIONS - JC BOND INVEST. | - |
| FIRST INTERSTATE POOLED | - |
| TOTAL BANK & INVESTMENT ACCOUNTS | 87,828,243.57 |
| TOTAL COMBINED CASH PER GL | 86,920,242.07 |
| TOTAL BANK & INVESTMENT ACCOUNTS VARIANCE* | (908,001.50) |

*Variance is due to Operating "Deposits in Transit" that amount to \$1,780.14, outstanding Operating checks totaling -\$558,438.89, LGIP net tax turnover of -\$351,342.75, which includes potential refund credit withholding.

| Bank Code | POOLED CASH ACCOUNTS IN GENERAL LEDGER | |
|-----------|-----------------------------------------------|---------------|
| 10 | FIRST INTERSTATE OPERATING CHECKING | 7,177,928.77 |
| 12 | FIRST INTERSTATE ELECTRONIC TRANS | 112,016.00 |
| 13 | FIRST INTERSTATE JAIL COMMISSARY | 102,513.22 |
| 14 | FIRST INTERSTATE SHERIFF SALE | 1,668.14 |
| 16 | FIRST INTERSTATE BOND PROCEEDS SAVINGS | - |
| 17 | FIRST INTERSTATE ACH PAYMENTS | 84,629.65 |
| 25 | FIRST INTERSTATE CC ROAD AGENCY | 11,006.35 |
| 26 | FIRST INTERSTATE SOLAR MITIGATION FUND | 82,717.68 |
| 60 | LGIP COUNTY | 29,413,344.01 |
| 61 | LGIP JUSTICE CENTER | 3,543,611.40 |
| 72 | ZIONS BANK | 292.44 |
| 73 | ZIONS - CORE INVESTMENTS | 46,390,514.41 |
| 74 | ZIONS - JC BOND INVEST. | - |
| 80 | FIRST INTERSTATE POOLED | - |

CROOK COUNTY TREASURER REPORT
POOLED CASH AND INVESTMENTS
all balances as of May 31, 2025

| | |
|-------------------------|-----------------|
| TOTAL POOLED CASH | 86,920,242.07 |
| CASH ALLOCATED TO FUNDS | (86,920,242.07) |

| | |
|------------------------|---|
| TOTAL UNALLOCATED CASH | - |
|------------------------|---|

CASH ALLOCATION BY FUND RECONCILIATION

| | |
|---------------------------------------------------------|---------------|
| 101 ALLOCATION TO GENERAL FUND | 11,452,820.69 |
| 202 ALLOCATION TO ROAD FUND | 16,651,421.78 |
| 212 ALLOCATION TO COMMUNITY DEVELOPMENT FUND | 9,920,358.45 |
| 221 ALLOCATION TO COUNTY CLERK FUND | 227,867.26 |
| 231 ALLOCATION TO CC ED CENTER FUND | 311,456.88 |
| 251 ALLOCATION TO SHERIFF'S OFFICE FUND | 6,340,402.21 |
| 281 ALLOCATION TO NATURAL RESOURCES FUND | 47,404.62 |
| 301 ALLOCATION TO HEALTH & HUMAN SERVICES FUND | 3,042,687.67 |
| 302 ALLOCATION TO VIDEO LOTTERY FUND | 76,831.77 |
| 312 ALLOCATION TO SPECIAL TRANSPORTATION FUND | 1,309,335.01 |
| 313 ALLOCATION TO SPECIAL PROJECTS ON FEDERAL LAND FUND | 410,141.47 |
| 325 ALLOCATION TO VETERANS SERVICES FUND | 255,465.61 |
| 330 ALLOCATION TO LIBRARY FUND | 1,097,941.13 |
| 380 ALLOCATION TO COUNTY SURVEYOR FUND | 230,630.56 |
| 388 ALLOCATION TO COUNTY SCHOOL FUND FUND | (0.01) |
| 390 ALLOCATION TO TOURISM DISCRETIONARY FUND | 137,094.23 |
| 392 ALLOCATION TO JUSTICE CENTER FUND | 10,240,507.33 |
| 398 ALLOCATION TO RISK MANAGEMENT FUND | 303,022.39 |
| 401 ALLOCATION TO RESERVE FUND FUND | 9,254,580.21 |
| 501 ALLOCATION TO DEBT SERVICE FUND FUND | 424,110.26 |
| 602 ALLOCATION TO ALFALFA FIRE DISTRICT FUND | 245.87 |
| 605 ALLOCATION TO COUNTY SCHOOLS/BONDS FUND | - |
| 606 ALLOCATION TO CC JAIL INMATE FUND | 126,513.82 |
| 607 ALLOCATION TO SHERIFF FEE ACCT FUND | 1,668.14 |
| 608 ALLOCATION TO PLA Unit I SRD 2022 LEVY FUND | 611.39 |
| 610 ALLOCATION TO EXTENSION SERVICE FUND | 471,523.33 |
| 614 ALLOCATION TO MH PARK OMBUDSMAN FUND | - |
| 616 ALLOCATION TO HISTORICAL FUND FUND | 280,321.59 |
| 622 ALLOCATION TO CROOK/DESCHUTES ED SERV FUND | - |
| 623 ALLOCATION TO FLAT ROCK ROAD DISTRICT FUND | 125.98 |
| 624 ALLOCATION TO CC ROAD AGENCY FUND | 11,006.35 |
| 630 ALLOCATION TO DESCHUTES CO RFPD #1 FUND | 25.61 |
| 631 ALLOCATION TO CROOK CO RFPD #1 FUND | - |
| 635 ALLOCATION TO HAHLEN ROAD DISTRICT FUND | 614.39 |
| 636 ALLOCATION TO REDMOND F&R 2020LOL FUND | 9.91 |

CROOK COUNTY TREASURER REPORT
POOLED CASH AND INVESTMENTS
all balances as of May 31, 2025

| | |
|--------------------------------------------------|------------------------|
| 651 ALLOCATION TO OCH WEST W & S AUTHORITY FUND | 1327.83 |
| 664 ALLOCATION TO PARKS & RECREATION DIST FUND | 16,356.27 |
| 665 ALLOCATION TO CEMETERY DISTRICT FUND | 4,284.93 |
| 666 ALLOCATION TO VECTOR CONTROL DIST FUND | 2168.68 |
| 668 ALLOCATION TO JUNIPER CANYON WATER CONT FUND | 201.41 |
| 676 ALLOCATION TO OR LAND INFORMATION SYSTE FUND | 1130.17 |
| 679 ALLOCATION TO PLA UNIT I SPEC ROAD DIST FUND | 1152.2 |
| 680 ALLOCATION TO COUNTY UNIT SCHOOL FUND | - |
| 681 ALLOCATION TO COUNTY UNIT SCH/BOND 2013 FUND | - |
| 682 ALLOCATION TO UNSEGREGATED TAXES FUND | 539,364.66 |
| 684 ALLOCATION TO ADVANCE PMT ON TAXES FUND | 82,532.29 |
| 686 ALLOCATION TO SOLAR MITIGATION FUND | 82,717.68 |
| 687 ALLOCATION TO SALE OF COUNTY LANDS | 46,764.31 |
| 688 ALLOCATION TO CATF/STATE HOUSING FEES FUND | 58,943.54 |
| 689 ALLOCATION TO COUNTY ASSESS/TAXATION FUND | 33,306.53 |
| 690 ALLOCATION TO CENTRAL OR COMM COLLEGE FUND | - |
| 691 ALLOCATION TO CEN OR COMM COLL/B & I FUND | - |
| 692 ALLOCATION TO CITY OF PRINEVILLE FUND | 41,481.09 |
| 693 ALLOCATION TO CITY OF PVILLE/DEL SEWER FUND | 259.98 |
| 694 ALLOCATION TO STATE FIRE PATROL - REG FUND | - |
| 695 ALLOCATION TO STATE FIRE PATROL - IMP FUND | - |
| 701 ALLOCATION TO FAIRGROUNDS FUND FUND | 836,839.42 |
| 702 ALLOCATION TO LANDFILL FUND FUND | 7,777,047.69 |
| 705 ALLOCATION TO AIRPORT/OPERATING FUND | 2,549,850.65 |
| 708 ALLOCATION TO CROOK COUNTY WEED CONTROL FUND | 266,936.57 |
| 709 ALLOCATION TO FACILITIES FUND | 1,950,830.27 |
| TOTAL ALLOCATIONS TO FUNDS | 86,920,242.07 |
| TOTAL POOLED CASH FUND | <u>(86,920,242.07)</u> |
| ZERO PROOF IF ALLOCATIONS BALANCE | <u><u>-</u></u> |

CROOK COUNTY TREASURER REPORT
POOLED CASH AND INVESTMENTS
all balances as of May 31, 2025

INVESTMENT ALLOCATION BY TYPE RECONCILIATION

| | |
|---------------------------------------|------------------------|
| US TREASURIES | 30,736,262.91 |
| CORPORATE BONDS | 3,922,025.00 |
| GOVERNMENT AGENCY SECURITIES | 1,621,703.00 |
| US OBLIGATIONS | 8,244,840.00 |
| INTERNATIONAL BONDS | - |
| MUNICIPAL BONDS | 1,865,683.50 |
| TOTAL INVESTMENTS | 46,390,514.41 |
| CORE INVESTMENTS ACCOUNT AT ZIONS | <u>(46,390,514.41)</u> |
| ZERO PROOF IF ALLOCATIONS BALANCE | <u><u>-</u></u> |

INVESTMENT VALUES

| | |
|----------------------------------------|----------------------------|
| TOTAL BOOK VALUE OF INVESTMENTS | 46,390,514.41 |
| TOTAL MARKET VALUE OF INVESTMENTS | <u>47,395,155.46</u> |
| UNREALIZED GAIN/(LOSS) ON INVESTMENTS* | <u><u>1,004,641.05</u></u> |

*Investments are guided by the Crook County Investment Policy pursuant to ORS 294.
Investments are typically held to maturity, resulting in lower risk and more predictable
returns.

**CROOK COUNTY TREASURER REPORT
POOLED CASH AND INVESTMENTS
all balances as of May 31, 2025**

SECURITY AND INTEREST RATES PAID BY BANKS

FIRST INTERSTATE BANK

SECURITY ON DEPOSITS

First Interstate Bank is a qualified depository that participates in the Oregon Public Funds Collateralization Program (PFCP) which covers funds over and above the amount insured by the FDIC.

INTEREST RATE - SAVINGS ACCOUNTS

| | |
|---------------|-------|
| Current Month | 2.25% |
| Prior Month | 2.25% |
| Change | 0.00% |

ZIONS BANCORPORATION

SECURITY ON DEPOSITS

Zions Bancorporation (Commerce Bank of Oregon) is a qualified depository that participates in the Oregon Public Funds Collateralization Program (PFCP) which covers funds over and above the amount insured by the FDIC. Investments and securities are not bank deposits and are not covered by FDIC or the Oregon Public Funds

INTEREST RATE - CHECKING ACCOUNTS

| | |
|---------------|-------|
| Current Month | 0.40% |
| Prior Month | 0.40% |
| Change | 0.00% |

LOCAL GOVERNMENT INVESTMENT POOL


SECURITY ON DEPOSITS

Investments and securities are not bank deposits and are not covered by FDIC or the Oregon Public Funds Collateralization Program (PFCP)

INTEREST RATES

| | |
|---------------|-------|
| Current Month | 4.60% |
| Prior Month | 4.60% |
| Change | 0.00% |

Crook County has no outstanding warrant indebtedness as of the date of this document.

| | | |
|--------------|-------------------------------------------------------------------------------------|-------------------------------|
| Prepared by: |  | 6/5/2025 |
| | Signature | Date |
| | Christina Haron, CPA | Crook County Finance Director |
| | Printed Name | Title |

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):

/

FORM OR-LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Crook County Board of Commissioners will be held on June 11, 2025 at 9:00 a.m. at the Crook County Courthouse Annex, 320 NE Court Street, Prineville, Oregon. The purpose of this meeting is to discuss the budget for the Crook County Agricultural Extension Service District fiscal year beginning July 1, 2025 as approved by the Crook County Agricultural Extension Service District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at OSU Crook County Extension Office, 498 SE Lynn Blvd, Prineville, Oregon, between the hours of 8 a.m. and 5:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Rebecca Keegan

Telephone: 541-447-6228

Email: rebecca.keegan@crookcountyor.gov

| FINANCIAL SUMMARY - RESOURCES | | | |
|---------------------------------------------------------------------|--------------------------|-------------------------------------|--------------------------------------|
| TOTAL OF ALL FUNDS | Actual Amount 2023-24 | Adopted Budget This Year 2024-25 | Approved Budget Next Year 2025-26 |
| Beginning Fund Balance/Net Working Capital | 416,102 | 472,000 | 467,000 |
| Fees, Licenses, Permits, Fines, Assessments & Other Service Charges | 22,267 | 23,000 | 23,000 |
| Federal, State & all Other Grants, Gifts, Allocations & Donations | 0 | 0 | 0 |
| Revenue from Bonds and Other Debt | 0 | 0 | 0 |
| Interfund Transfers / Internal Service Reimbursements | 102,796 | 0 | 0 |
| All Other Resources Except Current Year Property Taxes | 44,332 | 39,000 | 39,000 |
| Current Year Property Taxes Estimated to be Received | 357,211 | 366,000 | 384,300 |
| Total Resources | 942,707 | 900,000 | 913,300 |

| FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION | | | |
|-------------------------------------------------------------------|----------------|----------------|----------------|
| Personnel Services | 164,552 | 209,645 | 270,208 |
| Materials and Services | 200,896 | 275,100 | 344,500 |
| Capital Outlay | 0 | 100,000 | 130,000 |
| Debt Service | 0 | 0 | 0 |
| Interfund Transfers | 102,796 | 0 | 0 |
| Contingencies | 0 | 142,200 | 50,000 |
| Special Payments | 0 | 0 | 0 |
| Unappropriated Ending Balance and Reserved for Future Expenditure | 474,463 | 173,055 | 118,592 |
| Total Requirements | 942,707 | 900,000 | 913,300 |

| FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM * | | | |
|---------------------------------------------------------------------------------------------------------------|----------------|----------------|----------------|
| Name of Organizational Unit or Program FTE for that unit or program | | | |
| Extension Operating Fund | 365,448 | 584,745 | 744,708 |
| FTE | 2.7 | 2.7 | 2.875 |
| Not Allocated to Organizational Unit or Program | 577,259 | 315,255 | 168,592 |
| FTE | 0 | 0 | 0 |
| Total Requirements | 942,707 | 900,000 | 913,300 |
| Total FTE | 2.7 | 2.7 | 2.875 |

| STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING * |
|---------------------------------------------------------------------------------------------|
| No changes in activities or sources of financing are planned for the 2025-2026 budget year. |

| PROPERTY TAX LEVIES | | | |
|-----------------------------------------------------|-----------------------------------|---------------------------------------------|----------------------------------------------|
| | Rate or Amount Imposed 2023-24 | Rate or Amount Imposed This Year 2024-25 | Rate or Amount Approved Next Year 2025-26 |
| Permanent Rate Levy (rate limit 0.1207 per \$1,000) | 0.1207 | 0.1207 | 0.1207 |
| Local Option Levy | | | |
| Levy For General Obligation Bonds | | | |

| STATEMENT OF INDEBTEDNESS | | |
|---------------------------|------------------------------------------|----------------------------------------------------------|
| LONG TERM DEBT | Estimated Debt Outstanding on July 1. | Estimated Debt Authorized, But Not Incurred on July 1 |
| General Obligation Bonds | | |
| Other Bonds | | |
| Other Borrowings | | |
| Total | | |

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

**IN THE STATE OF OREGON
FOR THE COUNTY OF CROOK**

IN THE MATTER OF

ORDER # 2025-17

Adopting the Crook County Agricultural Extension Service District budget for fiscal year 2025-2026 approved by the budget committee on May 20, 2025, now on file in the office of the Crook County Board of Commissioners.

BE IT SO ORDERED that the Crook County Board of Commissioners hereby adopts the budget for the Crook County Agricultural Extension Service District for the fiscal year beginning July 1, 2025 in the total amount of \$913,300, making the following appropriations:

| Fund | Approved Budget | Adjustments | Adopted Budget |
|--------------------------|----------------------------|--------------------|---------------------------|
| Extension Operating Fund | | | |
| Extension Operations | \$ 744,708 | - | \$ 744,708 |
| Contingency | 50,000 | - | 50,000 |
| Total Appropriations | <u>\$ 794,708</u> | - | <u>\$ 794,708</u> |
| Total Reserved | \$ 118,592 | - | \$ 118,592 |
| | - | - | - |
| Total Requirements | <u>\$ 913,300</u> | - | <u>\$ 913,300</u> |

Imposing Property Taxes

BE IT SO ORDERED that the Crook County Board of Commissioners hereby imposes taxes provided for in the adopted budget at the rate of \$0.1207 per \$1,000 of assessed value for the County's permanent rate tax.

Categorizing the Taxes

The taxes imposed are hereby categorized for the purposes of Article XI section 11b as follows for fiscal year 2025-2026:

| | |
|-------------------------------------------------|--------------------------|
| Subject to the General Government Limitation | Excluded from Limitation |
| Local Option Rate Tax \$0.1207 / \$1,000 | N/A |

The above Order is hereby approved, SIGNED and SEALED on this 11th day of June 2025.

CROOK COUNTY BOARD OF COMMISSIONERS:

SETH CRAWFORD, County Commissioner

SUSAN HERMRECK, County Commissioner

BRIAN BARNEY, County Commissioner, Board Chair



Agenda Item Request

Date:

May 22, 2025

Meeting date desired:

June 11, 2025 – Regular Board of Commissioners Meeting – Discussion Item

Subject:

Public Budget Hearing – Order 2025-18 to Adopting Crook County fiscal year 2026 budget

Background and policy implications:

County Board of Commissioners adoption of Crook County budget for fiscal year 2026, beginning July 1, 2025, making appropriations, and imposing and categorizing ad valorem taxes.

Budget/fiscal impacts:

Will not have spending authority on July 1 unless budget is adopted

Requested by:

Jamie Berger

541-416-6554

jamie.berger@crookcountyor.us

Presenters:

Will Van Vactor

County Manager, Budget Officer

Jamie Berger

Budget Manager

Legal review (only if requested):

NA

Elected official sponsor (if applicable):

NA

**IN THE STATE OF OREGON
FOR THE COUNTY OF CROOK**

IN THE MATTER OF

ORDER # 2025-18

Adopting the Crook County fiscal year 2026 budget,
beginning July 1, 2025, making appropriations, and
imposing and categorizing ad valorem taxes.

BE IT SO ORDERED that the Crook County Board of Commissioners hereby adopts the budget for Crook County for the fiscal year beginning July 1, 2025 in the total amount of \$132,182,000, including \$91,721,000 in appropriations and \$40,461,000 in reserved funds, and makes the following appropriations:

| Fund | Approved Budget | Adjustments | Adopted Budget |
|--------------------------------------------|----------------------------|--------------------|---------------------------|
| General Fund | | | |
| Administration & Board of Commissioners | \$ 1,348,000 | - | \$ 1,348,000 |
| Assessor's Office | 1,513,000 | - | 1,513,000 |
| County Clerk | 753,000 | - | 753,000 |
| District Attorney | 3,362,000 | - | 3,362,000 |
| Finance | 1,934,000 | - | 1,934,000 |
| Human Resources | 772,000 | - | 772,000 |
| Information Technology | 2,045,000 | - | 2,045,000 |
| Juvenile | 1,337,000 | - | 1,337,000 |
| Legal Counsel | 664,000 | - | 664,000 |
| Natural Resources | 74,000 | - | 74,000 |
| Non-Departmental | 469,000 | - | 469,000 |
| Special Payments | 976,000 | - | 976,000 |
| Transfers | 2,833,000 | - | 2,833,000 |
| Contingency | 7,000,000 | - | 7,000,000 |
| Total | \$ 25,080,000 | - | \$ 25,080,000 |
| Road Fund | | | |
| Road Operations | \$ 6,106,000 | - | \$ 6,106,000 |
| Contingency | 1,000,000 | - | 1,000,000 |
| Total | \$ 7,106,000 | - | \$ 7,106,000 |

| Fund | Approved Budget | Adjustments | Adopted Budget |
|---------------------------------------|----------------------------|--------------------|---------------------------|
| Sheriff's Office Fund | | | |
| Sheriff's Office | \$ 6,501,000 | - | \$ 6,501,000 |
| Jail | 5,970,000 | - | 5,970,000 |
| Emergency & Special Services | 472,000 | - | 472,000 |
| Parole & Probation | 2,292,000 | - | 2,292,000 |
| Contingency | 4,083,000 | - | 4,083,000 |
| Total | \$ 19,318,000 | - | \$ 19,318,000 |
| Community Development Fund | | | |
| Building | \$ 2,095,000 | - | \$ 2,095,000 |
| Code Enforcement | 185,000 | - | 185,000 |
| Electrical | 434,000 | - | 434,000 |
| On-Site | 333,000 | - | 333,000 |
| Planning | 722,000 | - | 722,000 |
| Transfers | 74,000 | - | 74,000 |
| Contingency | 819,000 | - | 819,000 |
| Total | \$ 4,662,000 | - | \$ 4,662,000 |
| Health and Human Services Fund | | | |
| Public Health | \$ 3,902,000 | - | \$ 3,902,000 |
| Environmental Health | 173,000 | - | 173,000 |
| Mental Health | 122,000 | - | 122,000 |
| Contingency | 489,000 | - | 489,000 |
| Total | \$ 4,686,000 | - | \$ 4,686,000 |
| Library Fund | | | |
| Library Operations | \$ 1,872,000 | - | \$ 1,872,000 |
| Contingency | 881,000 | - | 881,000 |
| Total | \$ 2,753,000 | - | \$ 2,753,000 |
| Fairgrounds Fund | | | |
| Fairgrounds Operations | \$ 1,816,000 | - | \$ 1,816,000 |
| Contingency | 327,000 | - | 327,000 |
| Total | \$ 2,143,000 | - | \$ 2,143,000 |
| Veterans Services Fund | | | |
| Veterans Services Operations | \$ 397,000 | - | \$ 397,000 |
| Contingency | 140,000 | - | 140,000 |
| Total | \$ 537,000 | - | \$ 537,000 |
| Clerk Special Revenue Fund | | | |
| Notary | \$ 34,000 | - | \$ 34,000 |
| Recording | 145,000 | - | 145,000 |
| Archive | 67,000 | - | 67,000 |
| Total | \$ 246,000 | - | \$ 246,000 |

| Fund | Approved Budget | Adjustments | Adopted Budget |
|--------------------------------------------|----------------------------|--------------------|---------------------------|
| Community College Education Center Fund | | | |
| Special Payment | \$ 340,000 | - | \$ 340,000 |
| Total | \$ 340,000 | - | \$ 340,000 |
| Crook County School Fund | | | |
| Special Payment | \$ 400,000 | - | \$ 400,000 |
| Total | \$ 400,000 | - | \$ 400,000 |
| Risk Management Fund | | | |
| Materials & Services | \$ 175,000 | - | \$ 175,000 |
| Contingency | 200,000 | - | 200,000 |
| Total | \$ 375,000 | - | \$ 375,000 |
| Special Transportation Fund | | | |
| Materials & Services | \$ 1,171,000 | - | \$ 1,171,000 |
| Contingency | 509,000 | - | 509,000 |
| Total | \$ 1,680,000 | - | \$ 1,680,000 |
| Surveyor Fund | | | |
| Materials & Services | \$ 83,000 | - | \$ 83,000 |
| Contingency | 180,000 | - | 180,000 |
| Total | \$ 263,000 | - | \$ 263,000 |
| Taylor Grazing Fund | | | |
| Materials & Services | \$ 50,000 | - | \$ 50,000 |
| Total | \$ 50,000 | - | \$ 50,000 |
| Title III Fund | | | |
| Materials & Services | \$ 60,000 | - | \$ 60,000 |
| Contingency | 17,000 | - | 17,000 |
| Total | \$ 77,000 | - | \$ 77,000 |
| Tourism Fund | | | |
| Materials & Services | \$ 50,000 | - | \$ 50,000 |
| Contingency | 96,000 | - | 96,000 |
| Total | \$ 146,000 | - | \$ 146,000 |
| Video Lottery Fund | | | |
| Materials & Services | \$ 95,000 | - | \$ 95,000 |
| Transfers | 210,000 | - | 210,000 |
| Contingency | 119,000 | - | 119,000 |
| Total | \$ 424,000 | - | \$ 424,000 |
| Capital Projects Fund | | | |
| Materials & Services | \$ 77,000 | - | \$ 77,000 |
| Courthouse | 1,000,000 | - | 1,000,000 |
| Total | \$ 1,077,000 | - | \$ 1,077,000 |

| Fund | Approved Budget | Adjustments | Adopted Budget |
|-------------------------------------------|----------------------------|--------------------|---------------------------|
| Capital Asset Reserve Fund | | | |
| Transfers | \$ 1,192,000 | - | \$ 1,192,000 |
| Contingency | 4,143,000 | - | 4,143,000 |
| Total | \$ 5,335,000 | - | \$ 5,335,000 |
| Debt Service Fund | | | |
| Debt Service | \$ 629,000 | - | \$ 629,000 |
| Total | \$ 629,000 | - | \$ 629,000 |
| Landfill Fund | | | |
| Landfill Operations | \$ 3,584,000 | - | \$ 3,584,000 |
| Contingency | 2,000,000 | - | 2,000,000 |
| Total | \$ 5,584,000 | - | \$ 5,584,000 |
| Airport Fund | | | |
| Airport Operations | \$ 1,646,000 | - | \$ 1,646,000 |
| Debt Service | 412,000 | - | 412,000 |
| Contingency | 1,482,000 | - | 1,482,000 |
| Total | \$ 3,540,000 | - | \$ 3,540,000 |
| Weed Control Fund | | | |
| Weed Control Operations | \$ 245,000 | - | \$ 245,000 |
| Contingency | 212,000 | - | 212,000 |
| Total | \$ 457,000 | - | \$ 457,000 |
| Facilities Internal Service Fund | | | |
| Facilities Operations | \$ 3,346,000 | - | \$ 3,346,000 |
| Debt Service | 181,000 | - | 181,000 |
| Contingency | 1,286,000 | - | 1,286,000 |
| Total | \$ 4,813,000 | - | \$ 4,813,000 |
| Total Appropriations for all funds | \$ 91,721,000 | - | \$ 91,721,000 |
| Reserved for Future Expenditure | | | |
| Road Fund | \$ 13,590,000 | - | \$ 13,590,000 |
| Community Development Fund | 7,110,000 | - | 7,110,000 |
| Capital Projects Fund | 9,746,000 | - | 9,746,000 |
| Capital Asset Reserve Fund | 4,550,000 | - | 4,550,000 |
| Landfill Fund | 5,465,000 | - | 5,465,000 |
| Total Reserved for Future Expenditure | \$ 40,461,000 | - | \$ 40,461,000 |
| Total Requirements | \$132,182,000 | - | \$132,182,000 |

Imposing Ad Valorem Property Taxes

BE IT SO ORDERED that the Crook County Board of Commissioners hereby imposes the taxes provided for in the adopted budget at the rate of \$3.8702 per \$1,000 of assessed value for the County's permanent rate tax; and in the amount of \$673,000 for debt service on general obligation bonds.

Categorizing the Taxes

The taxes imposed are hereby categorized for the purposes of Article XI section 11b as follows for fiscal year 2026:

| | |
|----------------------------------------------|------------------------------------------------------|
| Subject to the General Government Limitation | Excluded from Limitation |
| Permanent Rate Tax \$3.8702 / \$1,000 | General Obligation Bond Debt Service \$673,000 |

The above Order is hereby approved, SIGNED and SEALED on this 11th day of June 2025.

CROOK COUNTY BOARD OF COMMISSIONERS:

BRIAN BARNEY, County Commissioner, Board Chair

SETH CRAWFORD, County Commissioner

SUSAN HERMRECK, County Commissioner

FORM OR-LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Crook County Board of Commissioners will be held on June 11, 2025 at 9:00 a.m. at the Crook County Courthouse Annex, 320 NE Court Street, Prineville, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2025 as approved by the Crook County Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Crook County Finance Department, 200 NE 2nd Street, Prineville, Oregon, between the hours of 8 a.m. and 4:30 p.m. or online at co.crook.or.us. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Will Van Vactor

Telephone: 541-447-6555

Email: will.vanvactor@crookcountyor.gov

FINANCIAL SUMMARY - RESOURCES

| TOTAL OF ALL FUNDS | Actual Amount 2023-24 | Adopted Budget This Year 2024-25 | Approved Budget Next Year 2025-26 |
|---------------------------------------------------------------------|--------------------------|-------------------------------------|--------------------------------------|
| Beginning Fund Balance/Net Working Capital | 86,908,827 | 53,940,000 | 74,671,000 |
| Fees, Licenses, Permits, Fines, Assessments & Other Service Charges | 7,289,621 | 7,638,000 | 8,332,000 |
| Federal, State & all Other Grants, Gifts, Allocations & Donations | 21,971,489 | 42,314,000 | 16,671,000 |
| Revenue from Bonds and Other Debt | 0 | 0 | 0 |
| Interfund Transfers / Internal Service Reimbursements | 17,182,590 | 17,435,000 | 12,718,000 |
| All Other Resources Except Current Year Property Taxes | 9,480,289 | 6,733,000 | 7,124,000 |
| Current Year Property Taxes Estimated to be Received | 11,901,953 | 12,442,000 | 12,666,000 |
| Total Resources | 154,734,770 | 140,502,000 | 132,182,000 |

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

| | | | |
|-------------------------------------------------------------------|-------------------|--------------------|--------------------|
| Personnel Services | 23,652,508 | 29,220,000 | 30,954,000 |
| Materials and Services | 17,085,379 | 23,371,000 | 16,758,000 |
| Capital Outlay | 30,189,189 | 10,529,000 | 3,427,000 |
| Debt Service | 1,169,874 | 1,230,000 | 1,222,000 |
| Interfund Transfers | 17,005,397 | 17,239,000 | 12,678,000 |
| Contingencies | 0 | 31,133,000 | 24,966,000 |
| Special Payments | 1,338,872 | 1,508,000 | 1,716,000 |
| Unappropriated Ending Balance and Reserved for Future Expenditure | 0 | 26,272,000 | 40,461,000 |
| Total Requirements | 90,441,218 | 140,502,000 | 132,182,000 |

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *

| Name of Organizational Unit or Program FTE for that unit or program | | | |
|------------------------------------------------------------------------|------------|------------|------------|
| Administration & Board of Commissioners | 1,026,867 | 1,287,000 | 1,348,000 |
| FTE | 4.00 | 6.00 | 5.75 |
| Assessor's Office | 1,092,368 | 1,388,000 | 1,513,000 |
| FTE | 8.00 | 8.80 | 8.80 |
| County Clerk | 573,874 | 656,000 | 753,000 |
| FTE | 3.97 | 3.97 | 4.34 |
| District Attorney (includes Victims Assistance) | 2,194,345 | 2,756,000 | 3,362,000 |
| FTE | 16.65 | 16.65 | 17.05 |
| Finance | 1,563,900 | 1,762,000 | 1,934,000 |
| FTE | 7.10 | 7.10 | 7.10 |
| Human Resources | 773,757 | 801,000 | 772,000 |
| FTE | 3.00 | 3.00 | 3.00 |
| Information Technology (includes GIS) | 1,693,150 | 2,245,000 | 2,045,000 |
| FTE | 8.00 | 8.00 | 6.00 |
| Juvenile | 980,581 | 1,309,000 | 1,337,000 |
| FTE | 8.14 | 8.65 | 7.30 |
| Legal Counsel | 518,567 | 620,000 | 664,000 |
| FTE | 3.00 | 3.00 | 3.00 |
| Natural Resources | 63,995 | 70,000 | 74,000 |
| FTE | 0.50 | 0.55 | 0.55 |
| Non-Departmental | 570,623 | 418,000 | 469,000 |
| FTE | 1.00 | 1.00 | 1.00 |
| Road | 4,297,514 | 5,765,000 | 6,106,000 |
| FTE | 20.00 | 20.20 | 19.20 |
| Sheriff's Office | 12,484,345 | 15,275,000 | 15,235,000 |
| FTE | 72.35 | 74.25 | 61.65 |
| Community Development | 3,738,612 | 4,246,000 | 3,769,000 |
| FTE | 32.95 | 24.70 | 20.60 |
| Health and Human Services | 7,740,657 | 8,294,000 | 4,197,000 |
| FTE | 28.98 | 26.08 | 26.25 |
| Library | 1,538,744 | 1,776,000 | 1,872,000 |
| FTE | 10.56 | 11.10 | 8.56 |
| Veterans | 176,292 | 277,000 | 397,000 |
| FTE | 2.00 | 2.10 | 2.90 |
| Special Transportation | 0 | 861,000 | 1,171,000 |
| FTE | 0.00 | 0.00 | 0.00 |
| Clerk Special Revenue | 40,655 | 214,000 | 246,000 |
| FTE | 0.18 | 0.18 | 0.18 |

| | | | |
|-------------------------------------------------|-------------------|--------------------|--------------------|
| Video Lottery | 86,219 | 75,000 | 95,000 |
| FTE | 0.00 | 0.00 | 0.00 |
| Risk Management | 31,952 | 150,000 | 175,000 |
| FTE | 0.00 | 0.00 | 0.00 |
| Surveyor | 68,720 | 87,000 | 83,000 |
| FTE | 0.00 | 0.00 | 0.00 |
| Taylor Grazing | 0 | 46,000 | 50,000 |
| FTE | 0.00 | 0.00 | 0.00 |
| Tourism | 12,300 | 31,000 | 50,000 |
| FTE | 0.00 | 0.00 | 0.00 |
| Title III | 144,186 | 317,000 | 77,000 |
| FTE | 0.00 | 0.00 | 0.00 |
| Capital Projects | 29,390,383 | 5,554,000 | 1,077,000 |
| FTE | 1.00 | 0.00 | 0.00 |
| Fairgrounds | 1,979,206 | 2,295,000 | 1,816,000 |
| FTE | 5.35 | 5.50 | 5.12 |
| Landfill | 1,715,220 | 2,726,000 | 3,584,000 |
| FTE | 10.00 | 9.00 | 9.50 |
| Weed Control | 294,118 | 223,000 | 245,000 |
| FTE | 1.33 | 1.00 | 1.00 |
| Airport Capital Projects and Operations | 1,124,379 | 6,219,000 | 1,646,000 |
| FTE | 0.00 | 0.00 | 0.00 |
| Facilities | 1,586,520 | 2,776,000 | 3,346,000 |
| FTE | 5.00 | 6.00 | 6.25 |
| Not Allocated to Organizational Unit or Program | 12,939,168 | 69,983,000 | 72,674,000 |
| FTE | 0.00 | 0.00 | 0.00 |
| Total Requirements | 90,441,218 | 140,502,000 | 132,182,000 |
| Total FTE | 253.06 | 246.83 | 225.10 |

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

No changes in activities or sources of financing are planned for the 2025-2026 budget year.

PROPERTY TAX LEVIES

| | Rate or Amount Imposed 2023-24 | Rate or Amount Imposed This Year 2024-25 | Rate or Amount Approved Next Year 2025-26 |
|-------------------------------------------------------|-----------------------------------|---------------------------------------------|----------------------------------------------|
| Permanent Rate Levy (rate limit \$3.8702 per \$1,000) | 3.8702 | 3.8702 | 3.8702 |
| Local Option Levy | | | |
| Levy For General Obligation Bonds | 632,000 | 619,000 | 673,000 |

STATEMENT OF INDEBTEDNESS

| LONG TERM DEBT | Estimated Debt Outstanding on July 1. | Estimated Debt Authorized, But Not Incurred on July 1 |
|--------------------------|------------------------------------------|----------------------------------------------------------|
| General Obligation Bonds | \$42,968,310 | |
| Other Bonds | \$8,595,000 | |
| Other Borrowings | \$367,900 | |
| Total | \$51,931,210 | |

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.



Agenda Item Request

Date:

May 22, 2025

Meeting date desired:

June 11, 2025 – Regular Board of Commissioners Meeting – Discussion Item

Subject:

Public Budget Hearing – Order 2025-19 Adopting Crook County Historical Museum Fund budget for fiscal year 2026

Background and policy implications:

County Board of Commissioners adoption of Crook County Historical Museum budget for fiscal year 2026, beginning July 1, 2025, making appropriations, and imposing and categorizing ad valorem taxes.

Budget/fiscal impacts:

Will not have spending authority on July 1 unless budget is adopted

Requested by:

Jamie Berger

541-416-6554

jamie.berger@crookcountyor.us

Presenters:

Will Van Vactor

County Manager, Budget Officer

Jamie Berger

Budget Manager

Legal review (only if requested):

NA

Elected official sponsor (if applicable):

NA

**IN THE STATE OF OREGON
FOR THE COUNTY OF CROOK**

IN THE MATTER OF **ORDER # 2025-19**

Adopting the Crook County Historical Museum Fund fiscal year 2026 budget, beginning July 1, 2025, making appropriations, and imposing and categorizing ad valorem taxes.

BE IT SO ORDERED that the Crook County Board of Commissioners hereby adopts the budget for the Crook County Historical Fund for the fiscal year beginning July 1, 2025 in the total amount of \$827,000, making the following appropriations:

| Fund | Approved Budget | Adjustments | Adopted Budget |
|-----------------------|----------------------------|--------------------|---------------------------|
| Museum Operating Fund | | | |
| Museum Operations | \$ 563,000 | - | \$ 563,000 |
| Contingency | 264,000 | - | 264,000 |
| Total Appropriations | <u>\$ 827,000</u> | - | <u>\$ 827,000</u> |
| Total Reserved | - | - | - |
| Total Requirements | <u>\$ 827,000</u> | - | <u>\$ 827,000</u> |

Imposing Ad Valorem Property Taxes

BE IT SO ORDERED that the Crook County Board of Commissioners hereby imposes the taxes provided for in the adopted budget at the rate of \$0.0600 per \$1,000 of assessed value for the Crook County Historical Fund/Bowman Museum local option levy rate tax.

Categorizing the Taxes

The taxes imposed are hereby categorized for the purposes of Article XI section 11b as follows for fiscal year 2025-2026:

| | |
|------------------------------------------------|--------------------------|
| Subject to the General Government Limitation | Excluded from Limitation |
| Local Option Rate Tax\$0.0600 / \$1,000 | N/A |

The above Order is hereby approved, SIGNED and SEALED on this 11th day of June 2025.

CROOK COUNTY BOARD OF COMMISSIONERS:

BRIAN BARNEY, County Commissioner, Board Chair

SETH CRAWFORD, County Commissioner

SUSAN HERMRECK, County Commissioner

FORM OR-LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Crook County Board of Commissioners will be held on June 11, 2025 at 9:00 a.m. at the Crook County Courthouse Annex, 320 NE Court Street, Prineville, Oregon. The purpose of this meeting is to discuss the budget for the Crook County Historical Fund fiscal year beginning July 1, 2025 as approved by the Crook County Historical Fund Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Crook County Finance Department, 200 NE 2nd Street, Prineville, Oregon, between the hours of 8 a.m. and 4:30 p.m. or online at co.crook.or.us. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Will Van Vactor

Telephone: 541-447-6555

Email: will.vanvactor@crookcountyor.gov

| FINANCIAL SUMMARY - RESOURCES | | | |
|---------------------------------------------------------------------|--------------------------|-------------------------------------|--------------------------------------|
| TOTAL OF ALL FUNDS | Actual Amount 2023-24 | Adopted Budget This Year 2024-25 | Approved Budget Next Year 2025-26 |
| Beginning Fund Balance/Net Working Capital | 203,174 | 217,000 | 275,000 |
| Fees, Licenses, Permits, Fines, Assessments & Other Service Charges | 0 | 0 | 0 |
| Federal, State & all Other Grants, Gifts, Allocations & Donations | 0 | 15,000 | 23,000 |
| Revenue from Bonds and Other Debt | 0 | 0 | 0 |
| Interfund Transfers / Internal Service Reimbursements | 61,130 | 0 | 0 |
| All Other Resources Except Current Year Property Taxes | 144,858 | 122,000 | 149,000 |
| Current Year Property Taxes Estimated to be Received | 355,570 | 380,000 | 380,000 |
| Total Resources | 764,732 | 734,000 | 827,000 |

| FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION | | | |
|-------------------------------------------------------------------|----------------|----------------|----------------|
| Personnel Services | 250,814 | 304,000 | 292,000 |
| Materials and Services | 16,075 | 23,000 | 22,000 |
| Capital Outlay | 23,446 | 24,000 | 24,000 |
| Debt Service | 0 | 0 | 0 |
| Interfund Transfers | 228,323 | 181,000 | 225,000 |
| Contingencies | 0 | 202,000 | 264,000 |
| Special Payments | 0 | 0 | 0 |
| Unappropriated Ending Balance and Reserved for Future Expenditure | 0 | 0 | 0 |
| Total Requirements | 518,659 | 734,000 | 827,000 |

| FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM * | | | |
|---------------------------------------------------------------------------------------------------------------|----------------|----------------|----------------|
| Name of Organizational Unit or Program FTE for that unit or program | | | |
| Museum Operating Fund - Crook County Historical Fund | 457,528 | 532,000 | 563,000 |
| FTE | 3.1 | 3.1 | 3.1 |
| Not Allocated to Organizational Unit or Program | 61,130 | 202,000 | 264,000 |
| FTE | 0 | 0 | 0 |
| Total Requirements | 518,659 | 734,000 | 827,000 |
| Total FTE | 3.10 | 3.10 | 3.10 |

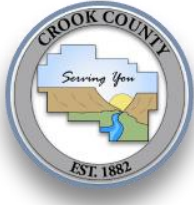
| STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING * | |
|---------------------------------------------------------------------------------------------|--|
| No changes in activities or sources of financing are planned for the 2025-2026 budget year. | |

| PROPERTY TAX LEVIES | | | |
|----------------------------------------------------|-----------------------------------|---------------------------------------------|----------------------------------------------|
| | Rate or Amount Imposed 2023-24 | Rate or Amount Imposed This Year 2024-25 | Rate or Amount Approved Next Year 2025-26 |
| Permanent Rate Levy (rate limit _____ per \$1,000) | | | |
| Local Option Levy | .0600 | .0600 | .0600 |
| Levy For General Obligation Bonds | | | |

| STATEMENT OF INDEBTEDNESS | | |
|---------------------------|------------------------------------------|----------------------------------------------------------|
| LONG TERM DEBT | Estimated Debt Outstanding on July 1. | Estimated Debt Authorized, But Not Incurred on July 1 |
| General Obligation Bonds | | |
| Other Bonds | | |
| Other Borrowings | | |
| Total | | |

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):

AGENDA ITEM REQUEST



Date:

06/03/2025

Meeting date desired:

06/11/2025

Subject:

Courthouse Tree Removal

Background and policy implications:

We propose the removal of six trees surrounding the courthouse, as they are leaning away from the building and exerting pressure on its foundation due to their roots. Additionally, there is a risk of these trees falling during wet conditions. This action will not only mitigate potential structural issues but also enhance the visibility of Crook County's most iconic building.

Budget/fiscal impacts:

We have received one bid, and the cost will be \$5,100.00. This was not in the budget for this fiscal year specifically but is considered upkeep maintenance.

Requested by:

*Breyanna Cupp, Executive Administrative Assistant
Breyanna.cupp@crookcountyor.gov, phone 541-447-6555*

Presenters:

James Preuss

Legal review (only if requested):

N/A

Lindsey Land & Tree LLC

Licensed, Bonded & Insured CCB# 219024

990 SW Beaver St
Prineville, OR 97754
Phone (541) 903-2166
lindseylandtree@gmail.com
www.lindseylandtree.com

BID

Date: February 25th , 2025

James Preuss
203 NE Court Street
Prineville, OR 97754
Phone: (541) 460-1005

Tree Services

| DESCRIPTION | HRS | RATE PER HR | AMOUNT |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------|----------------------------|
| <ul style="list-style-type: none">– Removal of (6) Arborvitae– Removal of vines from Court House.– Grinding (6) Stumps <p>This provides us (2) full days of labor.</p> <p>*Clean-Up included in Price*</p> <p>* We are a fully licensed, bonded, and insured small business including workers compensation for all employees.</p> <p>*I honor all my bids and do not go over the max bid amount; I will try to cut costs where I can and if it takes me less time than I anticipate I will charge accordingly.</p> <p>*We pride ourselves in standing by our word and appreciate that our customers do the same. We understand unforeseen circumstances happen but will charge a 10% service fee for last-minute cancellations that are not emergencies.</p> | 16 | \$300.00 | \$4,800.00 \$300.00 |
| | | | MAX BID |
| Thank you for your business! | | | |
| TOTAL | | | \$5,100.00 |







AGENDA ITEM REQUEST



Date:

May 30, 2025

Meeting date desired:

June 11, 2025

Subject:

Order 2025-20: Planning Commission Appointments

Background and policy implications:

Following the direction to the Planning Commission to reconsider the *pro tem* position from the Board of Commissioners, as well as the resignation from the Planning Commission of Calvin Walters in March, the County advertised for said vacancies. Candidates were interviewed by the Planning Commission, who then recommended the appointments described in the enclosed memo and Order 2025-20.

Budget/fiscal impacts:

N/A

Requested by:

*John Eisler; Community Development Director
John.Eisler@CrookCountyOR.gov
541-447-3211*

Presenters:

John Eisler



Crook County
Community Development Department
300 NE 3rd Street, Room 12
Prineville, OR 97754
(541)447-3211
plan@crookcountyor.gov

TO: Crook County Board of County Commissioners

FROM: John Eisler, Community Development Director

DATE: May 30, 2025

SUBJECT: Planning Commissioner Appointment

I. Background

The Planning Commission is comprised of appointed volunteers with terms of 4 years. The Commissioner's terms are staggered. Position 3 became vacant following the resignation of Calvin Walters in March, and the *pro tem* position has been vacant since before the Board's request that the Planning Commission reconsider the position early this year. Position 3 is a four-year term in full, ending on December 31, 2026. The *pro tem* terms are one year.

II. Process

In 2022, Crook County formalized a policy for the appointment of members of county advisory committees, Order No. 2022-52. This order describes the process which is to be undertaken with Planning Commissioner appointments and reappointments.

Per the Order, the positions were advertised and open for more than 30 days, the Planning Commission took into consideration Crook County Code 18.172, reviewed the applications and are proposing that the Crook County Board of Commissioners makes the following appointments to the Planning Commission:

| Planning Commission | Appointee | Term | Oath required |
|---------------------|-----------------|---------------------------|---------------|
| Position 3 | Hunter Neuharth | 4 years (ending 12/31/26) | Yes |
| <i>pro tem</i> | Kirk Giovanini | 1 year | Yes |
| <i>pro tem</i> | Monty Kurtz | 1 year | Yes |

Importantly, the Planning Commission considered Crook County Code 18.172.080(i), regarding the *pro tem* position. The provision reads, in part, "During the temporary absence or disability of a member of the planning commission, the chair shall select a commissioner *pro tem* to serve

during the absence or disability of the absent member. At the chair's request, a commissioner pro tem shall be selected from a list of one or more commissioners pro tem...." Staff explained that it interpreted this provision to allow for the appointment of more than one *pro tem* position.

The Planning Commission is a seven-member board, tasked with complex and important decisions. Beyond just establishing a quorum for hearings, Staff's stated preference is to have seven, or as close to seven members as possible, to preside over all land use hearings. The Planning Commission considered Staff's input and moved to recommend utilizing two *pro tem* positions, with the recommended appointments listed above. This will allow much greater scheduling flexibility and more thoroughly considered land use decisions. Of note, *pro tem* positions are still eligible to apply for official Planning Commission positions should they become available.

III. Timeline

- March 25, 2025 – Administration advertised in the Central Oregonian and Prineville Round-Up and posted on the County website for the available positions.
- April 28, 2025 – Deadline to apply for a Planning Commission positions—6 applications received.
- May 28, 2025 – Planning Commission held a meeting to interview candidates and make recommendations regarding the applications and open positions.
- June 11, 2025 – Recommendation for the BOCC to consider the Planning Commission's recommendations.

IV. Request

The Planning Commission makes the request to the Board of Commissioners to appoint the recommended candidates to the positions as shown in the previous table. They will be sworn in as soon as possible.

**BEFORE THE BOARD OF COMMISSIONERS
OF CROOK COUNTY, OREGON**

**IN THE MATTER OF
APPOINTMENTS TO THE
PLANNING COMMISSION**

ORDER # 2025-20

WHEREAS, volunteers are essential to the operation of the county government; and

WHEREAS, the Board of Commissioners has carefully considered the skills and talents of the applicants and the needs of the boards which has multiple vacancies requiring appointments, and based upon recommendation of Boards and Committees:

NOW, THEREFORE, it is hereby **ORDERED** that the Crook County Board of Commissioners make the following appointments to the Planning Commission:

| Planning Commission | Appointee | Term | Oath required |
|----------------------------|------------------|---------------------------|----------------------|
| Position 3 | Hunter Neuharth | 4 years (ending 12/31/26) | Yes |
| <i>pro tem</i> | Kirk Giovanini | 1 year | Yes |
| <i>pro tem</i> | Monty Kurtz | 1 year | Yes |

DATED this 11th day of June 2025.

CROOK COUNTY BOARD OF COMMISSIONERS:

BRIAN BARNEY
County Commissioner

SUSAN HERMRECK
County Commissioner

SETH CRAWFORD
County Commissioner