



CROOK COUNTY SPECIAL PUBLIC MEETING AGENDA

Friday, November 14, 2025 at 2:00 pm

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: 945 6712 6526; Passcode: 201156

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.

DISCUSSION

1. Review of Core Services for the Landfill, Natural Resources, and Community Development Departments

Requester: Will Van Vactor
County Manager

EXECUTIVE SESSION

None Scheduled

NOTICE AND DISCLAIMER

The Crook County Board of Commissioners is the governing body of Crook County, Oregon, and holds work sessions 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 County Board of Commissioners for its scheduled special session.

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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 300 NE 3rd 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 541-447-6555. Assistance to handicapped individuals is provided with advance notice.

Contact: Brian Barney (brian.barney@crookcountyor.gov) (541) 447-6555 | Agenda published on 11/06/2025 at 9:40 AM



Memorandum

To: Crook County Board of Commissioners
From: Will VanVactor, County Manager
Date: November 12, 2025
RE: Special Meeting: Core Services Review – November 14, 2025

Meeting Objectives:

A special meeting is scheduled for November 14, 2025, to review core service descriptions for the Community Development, Natural Resources, and Landfill departments. The purpose is to gather your feedback for incorporating into the final with core services descriptions for all departments, which will be presented to the Board in early 2027.

Background:

This session follows previous special meetings from September and October addressing the core services of the Sheriff's Office, Library, and Health Department. These reviews are essential to ensure our service delivery is aligned with community needs and strategic priorities.

What Are Core Service Descriptions and Why Do They Matter?

Core service descriptions define the essential functions and responsibilities each department delivers to the public. Adopting and regularly reviewing these descriptions is a foundational practice in local government for several reasons:

- a. **Clarity and Accountability:** They clarify exactly which services residents can expect, establish standards for performance, and make transparent how taxpayer funds are used.
- b. **Alignment with Priorities and Mandates:** They ensure departments comply with legal requirements and that resources align with county goals and community priorities.
- c. **Resource Allocation:** They focus budget decisions on what is critical and legally required, helping identify both service gaps and overlap.
- d. **Adaptability and Improvement:** Regular reviews allow services to stay relevant as needs change, supporting continuous improvement.
- e. **Public Engagement:** Well-defined services invite feedback and encourage meaningful public input.

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Conclusion:

Please review the attached service descriptions before the meeting to facilitate an effective discussion. Your insights are critical to finalizing descriptions that enhance operational efficacy and responsiveness.

Importance of Core Service Descriptions in Local Government



What Are Core Service Descriptions?

Define essential functions a department delivers to the public

Why Adopt and Regularly Review Core Services?



Clarity & Accountability

- Defines Responsibilities
- Sets Performance
- Supports Transparency



Alignment with Priorities & Mandates

- Meets Legal Requirements
- Aligns with Board/Public Priorities



Resource Allocation

- Responds to Changing Needs
- Addresses Duplications & Gaps



Adaptability & Improvement

- Enables Continuous Improvement



Public Engagement

- Encourages Public Input

How Utilization Makes a Difference



Guides Strategic Planning

Helps set measurable goals



Improves Communication

Provides clarified language for the public



Drives Performance

Higher quality, more efficient services

In Summary

- Foundational to good governance.
- Fosters clarity, fiscal responsibility, adaptability, and public trust.

Next Steps:

- Continue regular review cycle.
- Use as touchstones for budgeting and measuring results.
- Engage stakeholders for continuous improvement

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Core Services

Crook County

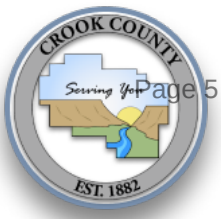
Board of Commissioners Special Meeting
November 14, 2025

Core Service Description Review:

Natural Resources

Landfill

Community Development



Core Services

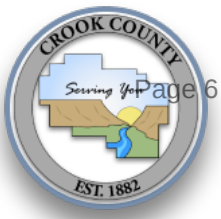
Core services in the public sector refer to the fundamental and essential functions that a government department or agency provides to fulfill its mission and serve the community. These services are vital for ensuring public welfare, security, and the effective administration of governmental responsibilities.

They typically include:

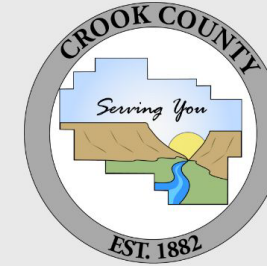
- Primary Functions Critical to Mission Fulfillment
- Legally Mandated or Required Services
- Essential Public Goods and Services
- Operational Sustainability

Key Characteristics:

- Centrally Aligned with Mission and Community Needs
- Subject to Public Expectation and Demand
- Prioritized in Strategic and Financial Planning
- Foundation of Public Trust and Accountability



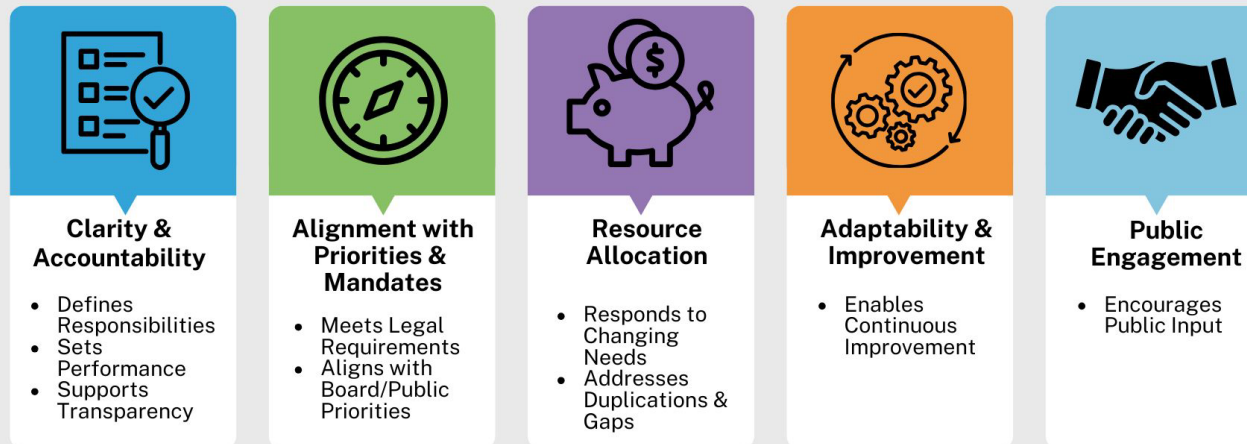
Importance of Core Service Descriptions in Local Government



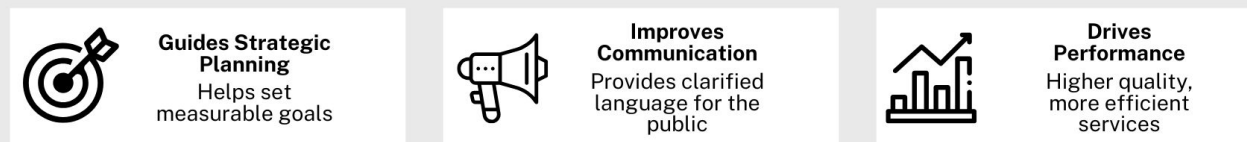
What Are Core Service Descriptions?

Define essential functions a department delivers to the public

Why Adopt and Regularly Review Core Services?



How Utilization Makes a Difference



In Summary

- Foundational to good governance.
- Fosters clarity, fiscal responsibility, adaptability, and public trust.

Next Steps:

- Continue regular review cycle.
- Use as touchstones for budgeting and measuring results.
- Engage stakeholders for continuous improvement

Crook County

Crook County Natural Resources: Core Services



Natural Resources

Mission and Core Purpose

- *Mission:* The Crook County Natural Resources Program advances the County's adopted Natural Resources Policy (2017) by representing and protecting local interests in the use, access, and management of natural resources on public, private, and federal lands within the County's boundaries or areas of concern. The program champions coordination with federal and state agencies, aligns with key laws such as the Federal Land Policy and Management Act, National Environmental Policy Act (NEPA), and National Forest Management Act, and promotes management that supports the County's health, safety, welfare, and economic stability.
- *Purpose:*
 - Represent and Safeguard local interests in the management of natural resources on public, private, and federal lands.
 - Coordinate with federal and state agencies to ensure land management practices align with local priorities and compliance with key environmental laws such as the Federal Land Policy and Management Act and the National Environmental Policy Act.



Natural Resources – Core Services

Policy Coordination and Advocacy

- *Key Activities:*
 - Serve as the County’s primary liaison to federal and state land management agencies (e.g., Ochoco National Forest, Prineville BLM District).
 - Facilitate formal “coordination” processes to ensure federal and state planning reflects Crook County priorities and the federal legal duty to coordinate with local government.
 - Advocate for continued local access and multiple-use of public lands essential to community wellbeing and economic resilience
- *Impact:* Maintains local control and input over critical land management decisions. Protects community access to resources supporting local economy and quality of life.
- *Alignment with BOC Goals and Priorities:* Supports outstanding service (Goal #1), quality of life and safety (Goal #4), and communication/transparency (Goal #5) by promoting responsible and responsive land management.



Natural Resources – Core Services

Advisory and Public Engagement

- *Key Activities:*
 - Facilitate the Crook County Natural Resources Advisory Committee (NRAC), including regular (monthly) public meetings and transparent communications (agendas, minutes, news releases).
 - Provide staff support for the Grazing Advisory Board and management of the Taylor Grazing Fund.
- *Impact:* Builds community trust through transparent, participatory decision-making. Informs and incorporates public priorities in natural resources management.
- *Alignment with BOC Goals and Priorities:* Enhances communication/ transparency (Goal #5) and quality of life (Goal #4) by fostering public participation.



Natural Resources – Core Services

Monitoring and Legal/Policy Analysis

- *Key Activities:*
 - Track and review state and federal legislation, rulemakings, and planning actions that may impact local natural resource interests (forest management, water, grazing, recreation, renewable energy, fire management, etc.).
 - Advise the Board of Commissioners on emerging issues, opportunities, and required responses.
- *Impact:* Ensures timely, informed responses to policies affecting county resources and interests.
- *Alignment with BOC Goals and Priorities:* Supports outstanding service (Goal #1) with professional, proactive policy management.



Natural Resources – Core Services

Intergovernmental and Regional Representation

- *Key Activities:*
 - Represent Crook County in regional and statewide forums and partnerships, including water collaboratives, forest collaboratives, and special initiatives as assigned by the Board of Commissioners.
- *Impact:* Ensures Crook County's interests are protected in multi-jurisdictional initiatives.
- *Alignment with BOC Goals and Priorities:* Backs outstanding service and communication/transparency (Goals #1, #5) by building regional influence.



Natural Resources – Core Services

Response and Issue Management

- *Key Activities:*
 - Provide analysis and recommendations on “real-time” natural resource issues (such as wildfire response/recovery, NEPA project reviews, water rights/public access conflicts).
 - Organize and facilitate public forums when required to address significant changes in public land status or use.
- *Impact:* Provides rapid, expert response to protect safety and economic stability.
- *Alignment with BOC Goals and Priorities:* Directly supports public safety, responsiveness, and transparency (Goals #1, #4, #5).

Performance & Partnerships

- *Key Metrics:*
 - Timely response to natural resource issues: Target is response within 45 days of notice.
 - Number of advisory committee meetings and public forums held annually.
 - Percentage of federal/state actions reviewed with County involvement or comment.
- *Strategic Partnerships:*
 - *Federal:* USDA Forest Service, USDI Bureau of Land Management, USDI Bureau of Reclamation, USDI Fish and Wildlife Service, USDI NOAA Fisheries, US Department of Agriculture, US Department of Interior, Confederated Tribes of Warm Springs.
 - *State:* Oregon Department of Fish and Wildlife, Oregon State Parks, Oregon Department of Agriculture, Oregon Department of Environmental Quality, Oregon Department of Water Resources, and Oregon Department of Forestry.
 - *Local:* Crook County, City of Prineville, Central Oregon Intergovernmental Council, Ochoco Irrigation District, Upper Crooked River Landowners (water group) Crook County Soil and Water Conservation District, Crooked River Watershed Council, and Central Oregon offices, OSU Extension Service.
 - *Non-Governmental:* Crook County Stockgrowers, Crook Wheeler County Farm Bureau, Deschutes Basin Water Collaborative, Ochoco Forest Resources Collaborative, Prineville/Crook County Economic Development, Deschutes River Conservancy, Association of Oregon Counties Natural Resources Subcommittee, and Crooked River Weed Management Area.



Natural Resources Funding Overview

- **Natural Resources Operations:**
 - ***Personnel:*** Program managed with .5 FTE coordinator; advisory support included in budget.
 - ***Materials & Services:*** Supports committee operations, outreach, and necessary professional services.
 - ***Funding:*** General Fund, *see page 94-95 of Adopted FY26 Budget*

Questions?



Crook County

Crook County Landfill: Core Services



Landfill

Mission and Core Purpose

- *Mission:* To provide the citizens of Crook County with environmentally sound and cost-effective solid waste management services that are in compliance with all laws and regulations.
- *Purpose:* Manage the solid waste system in Crook County.
 - Landfill disposal operations
 - Recycling services
 - Regulatory reporting
 - Household Hazardous Waste Events.



Landfill – Core Services

Solid Waste Disposal

- *Description:* This department owns and operates a solid waste disposal site for Crook County.
- *Key Activities:* Acceptance of municipal solid waste and construction and demolition debris.
- *Impact:* Provides for safe disposal of solid waste to protect the health and safety of the public as well as the environment. Without these services activities such as illegal dumping on public land would occur more often.
- *Alignment with BOC Goals and Priorities:* The ability to have a solid waste landfill enhances the health and safety of the community (Goal #4). The landfill provides quality service to the community (Goal #1).



Landfill – Core Services

Recycling Services

- *Description:* This department provides a recycling depot at the Landfill allowing the community to participate in waste reduction services. Beyond the recycling depot, the Landfill offers additional recycling opportunities for a fee.
- *Key Activities:*
 - Recycling depot available to the public free of charge
 - Additional recycling opportunities offered for a fee: tires, appliances, metal, etc.
 - Landfill staff prepare recyclables and transport off-site
- *Impact:* Reduction of solid waste into landfills has an environmental impact in greatly reducing greenhouse gas emissions. Landfill recycling programs assist in Crook County achieving its waste recovery rate as set by the state of Oregon.
- *Alignment with BOC Goals and Priorities:* Recycling opportunities are important to the citizens of Crook County and by providing these services to the public we provide improvement to the environment creating a safer and healthier environment (Goal #4). These opportunities allow the landfill to provide additional quality services (Goal #1)



Landfill – Core Services

Regulatory Compliance

- *Description:* Regulatory services are essential Landfill functions related to ensuring that operations comply with federal, state, and local environmental and public laws including Resource Conservation and Recovery Act (RCRA).
- *Key Activities:*
 - Design and Operating Criteria Compliance
 - Environmental Monitoring
 - Leachate Management
 - Air Emissions Monitoring
 - Closure and Post Closure
 - Financial Assurance
 - Reporting and Record Keeping
- *Impact:* Mandatory framework for the entire lifecycle of the Landfill. These regulations dictate operational practices, environmental monitoring, and financial responsibilities, fundamentally influencing daily activities and long-term management while protecting human health and environmental safety.
- *Alignment with BOC Goals and Priorities:* By adhering to regulatory requirements the Landfill is helping to protect human health and environmental safety for the community (Goal #4). Maintaining compliance ensures the community has a location to safely dispose of solid waste (Goal #1).



Performance & Partnerships

- *Key Metrics:*
 - Daily Operational Costs – Ensuring expenses are within budget constraints while gaining positive cash flow through revenue from tipping fees.
 - DEQ Annual Site Inspections – Site inspections are performed annually to ensure the Landfill is in compliance with Solid Waste Permit.
 - Waste Diversion Programs – Oregon has set a waste recovery goal of 20% of all collected solid waste for Crook County. This also includes participation in all mandated waste diversion programs.
 - Participation in local events provided by the Landfill.
- *Strategic Partnerships:*
 - Crook County Administration, Oregon DEQ, and Various regulatory engineering firms.



Landfill Funding Overview

Landfill Operations:

- Additional state-required and regulated programs require expansion of current services and have a negative impact on the landfill budget.
 - Including expansion costs for infrastructure, equipment, labor, and materials.
 - And additional regulatory testing and reporting costs.
- Rising material and operational costs – equipment, equipment maintenance, parts, wages, etc.
- The economy. A slow economy affects construction as well as purchasing habits of citizens driving down the amount of waste we receive and a reduction in revenue from tipping fees.

State & Federal Mandated Services – Landfill

Landfill (State Mandates):

- Landfill disposal operations (site management, cells): (ORS 459.017, 205).
- Compliance with DEQ permit & regulations: (ORS/OAR, DEQ Permit).
- Regulatory reporting (state/fed.): (ORS/OAR).
- Operation of asbestos/construction/concrete/MSW cells: Mandatory (if accepting waste)
- Implementation of Recycling Modernization Act: Mandatory (as directed)
- Site improvements/equipment purchase: Mandated (if required for compliance) / Discretionary

Questions?



Crook County

Community Development: Core Services



Crook County Community Development

Mission

- *Mission:* Enhance quality of life in Crook County by enforcing development standards that safeguard life, health, property, and public welfare—while supporting innovation, sustainable communities, and the county's unique character.



Crook County Community Development

Core Services-Overview

- *Essential Functions:*
 - Responsible for building safety, planning, code compliance, onsite septic regulation
 - Customer service coordination for land development
- *Impact:* Ensures legal compliance with state building and land use laws, DEQ requirements, and local ordinances, while managing growth and protecting public health and safety.



Crook County Community Development – Core Services

Service Area 1 – Building Safety

- *Description:* Implements and enforces state and local building codes to ensure structures meet safety, energy efficiency, and habitability standards.
- *Key Activities:*
 - Plan review
 - Field inspections
 - Contractor assistance
 - Public education on building codes.
- *Impact:* Ensures structures are safe, supports development timelines, and protects residents and emergency responders.
- *Alignment w/BOC Goals and Priorities:* Aligns with Goals 1 (service delivery), 2 (resource use), and 4 (community safety/livability).

Community Development – Core Services

Service Area 2- Land Use Planning

- *Description:* Administers land use permitting and long-range planning to guide growth and development in line with state and county goals.
- *Key Activities:*
 - Zoning and subdivision application reviews
 - Advise Planning Commission/BOC on conditional use permits code amendments, Comprehensive Plan and TSP updates.
- *Impact:* Facilitates orderly development, supports housing and economic development, and protects natural resources.
- *Alignment w/BOC Goals and Priorities:* Aligns with Goals 1, 4, and 6 (facilities planning and livability).

Community Development – Core Services

Service Area 3 – Code Compliance

- *Description:* Investigates violations of building, zoning, and health codes to ensure legal compliance, protect the public health, and neighborhood livability.
- *Key Activities:*
 - Complaint intake
 - Investigations
 - Voluntary compliance efforts
 - Hearings
 - Education
- *Impact:* Enhances community appearance and safety; resolves conflicts; ensures equitable enforcement.
- *Alignment w/BOC Goals and Priorities:* Supports Goal 4 (livability and safety) and Goal 1 (service excellence).

Community Development – Core Services

Service Area 4 – Onsite Septic Regulation

- *Description:* Oversees septic permitting and inspections in compliance with DEQ standards.
- *Key Activities:*
 - Site evaluations
 - Repair permits
 - Coordination with DEQ and City utilities
 - Public outreach.
- *Impact:* Protects water quality, supports rural development, and maintains public health.
- *Alignment w/BOC Goals and Priorities:* Supports Goal 4 (livability and safety) and Goal 1 (service excellence).

Community Development – Core Services

Service Area 5 – Department Operations

- *Description:* Coordinates permitting, customer service, public records, and inter-program operations.
- *Key Activities:*
 - Permit intake
 - Cross-training
 - Records management
 - Internal process documentation
 - Office space planning
- *Impact:* Supports seamless service delivery and enhances public accessibility and transparency.
- *Alignment w/BOC Goals and Priorities:* Supports Goals 1 (service excellence), 5 (communication), and 6 (facilities planning).



Community Development - Performance & Partnerships

- *Key Metrics:*
 - 95% of building inspections performed within one business day
 - 60% of code compliance cases closed within 90 days
 - Initial inspections for complaints completed within 1–3 business days
 - Response time goals for planning application processing
 - Track KPIs by program area via departmental dashboard (in development)
- *Strategic Partnerships:*
 - State and Federal Agencies, Oregon Building Codes Division, City of Prineville, and Local contractors, engineers, realtors, and surveyors



State Mandates for Community Development

- *Planning:*
 - Comprehensive Plan & Zoning Ordinance (ORS 197.175; ORS 215.050)
 - Land Use Hearings (ORS 215.406–215.416)
 - Interagency Coordination (ORS 195.065; Ch. 197/215)
 - Planning Fees (Cost Recovery) (ORS 215.416)
 - Designate Planning Director (ORS 215.042)
 - Transportation System Plan (TSP) (OAR 660-012)
- *Building:*
 - Appoint Certified Building Official (ORS 455.148–455.150)
 - State Building Code Enforcement (ORS 455.020)
- *Onsite:* Septic Program (DEQ Delegation) (ORS 454.725; OAR 340-071)
- *Code Enforcement:* Enforcement of County Ordinances (ORS 203.035; ORS 203.065)



Conclusion

- Questions?
- Next Steps:
 - Continue review of core service descriptions for all departments
 - Refine initial descriptions based on feedback from the Board
 - After review of each department's core services descriptions, all descriptions will be presented for acceptance by the Board
 - Going forward, each department should review its core services description annually to ensure consistency with state mandates and county priorities.

Department Core Services Statement

Crook County Natural Resources Program

Department Mission Statement:

The Crook County Natural Resources Program advances the County's adopted Natural Resources Policy (2017) by representing and protecting local interests in the use, access, and management of natural resources on public, private, and federal lands within the County's boundaries or areas of concern. The program champions coordination with federal and state agencies, aligns with key laws such as the Federal Land Policy and Management Act, National Environmental Policy Act (NEPA), and National Forest Management Act, and promotes management that supports the County's health, safety, welfare, and economic stability.

Essential Functions:

The Crook County Natural Resources Department is dedicated to representing and safeguarding local interests in the management of natural resources on public, private, and federal lands. The department coordinates with federal and state agencies to ensure land management practices align with local priorities and compliance with key environmental laws such as the Federal Land Policy and Management Act and the National Environmental Policy Act

Core Services Overview:

Service Area 1: Policy Coordination and Advocacy

- **Key Activities:**

- Serve as the County's primary liaison to federal and state land management agencies (e.g., Ochoco National Forest, Prineville BLM District).
- Facilitate formal "coordination" processes to ensure federal and state planning reflects Crook County priorities and the federal legal duty to coordinate with local government.
- Advocate for continued local access and multiple-use of public lands essential to community wellbeing and economic resilience.

- **Impact:** Maintains local control and input over critical land management decisions. Protects community access to resources supporting local economy and quality of life.

- **Alignment with BOC Goals and Priorities:** Supports outstanding service (Goal #1), quality of life and safety (Goal #4), and communication/transparency (Goal #5) by promoting responsible and responsive land management.

Service Area 2: Advisory and Public Engagement

- **Key Activities:**
 - Facilitate the Crook County Natural Resources Advisory Committee (NRAC), including regular (monthly) public meetings and transparent communications (agendas, minutes, news releases).
 - Provide staff support for the Grazing Advisory Board and management of the Taylor Grazing Fund.
- **Impact:** Builds community trust through transparent, participatory decision-making. Informs and incorporates public priorities in natural resources management.
- **Alignment with BOC Goals and Priorities:** Enhances communication/ transparency (Goal #5) and quality of life (Goal #4) by fostering public participation.

Service Area 3: Monitoring and Legal/Policy Analysis

- **Key Activities:**
 - Track and review state and federal legislation, rulemakings, and planning actions that may impact local natural resource interests (forest management, water, grazing, recreation, renewable energy, fire management, etc.).
 - Advise the Board of Commissioners on emerging issues, opportunities, and required responses.
- **Impact:** Ensures timely, informed responses to policies affecting county resources and interests.
- **Alignment with BOC Goals and Priorities:** Supports outstanding service (Goal #1) with professional, proactive policy management.

Service Area 4: Intergovernmental and Regional Representation

- **Key Activities:**
 - Represent Crook County in regional and statewide forums and partnerships, including water collaboratives, forest collaboratives, and special initiatives as assigned by the Board of Commissioners.
- **Impact:** Ensures Crook County's interests are protected in multi-jurisdictional initiatives.
- **Agencies and organizations coordinating or partnering with**
 - *Federal*
 - USDA Forest Service
 - USDI Bureau of Land Management
 - USDI Bureau of Reclamation

- USDI Fish and Wildlife Service
- USDI NOAA Fisheries
- US Department of Agriculture
- US Department of Interior
- Confederated Tribes of Warm Springs
- *State*
 - Oregon Department of Fish and Wildlife
 - Oregon State Parks
 - Oregon Department of Agriculture
 - Oregon Department of Environmental Quality
 - Oregon Department of Water Resources
 - Oregon Department of Forestry
- *Local*
 - Crook County
 - City of Prineville
 - Central Oregon Intergovernmental Council
 - Ochoco Irrigation District
 - Upper Crooked River Landowners (water group)
 - Crook County Soil and Water Conservation District
 - Crooked River Watershed Council
 - Central Oregon offices, OSU Extension Service
- *Non-Governmental*
 - Crook County Stockgrowers
 - Crook Wheeler County Farm Bureau
 - Deschutes Basin Water Collaborative
 - Ochoco Forest Resources Collaborative
 - Prineville/Crook County Economic Development
 - Deschutes River Conservancy
 - Association of Oregon Counties Natural Resources Subcommittee
 - Crooked River Weed Management Area
- **Alignment with BOC Goals and Priorities:** Backs outstanding service and communication/transparency (Goals #1, #5) by building regional influence.

Service Area 5: Response and Issue Management

- **Key Activities:**
 - Provide analysis and recommendations on “real-time” natural resource issues (such as wildfire response/recovery, NEPA project reviews, water rights/public access conflicts).

- Organize and facilitate public forums when required to address significant changes in public land status or use.
- **Impact:** Provides rapid, expert response to protect safety and economic stability.
- **Alignment with BOC Goals and Priorities:** Directly supports public safety, responsiveness, and transparency (Goals #1, #4, #5).

Work Plan for FY2026:

- Facilitate NRAC and Grazing Advisory Board meetings, ensuring robust public involvement.
- Coordinate planning and issue resolution with relevant federal and state agencies.
- Monitor policy and legal developments and keep the Board and public informed.
- Respond to public land management issues within 45 days of official notice, including convening advisory committees and preparing Board recommendations.
- Actively represent Crook County's interests in all assigned intergovernmental bodies.

Performance Metrics:

- Timely response to natural resource issues: Target is response within 45 days of notice.
- Number of advisory committee meetings and public forums held annually.
- Percentage of federal/state actions reviewed with County involvement or comment.

Budget Alignment:

- **Personnel:** Program managed with .5 FTE coordinator; advisory support included in budget.
- **Materials & Services:** Supports committee operations, outreach, and necessary professional services.
- **Funding:** All expenditures align with statutory mandates and established Board priorities. (Refer to pages 94–96 of FY26 Adopted Budget for line-item details)

State and Federal Mandate Alignment:

- Acts in accordance with federal legal requirements (FLPMA, NEPA, NFMA), Oregon statutes on land use/public process, and any specific state mandates for County involvement in resource management.

Organizational Goals Addressed:

- Outstanding Service (Goal #1)
- Enhancing Quality of Life, Livability, and Safety (Goal #4)
- Improving Communication and Transparency (Goal #5)
- Improving Communication and Transparency (Goal #5)

Department Core Services Statement

Crook County Landfill

Department Mission Statement:

To provide the citizens of Crook County with environmentally sound and cost-effective solid waste management services that are in compliance with all laws and regulations.

Describe Essential Functions:

The Crook County Landfill manages the solid waste system in Crook County. This includes landfill disposal operations, recycling services, regulatory reporting, and Household Hazardous Waste Events.

Core Services Overview:

Service Area 1 – Solid Waste Disposal

- **Description:** This department owns and operates a solid waste disposal site for Crook County.
- **Key Activities:** Acceptance of municipal solid waste and construction and demolition debris.
- **Impact:** Provides for safe disposal of solid waste to protect the health and safety of the public as well as the environment. Without these services activities such as illegal dumping on public land would occur more often.
- **Alignment with BOC Goals and Priorities:** The ability to have a solid waste landfill enhances the health and safety of the community (Goal #4). The landfill provides quality service to the community (Goal #1).

Service Area 2 – Recycling Services

- **Description:** This department provides a recycling depot at the landfill allowing the community to participate in waste reduction services. Beyond the recycling depot, the landfill offers additional recycling opportunities for a fee.
- **Key Activities:**
 - Recycling depot available to the public free of charge
 - Additional recycling opportunities offered for a fee: tires, appliances, metal, etc.
 - Landfill staff prepare recyclables and transport off-site

- **Impact:** Reduction of solid waste into landfills has an environmental impact in greatly reducing greenhouse gas emissions. Landfill recycling programs assist in Crook County achieving its waste recovery rate as set by the state of Oregon.
- **Alignment with BOC Goals and Priorities:** Recycling opportunities are important to the citizens of Crook County and by providing these services to the public we provide improvement to the environment creating a safer and healthier environment (Goal #4). These opportunities allow the landfill to provide additional quality services (Goal #1)

Service Area 3 – Regulatory Compliance

- **Description:** Regulatory services are essential landfill functions related to ensuring that landfill operations comply with federal, state, and local environmental and public laws including Resource Conservation and Recovery Act (RCRA).
- **Key Activities:**
 - Permitting and Siting
 - Design and Operating Criteria Compliance
 - Environmental Monitoring
 - Leachate Management
 - Air Emissions Monitoring
 - Closure and Post Closure
 - Financial Assurance
 - Reporting and Record Keeping
- **Impact:** Provides mandatory framework for the entire lifecycle of the landfill. These regulations dictate operational practices, environmental monitoring, and financial responsibilities, fundamentally influencing daily activities and long-term management while protecting human health and environmental safety.
- **Alignment with BOC Goals and Priorities:** By adhering to regulatory requirements the landfill is helping to protect human health and environmental safety for the community (Goal #4). Maintaining compliance ensures the community has a location to safely dispose of solid waste (Goal #1).

Performance Metrics & Service Delivery Standards:

- Daily Operational Costs – Ensuring landfill expenses are within budget constraints while gaining positive cash flow through revenue from landfill tipping fees.
- DEQ Annual Site Inspections – Site inspections are performed annually to ensure the landfill is in compliance with Solid Waste Permit.

- Waste Diversion Programs – Oregon has set a waste recovery goal of 20% of all collected solid waste for Crook County. This also includes participation in all mandated waste diversion programs.
- Participation in local events provided by the landfill.

Key Partnerships:

- Crook County Administration – Oversee the solid waste franchise agreement for waste hauling.
- Oregon DEQ – Ensure compliance of the solid waste permit for the landfill and other Oregon mandated programs.
- Various regulatory engineering firms – provide environmental testing services and generate reports.

Potential Budgetary Considerations:

- Additional state-required and regulated programs require expansion of current services and have a negative impact on the landfill budget. This includes expansion costs for infrastructure, equipment, labor, and materials. This also includes additional regulatory testing and reporting costs.
- Rising material and operational costs – equipment, equipment maintenance, parts, wages, etc.
- The economy. A slow economy affects construction as well as purchasing habits of citizens driving down the amount of waste we receive and a reduction in revenue from tipping fees.

Landfill Mandated Service Matrix

Service/Function	Mandated/Discretionary	Primary Funding Source(s)
Landfill disposal operations (site management, cells)	Mandatory (ORS 459.017, 205)	User charges/fees, Landfill Ops
Rural transfer station support	Discretionary	User charges/fees
Recycling services (general)	Discretionary/Mandatory*	User charges/fees, grants
Compliance with DEQ permit & regulations	Mandatory (ORS/OAR, DEQ Permit)	User charges/fees
Regulatory reporting (state/fed.)	Mandatory (ORS/OAR)	User charges/fees
Household Hazardous Waste events	Discretionary/Mandatory**	User charges/fees, grants

Free yard debris/appliance disposal events	Discretionary	User charges/fees
Operation of asbestos/construction/concrete/MSW cells	Mandatory (if accepting waste)	User charges/fees
Franchise oversight (Republic Services contract)	Discretionary	User charges/fees
Implementation of Recycling Modernization Act	Mandatory (as directed)	User charges/fees, external reimbursement, grants
Site improvements/equipment purchase	Mandatory (compliance related)/Discretionary	User charges/fees
Septic acceptance/management	Discretionary	User charges/fees
Capital replacement/capital scheduling	Mandated (if required for compliance) / Discretionary	User charges/fees



Mandated Services of County Landfills in Oregon

Local governments must take responsibility for the disposal of solid waste. ORS 459.017(1)(b). Otherwise, a county is not required to perform any specific duty. To fulfill its responsibility, a county may operate its own disposal facility. To do so, it first must obtain a permit from the Department of Environmental Quality. ORS 459.205 (1). A county also may privatize industry. To privatize the industry, a county may choose between issuing licenses to disposal companies or allocating franchises to those companies. ORS 459.085 (2). In either situation, a county may prescribe standards for waste disposal and establish an agency to ensure that those standards are met ORS 459.085 (1)(a). Finally, if the Environmental Quality Commission orders a county operated disposal site to implement a recycling program, the county must do so. ORS 459A.065. To achieve that goal, a county may allocate franchises to recycling companies. ORS 459A.085 (3).

Since Crook County operates its own landfill, the following list of mandated services is applicable:

1. Solid Waste Disposal Site Permit

- Obtain and maintain a solid waste disposal permit from the Oregon Department of Environmental Quality (DEQ) for landfill operations.
 - ORS 459.205 to 459.385

2. Compliance with Environmental Quality Regulations

- Adhere to DEQ regulations concerning landfill operations, including waste management, environmental protection, and public health standards.
 - OAR Chapter 340

3. Recycling Modernization Act Compliance

- Implement changes as per the Recycling Modernization Act, effective July 1, 2025, to modernize recycling systems and reduce plastic pollution.
 - DEQ Recycling Modernization Act Updates 2026

4. Landfill Ban Compliance

- Prohibit the disposal of specific materials in landfills, including vehicles, appliances, used oil, tires, lead-acid batteries, and certain electronics.
 - DEQ Landfill Ban in Oregon



5. Extended Producer Responsibility (EPR) Program Participation

- Collaborate with producers responsible for funding recycling programs and ensuring materials are recycled responsibly, as mandated by the Recycling Modernization Act.
 - Portland.gov - Recycling Modernization Act

6. Compliance with Local Solid Waste Management Plans

- Align landfill operations with local government solid waste management plans approved by DEQ.
 - ORS 459.047

7. Reporting and Record-Keeping

- Maintain accurate records and submit reports as required by DEQ, including waste types, quantities, and compliance documentation.
 - OAR Chapter 340

8. Public Health and Safety Measures

- Implement measures to protect public health and safety, including vector control, fire prevention, and access control.
 - OAR Chapter 340

9. Closure and Post-Closure Care

- Develop and implement closure and post-closure plans to ensure environmental protection after landfill closure.
 - OAR Chapter 340

10. Financial Assurance

- Provide financial assurance mechanisms to cover closure, post-closure, and potential corrective actions.
 - OAR Chapter 340

Department Core Services Statement

Crook County Community Development Department

Department Mission Statement:

The Community Development Department enhances quality of life in Crook County by enforcing development standards that safeguard life, health, property, and public welfare—while supporting innovation, sustainable communities, and the county’s unique character.

Describe Essential Functions:

The Community Development Department is responsible for building safety, planning, code compliance, onsite septic regulation, and customer service coordination for land development in Crook County. These functions ensure legal compliance with state building and land use laws, DEQ requirements, and local ordinances, while managing growth and protecting public health and safety.

Core Services Overview:

Service Area 1: Building Safety

- **Description:** Implements and enforces state and local building codes to ensure structures meet safety, energy efficiency, and habitability standards.
- **Key Activities:** Plan review, field inspections, contractor assistance, and public education on building codes.
- **Impact:** Ensures structures are safe, supports development timelines, and protects residents and emergency responders.
- **Alignment with BOC Goals and Priorities:** Aligns with Goals 1 (service delivery), 2 (resource use), and 4 (community safety/livability).

Service Area 2: Land Use Planning

- **Description:** Administers land use permitting and long-range planning to guide growth and development in line with state and county goals.
- **Key Activities:** Zoning and subdivision application reviews, advise Planning Commission/BOC on conditional use permits, code amendments, Comprehensive Plan and TSP updates.
- **Impact:** Facilitates orderly development, supports housing and economic development, and protects natural resources.
- **Alignment with BOC Goals and Priorities:** Aligns with Goals 1, 4, and 6 (facilities planning and livability).

Service Area 3: Code Compliance

- **Description:** Investigates violations of building, zoning, and health codes to ensure legal compliance, protect the public health, and neighborhood livability.
- **Key Activities:** Complaint intake, investigations, voluntary compliance efforts, hearings, and education.
- **Impact:** Enhances community appearance and safety; resolves conflicts; ensures equitable enforcement.
- **Alignment with BOC Goals and Priorities:** Supports Goal 4 (livability and safety) and Goal 1 (service excellence).

Service Area 4: Onsite Septic Regulation

- **Description:** Oversees septic permitting and inspections in compliance with DEQ standards.
- **Key Activities:** Site evaluations, repair permits, coordination with DEQ and City utilities, public outreach.
- **Impact:** Protects water quality, supports rural development, and maintains public health.
- **Alignment with BOC Goals and Priorities:** Aligns with Goals 1, 2, and 4.

Service Area 5: Department Operations

- **Description:** Coordinates permitting, customer service, public records, and inter-program operations.
- **Key Activities:** Permit intake, cross-training, records management, internal process documentation, and office space planning.
- **Impact:** Supports seamless service delivery and enhances public accessibility and transparency.
- **Alignment with BOC Goals and Priorities:** Supports Goals 1 (service excellence), 5 (communication), and 6 (facilities planning).

Performance Metrics & Service Delivery Standards:

- 95% of building inspections performed within one business day
- 60% of code compliance cases closed within 90 days
- Initial inspections for complaints completed within 1–3 business days
- Response time goals for planning application processing

- Track KPIs by program area via departmental dashboard (in development)

Key Partnerships:

- Oregon Department of Environmental Quality (Onsite program delegation)
- Oregon Department of Land Conservation and Development
- Oregon Department of Fish and Wildlife
- Oregon Department of Geology and Mineral Industries
- Federal Bureau of Land Management
- Oregon Building Codes Division
- City of Prineville (infrastructure coordination)
- Local contractors, engineers, realtors, and surveyors

Potential Budgetary Considerations:

Reliance on permit and application fee revenue creates sensitivity to economic cycles. Costs associated with code updates, Comprehensive Plan revisions, and TSP update require contracted services or temporary staffing. Office space constraints limit long-term operational efficiency; space planning is underway. The department seeks to balance staffing levels with workload during potential economic fluctuations.

Community Development Mandated Service Matrix

Service/Function	Division	Mandated (Y/N)	Mandating Statute/Rule	Funding Source
Comprehensive Plan & Zoning Ordinance	Planning	Y	ORS 197.175; ORS 215.050	Fees
Land Use Hearings	Planning	Y	ORS 215.406–215.416	Fees
Interagency Coordination	Planning	Y	ORS 195.065; Ch. 197/215	Fees
Planning Fees (Cost Recovery)	Planning	Y	ORS 215.416	Fees
Designate Planning Director	Planning	Y	ORS 215.042	Fees
Transportation System Plan (TSP)	Planning	Y	OAR 660-012	Fees

Appoint Certified Building Official	Building	Y	ORS 455.148–455.150	Fees
State Building Code Enforcement	Building	Y	ORS 455.020	Fees
Septic Program (DEQ Delegation)	Environmental Soils (Onsite)	Y (if adopted)	ORS 454.725; OAR 340-071	Fees
Enforcement of County Ordinances	Code Enforcement	Y	ORS 203.035; ORS 203.065	Fees/General Fund
Economic Development Coordination	Planning/Director	N	N/A	
Public Outreach and Education	All divisions	N	N/A	Fees
Historic Preservation	(as assigned)	N	N/A	
Grant Management (Discretionary Grants)	All divisions	N (unless grant)	N/A	



Mandated Services of the Community Development Department

The Community Development Department is responsible for ensuring Crook County's compliance with a range of state-mandated functions relating to land use planning, building safety, septic system regulation, and code enforcement. These services are foundational to safe development, environmental protection, and compliance with Oregon's statutory and administrative land use framework. While not all programs are mandatory in all counties, once adopted, several functions carry ongoing legal responsibilities under state law.

1. Land Use Planning

- Adopt and implement a comprehensive land use plan and zoning ordinances – ORS 197.175; ORS 215.050
- Conduct land use hearings and make quasi-judicial and legislative land use decisions – ORS 215.406–215.416
- Coordinate with cities, special districts, and DLCD on land use planning – ORS 195.065; ORS Chapters 197 & 215
- Establish fees based on actual or average cost for planning services – ORS 215.416
- Designate a Planning Director to administer county planning functions – ORS 215.042
- Develop and maintain a Transportation System Plan (TSP) per the Oregon Transportation Planning Rule – OAR 660-012-0000 to 660-012-0070

2. Building Code Administration

- If the county enforces the Building Code, appoint a certified Building Official and operate per BCD rules – ORS 455.148–455.150
- Enforce Oregon's State Building Code through plan reviews and inspections (if delegated) – ORS 455.020

3. Onsite Septic System Regulation (DEQ Delegated Program)

- Implement the DEQ Onsite Septic Program (if delegated), including permitting and inspections – ORS 454.725; OAR 340-071-0100 to 340-071-0655

4. Code Enforcement of Local Ordinances

- Enforce county ordinances related to land use, health, and public nuisances – ORS 203.035; ORS 203.065