



WASCO COUNTY BOARD OF COMMISSIONERS  
SPECIAL SESSION  
JUNE 22, 2011

PRESENT: Sherry Holliday, Chair of County Commission  
Scott C. Hege, County Commissioner  
Rod L. Runyon, County Commissioner  
Tyler Stone, Administrative Officer  
Kathy McBride, Executive Assistant

At 10:10 a.m. Chair Sherry Holliday called to order the Special Session of the Board of Commissioners.

Chair Holliday asked if there were any changes to today's Agenda. The only change is to remove Resolution #11-016 from the Agenda since it is listed on today's Consent Agenda.

**CONSIDERATION AND APPROVAL of the Wasco County Fund Balance Policy.**

Monica Morris, Finance Manager, stated that the Board of Commissioners tabled the adoption of the Wasco County Fund Balance Policy at last week's meeting. At Tyler Stone's request she drafted an email to the Department Heads. Morris has not heard back from any single person in regards to the proposed Policy.

**{{{Commissioner Hege moved to adopt the Wasco County Fund Balance Policy as presented. Commissioner Runyon seconded the motion; it was then passed unanimously.}}}**

Morris and County Auditor Carol Friend, Friend & Reagan, discussed with the Board of Commissioners the letter received from Philip Hopkins, Office of the Secretary of State, in regards to the County's Audit for Fiscal Year 2009-2010, (Attached as Exhibit A).

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Friend noted that her firm also received a letter from the Office of the Secretary of State as to the opinion letter of the auditor. Their office receives these types of letters every year. They use them to make themselves better. Friend spoke to the gentlemen yesterday. He will be coming up to meet with her on July 6<sup>th</sup>. He has not been to her office since 2003.

Friend stated that they had two comments on the audit in the opinion letter. The opinion paragraph did not list the major funds. The state wants them listed out. They also commented on the wording of the last paragraph of the independent report. They want some wording changes there. She has no issue with any of those comments; they will make those changes.

Friend went over the items noted in the letter from Hopkins. The following is a brief summary of the comments made by Friend:

- Hopkins was satisfied with the elements of the Management's Discussion and Analysis. Next year there will be more information in the Analysis.
- 2.a. – Unrestricted Fund Balance; carry over from prior language.
- 2.b. – Capital assets – land is the only asset being appreciated; she will change the wording. Buildings are the only asset that is depreciated.
- 3. – This comment has to do with the MINT Trust Fund. Friend and former Finance Manager Lynn Rasmussen addressed this issue a couple of years ago. The County has a whole list of Trust Funds. The only one they decided that fit the definition of a Trust Fund was the MINT Fund. It is not just a turn over; you are actually paying their bills at their direction. We need to have a statement of changes. She put the ending balance in; it should have been net assets. Some discussion occurred regarding Item #3.
- 4. (3A) – Friend noted that they missed a comment in the notes about who has authority to change the provisions of the Benefit Plan; actual contributions made to the IAP. They will start doing it now.
- 5. (3D) – The disclosure about the fair value position is the same value of the pool.
- 6. (4C) – The post employment benefits was new last year. The authority of when the benefits can be changed.
- 7. – The balance sheet title should be labeled at June 30, 2010.
- 8. – Combining schedule of fix assets as revenue; it should be other financing sources. They will move it. It doesn't change the total amount; just what box it fits in.
- 9. – This is a software issue; it will get fixed.
- 10. – This requires Morris to make a journal entry. Petty Cash in the amount of \$550 is not on the books; it is listed on the schedule of accountability.

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- 11. – This is a comment on the schedule of outstanding property taxes. There were a couple of years of no property taxes since they were all collected. The state would like a note that they are not included since there was nothing.

Morris stated that she spoke to the state. The state has enough money to conduct an in-depth audit. This list is very short; they were not concerned at all. It was a very good audit.

Friend noted that in the past these letters were sent to them as the County's Auditor instead of to the County.

- 12. – Friend noted that Morris is taking care of the deficiencies in the County's Resolution adopting the Fiscal Year 2010-2011 Budget. Morris stated that we took care of this last Wednesday when the Board adopted the Resolution for the Fiscal Year 2011-2012 Budget.

Some discussion occurred between members of the Board of Commissioners, Morris and Friend in regards to the letter from the Office of the Secretary of State. In the future Friend will schedule a meeting with the Board of Commissioners to go over the Annual Audit Report.

Morris informed the Board of the proposed Resolution needing approval to accept and appropriate \$5,000 in Red Flag Task Force Grant Funding. This funding was discussed back in January. Mike Davidson, Emergency Manager, is not able to absorb the cost for the rewrite of the Ambulance Service Area Plan/Ordinance so the adjustment needs to be made prior to the end of the Fiscal Year.

**{{{Commissioner Hege moved to approve Resolution #11-017 in the matter of accepting and appropriating unanticipated Red Flag Task Force Grant Funds in the amount of \$5,000.00 during Fiscal Year 2010-2011. Commissioner Runyon seconded the motion; it was then passed unanimously.}}}**

Chair Holliday congratulated Kathy McBride, Executive Assistant to the Board of Commissioners, for completing 30 years with Wasco County. She noted that McBride is among the few that have completed 30 years of service.

Chair Holliday had one more item to add to today's Agenda; the request from the Columbia River Gorge Commission, (Attached as Exhibit B). The Gorge Commission is wondering if Wasco County would like to be listed as one of the National Scenic Area Supporters on the invitations that are being sent out to the printers for the upcoming 25 year anniversary celebration of the National Scenic Area Act.

Some discussion occurred.

No decision was made by the Board of Commissioners. Chair Holliday will contact Angie Brewer to let her know of our discussion today.

**CONSIDERATION AND APPROVAL of the Special Session Consent Agenda of June 22, 2011, (Attached as Exhibit C).**

Some discussion occurred in regards to Items #2, #3, and #4 on the Consent Agenda. The Board is comfortable with the rewording of Resolution #11-016; the funding is included in the budget for the Oregon Marine Board Contract; and Chair Holliday has spoken to David Williams, State Director of Wildlife Services, in regards to additional dollars allocated to the County's Wildlife Services Program during the budget process for Fiscal Year 2011-2012. Williams was asked to provide the County with a statement as to what the additional funding will be used for. Chair Holliday suggested that the funding be used to obtain additional time from the Federal Trapper.

**{{{Commissioner Runyon moved to approve the Special Session Consent Agenda of June 22, 2011 as presented. Commissioner Hege seconded the motion; it was then passed unanimously.}}}**

**CONSIDERATION of items listed on the Discussion List of June 22, 2011, (Attached as Exhibit D).**

Item #1 - Commissioner Runyon stated that he spoke to Chip Wood in regards to the expiration of his term on the QualityLife (QLife) Budget Committee. Wood is fine with the County advertising the opening on the Committee. If no one is interested in the Budget Committee Position Wood would be agreeable to being reappointed to the Committee.

Staff was directed to advertise for the opening on the QualityLife (QLife) Budget Committee.

Item #2 – The Board discussed with Dan Boldt, Public Works Director/County Surveyor, the request received from Keith Mobley, (Attached as Exhibit E).

Boldt stated that he received a call two or three weeks ago from Mobley asking for assistance from the County Surveyor to do a Property Line Adjustment Plat for the common line between the Wamic Rural Fire Protection District (RFPD) and the Barlow Grange. Boldt noted that decades ago the Wamic School, when it was still a school, built a covered play structure either by agreement or inadvertently built part of play structure on the Barlow Grange property. There was some type of an agreement if it sold they would have a property line adjustment to convey the land from the Grange to the school. The school property has now been conveyed to the Wamic RFPD. They

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need to adjust the property to lie wholly on the Protection District's property. Neither agency has any money to speak of.

Boldt stated that he is reluctant to do it. He has done many legal descriptions for various taxing agencies; however he is not sure it is in his job description. Dennis Kramer, former County Surveyor, did surveys for public entities that asked the County Court for those services. Boldt does not know if there are criteria on what types of projects that the County Surveyor does or doesn't do. There is no precedent on this. The Plat will convey the land. The land has been surveyed in the not too distance past. Tenneson Engineering did the surveying work. The Plat is a fairly expensive proposition, \$2,500 to \$3,500 to have it done privately. Private land surveying firms are looking for work.

Commissioner Runyon stated that we are talking about two governmental agencies. He feels it is pretty typical for them to make such a request to the County.

Chair Holliday stated that she thought that maybe we could look at splitting the cost between the agencies or maybe their costs could be reduced. She is suggesting that maybe we could do it for half the price.

Boldt noted that there are several fees; one is the remapping fee from the Oregon Department of Revenue. The filing fees amount to about \$1,600 which is collected at the Planning & Development Office. That fee has nothing to do with the surveying work.

Some discussion occurred.

Commissioner Hege stated that it seems like it would be nice to do it; however is it necessary.

Boldt stated the County would need to ask Mobley if it were a requirement. Something tells him that there may be some District requirement that improvements need to lay within the District boundaries.

Chair Holliday requested that the Board hold off on making a decision today since she has been asked to come up on July 9<sup>th</sup> to speak with them.

Further discussion occurred regarding the County Surveyor doing this type of work for various organizations.

This item will be kept on the Board of Commissioners Discussion List.

The Board signed:

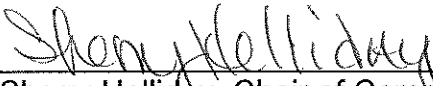
- Regular Session Minutes of June 15, 2011.


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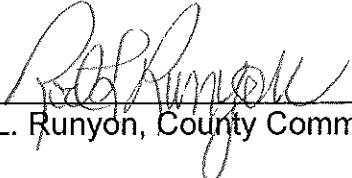
- Resolution #11-016 declaring a suspension on the establishment of new County Roads.
- Contract Boating Safety and Law Enforcement Services between the State Marine Board and Wasco County.
- Work and Financial Plan between Wasco County and United States Department of Agriculture, Animal and Plant Health Inspection Services, Wildlife Services (APHIS-WS).
- Resolution #11-017 in the matter of accepting and appropriating unanticipated Red Flag Task Force Grant Funds in the amount of \$5,000.00 during Fiscal Year 2010-2011.
- Wasco County Fund Balance Policy.

The Board adjourned at 11:01 a.m.

WASCO COUNTY BOARD  
OF COMMISSIONERS

  
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Sherry Holliday, Chair of Commission

  
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Scott C. Hege, County Commissioner

  
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Rod L. Runyon, County Commissioner

## Office of the Secretary of State

Kate Brown  
Secretary of State

Barry Pack  
Deputy Secretary of State



## Audits Division

Gary Blackmer  
Director

255 Capitol St. NE, Suite 500  
Salem, OR 97310

(503) 986-2255  
fax (503) 378-6767

May 24, 2011



Board of Commissioners  
Wasco County  
511 Washington  
The Dalles, Oregon 97058

We have reviewed the audit report of Wasco County for the period July 1, 2009 through June 30, 2010, in accordance with the provisions of ORS 297.465(3). It disclosed the following:

1. We noted the following elements were missing in the Management's Discussion and Analysis (pp. 9-13):
  - a. An analysis of the government's overall financial position and results of operations (GASB Codification (June 30, 2006) §2200.109c).
  - b. An analysis of balances and transactions of individual funds. This analysis should address the reasons for significant changes in fund balances or fund net assets and whether restrictions, commitments, or other limitations significantly affect the availability of fund resources for future use (GASB Codification (June 30, 2006) §2200.109d).
2. We noted the following in the statement of net assets (p. 15):
  - a. It incorrectly reports unrestricted net assets as "unrestricted fund balances." The difference between assets and liabilities should be reported as *net assets*, not fund balances (GASB Statement No. 34 ¶30).
  - b. Capital assets not being depreciated should be displayed separately from depreciable assets (GASB 34 Implementation Guide, Question #34).
3. The statement of fiduciary net assets (p. 22) presents zero balances for net assets. This does not agree with the statement of changes in fiduciary net assets (p. 23) which discloses \$21,875 in net assets. If the MINT trust fund is an agency fund, having assets equal to liabilities, there should not be a statement of changes (GASB Codification (June 30, 2006) §2200.178). If the County holds the assets in trust for MINT, the statement of net assets should show net assets (§2200.176).
4. Note 3A – employee pension plans (pp. 33-34) is missing the following disclosures:
  - a. The authority under which benefit provisions are established or may be amended (GASB Codification (June 30, 2010) §P20.117a (2)).

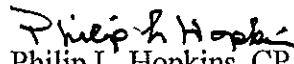
- b. The contributions actually made by plan members for the IAP defined contribution portion of the OPSRP plan (GASB Codification (June 30, 2010) §P20.124d).
5. Note 3D – cash and investments (pp. 36-37) is missing the following disclosures:
  - a. Whether the fair value of the position in the LGIP is the same as the value of the pool shares (GASB Codification (June 30, 2006) §I50.119c).
6. Note 4C – other post-employment benefits (pp.38-40) is missing the following disclosures:
  - a. The authority under which benefit provisions are established or may be amended (GASB Codification (June 30, 2010) §P50.120a (2)).
7. The combining balance sheet title for nonmajor governmental funds (p. 43) should be labeled at June 30, 2010, not “For the year ended June 30, 2010”.
8. The combining schedule of revenues, expenditures, and changes in fund balances for nonmajor special revenue funds (pp. 52 and 54) presents the sale of fixed assets as revenue. The sale of fixed assets should be presented as other financing sources (uses) to agree with the combining schedule of revenues, expenditures and changes in fund balance for nonmajor governmental funds (p. 44) and the statement of revenues, expenditures and changes in fund balance for governmental funds (p. 19) (GASB Codification (June 30, 2006) §2200.184).
9. Page 54 lists two incorrect amounts under “excess of revenues over expenditures”. Nonmajor special revenue fund 229 - Court Facilities should be \$32,324 and nonmajor special revenue fund 233 – Kramer Field should be \$206.
10. The cash and investment note (p. 36) lists total cash as \$15,058,270 which includes petty cash of \$14,360. However, the schedule of accountability of elected officials (p. 93) discloses \$550 in addition to the \$15,058,270. It does not appear this \$550 is recorded on the County’s financial statements.
11. The schedule of property tax transactions (p. 94) appears to be missing data for the years 1987-1993. If no taxes are outstanding for this period, consider a note to explain the “missing” years.
12. The auditor’s comments (pp. 106-107) disclosed the following violations of Local Budget Law (ORS 294):
  - a. Unappropriated ending fund balances were included in the total of the resolution adopting the 10-11 budget.
  - b. The schedule of detailed appropriations attached to the resolution adopting the 10-11 budget did not include the VA Debt service fund.

Counties are required by law to develop a plan to correct the legal deficiencies disclosed in the audit report. Please provide us with a copy of the resolution required by ORS 297.466 setting forth your planned corrective measures with regard to the violation of Local Budget Law and the estimated time needed to complete them.

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We appreciate your efforts in fulfilling the reporting requirements of Municipal Audit Law. If you have any questions or concerns, please call me at (503) 986-2255.

Sincerely,  
OREGON AUDITS DIVISION

  
Philip L. Hopkins, CPA  
Audit Manager

PLH:nmj

cc: Friend & Reagan, P.C.

Exhibit B



Kathy McBride <kathymc@co.wasco.or.us>

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## Fwd: 25th Anniversary of the National Scenic Area Act

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Sherry Holliday <sherryh@co.wasco.or.us>

Tue, Jun 21, 2011 at 3:25 PM

To: Rod Runyon <rodr@co.wasco.or.us>, Scott Hege <scotth@co.wasco.or.us>

Cc: Tyler Stone <tylers@co.wasco.or.us>, Kathy McBride <kathymc@co.wasco.or.us>

All,

I talked with Angie today and she was anxious to get an answer from the BOC as you see her in request so if you could give it some thought we could make a decision tomorrow and I could get back to her so she doesn't miss her printing deadline.

Thanks,  
Sherry

----- Forwarded message -----

From: **Angie Brewer** <Angie.Brewer@gorgecommission.org>

Date: Tue, Jun 21, 2011 at 2:38 PM

Subject: 25th Anniversary of the National Scenic Area Act

To: [sherryh@co.wasco.or.us](mailto:sherryh@co.wasco.or.us)

Hi Sherry,

It was nice chatting with you! I am coordinating a large committee that is planning two events in celebration of the 25<sup>th</sup> Anniversary of the National Scenic Area Act. The first event will be on August 13, 2011. It is an invitational event to honor the individuals responsible for the creation and passage of the Act. The event will be a 45 minute reception at the Skamania Lodge followed by a Seven Drum Ceremony at the Interpretive Center in Stevenson. Special guests and speakers will be recognized. We hope to have both Governors, and past and current senators and representatives amongst many other special guests. A lunch with Oregon delegates in Cascade Locks to discuss the economy of the Gorge is also being planned as part of their visit (Scott Turnoy of MCEDD is organizing the lunch). The second celebration is a community event that will be held at the Columbia Gorge Discovery Center on October 8<sup>th</sup> and 9<sup>th</sup>. The event will be free and feature Gorge grown foods (a Oregon Bounty theme), local businesses and artists, local brews and wines, children's activities, car and bike tours on the Historic Highway and more.

Both celebrations and the large committee are operating under the umbrella of the Columbia River Gorge Visitors Association with the goal of building on a regional identity. We have been working closely with the Gorge chambers of commerce to coordinate the events and want to be sure to include the city, community and county leadership wherever possible. Please take a look at our site: [www.gorge25.com](http://www.gorge25.com) for more information. If you'd like to be added to our meeting email list – just let me know.

I plan on sending the invitation text to the printers on Thursday by 5pm. If you'd like Wasco County to be listed on the invitation as a National Scenic Area supporter – please let me know. If you need more time, we might miss the invitation deadline but I can always add you to our website as a partner at any time.

Thanks so much!

Angie

**Angie Brewer**

Land Use Planner & 25th Anniversary Project Coordinator

Columbia River Gorge Commission

Phone: (509) 493-3323 x 232

Fax: (509) 493-2229

[angie.brewer@gorgecommission.org](mailto:angie.brewer@gorgecommission.org)

[www.gorge25.com](http://www.gorge25.com)

*Our Goal is to create a fun, memorable 25th anniversary celebration of the Columbia River Gorge National Scenic Area that educates the public on the purposes of the Act, and inspires and builds long-term local, regional and national support for those purposes as well as stewardship of the Gorge region.*

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**WASCO COUNTY BOARD OF COMMISSIONERS  
SPECIAL SESSION  
JUNE 22, 2011**

**CONSENT AGENDA**

1. Regular Session Minutes of June 15, 2011.
2. Resolution #11-016 declaring a suspension on the establishment of new County Roads.
3. Contract Boating Safety and Law Enforcement Services between the State Marine Board and Wasco County.
4. Work and Financial Plan between Wasco County and United States Department of Agriculture, Animal and Plant Health Inspection Services, Wildlife Services (APHIS-WS).

**WASCO COUNTY BOARD OF COMMISSIONERS  
SPECIAL SESSION  
JUNE 22, 2011**

**DISCUSSION LIST**

**ACTION AND DISCUSSION ITEMS:**

1. Discussion on the QLife Budget Committee Position, which is currently held by Chip Wood. His term expires on June 30, 2011.
2. Consideration of the request from Wamic requesting that County Surveyor Dan Boldt do a Property Line Adjustment Plat for the common line between the Wamic Rural Fire Protection District and the Barlow Grange.

**ON HOLD ITEMS:**

1. Discussion on the email received from Dan Hendrix in regards to County owned property located in Shaniko, Oregon. (On hold)



Kathy McBride <kathymc@co.wasco.or.us>

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## Fwd: Wamic Fire District survey request

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Dan Boldt <danb@co.wasco.or.us>  
To: "McBride, Kathy" <kathymc@co.wasco.or.us>

Tue, Jun 21, 2011 at 9:33 AM

Here is my email to Sherry...

Daniel P. Boldt, PLS  
Wasco County Surveyor  
2705 E 2nd Street  
The Dalles, OR 97058

Office 541-506-2656  
Cell 541-980-7296

[danb@co.wasco.or.us](mailto:danb@co.wasco.or.us)

### Forwarded conversation

Subject: Wamic Fire District survey request

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From: Dan Boldt <danb@co.wasco.or.us>  
Date: Mon, Jun 20, 2011 at 2:21 PM  
To: Sherry Holliday <SherryH@co.wasco.or.us>

Hi Sherry,

I wasn't able to get to the Commission meeting last Wednesday to pitch Wamic's request for the County Surveyor (me) to do a Property Line Adjustment Plat for the common line between the Wamic Fire Protection District and the Barlow Grange (around the old Wamic School covered play structure).

Did you have a chance to talk with the Commission about it while you were in Tygh Valley?

Keith Mobley called Friday asking about it. While I would have no trouble doing the plat, the private surveyors in the area are very hungry in this economic downturn. I'm somewhat reluctant to venture beyond routine county business and take private work "off the table" for local surveying firms. On the other hand, I know a plat like this will probably cost \$2500-\$3000 and neither the fire district nor the Grange are flush. So, I guess I don't have a recommendation one way or the other.

Dan

Daniel P. Boldt, PLS  
Wasco County Surveyor  
2705 E 2nd Street  
The Dalles, OR 97058

Office 541-506-2656  
Cell 541-980-7296

[danb@co.wasco.or.us](mailto:danb@co.wasco.or.us)

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From: Sherry Holliday <[sherryh@co.wasco.or.us](mailto:sherryh@co.wasco.or.us)>  
Date: Mon, Jun 20, 2011 at 2:59 PM  
To: Dan Boldt <[danb@co.wasco.or.us](mailto:danb@co.wasco.or.us)>

Dan, I should have talked about it in Tygh Valley, (there were no visitors) but it completely slipped my mind, sorry. I will add it to our discussion list for this Wednesday. I am still of the opinion that maybe a 50/50 split would work. I don't want to set a precedent but I do want to recognize them as non-profits who do good work.

I will forward this individually to Commissioners Runyon and Hege just for some background.

Thanks,  
Sherry