



CLATSOP COUNTY
BOARD OF COMMISSIONERS WORK SESSION &
REGULAR MEETING
JUDGE GUY BOYINGTON BUILDING,
857 COMMERCIAL ST., ASTORIA

Wednesday, June 24, 2026

BOARD OF COMMISSIONERS:

Mark Kujala, Dist. 1 – Chair
Courtney Bangs, Dist. 4 – Vice Chair
Anthony Huacuja, Dist. 2
Pamela Wev, Dist. 3
Lianne Thompson, Dist. 5

commissioners@clatsopcounty.gov

CONTACT:

800 Exchange, Suite 410
Astoria, OR 97103
Phone (503) 325-1000
Fax (503) 325-8325

www.clatsopcounty.gov

JOIN THE BOARD OF COMMISSIONERS VIRTUAL MEETINGS

To access the meeting by phone – Please dial 1-253-215-8782.

Webinar ID: 848 0901 1638

Passcode: 433923

[\(Zoom link\)](#)

PUBLIC TESTIMONY

You must register in advance if you want to provide testimony virtually on public hearings or during Business from the Public. There are three ways to do this: On our website at www.clatsopcounty.gov emailing commissioners@clatsopcounty.gov or by calling 503-325-1000. Once registered, we will notify you when it is your opportunity to speak for a two-minute comment. In-person testimony, please fill out a blue comment card and submit to Clerk of the Board. You may also submit written comments which will be provided to the Board and submitted into the record.

WORK SESSION: 5:00 PM

Work Sessions are an opportunity for Board members to discuss issues informally with staff and invited guests. The Board encourages members of the public to attend Work Sessions and listen to the discussion, but there is generally no opportunity for public comment. Members of the public wishing to address the Board are welcome to do so during the Board's regularly scheduled meetings held twice monthly.

TOPICS:

1. Agenda Review {10 min}
 - [2.](#) Planning Commission Applicant Interviews {20 min} {Page 4}
 - [3.](#) Recology Recycling Option {20 min} {Page 21}
-

REGULAR MEETING: 6:00 PM

The Board of Commissioners, as the Governing Body of Clatsop County, all County Service Districts for which this body so acts, and as the Clatsop County Local Contract Review Board, is now meeting in Regular Session.

FLAG SALUTE

ROLL CALL

AGENDA APPROVAL

BUSINESS FROM THE PUBLIC – Individuals wishing to provide oral communication at the designated time must register in advance by calling 503-325-1000 or emailing commissioners@clatsopcounty.gov by 3 p.m. on the day of the meeting.

CONSENT CALENDAR

- [4.](#) Cancellation of Uncollectible Property Taxes Pursuant to ORS 311.790 {Page 22}
- [5.](#) Dispatch Services Contract {Page 28}
- [6.](#) Board of Commissioners Meeting Minutes 5-13-26 {Page 33}
- [7.](#) Board of Commissioners Minutes 5-27-26 {Page 38}
- [8.](#) Consider an offer on County owned property {Page 41}
- [9.](#) Approve the 2025-26 Budget and Appropriation Adjustments {Page 51}

COMMISSIONER'S LIAISON REPORTS

COUNTY MANAGER'S REPORT

BUSINESS AGENDA

- [10.](#) FY 2026-27 VSO Services Agreement {Page 56}
- [11.](#) Clatsop County Emergency Operations Base Plan Promulgation {Page 67}
- [12.](#) Waste Management – Solid Waste Rate Approval {Page 157}
- [13.](#) Planning Commission Appointments {Page 163}
- [14.](#) Recology – Solid Waste Rate Approval {Page 180}
- [15.](#) Human Services Advisory Council (HSAC) Membership Recommendation {Page 191}

PUBLIC HEARINGS

- [16.](#) Public Hearing – Meyer Variance Appeal {Page 195}

GOOD OF THE ORDER

ADJOURNMENT

As necessary Executive Session will be held in accordance with but not limited to: ORS 192.660 (2)(d) Labor Negotiations; ORS 192.660 (2)(e) Property Transactions; ORS 192.660 (2)(f) Records exempt from public inspection; ORS 192.660 (2)(h) Legal Counsel

Agenda packets also available online at www.clatsopcounty.gov

This meeting is accessible to persons with disabilities or wish to attend but do not have computer access or cell phone access. Please call 325-1000 if you require special accommodations at least 48 hours prior to the meeting in order to participate.

Board of Commissioners Clatsop County

WORK SESSION AGENDA ITEM SUMMARY

June 24, 2026

Topic: Planning Commission Applicant Interviews
Presented By: Gail Henrikson, Community Development Director

Informational Summary: The Clatsop County Planning Commission consists of seven members appointed by your Board. The terms are four years and members are appointed on a staggered basis. Three members are currently finishing terms that will expire on June 30, 2026. Planning Commissioners Carmichael and Linder have applied to be reappointed. Planning Commissioner Cvitanovich has stated that she does not wish to be reappointed.

A call for applicants was issued on March 13, 2026. In addition to the applications from Planning Commissioners Linder and Carmichael who have requested reappointment, three additional applications were received. These three applicants are from Districts 2, 4 and 5. No applications were received from District 1. There is currently no representative from District 1 on the Planning Commission. Information for all the applicants and current Planning Commission members are on the table below. Applicant applications are included in **Exhibit A**. Applicants were notified of the June 24 work session on June 11.

In January 2026, in responses to state legislation, your Board adopted updates to the Planning Commission bylaws (**Exhibit B**) to allow more than two members of the Planning Commission who are engaged in the “buying, selling, or developing of real estate for profit.” Under ORS 215.030(5), a prohibition still remains against appointing more than two members who are in the same occupation. For example, while the Board could appoint a mortgage lender, a real estate broker and a contractor to the Planning Commission, it could not appoint three real estate brokers to the Planning Commission.

INTERVIEW QUESTIONS

Previously, your Board has utilized the following questions when interviewing Planning Commission applicants:

1. Why are you interested in serving on the Planning Commission and what is your understanding of the legal role of the planning commission, financial conflicts of interest, and ethical requirements of the position?
2. How would you define and support ecologically sustainable economic development?

NEXT STEPS

Following the interviews with the applicants, and pending further direction from your Board, staff has scheduled formal review and appointment of three

Planning Commission Applicants				
Name	Planning Area	Commissioner District	Occupation	
Philip Sanders Broome	Clatsop Plains	District 2 Comm. Huacuja	Construction Superintendent	
Thomas Jenkins	Lewis & Clark Olney Wallooskee	District 4 Comm. Bangs	Regional Emergency Management Coordinator	
Clara Sroufe	Seaside Rural	District 5 Comm. Thompson	Landscape Contractor	
Current Planning Commission Members				
Name	Planning Area	Commissioner District	Occupation	Term Exp. Date
Wayne Carmichael	Elsie-Jewell	District 5 Comm. Thompson	Professor Emeritus, Biological Sciences	6-30-26
Katy Cvitanovich	Incorporated (Astoria)	District 3 Comm. Wev	Constituent Services (HD 32)	6-30-26
Jeremy Linder	Lewis & Clark Olney Wallooskee	District 4 Comm. Bangs	Small Business Owner	6-30-26
Cary Johnson	Northeast	District 4 Comm. Bangs	General Contractor	6-30-27
Jason Kraushaar	Clatsop Plains	District 2 Comm. Huacuja	General Contractor	6-30-27
Henry Idica	Clatsop Plains	District 2 Comm. Huacuja	Military Training	6-30-28
Shaun Wagner	Incorporated (Astoria)	District 3 Comm. Wev	Hospitality Management	6-30-28

members to the Planning Commission for your June 24, 2026, regular meeting.

Attachment List

- A. Planning Commission Applications
- B. Planning Commission Bylaws (adopted 2026)

Committee, Board, and Commission Online Application: Submission #55

Date

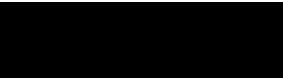
2026-03-31

Applicant Information

Philip Sanders Broome



Warrenton . 97146



Current Occupation

Retired

Past Occupation (if currently retired)

Construction Superintendent

Years Resident of County

8

In which Commissioner District do you reside?

2

Committee, Board or Commission Applied For

Planning Commission

Background (relevant education, training, experience, etc.)

1 year enrolled in Civil Engineering at Clatsop Community College. 47 years in construction. The last 35 years running commercial construction projects for the largest private construction company based in Oregon, Hoffman Construction. In that role I was responsible for public safety, liaison with local J.H.A.'s, planning and scheduling for large scopes of work.

Describe your interest in serving on this Committee, Board or Commission:

I would like to be able to use my experience and expertise to give back to the community that I live in. I believe that my life has taught me many lessons that give me a broad prospective about what has long term value. And I find that I now have the time and the strength to try to benefit others with what I have learned.

Gail Henrikson

From: Clatsop County Administrators
Sent: Monday, March 9, 2026 3:49 PM
To: Gail Henrikson
Subject: FW: Webform submission from: Committee, Board, and Commission Online Application

*Theresa Dursse
Senior Administrative Supervisor
Clatsop County Manager's Office
800 Exchange St., Ste. 410
Astoria, OR 97103
Office: 503-338-3621
Mobile: 503-298-8559*

From: Clatsop County OR <noreply@civicplus.com>
Sent: Monday, March 9, 2026 3:32 PM
To: Clatsop County Administrators <CountyAdmins@clatsopcounty.gov>
Subject: Webform submission from: Committee, Board, and Commission Online Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Submitted on Mon, 03/09/2026 - 3:31 PM

Submitted values are:
Date
2026-03-09

Applicant Information
Wayne W. Carmichael

[REDACTED]

SEASIDE. 97138

[REDACTED]

Current Occupation
Retired

Past Occupation (if currently retired)
University Professor

Years Resident of County
20

In which Commissioner District do you reside?
5

**Committee, Board or Commission Applied For
Planning Commission**

Background (relevant education, training, experience, etc.)

- 1) Current Clatsop County Planning Commission-Oct 2025 to present**
- 2) PhD in Biology, Microbiology, Toxinology. University teacher in the biological sciences, academic research in water quality.**
- 3) Served on international, national, state and local committees and boards on issues of water quality**
- 4) Board membership (past) for Oregon Lakes Association (OLA), Clatsop County Soil and Water Conservation District #5, and Elsie Vinemaple Rural Fire Protection District.**

Describe your interest in serving on this Committee, Board or Commission:

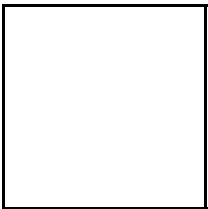
I have enjoyed my short service on the Planning Commission and would like to continue serving Clatsop County as its district 5 representative.

View this submission online using the link below:

https://www.co.clatsop.or.us/admin/structure/webform/manage/committee_board_and_commission_o/submission/12641

Print the results:

https://www.co.clatsop.or.us/print/pdf/webform_submission/12641?view_mode=html



Gail Henrikson

From: Clatsop County Administrators
Sent: Monday, March 16, 2026 8:39 AM
To: Gail Henrikson
Subject: FW: Webform submission from: Committee, Board, and Commission Online Application

*Theresa Dursse
Senior Administrative Supervisor
Clatsop County Manager's Office
800 Exchange St., Ste. 410
Astoria, OR 97103
Office: 503-338-3621
Mobile: 503-298-8559*

From: Clatsop County OR <noreply@civicplus.com>
Sent: Saturday, March 14, 2026 10:11 PM
To: Clatsop County Administrators <CountyAdmins@clatsopcounty.gov>
Subject: Webform submission from: Committee, Board, and Commission Online Application

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Submitted on Sat, 03/14/2026 - 10:10 PM

Submitted values are:
Date
2026-03-14

Applicant Information
Thomas Jenkins

[Redacted]

Astoria. 97103

[Redacted]

Current Occupation
Regional Emergency Management Coordinator

Past Occupation (if currently retired)
Retired U.S. Navy Sailor, former Smoke Meteorologist (Oregon Department of Forestry)

Years Resident of County
4

In which Commissioner District do you reside?
4

**Committee, Board or Commission Applied For
Planning Commission**

Background (relevant education, training, experience, etc.)

Undergraduate degree in Environmental Studies, Executive Master of Public Administration. 6 years prior experience in natural resources & land management as a Smoke Meteorologist with ODF. Over 5 years working directly to support Clatsop County and nearby jurisdictions prepare for, respond to, recover from, and mitigate risk inherent in all hazards. Retired U.S. Navy Sailor, with direct practical experience providing resource protection from environmental hazards on land, at sea, in the skies, and low-earth orbit.

Describe your interest in serving on this Committee, Board or Commission:

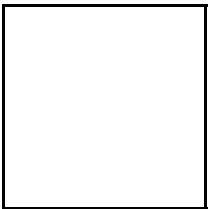
I am interested in working to support Clatsop County development and strategic growth this spring ahead of the coming summer. I'm a previous applicant to serve on this commission, and remain interested in helping serve my neighbors & our communities.

View this submission online using the link below:

https://www.co.clatsop.or.us/admin/structure/webform/manage/committee_board_and_commission_o/submission/12691

Print the results:

https://www.co.clatsop.or.us/print/pdf/webform_submission/12691?view_mode=html



Gail Henrikson

From: Clatsop County Administrators
Sent: Wednesday, April 15, 2026 10:32 AM
To: Gail Henrikson
Cc: Theresa Dursse
Subject: FW: Webform submission from: Committee, Board, and Commission Online Application

Gail,

Below is a Planning Commission submission. I am sending it in this format while we adjust how webforms print from our new version of the website.

Thanks,
Andrew.

From: Clatsop County OR <noreply@civicplus.com>
Sent: Tuesday, April 14, 2026 1:24 PM
To: Clatsop County Administrators <CountyAdmins@clatsopcounty.gov>
Subject: Webform submission from: Committee, Board, and Commission Online Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Submitted on Tue, 04/14/2026 - 1:23 PM

Submitted values are:

Date
2026-04-14

Applicant Information
Jeremy Linder

[Redacted]

Astoria. 97103
[Redacted]

Current Occupation
Small Business Owner

Past Occupation (if currently retired)
Real estate broker

Years Resident of County
41

In which Commissioner District do you reside?
4

**Committee, Board or Commission Applied For
Planning Commission**

Background (relevant education, training, experience, etc.)

I have served on the Clatsop County Planning Commission since 2022. I am a small business owner, rancher, and longtime Clatsop County resident who has raised my family here, so I bring both a practical understanding of business needs and a strong appreciation for conservation and responsible stewardship of our rural and natural areas. My experience on the commission has given me a solid working knowledge of the county’s land use process, applicable state planning requirements, and the balance needed between housing, economic opportunity, and protection of local resources.

Describe your interest in serving on this Committee, Board or Commission:

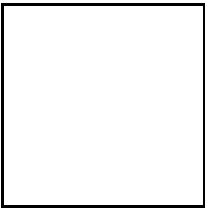
I would like to continue serving because I believe the commission has made meaningful progress in improving the land use process, supporting housing opportunities, and making business development more workable within the limits of the county’s role and Oregon’s planning framework. I bring a practical outlook and would like to help continue that work in a way that is fair, consistent, and mindful of both economic needs and conservation values.

View this submission online using the link below:

https://www.co.clatsop.or.us/admin/structure/webform/manage/committee_board_and_commission_o/submission/13316

Print the results:

https://www.co.clatsop.or.us/print/pdf/webform_submission/13316?view_mode=html



Committee, Board, and Commission Online Application: Submission #56

Date

2026-04-03

Applicant Information

Clara Sroufe

[REDACTED]
Cannon Beach. 97110
[REDACTED]

Current Occupation

Landscape Contractor

Past Occupation (if currently retired)

N/A

Years Resident of County

26

In which Commissioner District do you reside?

5

Committee, Board or Commission Applied For

Planning Commission

Background (relevant education, training, experience, etc.)

8 years of community organizing, Clatsop County Soil and Water Conservation Board (2023 to present), Clatsop County Budget Committee (2024-2025,2025-2026).

Describe your interest in serving on this Committee, Board or Commission:

Through my work in the community, I see and hear about the problems that are negatively affecting residents from all corners of the county. Issues like housing, limited medical care, access to reliable public transit, finding clean and safe recreational areas, ect. are a challenge for everyone. I know individual cities are trying to tackle some of these but I believe that the county is in a powerful and necessary position to connect the wider community to solve these issues vs. a patchwork system of cities trying to reinvent the wheel each time. Clatsop County should be the leader, stepping up and providing a framework toward solutions. I feel that I could help accomplish these goals on the planning commission and also provide a diverse resident view point that is sometimes lacking on boards and committees.

CLATSOP COUNTY

PLANNING COMMISSION BYLAWS

ARTICLE I. NAME

The Commission shall be known as the Clatsop County Planning Commission hereinafter referred to as the Planning Commission.

ARTICLE II. SCOPE OF AUTHORITY

- A. The Planning Commission shall have the following responsibilities:
- (1) To serve as an advisory body to, and a resource for, the Board of Clatsop County Commissioners.
 - (2) To make recommendations to the Board of Clatsop County Commissioners on text and map amendments to the Comprehensive Plan and its implementing ordinances.
 - (3) To make land use decisions on subdivisions.
 - (4) To act as the county's committee for citizen involvement for land use planning.

ARTICLE III. MEMBERSHIP

- A. **Appointment:** The Planning Commission shall consist of seven members appointed by and serving at the pleasure of the Board of Clatsop County Commissioners.
- B. **Term of Office:** Terms are for a period of four years or until their respective successors are appointed. No commission member shall serve more than two consecutive terms or 10 consecutive years, whichever is greater, except that the Board may extend the term of a planning commission member if it is in the public interest to do so. Previous commission members who have served two consecutive terms or 10 consecutive years are eligible to reapply for appointment if more than one year has passed since the expiration of their last term.
- C. **Membership Qualifications:**
- (1) The members of the Planning Commission shall be residents of the County and no more than two shall reside inside incorporated cities; the remaining members shall be residents of the various geographic areas of the unincorporated County.

(2) No more than two voting members shall be engaged in the same kind of occupation, business, trade or profession.

D. Attendance: Members shall attend all meetings. The Chair may excuse a member for up to three regular Planning Commission meetings within one calendar year. If a Planning Commission member is absent two or more times and has failed to notify the Community Development Department or the Planning Commission Chair or Vice-Chair of such absence(s) the member's unexcused absence may be considered non-performance of duty. Absences due to unforeseeable emergencies or other situations will be reviewed on a case-by-case basis.

E. Removal of Members:

Members may be removed from the Planning Commission by the Board of Clatsop County Commissioners as follows:

- (1) Members may request that they be removed for personal or other reasons. Such requests shall be approved by the Board of Clatsop County Commissioners.
- (2) Per ORS 215.030, members may, after a hearing by the Board of Commissioners, be removed for non-performance of duties or misconduct.
- (3) The Board of Clatsop County Commissioners may remove any appointed Planning Commission member at its discretion.

F. Vacancies:

- (1) Any vacancy on the Planning Commission shall be filled by the Board of Clatsop County Commissioners for the unexpired term.
- (2) Vacancies on the Planning Commission created by the expiration of a member's term shall be filled by the Board for a term of four years.
- (3) The terms of office shall start on July 1.

ARTICLE IV. OFFICERS, COMMISSION MEMBERS AND STAFFING

A. Officers:

- (1) The officers of the Planning Commission shall consist of a Chair and Vice Chair who shall be selected by the membership and who shall serve at the pleasure of the membership for one year.

- (2) Election of Officers shall occur annually at the first meeting of the calendar year, and elected officers shall take office at the end of that meeting.
- (3) Officers may be re-elected.
- (4) If an officer is unable to complete the specified term, a special election shall be held for the completion of the term at the next regular meeting.

B. Chair: It shall be the duty of the Chair to:

- (1) Preside at all meetings of the Planning Commission;
- (2) Enforce observance of the rules of procedure;
- (3) Decide all questions of order;
- (4) Offer for consideration all motions regularly made;
- (5) Apportion duties of the members of the Planning Commission;
- (6) Call all special meetings;
- (7) Appoint all necessary committees, and
- (8) Perform such other duties as the office may require.

The Chair shall make no motion or amendment to a motion.

C. Vice-Chair: During the absence, disability, or disqualification of the Chair, the Vice Chair shall perform the Chair's duties and be subject to all the responsibilities of the Chair. In the absence of the Chair and Vice Chair the Planning Commission shall elect a temporary Chair for the particular meeting in question.

D. Commission Members: Planning Commission members shall:

- (1) Assist the Board of Commissioners and Land Use Planning Staff in preparing and implementing the annual planning work plan, in order to enhance and augment the goals of the Board as identified in the adopted strategic plan.
- (2) Carry out any and all duties assigned by the Board of Clatsop County Commissioners.
- (3) Familiarize themselves with the statewide land use program and local land use codes.
- (4) Prepare for meetings by fully reviewing agenda packages, staff reports and materials provided by staff.
- (5) Attend the mandatory orientation session upon appointment by the Board.
- (6) Attend additional training sessions presented by the Department of Land Conservation and Development or other agencies when possible.

- (7) Consider input from any and all social, economic and demographic groups within Clatsop County and promote balanced and factual discussion.
 - (8) Make independent, objective, fair and impartial judgements by avoiding relationships and transactions that give the appearance of compromising objectivity, independence, and honesty.
 - (9) Conduct meetings, work sessions and deliberations in a professional, focused, efficient, courteous and value-neutral manner.
 - (10) Interact with elected officials, members of the public and staff with civility, respect and dignity.
 - (11) Utilize taxpayer resources, including staff time, in a fiscally responsible manner.
- E. Staff:** The County planning staff is responsible for preparing staff reports and submitting them to the commission. The staff shall prepare public notices and set agendas for the Planning Commission. The staff shall keep minutes, findings and reports of the Planning Commission as public records.

ARTICLE V. ORGANIZATIONAL PROCEDURES

A. Meetings:

- (1) The Planning Commission will generally hold its regular meetings on the second Tuesday of each month at 10:00 a.m.
- (2) Special meetings may be called by the Chair as required.
- (3) The place and hour of any meeting may be changed by the Chair of the Planning Commission if adequate notice can be given to the public and all interested parties.

B. Quorum:

- (1) Four members shall be necessary to constitute a quorum. All actions of the Planning Commission shall require the affirmative vote of the majority of the Planning Commission members present.
- (2) If a quorum is not attained fifteen minutes following the scheduled time of call to order, the meeting shall be cancelled. In the event it is known by the Director prior to a meeting that a quorum will not be present at any meeting, the Director shall notify the Planning Commission members. All items scheduled for the meeting shall be

automatically continued to a regularly scheduled meeting unless the Director determines that a special meeting is needed.

- C. Voting:** All members who are present at a Planning Commission meeting, including the chair and vice-chair, are allotted one vote each on all motions. A motion may be made by any member with the exception of the presiding officer. All members, when a vote is taken, shall vote unless the member abstains from voting and cites the reason for the record.
- D. Reconsideration of Actions Taken:** A member who voted with the majority may move for a reconsideration of an action at the same meeting only. The second of a motion may be a member of the minority. Once a matter has been reconsidered, no motion for further reconsideration shall be made without unanimous consent of the Planning Commission.
- E. Minutes:** A staff representative or designee shall be present at each meeting and shall provide for a sound, video, or digital recording, or written minutes of each meeting. The record of the meeting, whether preserved in written minutes or sound, video, or digital recording, shall include at least the following information:
- a. Names of the Planning Commission members present
 - b. All motions and proposals, and their disposition
 - c. The results of all votes and the vote of each Planning Commission member by name
 - d. The substance of any discussion on any matters
 - e. A reference to any document discussed at the meeting

Written minutes need not be a verbatim transcript, but give a true reflection of the matters discussed at the meeting and the views of the participants. If written minutes are utilized, those shall be reviewed and voted upon by the Planning Commission at a regular meeting.

- F. Procedures:** Except as otherwise provided to the contrary by these Rules of Procedure, Robert's Rules of Order (*current edition*) shall apply to the procedures of all Planning Commission meetings.

ARTICLE VI. CONFLICT OF INTEREST AND BIAS

- A. Members shall be required to vote on all matters which require a decision unless a member has a conflict of interest. For procedure to be followed regarding conflict of interest see Section 2.0080(3)(G), LAWDUC.
- B. No member of the Planning Commission shall participate in any proceeding or action in which any of the following have a direct, substantial financial interest: the member or the member's spouse, sibling(s), child(ren), parent(s), father-in-law, mother-in-law or any business which the member is negotiating for or has an arrangement or understanding concerning prospective investment or employment. Any actual or potential interest shall be disclosed at the meeting of the commission where the matter is being considered.
- C. Members of the Planning Commission should not participate in a decision if the member has an actual bias regarding the application. "Actual bias" means prejudice or prejudgment of the facts to such a degree that the member is incapable of rendering an objective decision on the merits of the case.
- D. Planning Commission members are required to file annual statements of economic interest as required by ORS 244.050 with the Oregon Government Standards and Practices Commission.

ARTICLE VII. PUBLIC HEARINGS

- A. All public hearings before the Planning Commission shall be conducted by the Chair except as otherwise provided in Article IV(C). In addition to the duties in Article IV, the Chair or the Vice-Chair shall preserve the order and decorum of the meeting.
- B. Any interested party may appear for themselves or be represented by counsel. Any person speaking at a public hearing shall first identify themselves by name and address, and if appearing in a representative capacity, identify who they represent.
- C. The order of proceedings shall be as set forth in Section 2.0080, LAWDUC.
- D. The Chair may assess the audience at the beginning of the meeting, and, with the consent of the Planning Commission, announce reasonable time limits.

ARTICLE VIII. COMPENSATION

Members of the Planning Commission shall serve without compensation other than reimbursement for duly authorized expense.

ARTICLE IX. BYLAWS

The Planning Commission is authorized to develop and amend bylaws consistent with county ordinances and applicable provisions of state law. Such bylaws shall be effective upon approval by the Board of Clatsop County Commissioners.

Board of Commissioners Clatsop County

WORK SESSION AGENDA ITEM

June 24, 2026

Agenda Title: Recology Recycling Option
Presented By: Monica Steele, Assistant County Manager

**Informational
Summary:**

On June 3rd staff presented the proposed solid waste rates for Franchise holders to your Board per Section 6(h).2. of the franchise agreement.

There were questions around the proposed rates for Recology which included the implementation of recycling.

After discussions with Recology there are two proposed options for existing Recology customers:

- Implement recycling to all unincorporated Recology Customers, which is in alignment with Waste Management customers
- Implement recycling to all unincorporated Recology customers with an option to contact Recology and opt-out of recycling services after a trial period of 90 days, and within 12 months outside the 90-day trial.

Attachment List

A. N/A

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 24, 2026

Agenda Title: Cancellation of Uncollectible Property Taxes Pursuant to ORS 311.790
Category: Consent Calendar
Presented By: Heidi Tandy, Director Assessment & Taxation

Issue Before the Commission: Approve cancellation of uncollectible property tax accounts per ORS 311.790

Informational Summary: ORS 311.790 allows for the cancellation of property taxes that for any reason are wholly uncollectible. The attached Exhibit A designates those accounts by Name, Year of Assessment, Tax, Accrued Interest to date and Warrant Fee amounts that have been deemed uncollectible by the reasons stated.

These accounts for tax years including 2009/10 through 2025/26 in the amounts noted, have been reviewed by staff and have been determined to be delinquent and for the reasons specified are uncollectible as defined by the cited statute.

Fiscal Impact: The total amount of taxes requested cancelled is \$14,449.77 with an additional total of \$19,424.52 of accrued interest & fees.

Requested Action: Approve the cancellation of those property tax accounts deemed wholly uncollectible as defined by ORS 311.790

Attachment List

- A. Resolution & Order Authorizing Cancellation
- B. Exhibit A
- C. ORS 311.790
- D. Concurrence of Legal Counsel



Clatsop County

Assessment and Taxation

820 Exchange St., Suite 210
Astoria, OR 97103
(503) 325-8522 phone (503) 338-3638 fax
www.clatsopcounty.gov

May 28, 2026

To: Anthony Pope, Clatsop County Legal Counsel

From: Heidi Tandy, Director of Assessment & Taxation

Re: Cancellation of Uncollectible Property Taxes pursuant to ORS 311.790

I hereby request per ORS 311.790, an order issued canceling uncollectible property taxes included in the attached list. This list designates Name, Account ID, Tax Amount/Accrued Interest/Fee, Year of Assessment and Reason for cancellation.

The accounts for the years stated, 2009/10 through and including 2025/26 in the amounts noted, have been reviewed and determined to be delinquent and for the reasons specified, wholly uncollectible as per cited statute.

It is my recommendation, with your concurrence, that the Clatsop County Board of Commissioners approve cancellation of the cited property taxes, as wholly uncollectible.

The total tax requested cancelled is \$14,449.77 with an additional total of \$19,424.52 of accrued interest & fees.

A handwritten signature in blue ink that reads "Heidi Tandy".

Heidi Tandy
Director of Assessment & Taxation

EXHIBIT A

TAXPAYER ACCOUNT/NAME	CODE/ACCT ID	TAX YR	PROPERTY ASSESSED	TAX	INTEREST	WARRANT FEE	TOTAL BALANCE DUE	REASON FOR CANCELLATION
Perfect Look Salon #66 Beauty Management Inc	1001/35990	2024/25	Business Personal Property	\$132.20	\$29.38	\$0.00	\$161.58	Business closed, equipment was removed, & entity dissolved made several attempts to collect unable to locate equipment.
Perfect Look Salon #69 Beauty Management Inc	3004/36125	2024/25	Business Personal Property	\$227.86	\$50.64	\$0.00	\$278.50	Business closed, equipment was removed, & entity dissolved made several attempts to collect unable to locate equipment.
New Rue 21 LLC #1327	1001/59618	2024/25	Business Personal Property	\$741.61	\$164.79	\$54.00	\$960.40	Business closed, filed bankruptcy, equipment was removed and unable to locate.
North Coast Antenna Sites Inc	1002/50792	2009/10 2010/11	Utility	\$2,346.54 \$4,628.70	\$6,163.42 \$11,417.18	\$0.00 \$0.00	\$8,509.96 \$16,045.88	Business dissolved in 2010. Several attempts to collect were made but unsuccessful.
North Coast Antenna Sites Inc	0102/50793	2009/10	Utility	\$62.86 \$63.16	\$165.11 \$155.79	\$0.00 \$0.00	\$227.97 \$218.95	Business dissolved in 2010. Several attempts to collect were made but unsuccessful.
Daniel Jasse Construction Inc	1005/62266	2024/25	Business Personal Property	\$752.85	\$167.29	\$54.00	\$974.14	Business dissolved in January 2024 and equipment all moved out of County.
PS Ventures LLC Seaside Shootout	1001/62346	2024/25	Business Personal Property	\$1,028.15	\$228.47	\$54.00	\$1,310.62	Business dissolved in 2024 and equipment was inoperable and disposed of.
Jo-Ann Stores Inc #2232	3004/34806	2025/26	Business Personal Property	\$1,516.45	\$94.36	\$0.00	\$1,610.81	Business closed, filed bankruptcy, and equipment was removed.
Redbox Automated Retail LLC	0101/57519	2024/25 2025/26	Business Personal Property	\$238.82 \$284.81	\$53.07 \$17.72	\$54.00 \$0.00	\$345.89 \$302.53	Business dissolved, bankruptcy was filed, equipment is not operational and holds no value.
Redbox Automated Retail LLC	1029/57520	2024/25 2025/26	Business Personal Property	\$501.66 \$528.69	\$111.47 \$32.90	\$54.00 \$0.00	\$667.13 \$561.59	Business dissolved, bankruptcy was filed, equipment is not operational and holds no value.
Redbox Automated Retail LLC	3004/58299	2024/25 2025/26	Business Personal Property	\$421.65 \$448.70	\$93.71 \$27.92	\$54.00 \$0.00	\$569.36 \$476.62	Business dissolved, bankruptcy was filed, equipment is not operational and holds no value.
Redbox Automated Retail LLC	3004/60799	2024/25 2025/26	Business Personal Property	\$253.89 \$271.17	\$56.42 \$16.88	\$54.00 \$0.00	\$364.31 \$288.05	Business dissolved, bankruptcy was filed, equipment is not operational and holds no value.
				\$14,449.77	\$19,046.52	\$378.00	\$33,874.29	



Clatsop County
County Counsel

800 Exchange St., Suite 420
Astoria, OR 97103
(503) 325-1000 phone / (503) 325-8325 fax
www.co.clatsop.or.us

May 28th, 2026

Heidi Tandy, Director
Clatsop County Assessment & Taxation
820 Exchange Street, Suite 210
Astoria, Oregon 97103

RE: Cancellation of Delinquent Personal Property Taxes

Dear Ms. Tandy:

Pursuant to your memo of May 28th 2026, and the attached list, I have examined the listed property tax accounts. I agree with your assessment that the listed taxes of \$14,449.77 are wholly uncollectable and should be cancelled pursuant to ORS 311.790.

If I can provide any further information, or if you have any questions concerning this letter, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Anthony Pope".

Anthony Pope
County Counsel

IN THE BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON

IN THE MATTER OF CANCELLATION OF
PERSONAL PROPERTY ACCOUNTS
PURSUANT TO ORS 311.790

) RESOLUTION
) AND
) ORDER

WHEREAS, THE Clatsop County Tax Collector and Clatsop County Legal Counsel have determined that certain property taxes for the years 2009/10 through and including 2025/26 are wholly uncollectible in the amounts and for the reasons more fully set forth in Exhibit "A" attached hereto and incorporated herein by reference; and

WHEREAS, pursuant to ORS 311.790 and upon written request of the County Tax Collector and County Legal Counsel that cancellation of the property taxes for the years 2009/10 through and including 2025/26 total amount of \$33,874.29 would be appropriate at this time; now therefore

IT IS HEREBY RESOLVED AND ORDERED pursuant to ORS 311.790 and the Clatsop County Tax Collector is hereby directed to cancel those certain delinquent and uncollectible property taxes for the years 2009/10 through and including 2025/26 in the total amount of \$33,874.29 as more fully described in the attached Exhibit "A"; and

NOW THEREFORE, IT IS RESOLVED

Dated this _____ day of June _____.

BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON

Mark Kujala, Chair

Approved as to form:

County Counsel

EXHIBIT A

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				<u>\$14,449.77</u>	<u>\$19,046.52</u>	<u>\$378.00</u>	<u>\$33,874.29</u>	

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 24, 2026

Agenda Title: Dispatch Services Contract
Category: Consent Calendar
Presented By: Matthew Phillips, Sheriff

Issue Before the Commission: Should the County sign the IGA with the City of Astoria to provide 911 and dispatch services for the Clatsop County Sheriff's Office and Code Enforcement.

Informational Summary: Clatsop County contracts with the City of Astoria for non-emergency answering services, 911 call answering and dispatch services for the Sheriff's Office. The City of Astoria manages and maintains all radio and microwave equipment at all fixed radio sites.

City of Astoria will answer all county 911 calls along with the Sheriff's office non-emergency line. City of Astoria will dispatch Sheriff's office units, including Parole and Probation Deputies and Code Enforcement specialists and respond to all radio traffic and conduct data records searches.

Fiscal Impact: The cost of the contract is \$433,242 which is a reduction of \$25,863 from the cost \$459,105 for the 2025/26 contract. This contract includes the cost of services for Community Corrections (\$9,195), and Code Enforcement (\$1,500), both of which reimburses the Sheriff's Office through a budget transfer during the fiscal year.

Requested Action:

Approve and authorize the County Manager to sign the Dispatch Services Agreement #C9460 in the amount of \$433,242 and authorize the County Manager to sign amendments.

Attachment List

- A. Contract Review Worksheet
- B. Clatsop County Subscriber Board Agreement

AGREEMENT PUBLIC SAFETY DISPATCH SERVICES

This Agreement is entered into on the 1st day of July 2026 by and between CLATSOP COUNTY SHERIFF'S OFFICE, hereinafter called "County", and the CITY OF ASTORIA, a municipal corporation and hereinafter called "Astoria," both of Clatsop County, Oregon.

County and Astoria enter into this agreement because the Astoria Police Radio Communications Center, hereinafter called "Dispatch Center", has the staff and facilities to provide emergency radio dispatch service to County, and County has the necessary funds to pay Astoria for services performed under this agreement.

Nothing in this agreement shall be interpreted to cause the City of Astoria to violate any rules and regulations set forth by the United States of America Federal Communications Commission.

I. SERVICES TO BE PROVIDED BY ASTORIA

A. Basic Services

Astoria shall provide County with twenty-four (24) hour emergency dispatch service. This will include:

1. Answering service for County emergency incoming telephone lines;
2. Advising appropriate agency by means of radio of services requested by the public;
3. Answering radio calls for service and provide appropriate information to authorized personnel;
4. Maintaining a log of citizen-called-for services;
5. Provide communications equipment infrastructure maintenance for all equipment licensed by the FCC to Astoria 911 not including end user equipment.
6. Providing LEDS teletype service to authorized personnel and agencies using ORI OR0040000.
7. Manage maintenance, repair and replacement of equipment and infrastructure that makes up the land-mobile radio system such as radios, repeaters, switches, routers, microwave that are located at radio sites: Megler, Wickiup, Cathlamet, Tillamook Head, Tolovana, Humbug, Reservoir and Skyline. The County remains responsible for all end-user equipment including portable radios, portable repeaters, vehicle mounted radios, and cradle points.

Astoria shall retain control of its Dispatch Center Personnel and their performance of services under this agreement. All such personnel performing services for the City of Astoria pursuant to this agreement shall be Astoria employees and contracted City of Seaside certified Telecommunication Operators.

II. CONSIDERATION

- A. For the service provided by Astoria under I.A.1-6, County agrees to a cost of \$433,937.00 for the period of July 1, 2026, to June 30, 2027.

Clatsop County Sheriff's Office	\$423,242.00
Clatsop County Code Enforcement	\$1,500.00
Clatsop County Parole and Probation	\$9,195.00
Total	\$433,937.00

The sum of \$433,937.00, payment due on September 30, 2026

OR

1. For the period from the 1st day of July 2026 to the 30th day of September 2026, the sum of \$108,484.25, payment due on September 30, 2026;
2. For the period from the 1st day of October 2026 to the 31st day of December 2026, the sum of \$108,484.25, payment due on December 31, 2026;
3. For the period from the 1st day of January 2027 to the 31st day of March 2027, the sum of \$108,484.25, payment due on March 31, 2027;
4. For the period from the 1st day of April 2027 to the 30th day of June, 2027, the sum of \$108,484.25, payment due on June 30, 2027.

III. LIABILITY INSURANCE

Each party to this agreement represents to the other that it will have in effect at all times during this agreement liability insurance coverage which covers all sums that each shall be legally obligated to pay as damages for liability under the Oregon Revised Statutes 30.260 to 30.300, the Oregon Tort Claims Act.

IV. INDEMNIFICATION

As permitted by the Oregon Tort Claims Act, ORS 30.260 through 30.300, and the Oregon Constitution each party to this agreement agrees to hold harmless, defend, and indemnify the other, including their officers, agents, and employees, against all claims, demands, actions, and suits (including attorney fees and costs) arising from the indemnitor's performance of this Agreement where the loss or claim is attributable to the negligent acts or omissions of that party. Each party is responsible for the acts, omissions, or negligence of its own officers, employees, and agents.

V. TELEPHONE LINES

County shall assume all costs for installation, maintenance, repair or rental for all emergency telephone lines originating from County.

VI. TERM OF CONTRACT

This contract shall be effective from July 1, 2026 to June 30, 2027 and may be modified or renewed upon the consent of both parties. This contract may be terminated at any time by either party provided that the terminating party gives the other party at least ninety (90) days written notice.

VII. ATTORNEY FEES

In the event suit or action is instituted to enforce any of the terms of this contract, the prevailing party shall be entitled to recover from the other party such sum as the court may adjudge reasonable as attorney's fees at trial or on appeal of such suit or action, in addition to all other sums provided by law.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day, month and year first above written.

City of Astoria

Clatsop County

By Sean Fitzpatrick, Mayor

Don Bohn, County Manager

By Scott Spence, City Manager

APPROVED AS TO FORM

Astoria City Attorney
Jenningsgaard

It is the policy of the City of Astoria that no person shall be denied the benefits of or be subjected to discrimination in any City program, service, or activity on the grounds of age, disability, race, religion, color, national origin, sex, sexual orientation, gender identity and expression. The City of Astoria also requires its contractors and grantees to comply with this policy.

Clatsop County Board of Commissioners

May 13, 2026

Regular Meeting Minutes

Judge Guy Boyington Building & Remote Video Conferencing

www.clatsopcounty.gov/meetings

FLAG SALUTE

The Pledge of Allegiance was recited.

ROLL CALL

Present: Chair Mark Kujala, Vice Chair Courtney Bangs, Commissioner Pamela Wev,
Commissioner Lianne Thompson

Excused: Commissioner Anthony Huacuja

AGENDA APPROVAL

Commissioner Thompson moved to approve the agenda as presented. Commissioner Wev seconded the motion.

Ayes: Bangs, Wev, Thompson

Nays: None

Motion Carried: 3 to 0

PROCLAMATION

2. Children's Mental Health Awareness Week Proclamation

Shaelyn Bangs, Miss Clatsop County's Teen 2026, presented information about Children's Mental Health Awareness Week, a national initiative to reduce the stigma associated with pediatric mental health care, noting that one in six children experience mental health concerns annually, yet 70% do not receive adequate care, a challenge exacerbated in rural communities with limited access. She emphasized that frequent discussion increases the likelihood of providing necessary support for the community's children.

Commissioner Wev moved to approve a Resolution and Order proclaiming May 3rd through 9th, 2026, as Children's Mental Health Awareness Week and authorize the Chair to read and sign the proclamation. Commissioner Thompson seconded the motion.

Ayes: Bangs, Wev, Thompson

Nays: None

Motion Carried: 3 to 0

Chair Kujala arrived and read the proclamation aloud.

3. Emergency Medical Services Week Proclamation

Emergency Management Director Gibbs presented information regarding Emergency Medical Services (EMS) Week, highlighting the innovation and advanced skills today's clinicians bring to responses before a patient reaches the hospital. He recognized the dedicated providers serving Clatsop County and issued a call to action for residents to reduce personal risks to preserve medical resources for time-sensitive emergencies.

Vice Chair Bangs moved to approve the Resolution and Order proclaiming May 17 through May 23, 2026, as Emergency Medical Services Week and authorize the Chair to read and sign the proclamation. Commissioner Wev seconded the motion.

Ayes: Kujala, Bangs, Wev, Thompson

Nays: None

Motion Carried: 4 to 0

Chair Kujala read the proclamation.

BUSINESS FROM THE PUBLIC

None.

CONSENT CALENDAR

4. C9301 Deflection Service Contract with Clatsop Behavioral Healthcare
5. Approve the 2025-26 Budget and Appropriation Adjustments
6. Aldrich Point Lease Agreement Renewal
7. Amendment to Gorgia-Pacific Wauna Mill SIP Agreement
8. Board of Commissioners Meeting Minutes 4-22-26
9. Board of Commissioners Meeting Minutes 4-8-26

Commissioner Wev thanked the County Manager for clarifying her questions regarding the calendar during the week.

Vice Chair Bangs moved to approve the Consent Calendar as presented. Commissioner Wev seconded the motion.

Ayes: Kujala, Bangs, Wev, Thompson

Nays: None

Motion Carried: 4 to 0

COMMISSIONER'S LIAISON REPORTS

Commissioner Thompson reported on her participation in a rules advisory committee for Goal 17 - Coastal Access, praising Director Henrickson's contributions. She also noted upcoming Association of Oregon Counties (AOC) executive meetings aimed at gathering data on the financial viability of Oregon's counties.

Commissioner Wev discussed her role as Chair of the Northwest Oregon Workforce Board, highlighting challenges defining labor markets in rural areas and mentioned the purchase of a new commercial driver's license (CDL) simulator to be shared between counties. She also addressed recent criticisms from the Higher Education Coordinating Commission (HECC) regarding program management, noting the issues had been resolved by staff. Lastly, she advocated for better interaction between the County and the community college to collaborate on programs.

Vice Chair Bangs reported that Northwest Senior and Disability Services passed its stable annual budget and announced the retirement of a long-time director. She also summarized a mass timber discussion attended by the Oregon State Treasurer, where she learned about the potential for artificial intelligence (AI) and computer numerical control (CNC) technology to create modular housing. Finally, she reported on the childcare grant program, noting the program is into Round 6 and is being replicated in Tillamook and Columbia counties.

Chair Kujala reported on the visit of Oregon State Treasurer Elizabeth Johnson, highlighting her outreach to fishing industry stakeholders and the community college. He emphasized that the community's ability to pull together to solve problems with few resources made a positive impression on the Treasurer.

COUNTY MANAGER'S REPORT

County Manager Bohn reminded the Board of the upcoming election on Tuesday. He noted that the Clerk's Office will be posting local results directly to the County website to avoid past glitches with the State's reporting link. He also agreed to follow up with the Clerk's office regarding Commissioner Wev's report of constituent complaints about the ballot drop-box design on Exchange Street.

BUSINESS AGENDA

9. Notice of County Land Sale, set minimum bids and proceed with auction pursuant to ORS 275.110

Assessment and Director Heidi Tandy presented a request to approve minimum bids for 26 vacant parcels scheduled for auction on July 1, 2026. The properties have no significant public benefit if retained and will be sold via the online platform GovDeals to reach a wider audience.

Commissioner Wev asked for information about the County's foreclosed properties, noting this was the highest number of properties she had seen for sale, and the majority were concentrated in Arch Cape.

Property Management Administrator Chapman confirmed Staff spent a year reviewing each County-owned property, across all categories and uses, and the auction category is a small portion of the County's 400 properties. After discussion between the County Manager's Office and a non-profit, Staff decided not to go forward with the sale of the Arch Cape property. Every surplus property is a liability and not an asset, so Staff has decided to offload unused properties and get them back on the tax roll to generate tax revenue. She explained the County's use of GovDeals for the online sale of surplus equipment and noted this sale would be a test run of the site's online auction for surplus land.

Director Tandy added the County had been in a holding pattern, but new legislation had enabled the sale of surplus property and Staff was working through the implementation policies and procedures; however, since the subject sale inventory predated that legislation, the County was able to move forward using its prior auction practice.

Vice Chair Bangs moved to adopt the Resolution and Order as presented, approving the County land sale, setting minimum bids, and proceeding to public auction. Commissioner Wev seconded the motion.

Ayes: Kujala, Bangs, Wev, Thompson

Nays: None

Motion Carried: 4 to 0

10. Intergovernmental Grant Agreement – OHCS FY 26/27 Statewide Shelter Program Funding
Assistant County Manager Steele presented an agreement with Oregon Housing and Community Services (OHCS) for \$1,826,531 in statewide shelter program funding and explained that while the agreement is for five years, funding is currently set for one fiscal year.

Vice Chair Bangs confirmed with Staff that the funds are pass-through, reimbursement-based, and can only be spent on shelter programs.

Commissioner Wev asked if there was anything unusual about the contract.

Assistant County Manager Steele explained all statewide program contracts with regional coordinators are similar and clarified that the current intergovernmental agreement (IGA) included the same requirements.

County Manager Bohn added that while no local match is required, providers often must bring in additional revenue to cover 100% of shelter costs.

Assistant County Manager Steele confirmed with Staff that oversight of the program funding was provided by a MAC group comprised of providers, community stakeholders, and County Staff, which meets monthly. County Staff is responsible for the fiscal oversight of the providers and County Staff/MAC are fiscally monitored by OHCS. She noted the Staff members involved and the separation of duties.

Vice Chair Bangs moved to authorize the County Manager to sign the Intergovernmental Grant Agreement and any amendments with OHCS in the amount of \$1,826,531. Commissioner Wev seconded the motion.

Ayes: Kujala, Bangs, Wev, Thompson

Nays: None

Motion Carried: 4 to 0

PUBLIC HEARING

11. Ordinance 26-07: STR Cap Corrective Ordinance

County Counsel Pope conducted the second reading of the ordinance.

County Development Director Hendrickson confirmed there was no additional information.

Chair Kujala opened the hearing and confirmed no conflicts of interest among Board members and that there was no public testimony. He closed the public hearing.

Vice Chair Bangs moved to adopt Ordinance 26-07 as presented. **Commissioner Wev** seconded the motion.

Ayes: Kujala, Bangs, Wev, Thompson

Nays: None

Motion Carried: 4 to 0

GOOD OF THE ORDER

None.

ADJOURNMENT

The meeting adjourned at 6:53 pm.

Approved by,

Mark Kujala, Chair

Clatsop County Board of Commissioners

May 27, 2026

Regular Meeting Minutes

Judge Guy Boyington Building & Remote Video Conferencing

www.clatsopcounty.gov/meetings

FLAG SALUTE

The Pledge of Allegiance was recited.

ROLL CALL

Present: Chair Mark Kujala, Commissioner Huacuja, Commissioner Pamela Wev,
Commissioner Lianne Thompson

Absent: Vice - Chair Bangs

AGENDA APPROVAL

Commissioner Thompson moved to approve the amended agenda as presented.

Commissioner Huacuja seconded the motion.

Ayes: Kujala, Huacuja, Thompson

Nays: None

Motion Carried: 3 to 0

PROCLAMATION

4. Pride Month Proclamation

Benedetto DeFrancisco, Executive Director – Lower Columbia Q Center, asked the Board to proclaim June 2026 as Pride Month. There are several events happening during the month of June in major cities across the nation.

Commissioner Thompson moved to approve a Resolution and Order proclaiming June 2026 as Pride Month and authorize the Chair to read, then sign the proclamation. Commissioner Huacuja seconded the motion.

Ayes: Kujala, Huacuja, Thompson

Nays: None

Motion Carried: 3 to 0

Chair Kujala read the proclamation aloud.

BUSINESS FROM THE PUBLIC

Mary Eng, PO Box 12, Astoria, read a letter she found on Facebook regarding an urgent fire code violation notice at 5th and Marine Drive fuel corridor stating the unmanaged camping infrastructure presents an immediate catastrophic fire risk that requires emergency intervention.

Alex Hoffman, 33223 Sunset Beach Ln, Warrenton, addressed the Board. She is the owner of the Nest Bakery at Sunset Beach and spoke about the conditional use permit they are seeking. She said the permit was denied by the Board. The parking area in question is a public park across the street from the bakery and is maintained strictly by the neighborhood.

County Manager Bohn said staff will schedule a work session in the next couple of weeks to talk about parks and parking.

CONSENT CALENDAR

5. KOA Lease of County Right of Way {Page 10}
6. Award of HMA Paving Contract to Bayview Asphalt Inc. {Page 21}
7. Contract Approval – Ambulance Franchise Agreement (C7577) Amendment #5 {Page 61}
8. Approve the 2025-26 Budget and Appropriation Adjustments {Page 63}

Commissioner Thompson moved to approve the amended Consent Calendar as presented. Commissioner Huacuja seconded the motion.

Ayes: Kujala, Huacuja, Thompson

Nays: None

Motion Carried: 3 to 0

Commissioner Wev joined the meeting

COMMISSIONER'S LIAISON REPORTS

Commissioner Thompson reported on her participation in the housing meeting and is impressed with the work that it is going on around Clatsop County with many other partners. She is getting ready to go on a week-long trip to eastern and southern Oregon.

Commissioner Huacuja reported the CEDR Board had their quarterly meeting where county staff presented Opportunity Zone 2.0. There is talk about how CEDR can develop more growth within the county. The travel sector has been challenging lately with the increase of gas prices and cost of living. The column will be coming up on its 100-year anniversary.

Commissioner Wev had no report.

Chair Kujala congratulated the County Clerk and the Clerk's office on managing the most recent election.

COUNTY MANAGER'S REPORT

County Manager Bohn had no report.

GOOD OF THE ORDER

None.

ADJOURNMENT

The meeting adjourned at 6:15 pm.

Approved by,

Mark Kujala, Chair

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 24, 2026

Agenda Title: Consider an offer on County owned property
Category: Consent Calendar
Presented By: Heather Chapman, Property Management

Issue Before the Commission: Consider two offers for Private Sale on County owned property

Informational Summary: These properties have been categorized for private sale and we have received offers for the properties as follows.

80931BC00300 See attached category box. Offer from Cory S and Katie M Bigelow for \$200.00

81008DA01000 See attached category box. Offer from Robert D Hamman and Bonnie L Gunn for \$500.00

275.225 Sale of county land by private sale; conditions; notice; terms. (1)

Notwithstanding ORS 275.110 to 275.220, the governing body of a county may authorize the sale of county land by private sale as provided in this section if each parcel of county land to be sold:

(a) Has a real market value of less than \$15,000 on the assessment roll prepared for the county; and

(b) Is unsuited for the construction or placement of a dwelling under applicable zoning ordinances and building codes.

(2) The governing body of the county may publish a notice of the private sale of county land described in subsection (1) of this section in a newspaper of general circulation in the county. The notice must contain a description of the land and must indicate the real market value of the land.

(3) Not earlier than 15 days after publication of the notice, an officer or employee of the county authorized by the governing body of the county to sell the land may sell all or a part of the land, at private sale without further notice, at a price the governing body of the county considers reasonable.

(4) A sale under this section must be made in the manner provided by ORS 275.190 (1). [1989 c.305 §1; 1997 c.805 §1; 2005 c.243 §7; 2007 c.231 §1; 2007 c.435 §1]

Fiscal Impact: The proceeds of the sale will be distributed to the taxing districts after costs are deducted.

Requested Action: Adopt the Resolution and Order by accepting the offer and authorizing the Chair to sign the deed.

Attachment List

- A. Resolution and Order
- B. Category Boxes
- C. Deeds

1 IN THE BOARD OF COUNTY COMMISSIONERS
2 FOR CLATSOP COUNTY, OREGON
3

4 AUTHORIZING THE PRIVATE SALE OF)
5 TAX FORECLOSED PROPERTY AS ALLOWED) RESOLUTION AND
6 UNDER ORS 275.225 FOR TWO PARCELS) ORDER
7
8

9 WHEREAS, Clatsop County acquired an interest through the foreclosure of liens for delinquent
10 real property taxes on certain real property located in Clatsop County more particularly
11 described in a copy of proposed deeds attached as Exhibit A.
12

13 ORS 275.225 allows the County to sell County owned property, including property acquired
14 through tax foreclosure, at a private sale if that property meets certain conditions with respect
15 to value and the applicable zoning and building codes.
16

17 The Property has a real market value of less than \$15,000 on each constituent account on the
18 assessment roll prepared for the County, consistent with the requirement of ORS 275.225(1)(a).
19

20 The zoning jurisdiction and record and current use indicates that the Property is currently
21 unsuitable for the construction or placement of a dwelling thereon under applicable zoning
22 ordinances and building codes, as provided under ORS 275.225 (1)(b).
23

24 The County has received payment in the amounts as follows:

25 81008DA01000	\$500.00	Robert Dale Hamman and Bonnie Lee Gunn (Purchasers)
26 80931BC00300	\$200.00	Cory S Bigelow and Katie M Bigelow (Purchasers)

27

28 These are amounts the Board finds to be a reasonable price for the Property in conformity with
29 ORS 275.225.
30

31 NOW THEREFORE,
32

33 IT IS HEREBY RESOLVED AND ORDERED that the County Chair is authorized to execute
34 deeds, in substantial conformance with the deeds attached as Exhibit A, conveying Property to
35 Purchasers, in consideration of a total of \$700.00.
36

37 DATED this _____ day of June, 2026
38

39 BOARD OF COUNTY COMMISSIONERS
40 FOR CLATSOP COUNTY, OREGON
41

42 _____
43 Chairperson
44

After Recording Return To:
Tax Statements To:
Robert Dale Hamman
Bonnie Lee Gunn
290 12th Ave
Hammond, OR 97121

Map # 81008DA01000
Acct 29172
Vacant Land

QUITCLAIM DEED

CLATSOP COUNTY, a political subdivision of the State of Oregon, Grantor, releases and quitclaims to, Robert Dale Hamman and Bonnie Lee Gunn, not as tenants in common but with rights of survivorship, all of its right, title and interest, including mineral rights, if any, in that parcel of real property situated in Clatsop County State of Oregon, described as follows:

LEGAL: Beginning at the Northerly corner of Tract F, New Astoria as laid out and recorded by Alfred Kinney and J.H. Smith Plat Book 3, Page 39, Clatsop County, State of Oregon; Thence North along the East line of said New Astoria to it's intersection with the South Line of Block 76; Thence Southeasterly to the Northwest corner of that tract of land as described in Inst No. 202600670, Clatsop County Records; Thence South along the Westerly line of Inst No 202600670 to the Point of Beginning.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, AND SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009 AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, AND SECTIONS 2 TO 9 AND 17 CHAPTER 855, OREGON LAWS 2009 AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

THIS PROPERTY IS SOLD "AS IS." CLATSOP COUNTY DOES NOT WARRANT TITLE TO BE FREE OF DEFECTS OR ENCUMBRANCES OR THAT FORECLOSURE PROCEEDINGS OR ANY OTHER PROCEEDING AUTHORIZING THE ACQUISITION, SALE OR TRANSFER OF THIS PROPERTY TO BE FREE OF DEFECTS. CLATSOP COUNTY ONLY SELLS AND CONVEYS SUCH TITLE, IF ANY, AS IT HAS ACQUIRED.

The true and actual consideration paid for this transfer stated in terms of dollars is **FIVE HUNDRED (\$500.00) DOLLARS.**

In construing this deed, where the context so requires, the singular includes the plural and all grammatical changes shall be made so that this deed shall apply equally to corporation and to individuals.

IN WITNESS WHEREOF, the grantor has executed this instrument this ____day of _____ 2026.

Chairperson

STATE OF OREGON)
) ss.
County of Clatsop)

This Quitclaim Deed was acknowledged before me on this ____ day of _____ 2026 by, _____ as Chairperson of the Board of Commissioners for Clatsop County, a political subdivision of the State of Oregon.

NOTARY PUBLIC FOR OREGON
My Commission Expires: _____

After Recording Return To:
Tax Statements To:
Cory S Bigelow
Katie M Bigelow
PO Box 187
Warrenton, OR 97146

Map # 80931BC00300
Acct 28147
Vacant Land

QUITCLAIM DEED

CLATSOP COUNTY, a political subdivision of the State of Oregon, Grantor, releases and quitclaims to, Cory S Bigelow and Katie M Bigelow, as tenants by the entirety, all of its right, title and interest, including mineral rights, if any, in that parcel of real property situated in Clatsop County State of Oregon, described as follows:

LEGAL: That portion of the West half of the Southwest ¼ of the Northwest ¼ of Section 31, Township 8 North, Range 9 West, Willamette Meridian, Clatsop County, lying West of Lewis and Clark Road and South of that certain private right of way granted to Barr and McLeod.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, AND SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009 AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, AND SECTIONS 2 TO 9 AND 17 CHAPTER 855, OREGON LAWS 2009 AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

THIS PROPERTY IS SOLD "AS IS." CLATSOP COUNTY DOES NOT WARRANT TITLE TO BE FREE OF DEFECTS OR ENCUMBRANCES OR THAT FORECLOSURE PROCEEDINGS OR ANY OTHER PROCEEDING AUTHORIZING THE ACQUISITION, SALE OR TRANSFER OF THIS PROPERTY TO BE FREE OF DEFECTS. CLATSOP COUNTY ONLY SELLS AND CONVEYS SUCH TITLE, IF ANY, AS IT HAS ACQUIRED.

The true and actual consideration paid for this transfer stated in terms of dollars is **TWO HUNDRED (\$200.00) DOLLARS.**

In construing this deed, where the context so requires, the singular includes the plural and all grammatical changes shall be made so that this deed shall apply equally to corporation and to individuals.

IN WITNESS WHEREOF, the grantor has executed this instrument this ____ day of _____ 2026.

Chairperson

STATE OF OREGON)
) ss.
County of Clatsop)

This Quitclaim Deed was acknowledged before me on this ____ day of _____ 2026 by, _____ as Chairperson of the Board of Commissioners for Clatsop County, a political subdivision of the State of Oregon.

NOTARY PUBLIC FOR OREGON
My Commission Expires: _____

PRIVATE SALE

MAP 81008DA01000	Minimum Bid: \$500.00
Real Market Value \$805.00	Assessed Value \$679.00
Acreage: 0.15	General Area: On the corner of 12th and Chinook in Hammond
Zoning: R40	Special Overlay: Freshwater Forested/Shrub Wetland
Total amount due at foreclosure Unknown	
Foreclosure Date 06/24/1932	Book 132 Page 65



PRIVATE SALE

MAP 80931BC00300	Minimum Bid: \$200.00
Real Market Value \$189.00	Assessed Value \$121.00
Acreage: .03	General Area: South of 91566 Lewis and Clark Rd
Zoning: RA-1	Special Overlay: None
Total amount due at foreclosure \$63.72	
Foreclosure Date 05/31/2000	Inst 200009573



Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 24, 2026

Agenda Title: Approve the 2025-26 Budget and Appropriation Adjustments
Category: Consent Calendar
Presented By: Andrew Sullivan, Finance Director

Issues Before the Commission: Approve the 2025-26 budget and appropriation adjustment as required by ORS 294.338 and ORS 294.463.

Informational Summary: Attached is the R&O required by ORS 294.338 and ORS 294.463 for a budget adjustment in fiscal year 2025-26. This adjustment is necessary to comply with Oregon Budget Law as a result of the need to transfer appropriations between accounts within organizational units, between organizational units within a fund, and to recognize unanticipated grant revenue.

The need for the budget adjustment is further explained in the attached Schedule "A".

Fiscal Impact: The fiscal impact is \$0 as the transfer of appropriations are based on the adopted budgeted funds, and because the additional expenditures will not exceed the amount of the unanticipated revenue.

Recommended Action:

Approve the budget adjustment to remain in compliance with Oregon budget law per ORS 294.338 and ORS 294.463, and authorize the Chair to sign.

Attachment List

- A. Resolution and Order
- B. Schedule "A" Appropriation Adjustments

IN THE BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON

In the matter of the adjustment of the fiscal year)	
2025-26 budget and appropriations by authorizing)	RESOLUTION AND ORDER
the transfer of appropriations between accounts)	
within organizational units, and between)	
organizational units within a fund, per)	
ORS 294.463; and authorizing expenditure of)	
unanticipated grant revenue per ORS 294.338)	

It appearing to the Board that there is a need to make an adjustment in the fiscal year 2025-26 budget by authorizing the transfer of appropriations between accounts within organizational units, between organizational units within a fund, and expenditure of unanticipated grant revenue.

Where as the need for said adjustment, the purpose of the authorized expenditures and the amount of appropriations adjustment, is more particularly described in the Schedule of Revenue and Appropriation Adjustments attached hereto and incorporated herein as Schedule "A"; and

Where as it appearing to the Board that such adjustments are allowed pursuant to ORS 294.463 and ORS 294.338; now, therefore, it is

RESOLVED AND ORDERED that the Schedule of Revenue and Appropriation Adjustments attached hereto as Schedule "A" be approved.

ADOPTED AND APPROPRIATED this 24th Day of June 2026.

BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON

Mark Kujala, Chair

Schedule A
2025-26 Budget Adjustments

I. **ADJUSTMENTS INVOLVING A TRANSFER OF APPROPRIATIONS BETWEEN ACCOUNTS WITHIN AN ORGANIZATIONAL UNIT**

<u>ORGANIZATIONAL UNIT</u>	<u>ACCOUNT</u>	<u>INCREASE</u>	<u>DECREASE</u>
Special Projects	100/2000/82-2300	84,000.00	
Special Projects	100/2000/82-4100		84,000.00

Comment:

This adjustment is necessary to move appropriation authority from a Capital account to a Maintenance account in order to pay for the exterior painting of Clatsop County Public Services Building at 800 Exchange Street.

<u>ORGANIZATIONAL UNIT</u>	<u>ACCOUNT</u>	<u>INCREASE</u>	<u>DECREASE</u>
Budget & Finance	001/1625/82-1964	3,500.00	
Budget & Finance	001/1625/82-2424		1,100.00
Budget & Finance	001/1625/82-2453		2,400.00

Comment:

This adjustment is necessary due to increased medical insurance costs when an employee made a revision to their coverage election. The increase is offset by recognized cost savings in Materials & Services.

<u>ORGANIZATIONAL UNIT</u>	<u>ACCOUNT</u>	<u>INCREASE</u>	<u>DECREASE</u>
Medical Examiner	001/2180/82-1945	6,800.00	
Medical Examiner	001/2180/82-1955	4,000.00	
Medical Examiner	001/2180/82-2471		10,800.00

Comment:

This adjustment is necessary due to unforeseen overtime expenses. The increase is offset by recognized cost savings in Contractual Services.

<u>ORGANIZATIONAL UNIT</u>	<u>ACCOUNT</u>	<u>INCREASE</u>	<u>DECREASE</u>
Surveyor	001/1940/82-1963	150.00	
Surveyor	001/1940/82-2930		150.00

Comment:

This adjustment is necessary due to an error in calculating the medical waiver costs for the fiscal year. The increase is offset by recognized cost savings in travel expenses.

<u>ORGANIZATIONAL UNIT</u>	<u>ACCOUNT</u>	<u>INCREASE</u>	<u>DECREASE</u>
Jail Medical	001/2325/82-1209	7,000.00	
Jail Medical	001/2325/82-1210	7,000.00	
Jail Medical	001/2325/82-2464		14,000.00

Comment:

This adjustment is necessary due to unforeseen comp time that will pay out at year end. The increase is offset by recognized cost savings in Contractual Medical Services.

<u>ORGANIZATIONAL UNIT</u>	<u>ACCOUNT</u>	<u>INCREASE</u>	<u>DECREASE</u>
County Counsel	001/1300/82-1010		1,000.00
County Counsel	001/1300/82-1950		1,000.00
County Counsel	001/1300/82-2469	2,000.00	

Comment:

This adjustment is necessary due to class action legal expenses being more than budgeted. The increase is offset by recognized cost savings in Personnel.

<u>ORGANIZATIONAL UNIT</u>	<u>ACCOUNT</u>	<u>INCREASE</u>	<u>DECREASE</u>
Child Custody Mediation & Drug Project	205/5705/82-1121	1,000.00	
Child Custody Mediation & Drug Project	205/5705/82-2471		1,000.00

Comment:

This adjustment is necessary due to Personnel expenses being more than budgeted. The increase is offset by recognized cost savings in Contractual Services.

<u>ORGANIZATIONAL UNIT</u>	<u>ACCOUNT</u>	<u>INCREASE</u>	<u>DECREASE</u>
Animal Control Division	001/2800/82-1680		5,000.00
Animal Control Division	001/2800/82-1955		7,300.00
Animal Control Division	001/2800/82-2765	12,300.00	

Comment:

This adjustment is necessary to help offset significant and unforeseen increases in animal food costs. The increase is offset by a recognized cost savings in Personnel.

<u>ORGANIZATIONAL UNIT</u>	<u>ACCOUNT</u>	<u>INCREASE</u>	<u>DECREASE</u>
Community Health	007/4110/82-1210		8,200.00
Community Health	007/4110/82-2225	2,600.00	
Community Health	007/4110/82-2350	600.00	
Community Health	007/4110/82-2422	1,650.00	
Community Health	007/4110/82-2455	1,700.00	
Community Health	007/4110/82-2511	1,400.00	
Community Health	007/4110/82-2852	250.00	

Comment:

This adjustment is necessary due to unforeseen inflation costs that impacted numerous Materials & Services expenses, such as program fees, fuel, and vaccines. The increases are offset by a recognized savings in Personnel.

<u>ORGANIZATIONAL UNIT</u>	<u>ACCOUNT</u>	<u>INCREASE</u>	<u>DECREASE</u>
Immunization	007/4129/82-1964		3,000.00
Immunization	007/4129/82-2200	900.00	
Immunization	007/4129/82-2260	700.00	
Immunization	007/4129/82-2345	750.00	
Immunization	007/4129/82-2410	250.00	
Immunization	007/4129/82-2425	250.00	
Immunization	007/4129/82-2777	150.00	

Comment:

This adjustment is necessary due to unforeseen inflation costs that impacted numerous Materials & Services expenses, such as insurance, maintenance, and supplies. The increases are offset by a recognized savings in Personnel.

<u>ORGANIZATIONAL UNIT</u>	<u>ACCOUNT</u>	<u>INCREASE</u>	<u>DECREASE</u>
WIC Program	007/4140/82-1182		1,000.00
WIC Program	007/4140/82-2348	1,000.00	

Comment:

This adjustment is necessary due to unforeseen cost increases in the purchase of hemoglobin supplies. The increase is offset by a recognized savings in Personnel.

<u>ORGANIZATIONAL UNIT</u>	<u>ACCOUNT</u>	<u>INCREASE</u>	<u>DECREASE</u>
Reproductive Health	007/4160/82-1184		8,000.00
Reproductive Health	007/4160/82-2346	8,000.00	

Comment:

This adjustment is necessary due to unforeseen cost increases in medical supplies. The increase is offset by a recognized savings in Personnel.

II. **ADJUSTMENTS INVOLVING A TRANSFER OF APPROPRIATIONS BETWEEN ORGANIZATIONAL UNITS WITHIN A FUND.**

<u>ORGANIZATIONAL UNIT</u>	<u>ACCOUNT</u>	<u>INCREASE</u>	<u>DECREASE</u>
County Manager	001/1120/82-1119	39,500.00	
County Manager	001/1120/82-2425	5,000.00	
Information Systems	001/1650/82-2455		11,000.00
Information Systems	001/1650/82-2471		33,500.00

Comment:

This adjustment is necessary due to unforeseen increases in Personnel and Printing & Reproduction costs. The increases are offset by recognized cost savings in Information Systems Contractual Services.

III. **ADJUSTMENTS INVOLVING UNANTICIPATED GRANT REVENUE**

<u>ORGANIZATIONAL UNIT</u>	<u>ACCOUNT</u>	<u>INCREASE</u>	<u>DECREASE</u>
Clatsop County Fisheries	039/8500/81-4446	33,320.00	
Clatsop County Fisheries	039/8500/82-1964		15,460.00
Clatsop County Fisheries	039/8500/82-1966		2,860.00
Clatsop County Fisheries	039/8500/82-4900		15,000.00

Comment:

Fisheries has received additional funding from BPA in the amount of \$267,620 due to the closure of Washington's Deep Net Pen site. This adjustment is necessary in order to use a portion of the additional revenue to offset increased medical insurance expenses in Personnel, as well as the purchase of a new forklift.

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 24, 2026

Agenda Title: FY 2026-27 VSO Services Agreement
Category: Business Agenda
Presented By: Amanda Rapinchuk, Management/Policy Analyst

Issue Before the Commission: Renewal of the Veteran Services Officer (VSO) Services Agreement between Clatsop County and Clatsop Community Action.

Informational Summary: Oregon law requires the Oregon Department of Veterans' Affairs (ODVA) to support and expand county VSO services. These services help veterans, spouses, dependents, and survivors access information about benefits, apply for federal and state veterans' benefits, and appeal benefit denials. ODVA provides counties with annual funding for local VSO services, supported by state lottery revenues, through a formula that includes a base allocation plus an amount based on county veteran population. ODVA funding supports, but does not fully cover, the cost of providing VSO services in Clatsop County.

Since FY 2020-21, Clatsop County has contracted with Clatsop Community Action (CCA) for the provision of VSO services through one full-time Clatsop County VSO. In FY 2024-25, CCA received new funding through ODVA's Veteran Services Grant Program to enhance service capacity with the addition of a full-time VSO Assistant. This position has been critical in supporting the County VSO and ensuring the delivery of essential, free services to U.S. veterans and their families residing in Clatsop County.

The current FY 2025-26 agreement with CCA totals \$132,700.00 and expires on June 30, 2026. During FY 2025-26, CCA reapplied for grant funding to continue supporting the VSO Assistant position but was not selected for the next funding cycle. At the same time, local veterans and community leaders expressed concern that the need for VSO services in Clatsop County was outpacing the capacity of the existing staffing model. County staff presented the Board of County Commissioners with comparisons of county veteran populations and VSO staffing levels for consideration of a staffing model responsive to local service needs.

Under the Board's direction, the County provided one-time funding during FY 2025-26 to maintain the VSO Assistant position and begin implementation of an enhanced staffing model consisting of two full-time

VSOs and one full-time administrative support position, with a minimum of approximately 20 hours per week dedicated to VSO-related functions.

Through the FY 2026-27 budget process, the Board approved an increase in funding for the County's Veteran Services Program to support the continuation of the enhanced staffing model. The attached FY 2026-27 Agreement covers the period of July 1, 2026, through June 30, 2027, and provides funding to maintain two full-time VSOs and administrative support for VSO-related functions, for a total contract amount of \$226,075.00.

Fiscal Impact: The total contract amount for the FY 2026-27 VSO Services Agreement is \$226,075.00. Funding for the Agreement is included in the County's FY 2026-27 Adopted Budget.

Requested Action:

Approve the FY 2026-27 VSO Services Agreement between Clatsop County and Clatsop Community Action for a total contract amount of \$226,075.00 and authorize the County Manager to sign the Agreement and all subsequent amendments.

Attachment List

- A. FY 2026-27 VSO Services Agreement (C9462)



CLATSOP COUNTY, OREGON
800 Exchange Street, Suite 410
Astoria, OR 97103
An Equal Opportunity Employer

Contract No. C9462

PERSONAL/PROFESSIONAL SERVICES AGREEMENT

This AGREEMENT is by and between Clatsop County ("County") and Clatsop Community Action ("Contractor"). Whereas County has need of the services which Contractor has agreed to provide; NOW THEREFORE, in consideration of the sum not to exceed \$226,075.00 to be paid to Contractor by County, Contractor agrees to perform between date of execution and June 30, 2027, inclusive, the following specific personal and/or professional services:

Services: Contractor shall provide Services as described in the attached Scope of Work (Exhibit A).

Invoicing and Payment: Contractor shall submit quarterly invoices, and County shall make quarterly payments to Contractor, in accordance with Exhibit A. Total payment for Services shall not exceed \$226,075.00. Separate from this not-to-exceed amount, Contractor may be reimbursed up to \$3,000.00 for eligible Outreach Materials and Activities as described in Exhibit A.

- 1. COMPLETE AGREEMENT.** This Agreement contains the entire understanding of the parties and supersedes all prior agreements, oral or written, and all other communication between the parties relating to the subject matter of this Agreement.
- 2. WRITTEN NOTICE.** Any notice of termination or other communication having a material effect on this Agreement shall be served by U.S. Mail on the signatories listed.
- 3. GOVERNING LAW/VENUE.** This Agreement shall be governed by the laws of the State of Oregon. Any action commenced in connection with this Agreement shall be in the Circuit Court of Clatsop County. The prevailing party shall be entitled to reasonable attorney fees and costs, including an appeal. All rights and remedies of County shall be cumulative and may be exercised successively or concurrently. The foregoing is without limitation to or waiver of any other rights or remedies of County according to law.
- 4. COMPLIANCE.** Contractor shall comply with all applicable Federal, State, and local laws, rules and regulations. All provisions of ORS 279B.220-235 (Public Contracts and Purchasing) are incorporated herein to the extent applicable to personal/professional service agreements. Specifically, Contractor shall:
 - a. Promptly pay, as due, all persons supplying labor and material for the prosecution of the work provided of in such contract. If Contractor fails to pay any such claim, County may pay the claim and charge the payment against the funds due Contractor, pursuant to ORS 279B.220;

- b. Pay any required contributions due the Industrial Accident Fund incurred in the performance of the contract;
- c. Not permit any lien or claim to be filed or prosecuted against County, on account of any labor or material furnished by Contractor;
- d. Pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167;.
- e. Not employ any person more than 10 hours a day, or 40 hours a week, unless permitted under ORS 279B.235, and any employee working over 40 hours per week shall be paid overtime as provided in ORS 279B.235.
- f. Pay promptly, as due, any payment for medical surgical or hospital care furnished to employees of Contractor, pursuant to ORS 279B.230.
- g. If Contractor is a subject employer, Contractor will comply with ORS 656.017.

5. JUDICIAL RULINGS. If any provision of this-as applied to either party or to any circumstances shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity of enforceability of the Agreement.

6. INDEPENDENT CONTRACTOR. Contractor, in carrying out the services to be provided under this Agreement, is acting as an "independent contractor" and is not an employee of County, and as such accepts full responsibility for taxes or other obligations associated with payment for services under this Agreement. As an "independent contractor", Contractor will not receive any benefits normally accruing to County employees unless required by applicable law. Furthermore, Contractor is free to contract with other parties, on other matters, for the duration of this Agreement.

7. INDEMNIFICATION. Contractor shall save harmless, indemnify, and defend County for any and all claims, damages, losses and expenses including but not limited to reasonable attorney's fees arising out of or resulting from Contractor's performance of or failure to perform the obligations of this Agreement to the extent same are caused by the negligence or misconduct of Contractor or its employees or agents.

8. INSURANCE. Contractor shall purchase and maintain at Contractor's expense, Comprehensive General Liability, Automobile Liability, and Professional Liability insurance. This insurance is to provide separate coverage for each of the required types of insurance at a minimum of **\$701,300** for property damage and minimum of **\$855,200** per person for bodily injury and no less than **\$1,710,200** for each occurrence. In addition, all such insurance, with the exception of Professional Liability, shall name County, its Commissioners, employees and agents, as an **Additional Insured**. A copy of the policy or certificate of insurance acceptable to County shall be submitted to County.

9. WORKER'S COMPENSATION. Contractor shall comply with ORS 656.017 for all employees who work in the State of Oregon. If Contractor hires employees, he or she shall provide County with certification of Worker's Compensation Insurance, with employer's liability in the minimum of \$100,000.

10. NONDISCRIMINATION. No person shall be subjected to discrimination in receipt of the benefits of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, marital status, age or national origin. Any violation of this provision shall be considered a material violation of this Agreement and shall be grounds for cancellation, termination or suspension in whole or in part by County.

11. TERMINATION OF AGREEMENT. This Agreement may be terminated under the following conditions:

- a. By written mutual agreement of both parties. Termination under this provision may be immediate.
- b. Upon fifteen (15) calendar days written notice by either Party to the other of intent to terminate.
- c. Immediately on breach of the contract.

Upon termination of this agreement, Contractor shall be entitled to receive full payment for all services

satisfactorily rendered up to the date of termination.

12. SUBCONTRACTING/NONASSIGNMENT. No portion of this Agreement may be contracted to assigned to any other individual, firm, or entity without the express and prior approval of County.

13. SURVIVAL. The terms, conditions, representations and all warranties contained in this Agreement shall survive the termination or expiration of this Agreement.

14. FUNDING. In the event the Board of Commissioners of County reduces, changes, eliminates, or otherwise modifies the funding for any of the services identified, Contractor agrees to abide by any such decision including termination of service.

15. STANDARD OF SERVICES AND WARRANTY. Contractor agrees to perform its services with that standard of care, skill and diligence normally provided by a professional individual in the performance of similar services. It is understood that Contractor must perform the services based in part on information furnished by County and that Contractor shall be entitled to rely on such information. However, Contractor is given notice that County will be relying on the accuracy, competence and completeness of Contractor's services in utilizing the results of such services. Contractor warrants that the recommendations, guidance and performance of any person assigned under this Agreement shall be in accordance with professional standards and the requirements of this Agreement.

16. COUNTY PRIORITIES. Contractor shall comply promptly with any requests by County relating to the emphasis or relative emphasis to be placed on various aspects of the work or to such other matters pertaining to said work.

17. OWNERSHIP AND USE OF DOCUMENTS. All documents, or other material submitted to County by Contractor shall become the sole and exclusive property of County. All material prepared by Contractor under this Agreement may be subject to Oregon's Public Records Laws.

18. TAX COMPLIANCE CERTIFICATION. Contractor hereby certifies, under penalty of perjury, as provided in ORS 305.385(6), that to the best of Contractor's knowledge, Contractor is not in violation of any of the tax laws of this state or political subdivision of this state, including but not limited to ORS 305.380(4), 305.620 and ORS chapters 316, 317 and 318. Contractor represents that Contract will continue to comply with the tax laws of this state and any applicable political subdivision of this state during the term of the public contract. If Contractor's fails to comply with the tax laws of this state or a political subdivision of this during the term of this agreement, the Contractor shall be in default and County may terminate this agreement and pursue its remedies under the agreement and under applicable law.

This Agreement will not be effective until approved by the authorized signatory for County.

FOR COUNTY:

Signature	Date
County Manager	
Title	

FOR CONTRACTOR:

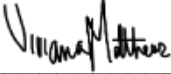
		06/03/2026
Signature	Date	
Executive Director		
Title		
364 9th Street		
Address		
Astoria	OR	97103
City	State	Zip

Exhibit A - Scope of Work

FY 2026-2027 Personal/Professional Services Agreement
between **Clatsop County** ("County") and **Clatsop Community Action** ("Contractor")
for Veteran Services Officer Services

General Scope of Work

Contractor agrees to take such actions as might be necessary to meet Services, Community Outreach, and Program Compliance and Reporting requirements outlined in this document (Exhibit A), including, but not limited to:

1. Implement and maintain a staffing model consisting of two full-time Veteran Services Officers (VSOs) and one administrative support position, with a minimum of approximately twenty hours per week dedicated to assisting VSO-related functions, to support the delivery of essential, free services to U.S. veterans and their families residing in Clatsop County.
2. Arrange at least two different locations where individual veterans can easily meet with a VSO. At least one of the locations must be in South County (e.g., Seaside south to Arch Cape).
3. Utilize the Oregon Department of Veterans' Affairs (ODVA) state-required program to enhance and expand the services provided by county VSOs, per ORS 406.450, including but not limited to:
 - a. Informational materials and training opportunities for VSOs; and
 - b. A comprehensive and coordinated statewide network of information and referral resources.
4. Become familiar with ODVA and other State regulations governing VSOs and the work performed by VSOs to ensure necessary infrastructure and support staff are provided.
5. Utilize communication tools available to County and Contractor to:
 - a. Inform the public of Clatsop County Veteran Services;
 - b. Provide veterans and the spouses, dependents, or survivors of veterans with timely and accurate information related to federal and state benefits and services; and

-
- c. Promote community outreach activities relevant to local veterans.

Contractor will review the County's Veteran Services Program webpage and any webpage related to veteran services on Contractor's agency website on at least a quarterly basis, or as needed, to ensure all content reflects timely, relevant, and accurate information.

Contractor will coordinate with County's Public Affairs Officer or designee to allow for County review and edits on:

- a. VSO-related outreach materials and publications before publication and distribution; and
- b. Talking points before a VSO communicates or engages with the media.

Services

Acting as VSOs for Clatsop County, Contractor agrees to provide timely aid and assistance to any veteran, or the spouse, dependents, or survivors of any veteran, residing within Clatsop County, in applying for all benefits and aid to which they are entitled under federal, state, or local laws, rules, and regulations. This work includes, but is not limited to:

1. **Counseling Clients:** Determine eligibility for services and counsel clients, assisting them in obtaining benefits.
2. **Benefits Applications:** Assist clients in the preparation of applications for benefits.
3. **Other Sources of Aid:** Refer clients to other sources of aid and assistance, including employment opportunities as appropriate.
4. **Travel Assistance:** Provide out-of-office assistance to persons unable to travel to the office for reasons of infirmity, and coordinate with the Disabled American Veterans (DAV), North Coast Disabled Veterans Medical Transportation Service, and others to arrange transport for clients lacking transportation.
5. **Justice-Involved Veterans:** Coordinate with the Sheriff's Office to support justice-involved veterans in accessing veteran services, such as VSO participation in Clatsop County's Veterans Treatment Court Program, as feasible.

-
6. **External Agencies:** Provide counseling and claims assistance to hospitals, nursing homes, and other agencies serving veterans, as well as liaison services with other local and regional agencies and service providers.
 7. **Communicating with Clients:** Respond to telephone calls, emails, mail requests, and other methods of communication to effectively assist clients in a timely manner.
 8. **Equity:** Implement strategies to address and eliminate barriers to receiving Veteran Affairs (VA) benefits and services faced by persons of color and/or of Native American descent, those in the LGBTQIA+ community, women, persons experiencing homelessness, and persons of limited means.
 9. **Advocacy:** Help anyone who may have been mistakenly or wrongly denied VA benefits and/or services.

Community Outreach

Contractor agrees to conduct outreach activities to increase public awareness of benefits and employment services available to veterans or the spouses, dependents, or survivors of veterans residing within Clatsop County, including, but not limited to:

1. Outreach Materials

- a. Distribute VSOs' business cards and other relevant promotional materials (e.g., brochures, flyers, pens, stress balls, etc.) that emphasize services provided by VSOs, throughout the County (e.g., community service boards in grocery stores, public buildings, shelters, mental health providers, doctors' offices, etc.), and ensure distributed materials are up-to-date;
- b. Ensure outreach-related materials are made available in English and Spanish;
- c. Utilize local marketing resources for outreach materials when possible; and
- d. Dedicate resources to ensure meaningful service provision to historically underrepresented veteran communities within Clatsop County, including individuals noted in the prior section (Services) under subsection 8 (Equity).

2. Outreach Activities and Community Engagement

- a. Engage in a minimum of four (4) outreach opportunities or events; and
- b. As feasible, attend U.S. Coast Guard and other local military or veteran affairs meetings or events that support VSOs' service provision.

Invoicing and Payment

1. Contract Services

- a. Invoicing: Each fiscal quarter, Contractor shall submit an invoice for Services rendered during the applicable quarter. The invoice shall include only costs related to the Services rendered and consistent with this Agreement. The invoice shall identify the invoice period and total amount requested. With each invoice, Contractor shall submit a transaction report, general ledger detail report, or comparable accounting-system report showing costs incurred during the applicable quarter. Additional supporting documentation is not required unless requested by County.
- b. Payment: Subject to the availability of funds and Section 14 (Funding) of the Agreement, and following County's receipt of the applicable quarterly disbursement from ODVA, County shall make quarterly payments to Contractor for Services rendered, as detailed in the associated invoice. Quarterly invoice amounts may vary based on Services rendered and costs incurred during the applicable quarter; however, the total amount paid to Contractor for Contract Services shall not exceed \$226,075.00 during the term of the Agreement.

2. Outreach Materials and Activities

- a. Invoicing: Each fiscal quarter, Contractor may submit an invoice for reimbursement of eligible outreach expenses. Eligible expenses include costs for materials and activities related to Community Outreach, as described in this Scope of Work. Invoices shall include totals for expense categories sufficient for County to identify the general nature of the costs incurred. Contractor shall not request reimbursement under this section for any cost included in, charged to, or reimbursed through the Contract Services invoice. Supporting documentation is not required unless requested by County
 - i. Sample Invoice Itemization: The following is a sample list of potential line items:
 - 1. Business Cards and Brochures.....\$[amount]
 - 2. [Name of Promotional Items].....\$[amount]
 - 3. Radio Advertisements.....\$[amount]
 - 4. Translation and Language Access.....\$[amount]
 - 5. [Event #1 Name]: Equipment and Supplies.....\$[amount]
 - 6. [Event #2 Name]: Vender Registration Fees.....\$[amount]
 - 7. [Event #3 Name]: Refreshments.....\$[amount]

-
- b. **Payment:** Subject to the availability of funds and Section 14 (Funding) of the Agreement, County shall reimburse Contractor for eligible outreach materials and activities on a quarterly basis. Contractor may access up to \$3,000.00 in funds County has budgeted for Clatsop County's Veteran Services Program during the fiscal year. This outreach reimbursement allowance is separate from the not-to-exceed amount of the Agreement. County shall disburse reimbursement funds to Contractor in coordination with the quarterly payment for Contract Services.

Program Compliance and Reporting

Acting as VSOs for Clatsop County, Contractor agrees to ensure program compliance with federal, state, and local laws, including:

1. **Record Keeping:** Maintain accurate records of people served and type of assistance provided to ensure County compliance with all federal, state, and local laws and regulations related to public records and retention.
2. **Confidentiality:** Maintain confidential information in accordance with ODVA regulations and the highest ethical standards.
3. **Required VSO Training:** Comply with ODVA training requirements.
 - a. VSOs shall obtain federal accreditation within the first eighteen (18) months as required by ODVA; and
 - b. VSOs shall maintain compliance with OAR 274-031-0003, Minimum Training Standards for Certification; OAR 274-031-0004, Certification Testing; OAR 274-031-0005, Minimum Certification Standards; and OAR 274-031-0006, Maintaining Certification.

Contractor agrees to adhere to the following reporting requirements:

1. **County and Contractor Check-Ins:** Participate in a minimum of one (1) meeting per month with a County representative.
2. **Semiannual Veteran Services Update (Presentation):** Provide two (2) semiannual veteran services updates to the Clatsop County Board of Commissioners, as identified in the reporting schedule.

3. **Quarterly Report for ODVA:** Prepare and submit the materials listed below to County, necessary for County completion of ODVA's required quarterly report, in compliance with the reporting schedule in the following section.
 - a. A completed ODVA Quarterly Report of Activities;
 - b. A quarterly invoice for Contract Services; and
 - c. A quarterly invoice for Outreach Materials and Activities, if applicable.
4. **Client Feedback:** Facilitate opportunities for clients to provide feedback regarding services received.
 - a. Client Satisfaction Survey: Contractor shall maintain a client satisfaction survey in both English and Spanish and make it available to clients through reasonable methods.
 - b. Submission of Client Feedback to County: On the same timeline as the Quarterly Report for ODVA, Contractor shall provide County with a brief summary of client feedback received that quarter, including survey feedback and other relevant feedback received, as feasible. The summary shall note how the survey was made available and shall exclude personally identifying information unless disclosure is authorized by the client. Copies of completed surveys are not required unless specifically requested by County.
5. **Performance Review:** Conduct an annual review of Contractor's performance of veteran services in accordance with the scope of work identified in each section of this document.

Reporting Schedule

Contractor shall follow the reporting schedule outlined below:

Documentation/Activity	Reporting Period	Due to County
Semiannual Veteran Services Update	1/1/2026–6/30/2026	8/31/2026
Materials for Quarterly Report for ODVA	7/1/2026-9/30/2026	10/15/2026
Client Feedback	7/1/2026-9/30/2026	10/15/2026
Materials for Quarterly Report for ODVA	10/1/2026-12/31/2026	1/15/2027
Client Feedback	10/1/2026-12/31/2026	1/15/2027
Semiannual Veteran Services Update	7/1/2026-12/31/2026	2/28/2027
Materials for Quarterly Report for ODVA	1/1/2027-3/31/2027	4/15/2027
Client Feedback	1/1/2027-3/31/2027	4/15/2027
Materials for Quarterly Report for ODVA	4/1/2027-6/30/2027	7/15/2027
Client Feedback	4/1/2027-6/30/2027	7/15/2027

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 24, 2026

Agenda Title: Clatsop County Emergency Operations Base Plan Promulgation
Category: Business Agenda
Presented By: Justin Gibbs, Emergency Management Director

Issue Before the Commission: Whether to approve and authorize the promulgation of the Clatsop County Emergency Operations Base Plan.

Informational Summary: The Emergency Management Department has facilitated a planning process to update the Clatsop County Emergency Operations Base Plan. The enclosed final version represents a whole of community effort that involved County management, staff, partners and the public.

As part of this process, the plan was made publicly available for comment on the County website during the period from May 5th – 22nd, 2026. All comments received have been adjudicated, and many will continue to inform the development of hazard and mission-specific annexes to the plan through December 31st, 2026.

On June 3rd, 2026, during the Board Work Session, the Emergency Management Department provided a presentation which summarized the planning process and enhancements to the plan.

This work is part of a comprehensive project that includes updates to the Emergency Operations Plans for Astoria, Cannon Beach, Seaside and Clatsop County. Funding was secured through the State Homeland Security Program Grant, American Rescue Plan Act and contributions from each of the participating cities.

Fiscal Impact: None

Requested Action:

Approve and authorize the Board Chair, County Manager and Emergency Management Director to sign the Promulgation Statement.

Attachment List

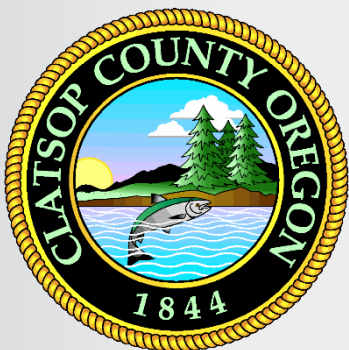
A. Clatsop County Emergency Operations Base Plan

CLATSOP COUNTY

**EMERGENCY
OPERATIONS PLAN**

FINAL

June 24, 2026



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Introductory Material

Promulgation Statement and Signatures

To All Recipients:

Promulgated herewith is the Clatsop County Emergency Operations Plan (EOP). This plan supersedes all previous Clatsop County EOPs and establishes the county framework for coordinating emergency management activities.

The Clatsop County Board of Commissioners approves this plan as the county's official EOP. The County Manager and the Emergency Management Director are responsible for the maintenance, implementation, and administration of this plan. All county departments responsible under this EOP should keep their procedures, training, and exercise activities up to date to effectively perform their roles.

This EOP applies to all Clatsop County departments and supports coordination with incorporated cities, special districts, and community partners. The plan aligns with applicable state and federal emergency management doctrine. A redacted public version of the EOP will be made available.

This EOP will be reviewed and reapproved every two years. A comprehensive revision will occur every four to five years. The Emergency Management Director may make administrative updates. Changes affecting authorities, roles, or responsibilities require formal Clatsop County approval.

Approved this 24th day of June **2026**.

Commissioner Chair

Mark Kujala

Clatsop County Board of Commissioners

County Manager

Don Bohn

Clatsop County

Emergency Management Director

Justin Gibbs

Clatsop County

Record of Changes

All updates and revisions will be tracked using the table below.

Date	Change Number	Summary of Changes	Author/Person Making Change

Record of Distribution

The Clatsop County EOP and supporting annexes are distributed in both electronic and printed formats. The primary electronic version of the plan is maintained in the county's designated repository, which serves as the official record for version control and document management.

Printed copies of the EOP are provided to county department heads and other designated recipients to support continuity of operations during power, network, or communications outages.

A redacted public version of the EOP will be made available to support transparency and public awareness.

The Clatsop County Emergency Management Director is responsible for maintaining the official version of the plan, including routine maintenance and managing distribution. The distribution list will be reviewed and updated as part of the biennial plan review cycle to reflect current departments, agencies, and points of contact.

Date	Version	Format (Electronic/Print)	Recipient
			American Red Cross

Date	Version	Format (Electronic/Print)	Recipient
			Arch Cape Domestic Water Supply District
			Arch Cape Sanitary District
			Cannon Beach Rural Fire Protection District
			City of Astoria
			City of Cannon Beach
			City of Gearhart
			City of Seaside
			City of Warrenton
			Clatskanie Public Utility District
			Clatskanie Rural Fire Protection District
			Clatsop County Assessment and Taxation
			Clatsop County Board of Commissioners
			Clatsop County Budget and Finance
			Clatsop County Clerk and Elections
			Clatsop County Community Development
			Clatsop County Court
			Clatsop County District Attorney
			Clatsop County Fairgrounds
			Clatsop County Fire Defense Board
			Clatsop County Health and Human Services
			Clatsop County Manager
			Clatsop County Public Works Department
			Clatsop County Sheriff's Office
			Columbia County
			Columbia Memorial Hospital

Date	Version	Format (Electronic/Print)	Recipient
			Elsie-Vinemaple Rural Fire Protection District
			Falcon-Cove Beach Water District
			Gearhart Rural Fire Protection District
			Hamlet Rural Fire Protection District
			Ilwaco Fire Department
			Jewell School District
			John Day Water District
			Knappa School District
			Knappa-Svensen-Burnside Rural Fire Protection District
			Lewis & Clark Rural Fire Protection District
			Life Flight Network
			Medix Ambulance
			Miles Crossing Sewer Sanitary District
			Mist-Birkenfeld Rural Fire Protection District
			Nehalem Bay Fire & Rescue
			NW Natural
			Olney-Walluski Fire & Rescue District
			Oregon Department of Forestry
			Oregon Health Authority
			Oregon Department of Human Services
			Oregon Department of Transportation
			Oregon Emergency Management
			Oregon Military Department
			Oregon Parks and Recreation Department
			Oregon State Fire Marshal
			Oregon State Police

Date	Version	Format (Electronic/Print)	Recipient
			Pacific County
			Pacific Power
			Port of Astoria
			Providence Seaside Hospital
			Seaside Rural Fire Protection District
			Shoreline Sanitary District
			Sundown Sanitary District
			Sunset Empire Transportation District
			Tillamook County
			Tillamook Public Utility District
			U.S. Coast Guard Sector Columbia River
			Warrenton Rural Fire Protection District
			Washington County
			Wauna Water District
			West Oregon Electric Cooperative
			Westport-Wauna Rural Fire Protection District
			Wickiup Water District
			Willowdale Water District
			Youngs River Lewis & Clark Water District

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Table of Contents

Base Plan	1
Purpose, Scope, Situation Overview, and Assumptions.....	2
Purpose	3
Plan Outline	4
Scope	4
Situation Overview.....	7
Critical Infrastructure and System Vulnerabilities	10
Population and Demographic Considerations	10
Operational Context and Lifeline Priorities.....	12
Concept of Operations	15
Activation	15
Initial Operations.....	15
Continuing Operations	16
Deactivation.....	16
Transition to Recovery	17
Emergency Operations Center Activation and Coordination	18
Operational Priorities.....	18
Emergency Operations Center Activation	18
Emergency Operations Center Coordination.....	19
Resource Request and Coordination.....	20
Community Lifelines Lens	21
Recovery	22
Organization and Assignment of Responsibilities	23
County Government	24
Emergency Management	24
Policy Group	24
Department Heads.....	24
Department Personnel.....	24
Roles and Responsibilities by Department	25

Local and Regional Partners	26
State Response Partners.....	27
Federal Partners	28
Mutual Aid	28
Rosters, Procedures, and Implementation Materials.....	28
Volunteer Management	28
Resource Management and Credentialing	29
Public Safety and Law Enforcement	29
Direction, Control, and Coordination	29
Coordination Systems	30
Incident Command, Tactical Control, and Operational Coordination.....	30
Legal Authority and Delegations	31
Essential Records and Continuity Measures.....	31
Departmental Continuity Responsibilities	31
Information Collection, Analysis, and Dissemination	32
Information Collection and Reporting	32
Information Verification and Departmental Review	33
Consolidation and Analysis at the County Emergency Operations Center	33
Information Dissemination	33
Roles and Responsibilities	34
Clatsop County Emergency Management	34
County Emergency Operations Center	34
Emergency Operations Center Planning Section	34
County Departments.....	34
Law Enforcement and Fusion Center Coordination.....	34
Public Information Officer	35
Joint Information Center	35
Information Flow and Situation Reporting.....	35
Data Accuracy and Protection	36
Communications	36

Operational Communication Systems	36
Public Information Communications	37
Communications Support Framework	38
Interoperability and Coordination	39
Administration, Finance, and Logistics	39
Fiscal and Procurement Authorities	40
Required Reports, Forms, and Records	40
After-Action Report	41
Eligible Costs, Documentation, and Reimbursement	41
Resource Management, Mutual Aid, and Donations	42
Personnel Timekeeping and Logistical Support	42
Training Records	43
Plan Development and Maintenance	43
Exercise Program	44
Training Program	44
Community Outreach	45
Improvement Cycle	45
Appendix 1: Emergency Operations Plan Structure and Component Relationships	49
Appendix 2: Responsibility Matrix	53
Appendix 3: Annex Assignment Crosswalk	57
Appendix 4: Delegation of Authority Template	59
Appendix 5: Proclamation of Local State of Emergency Template	63
Appendix 6: Rescission of Local State of Emergency Template	65
Appendix 7: Authorities and References	67
Appendix 8: Acronyms and Abbreviations	71
Annex A: Agency/Department-Focused Annexes	75

List of Figures

Figure 1: Plan Relationships	2
Figure 2: Map of Clatsop County's Unincorporated Area	6
Figure 3: Photos of Clatsop County Historic Natural Hazards.....	7
Figure 4: Tsunami Evacuation Route, Adobe Stock Photo.....	9
Figure 5: Photos of Clatsop County Landmarks	11
Figure 6: FEMA Preliminary Damage Assessment, Clatsop County, Oregon.....	17
Figure 7: Clatsop County EOC Activation Levels	19
Figure 8: FEMA Community Lifelines.....	21
Figure 9: Clatsop County Emergency Operations Center, Warrenton, Oregon.....	23
Figure 10: Auxiliary Communications Team, Clatsop County Emergency Operations Center, Warrenton, Oregon.....	37
Figure 11: Nicolai Repeater, Clatsop County, Oregon	38
Figure 12: Plan Development and Maintenance.....	44

List of Tables

Table 1: Concept of Operations – Coordination Flow	19
Table 2: County Department Roles and Responsibilities.....	25
Table 3: Supporting Roles and Responsibilities by Agency or Entity	26

Base Plan

The Clatsop County Emergency Management Department is administered by the Clatsop County Manager's Office and coordinated by Clatsop County Emergency Management (CCEM). This Emergency Operations Plan (EOP) serves as Clatsop County's all-hazards framework for organizing resources and coordinating response and short-term recovery activities during major emergencies or disasters. Clatsop County has formally adopted the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS) as the standard approach for command, coordination, and resource management.

The legal authority for this plan and associated emergency powers is established under Oregon Revised Statutes (ORS) Chapter 401, including ORS 401.309 governing emergency declarations. Additional authority is provided through Clatsop County Code 1.04.040 and 1.04.070, which address delegation of authority, emergency purchasing, and continuity of governance. This plan aligns with and is supplemental to the National Planning Frameworks, the National Contingency Plan, and the State of Oregon Comprehensive Emergency Management Plan.

Emergency management within Clatsop County is a continuous program supported by training and exercises. The structure of this EOP aligns vertically with the State of Oregon Comprehensive Emergency Management Plan and horizontally with the EOPs of incorporated cities. Although the Gearhart and Warrenton EOPs may not match the county-approved EOP format, they serve the same purpose and function.

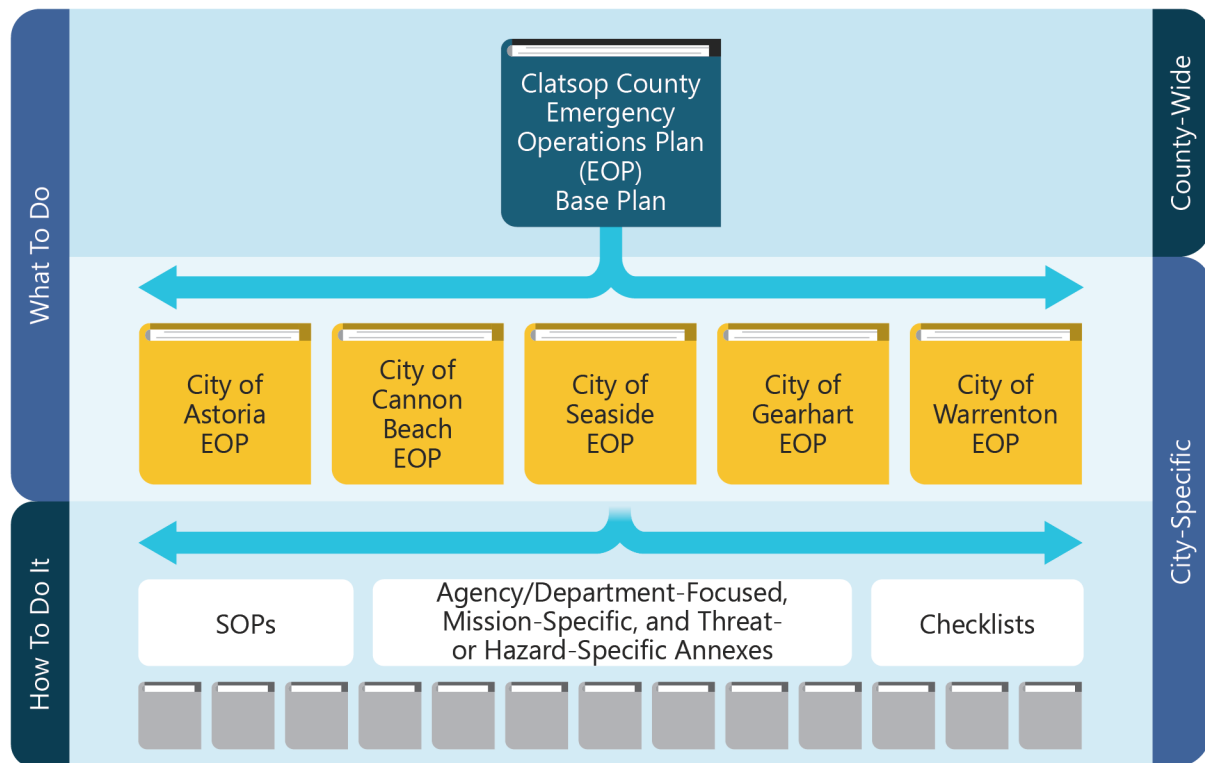


Figure 1: Plan Relationships

Purpose, Scope, Situation Overview, and Assumptions

This EOP and supporting annexes establish high level guidance for county actions during response to and short-term recovery from major emergencies or disasters. The EOP serves as an all-hazards framework that combines the county's technical capabilities with the professional judgment of emergency response personnel and department leadership. The legal authority for this framework and associated emergency powers is established in the Authorities and References section of this Base Plan, which defines emergency declaration authority, delegation of powers, and emergency purchasing consistent with applicable state and local law.

The plan is written for an audience with a working understanding of emergency management terminology, concepts, authorities, and operational structures. This plan is intended for county elected officials, department leadership, emergency management staff, and personnel assigned emergency management responsibilities who operate within established emergency management authorities and structures.

The EOP aligns with the State of Oregon Comprehensive Emergency Management Plan and the National Planning Frameworks and supports implementation of NIMS and ICS. This section defines the scope of county authority, summarizes the operating environment that shapes emergency response in Clatsop

County, and establishes planning assumptions that guide coordinated action during incidents that require county-level coordination.

Purpose

The purpose of the EOP is to provide a coordinated framework for response and short-term recovery during emergencies or disasters of any size or type in Clatsop County. This plan establishes the strategic direction, authorities, and coordination structures used to protect life, stabilize incidents, and support restoration of essential services through the community lifeline framework.

For clarity, the EOP is organized using an agency- and department-focused structure consistent with the FEMA Developing and Maintaining Emergency Operations Plans Comprehensive Planning Guide 101 (CPG 101), and includes the following components:

- **Base Plan**, which provides overarching authorities, assumptions, concepts of operations, coordination structures, and plan maintenance requirements applicable across all departments.
- **Agency/Department-Focused Annexes**, which describe the roles and general responsibilities of each unit of local government during emergencies. These annexes provide context for how agencies support emergency operations without duplicating operational procedures.
- **Hazard-Specific Annexes**, which address preparedness, response, and recovery considerations tied to specific hazards.
- **Mission-Specific Annexes**, which address cross-cutting operational activities such as debris management, evacuation, donations management, reunification, public information, and public health functions.

The objectives of this plan are as follows:

- Establish a structured framework for county responsibilities during all phases of an emergency.
- Support coordination across county departments, incorporated cities, and community partners through NIMS and ICS.
- Prioritize stabilization of community lifelines and continuity of essential services.
- Define clear authority, succession, and decision-making responsibilities at the policy and operational levels.
- Integrate access and functional needs considerations into planning and response activities, including the needs of children, caregivers, individuals with disabilities, individuals with limited English proficiency, and households with pets.
- Support timely resource requests, allocation, and coordination through standardized processes.
- Provide a coordinated and consistent approach for emergency public information, media relations, public warning, and community engagement in alignment with NIMS and the Joint Information System (JIS)

- Provide a consistent approach for emergency public information and coordination.
- Establish baseline assumptions for county self-sufficiency during initial response operations.

Plan Outline

This EOP is organized so that readers can quickly locate information related to their role during an emergency. Not all readers are expected to use every section of the plan.

OVERALL AUTHORITY, COORDINATION, AND DECISION MAKING

The **Base Plan** establishes countywide authorities, assumptions, concepts of operations, coordination structures, and plan maintenance requirements that apply across all departments and emergency activities.

DEPARTMENT ROLES AND GENERAL RESPONSIBILITIES DURING AN EMERGENCY

The **Agency/Department-Focused Annexes** describe the roles and general responsibilities of each unit of local government and explain how departments support emergency operations. These annexes are not intended to replace department-specific procedures or standard operating procedures.

INFORMATION RELATED TO A SPECIFIC HAZARD OR THREAT

The Hazard-Specific Annexes address preparedness, response, and recovery considerations tied to specific hazards that may affect Clatsop County.

GUIDANCE ON A SPECIFIC EMERGENCY FUNCTION OR ACTIVITY

The Mission-Specific Annexes address cross-cutting operational activities such as debris management, evacuations, donations management, public information and warning, and public health functions that may be required across multiple incident types.

During an emergency, direction and tasking will be provided through established supervisory channels, department leadership, or the emergency operations center (EOC). This plan provides the framework that supports those directions by defining how coordination, resource management, and decision making occur across Clatsop County.

Scope

This EOP applies to all Clatsop County departments, agencies, and personnel with assigned emergency management responsibilities. It defines the strategic and tactical boundaries for engaging Clatsop County during emergencies and disasters and establishes the pathways for coordination, escalation, legal authority, and resource allocation. The plan serves as the county link between city, state, and federal emergency management systems.

APPLICABILITY

The provisions of this plan are applicable to the following:

- County government
 - All county departments, divisions, and offices that have assigned roles in emergency response or recovery.
- Incorporated cities
 - Supports coordination with Astoria, Cannon Beach, Gearhart, Seaside, and Warrenton during incidents requiring support or coordination from Clatsop County.
- Special districts
 - Special districts within Clatsop County are quasi-governmental entities and political subdivisions of the state or county that provide specific public services within defined geographic areas. These include, but are not limited to, rural fire protection districts, hospitals and health related districts, school and education service districts, water and wastewater districts, sanitation districts, transportation and port related districts, and dike and levee districts.

While special districts operate independently under their own statutory authorities and governing boards, they are responsible for critical infrastructure and essential community services. As such, they are included within the applicability of this plan to support coordinated emergency operations, situational awareness, and integration into countywide response and recovery efforts when incidents affect or exceed local capabilities.
- Community partners
 - Includes private sector entities, nonprofit organizations, volunteer organizations, and regional partners that support response and recovery activities.
- Regional and state coordination
 - Supports horizontal coordination with neighboring counties and alignment with regional and state agencies as conditions warrant.

GEOGRAPHIC SCOPE

This plan applies to the entire geographic area of Clatsop County, including incorporated cities and unincorporated communities. It accounts for operational constraints associated with the county's coastal environment, including geographic isolation, limited access routes, and seasonal population increases. Figure 2 provides a map of Clatsop County's unincorporated area, identifying county boundaries, incorporated cities, and Arch Cape.



Figure 2: Map of Clatsop County's Unincorporated Area

PLAN STRUCTURE AND COMPONENTS

The EOP is organized using a modular agency- and department-focused structure to support operational use. Users should reference the Base Plan and applicable agency-, hazard-, or mission-specific procedures based on incident conditions and operational needs.

CONDITIONS FOR ACTIVATION

This plan may be activated when daily county operations are insufficient to meet incident requirements. Activation may occur under the following conditions:

- A major incident requiring county coordination and EOC activation
- A request for assistance from an authority having jurisdiction (AHJ) where local capabilities are exceeded
- An impending or emerging hazard requires monitoring or coordination
- Activation of county emergency operations by the Emergency Management Director, with formal emergency declarations issued by the Board of County Commissioners (BoCC) as required by law

COMMUNITY LIFELINES

Clatsop County adopts the FEMA Community Lifelines framework to support situational awareness and prioritization during incidents. County actions focus on saving/sustaining life, stabilizing essential services, including safety and security; food, hydration, shelter; health and medical; energy; operational communications; public information; transportation; hazardous materials; and water systems.

PLAN ALIGNMENT

This EOP aligns with and complements the State of Oregon Comprehensive Emergency Management Plan and applicable federal frameworks. It is designed to nest vertically with state doctrine and link horizontally with incorporated city EOPs and other county supporting plans, including continuity and hazard mitigation plans.

Situation Overview

Clatsop County faces a broad range of natural, technological, and human caused hazards. Hazard prioritization and mitigation strategies are informed by the most recent Clatsop County Multi-Jurisdictional Natural Hazards Mitigation Plan and supporting assessment and workshop materials. Figure 3 depicts the impacts of natural hazards in Clatsop County, including a health advisory at Cullaby Lake, a landslide in Astoria, and a dike overtopping.



Figure 3: Photos of Clatsop County Historic Natural Hazards

HAZARD ENVIRONMENT

Hazards identified for the planning environment include the following:



NATURAL HAZARDS

Earthquakes	Severe Weather and Winter Storms	Coastal Erosion
Tsunamis Including near shore and distant events	Wildfires	Drought
Floods	Volcanic Activity	



TECHNOLOGICAL HAZARDS

Hazardous Materials Incidents	Transportation Accidents	Maritime and Port-Related Incidents
Utility and Communications Failures	Dam Failures Including upstream dam failures	Cyber Incidents Affecting Critical Systems



HUMAN-CAUSED HAZARDS

Targeted Acts of Violence	Bomb Threats and Improvised Explosive Devices	Civil Disturbance
Active Assailant or Active Shooter Incidents	Sabotage	



PUBLIC HEALTH AND BIOLOGICAL HAZARDS

Public Health Emergencies

Including pandemics

Radiological and Biological Hazards

HIGH AND VERY HIGH PRIORITY HAZARDS



Figure 4: Tsunami Evacuation Route, Adobe Stock Photo

Consistent with the Clatsop County Hazard Analysis, Local Hazard Profile Assessment, and the Natural Hazards Background Report developed in support of the Clatsop County Natural Hazard Mitigation Plan, the following hazards have been identified as presenting the highest risk to Clatsop County based on probability, potential consequences, and exposure:

- Cascadia Subduction Zone earthquake
- Tsunami
- Wildland fire and urban interface conflagration
- Windstorm
- Landslide
- Flood
- Hazardous materials incident
- Winter storm, including snow and freezing rain

This prioritization is intended to inform planning emphasis, preparedness activities, and response considerations. It does not replace or supersede the broader hazard list, because other hazards may still require significant coordination depending on incident conditions. Hazards originating outside Clatsop

County, including upstream dam failures or incidents in neighboring jurisdictions, may also create cascading impacts within the county.

Critical Infrastructure and System Vulnerabilities

Several critical systems are particularly vulnerable to disruption during major incidents. Transportation infrastructure, including the Astoria-Megler Bridge, U.S. Highway 202, U.S. Highway 101, U.S. Highway 26, U.S. Highway 30, the New Youngs Bay Bridge, and other key river crossings and evacuation routes, may be damaged or impassable, isolating communities for extended periods. Ports and maritime facilities, including the Port of Astoria and the Astoria Regional Airport, are also subject to disruption from seismic, coastal, and severe weather hazards.

For planning purposes, standard highway bridges that support evacuation and access along primary routes are considered key river crossings due to their role in north–south and west–east evacuation movement. Facilities such as the Arch Cape Tunnel on U.S. Highway 101 function as critical evacuation chokepoints and present similar operational risks as bridges during seismic, landslide, flood, or severe weather events. Damage or closure of these facilities could significantly restrict evacuation, emergency response, and resupply efforts, particularly for coastal and rural communities.

Essential services, such as water and wastewater systems, energy distribution infrastructure, health and medical facilities, emergency shelters, communications systems including radio towers and internet nodes, and government facilities (including the county EOC), are exposed to coastal, seismic, and weather-related risks. Prolonged disruption to these systems may compound incident impacts and delay stabilization and recovery operations.

Population and Demographic Considerations

Clatsop County's demographic profile presents unique planning considerations that influence preparedness, response, and recovery operations. Population distribution, age, housing characteristics, and access and functional needs shape evacuation planning, sheltering strategies, medical surge capacity, and the delivery of essential services during emergencies. Demographic information summarized in this section is derived from the U.S. Census Bureau Decennial Census and American Community Survey (ACS) 5-Year Data, supplemented by county planning and hazard mitigation materials.



Figure 5: Photos of Clatsop County Landmarks

As of 2024, the county population was approximately 41,363, with 16.9% identifying as Black, Indigenous, or People of Color (BIPOC) and 10% Hispanic or Latino. Most county residents live in incorporated cities, but a significant portion also reside in unincorporated and rural areas that may experience delayed access following major incidents.

A substantial portion of the population is 65 years of age or older, increasing reliance on medical services, prescription access, mobility assistance, and power-dependent medical equipment during outages. Additionally, 20% of people in the County identify as having a disability. These factors necessitate early coordination with public health, human services, and community partners to support accessible evacuation, sheltering, and recovery operations.

Census and ACS data indicate that a portion of county residents speak a language other than English at home and may have limited English proficiency, reinforcing the need for culturally appropriate outreach, partnership with trusted community partners and service providers, plain language messaging and accessible public information.

The County's median household income is \$68,705, about \$12,000 below that of the state. Additionally, 12% of the population lives in poverty with 15.3% of households receiving Supplemental Nutrition Assistance Program (SNAP) benefits. Income and poverty indicators highlight the importance of coordinated assistance programs following disasters that disrupt employment, housing, and essential services.

Housing characteristics and housing instability can further affect risk and recovery timelines. Census data show a significant number of rental units, manufactured homes, and seasonal or recreational housing, which may be more vulnerable to damage from seismic, coastal, and severe weather hazards. Damage to rental and seasonal housing can complicate temporary housing availability, workforce retention, and long-term recovery. People experiencing chronic homelessness or temporarily displaced by a disaster may face heightened exposure to hazards and barriers to accessing shelter, healthcare, and recovery assistance following disasters, requiring early coordination with human services and community partners.

All the demographic barriers listed in this section may be experienced separately or as compounding factors for individuals and households in Clatsop County. Service and resource needs will be dynamic, evolving with the response to and recovery from disasters. As such, robust case management, coordination and information sharing will be necessary to address unmet needs.

In addition to local demographics, Clatsop County attracts a significant number of tourists. Estimates show that 3,420,000 people stayed overnight in Clatsop County in 2024. On an average day, the total population in the County increases by 23% due to visitors. Travel spending in Clatsop County totaled \$573 million in 2023. Figure 5 depicts Clatsop County's world-renowned tourism attractions, such as Haystack Rock, Cannon Beach, Tillamook Head, City of Seaside, and the Astoria-Megler Bridge.

Seasonal tourism and workforce, second homes, and recreational travel contribute to periodic population surges, particularly along the coast, increasing demand for emergency services, transportation, sheltering, healthcare, and public information during peak seasons. These seasonal population fluctuations are reflected in census housing vacancy.

DOGAMI estimates that up to 38,000 visitors may potentially stay overnight within the tsunami inundation zone within the County. Tourists are particularly vulnerable in such situations because they are unfamiliar with local geography, lack established social networks for assistance, and often have limited personal resources.

Operational Context and Lifeline Priorities

This operating environment informs the county's use of the community lifelines framework to support situational awareness and response prioritization. Initial response actions focus on stabilizing essential lifelines in support of response and recovery operations.

CAPABILITY ASSESSMENT

Clatsop County's emergency management capability focuses on coordination, information sharing, and resource support during incidents that exceed routine operations. These capabilities are exercised through county departments, incorporated cities, special districts, and community partners and are integrated with state and federal emergency management systems.

County capability priorities are informed by the 2024 Integrated Preparedness Planning Workshop (IPPW) and the 2023 Clatsop County Capabilities Assessment submitted to the Oregon Department of Emergency Management (OEM).

The Integrated Preparedness Planning process identified Operational Coordination, Public Information and Warning, Planning, Logistics and Supply Chain Management, and Situational Assessment as multiyear preparedness priorities.

These priority capabilities guide training, exercise design, corrective actions, and future planning efforts under the Integrated Preparedness Cycle.

County capability is primarily executed through EOC coordination, which supports situational awareness, prioritization of competing demands, and resource coordination across concurrent incidents.

County emergency management capability is shaped by geographic isolation, limited access routes, seasonal population increases, staffing depth constraints, and infrastructure vulnerability. These conditions may require sustained local operations for an extended period without mutual aid assistance and reinforce the importance of strengthening coordination, logistics management, and information sharing capabilities.

Capability improvement efforts are implemented through training, exercises, and planning activities identified in the Integrated Preparedness Plan and are reviewed annually through the IPPW process.

Additional details regarding command and control, department roles, communications, and operational procedures are addressed elsewhere in this Base Plan and supporting annexes.

MITIGATION OVERVIEW

Mitigation activities in Clatsop County are guided by the 2021 Clatsop County Multi-Jurisdictional Natural Hazards Mitigation Plan and applicable state and local authorities. Mitigation priorities emphasize pragmatic governance, protection of community lifelines, and support for resilient communities in a hazard environment shaped by seismic, coastal, weather related, and wildfire risks.

Mitigation planning identifies the risk of geographic and supply chain isolation as a central consideration for emergency operations. Multiple high priority hazards have the potential to disrupt transportation access, power, communications, and food and medical supply chains, with planning assumptions ranging from 72 hours to two weeks or longer without external assistance.

Protection of critical infrastructure and lifelines is a core mitigation focus. Priority sectors include energy, communications, transportation, health and medical services, food, water, and shelter systems. Transportation corridors, bridges, and evacuation routes are recognized as potential chokepoints whose disruption could isolate communities and complicate response and recovery operations.

Risk reduction is implemented through land use planning, development standards, building codes, and post disaster recovery and rebuilding practices. Mitigation considerations inform preparedness activities, such as evacuation route planning and public education, support continuity of essential services during response, and are incorporated into recovery decisions to reduce future risk while restoring damaged systems.

Mitigation planning is coordinated across the county, incorporated cities, and special districts and is aligned with state mitigation frameworks. Hazardous materials prevention and technical mitigation are addressed through separate hazardous materials and environmental response plans.

PLANNING ASSUMPTIONS

Planning assumptions are used to support plan development and operational readiness. During an incident, these assumptions are replaced by situational awareness and adjusted as conditions change.

- All areas of Clatsop County are subject to hazards that may disrupt essential services and government operations.
- Residents within the county should be prepared for a minimum of 72 hours of self-sufficiency, with the understanding that isolation may extend for one to two weeks or longer. Historically, some coastal planning assumptions have considered isolation periods of up to six weeks following a catastrophic Cascadia Subduction Zone earthquake, particularly where transportation access is severely constrained.
- State and federal assistance may be delayed and may not arrive until local resources and mutual aid are exhausted.
- Primary transportation corridors may be damaged or impassable due to landslides, seismic activity, or severe weather, requiring the use of alternate routes, including private or gated roads.
- Response operations may be significantly strained during peak summer months, major events, and seasonal activity, when the population increases substantially.
- Response and recovery activities will incorporate access and functional needs considerations.
- Essential services will be disrupted, including power, water, communications, transportation access, and health and medical services.
- Emergency declaration and emergency purchasing authorities may be used when local capabilities are exceeded, consistent with ORS 401.309 and Clatsop County Code 1.04.070.
- Protection of private property remains primarily the responsibility of the property owner.

Concept of Operations

This section establishes a scalable, flexible, and adaptable framework for coordinating Clatsop County response and short-term recovery operations. It describes a scalable, flexible, and adaptable approach in which the EOP Base Plan and its supporting annexes may be activated in whole or in part, based on incident conditions. The framework emphasizes locally led response, unity of effort, and coordinated action across county departments, incorporated cities, and partner organizations. It defines the overarching organizational structures and general coordination processes used to manage information, resources, and operational activities during incidents or planned events, while enabling integration with state and federal support when local capabilities are exceeded.

Upon activating this EOP base plan, the following actions will be taken in addition to those listed in any activated annex.

Activation

Upon receipt of a credible threat or when an incident occurs, the designated emergency management agency (if any), or another authorized city or county agency or official responsible for emergency duties, may activate the EOP and applicable annexes and may activate the EOC as incident needs dictate. This EOP may be activated in part or in full through several mechanisms: The EOC is activated before or during an incident or planned event.

- An incident or planned event that warrants multi-agency and/or multi-jurisdictional coordination has occurred or will occur.
- Clatsop County EOC activation results in a request to activate this EOP.
- The State of Oregon declares a local state of emergency, and the county is included in the declaration.

The County Emergency Management Director, or their delegate, and the County Policy Group will determine the appropriate EOC activation level and ensure adequate EOC staffing levels. Department heads will be notified of EOC activation using phone calls, text messages, and emails, and their presence will be requested in the EOC, as appropriate. The EOC will operate as the situation dictates and serve as a clearinghouse for response and recovery operations and resource deployment.

Initial Operations

- Gather and process initial information regarding the incident or event, its impacts, and initial response operations.
- Establish contact, as appropriate, with the emergency management organizations of adjacent municipalities.
- Activate agreements or contracts with the private sector or other providers for services or supplies known or anticipated as necessary.

- Request assistance, as needed, by executing mutual aid agreements and/or requesting assistance under the Oregon Revised Statutes Chapter 401.
- If not already completed due to advanced recognition of the event, determine the immediate or likely need for a state of emergency, as indicated to promulgate that declaration.

Continuing Operations

- Adjust EOC operations, such as operational periods, activated annexes, incident objectives, and staffing.
- Ensure credible information sources for incoming information and develop and share information to establish situational awareness regarding the incident, its impact, and response operations.
- Prepare and disseminate additional situation reports (SitReps) and other briefs.
- Disseminate accurate and timely information and warnings, and ensure public information adheres to the guidance outlined in the Public Information Annex.
- If requested, deploy personnel to a Joint Information Center (JIC) and establish communications with the JIC.
- Identify resource needs and request them through appropriate channels in the EOC.
- Ensure resources are prioritized based on life safety, protecting property (emphasizing critical infrastructure and essential resources), and protecting the environment.
- Receive and process requests for resources and assistance, providing resources and information to supporting response agencies, as appropriate.
- Track personnel and resource availability and usage.
- Prioritize and reallocate personnel and resources.
- Coordinate and/or monitor the services and materials provided by private sector vendors or other external organizations.
- Anticipate future emergency management needs of responding personnel and departments.
- Initiate the damage assessment process, if necessary, as soon as practicable, as directed by the mission-specific Annex.

Deactivation

From the moment of EOP activation, Clatsop County will engage in deactivation and recovery planning while concurrently taking the incident response actions necessary to protect the public.

- Determine the appropriate timing of deactivation based on the current size and scope of the incident and the affected population. The Emergency Management Director and leadership will coordinate deactivation decisions based on incident or planned event operations.

- Notify all appropriate partners of deactivation.
- Maintain situational awareness throughout the recovery phase of the incident, including sharing information with response partners.
- Gather all documentation and save it digitally for incident processing purposes (reimbursements, tracking, etc.).
- Submit incident-related documentation and costs for potential cost recovery.
- Conduct a deactivation briefing.
- Ensure the EOC is returned to a state of operational readiness, including restocking supplies and restoring equipment.
- Conduct a hot wash and develop an after-action report within 60 days of deactivation to document incident strengths and areas for improvement.
- Ensure first responders can access critical incident stress debriefings as needed.

Transition to Recovery

In most incidents or planned events, recovery does not begin at a definitive point. Instead, it occurs over time as the operational pace and rhythm change and staff roles transition. The transition from response to recovery operations may occur at any point along the recovery continuum, from short-term recovery to intermediate recovery to the start of long-term recovery, depending on the magnitude and severity of an incident. In addition, the time needed for recovery depends on the real-world effects of the incident on the community. Based on short- and long-term recovery needs, the positions required in the EOC may flex and scale. During the transition into recovery, some EOC members may remain active in response operations. In contrast, others may transition to their daily organizational duties and/or into a recovery organization established by the EOC.



Figure 6: FEMA Preliminary Damage Assessment, Clatsop County, Oregon

Clatsop County will take the following steps to facilitate the transition to recovery:

- Restore essential services, facilities, and infrastructure.
- Facilitate the search for funding sources.
- Recommend restoration priorities.
- Coordinate and assist with the recovery of other whole community, social, and economic services.

Emergency Operations Center Activation and Coordination

Operational Priorities

Clatsop County actions during emergencies are guided by the following priorities:

Life Safety: Protection of responders, at-risk populations, and the public

Incident Stabilization: Limiting incident expansion and reducing immediate threats

Property and Environmental Protection: Minimizing damage to critical infrastructure, property, and natural resources

Emergency Operations Center Activation

Under Clatsop County Code 1.04.070, the Emergency Management Director has authority to activate the EOC based on incident conditions. A formal declaration of emergency and invocation of emergency powers requires action by the Board of County Commissioners.

Requests for EOC activation may originate from county departments, incorporated cities, or the Emergency Management Director based on incident scope, resource needs, or anticipated escalation. Once activated, the EOC supports coordination through notification of leadership, staffing based on operational requirements, and establishment of operational periods.

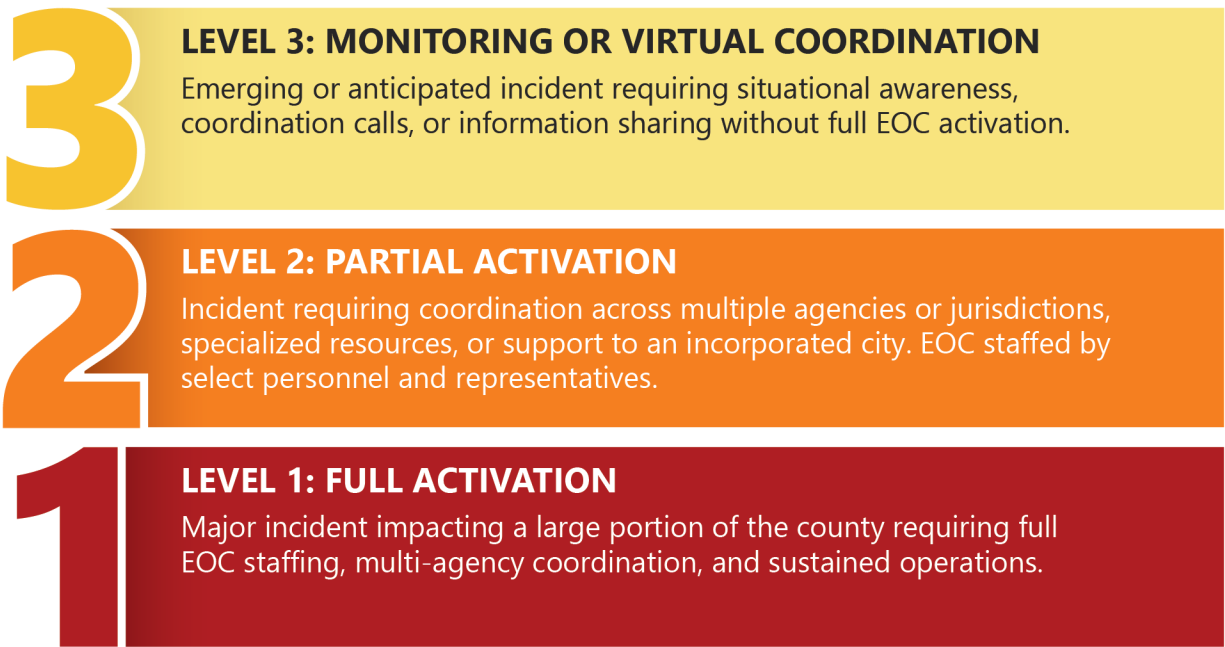


Figure 7: Clatsop County EOC Activation Levels

Emergency Operations Center Coordination

The mission of the Clatsop County government during incident response and recovery is to save lives, protect property and the environment, and support a well-coordinated, transparent, and timely recovery. The desired end state is achieved when the community lifelines are stabilized, and impacts can be managed through steady state programs.

Emergency operations in Clatsop County are managed at the incident level by responding agencies using ICS. Initial response actions are directed by the appropriate AHJ, with command and tactical control remaining at the incident. When incident complexity, scope, or duration exceeds routine response capabilities, the county provides coordination, information sharing, and resource support through activation of the EOC.

Table 1: Concept of Operations – Coordination Flow

Incident Occurs	Field ICS Leads	Coordination Threshold Crossed	County EOC Activates	City, Regional, and State Coordination
• Natural, technological, or human-caused events • Localized impacts	• Incident Command established • Tactical response underway	• Multi-agency or multi-jurisdiction impacts • Resource shortfalls or	• Centralized coordination • Resource support and prioritization	• Cities retain local command • County aggregates needs

Incident Occurs	Field ICS Leads	Coordination Threshold Crossed	County EOC Activates	City, Regional, and State Coordination
Immediate life safety concerns	- Fire, Law, EMS, Public Health as appropriate - Command remains at the incident level	- extended operations - One or more community lifeline disrupted - Decision point for county coordination	- Situational awareness and executive support - Supports incidents; does not replace field command	Requests elevated to Oregon Emergency Management

Resource Request and Coordination

Incorporated cities retain command and control of resources within their jurisdictions. When local capabilities and existing mutual aid are insufficient, unfulfilled local requests for assistance are forwarded to the County EOC. Clatsop County coordinates available county and mutual aid resources and, when those resources are exhausted or additional support is required, forwards requests to Oregon Emergency Management in accordance with ORS Chapter 401.

Large-scale fire incidents and other emergencies requiring fire service mobilization may be managed through the Oregon Fire Service Mobilization Plan. The mobilization plan is an all-hazards framework for mobilizing fire service resources beyond local and district mutual aid capacity and may be activated independently of a local emergency declaration or the Emergency Conflagration Act. When the Emergency Conflagration Act is invoked, statewide mobilization and reimbursements are authorized through the Office of State Fire Marshal.

County emergency operations and fire service mobilization processes may occur in parallel. Coordination is maintained through shared situational awareness, information sharing, and liaison functions among the County EOC, Fire Defense District leadership, and state partners.

Community Lifelines Lens



Figure 8: FEMA Community Lifelines

All coordination, prioritization, and reporting decisions are evaluated through FEMA Community Lifeline status.

Clatsop County employs the community lifelines framework to guide situational awareness, prioritization, and decision making. During EOC activation, county departments, incorporated cities, and community partners provide regular operational updates related to lifeline status, resource needs, and emerging risks. These updates support a shared common operating picture (COP) to inform executive-level decisions.

Clatsop County uses a tiered activation structure aligned with state practice. Activation levels reflect operational complexity and coordination requirements, not declaration status.

CONTINUITY OF OPERATIONS AND GOVERNMENT

Continuity of operations (COOP) and continuity of government (COG) principles are applied to maintain essential Clatsop County functions during emergencies that disrupt normal operations. While a standalone COOP/COG plan is under development, this Base Plan establishes interim continuity structures.

ORDERS OF SUCCESSION

To prevent gaps in authority, Clatsop County maintains separate lines of succession for policy governance and operational coordination.

Emergency Policy and Governance

1. Chair, Board of County Commissioners
2. Vice-Chair, Board of County Commissioners
3. Senior Board Member
4. County Manager
5. Assistant County Manager

If a quorum of the Board is not available, individual Board members may act subject to confirmation at the next available meeting.

Emergency Measures

Designated agencies and/or officers, as charged by a state of emergency declaration, may take the following actions:

Sheriff or Their Designee(s)

- Order mandatory evacuation of residents and other individuals when necessary for public safety or when necessary for efficient conduct of activities that minimize or mitigate the effects of the emergency.
- Establish a curfew for emergency areas.
- Prohibit or restrict vehicular and pedestrian traffic within emergency areas.
- Restrict access or expel persons from emergency areas.

County Manager or Their Designee(s)

- Prohibit or limit outdoor mass gatherings within emergency areas.
- Contract for mutual aid agreements.
- Suspend competitive bidding procedures in obtaining necessary goods, services, and equipment during the emergency.
- Redirect county funds for emergency use.

Recovery

Recovery begins during the initial incident response with immediate and short-term actions and then transitions to long-term activities to reestablish a healthy, functioning community that can sustain itself over time. Short-term recovery actions may include debris management, restoration of critical services, temporary housing solutions, emergency repairs to infrastructure, and the provision of disaster assistance to individuals and businesses. Long-term recovery efforts may include permanent housing reconstruction, infrastructure replacement or mitigation, economic revitalization, environmental restoration, and community planning activities that support resilience and future risk reduction.

Clatsop County coordinates recovery activities across county departments, incorporated cities, and community partners, with recovery actions led by the appropriate authorities within their areas of responsibility. Recovery coordination aligns with the National Recovery Framework and uses community lifelines as a common framework for assessing impacts, tracking restoration of essential services, and prioritizing activities from response through recovery.

Recovery planning is adaptive and continues throughout the incident lifecycle. As the incident moves into recovery, the county reassesses priorities, adjusts coordination structures as needed, and incorporates lessons learned to inform recovery efforts and future planning.

Organization and Assignment of Responsibilities

During EOC activation, roles align with NIMS and are scaled based on operational demands and the anticipated duration of the incident. County departments and participating organizations support incident objectives by providing staffing, resources, and situational awareness, including impacts to community lifelines, resource shortfalls, and conditions affecting access and safety. Response and recovery activities account for the access and functional needs of the community.



Figure 9: Clatsop County Emergency Operations Center, Warrenton, Oregon

In addition to routine day-to-day responsibilities, all county departments maintain obligations to incident functions to provide the most effective and efficient response and recovery operations. Each department is responsible for understanding these obligations and maintaining workforce development practices, training, and plans (as necessary) to support incident preparedness.

During an incident or planned event, the county government will continue to function and provide incident and essential services to the extent possible. The Responsibility Matrix in Appendix 1 sets forth

each department's roles and responsibilities during an incident. Upon determination that an incident or planned event has occurred or is imminent, department staff may be activated to report to the EOC.

The Agency/Department-Focused and Hazard-Specific Annexes of the Base Plan outline the actions departments may undertake during an EOP activation and specify the roles and responsibilities required to carry out critical incident functions efficiently and promptly.

County Government

The Clatsop County Policy Group operates directly under the Clatsop County Manager, who oversees decision making in collaboration with CCEM. This emergency management team serves as the core for emergency responses by managing information and resources to support the roles and duties outlined in this plan.

Emergency Management

The Director of CCEM oversees interdepartmental emergency operations and is ultimately responsible for resolving conflicts over the allocation of limited resources during concurrent emergencies. Prioritizing human life over property protection guides decisions on resource distribution and prioritization. CCEM is responsible for coordinating emergency efforts with state, regional, tribal, and private partners, utilizing established liaison roles within the incident or unified command system.

Policy Group

The Policy Group is mentioned as a single entity in this plan, but it may actually consist of multiple components, each representing a different local political jurisdiction within the emergency management program. Each component is accountable for activities within its own jurisdiction. The Policy Group includes both elected and appointed executives who have specific legal responsibilities.

Department Heads

Department heads work with the Policy Group during the development of emergency plans and supply essential response resources. They, along with their personnel, create, plan, and train in accordance with internal policies and procedures to safely address response and recovery needs. Additionally, they are encouraged to participate in interagency training and exercises to develop and sustain the necessary capabilities. Heads of departments and agencies not assigned specific roles in this plan should be ready to provide their resources for emergency duties as directed by the Director of Emergency Management.

Department Personnel

Department personnel are responsible for supporting the objectives of emergency preparedness, response, and recovery. Additionally, they may assume leadership or support roles within the Emergency

Support Function structure of the County EOC. Each department personnel member is accountable for understanding these obligations and implementing workforce development practices, training, and plans (as necessary) to ensure incident preparedness. The obligations and responsibilities of department personnel are outlined in the Agency/Department-Focused, Hazard-Specific Annexes, and Mission-Specific Annexes.

Roles and Responsibilities by Department

Table 2 summarizes the primary roles and responsibilities of Clatsop County departments in support of emergency preparedness, response, recovery, and mitigation activities. During emergency operations, county departments carry out their assigned functions in coordination with the EOC, local jurisdictions, and partner agencies, consistent with NIMS and ICS.

Table 2: County Department Roles and Responsibilities

County Departments	Roles and Responsibilities
Administrative Services	Provides executive leadership, policy direction, and coordination with the Board of County Commissioners; supports emergency declarations, continuity of government, intergovernmental coordination, and public affairs.
Assessment and Taxation	Protects and restores critical records; supports disaster damage assessment, property valuation impacts, and documentation required for state and federal recovery programs.
Budget and Finance	Manages emergency expenditures, maintains financial records, supports procurement and reimbursement processes, and tracks costs for disaster assistance and recovery.
Clerk and Elections	Safeguards vital records; supports continuity of elections and records management; assists with legal documentation required during emergency declarations and recovery.
Community Development	Supports land use, building safety, and post-disaster permitting; provides technical assistance for damage assessments, reentry, rebuilding, and long-term recovery planning.
District Attorney	Provides legal guidance on emergency authorities, enforcement actions, and liability issues; supports prosecution of emergency related violations as appropriate.
Emergency Management	Coordinates countywide emergency preparedness, response, recovery, and mitigation activities; supports EOC operations; maintains situational awareness; and coordinates with state, federal, tribal, and local partners. Also serves as the county's Ambulance Service Administrator and Public Health Emergency Preparedness Coordinator.

County Departments	Roles and Responsibilities
Human Resources	Supports personnel management during emergencies, including staffing, employee accountability, labor coordination, and continuity of workforce operations.
Information Technology	Maintains and restores county information systems and communications; supports cybersecurity, data protection, and technology needs for emergency operations center and departmental operations.
Sheriff's Office	Provides law enforcement, life safety services, evacuation support, security, and coordination with public safety partners; supports emergency communications and warning coordination.
Health and Human Services	Coordinates public health and human services response; supports medical, behavioral health, sheltering, mass care coordination, and services for vulnerable populations.
Public Works	Manages transportation infrastructure, debris management, and damage assessment; supports emergency access, essential services restoration, and coordination with utilities and contractors.

Local and Regional Partners

Clatsop County's emergency management is supported by a number of outside organizations, including the incorporated cities, service organizations, and the private sector.

INCORPORATED CITIES

Incorporated cities in Clatsop County include Astoria, Cannon Beach, Gearhart, Seaside, and Warrenton. The executives of these incorporated cities are responsible for directing and controlling their community resources during emergencies.

FIRST RESPONDER AGENCIES/ENTITIES

The following agencies and entities may maintain primary roles and responsibilities during an emergency impacting Clatsop County:

Table 3: Supporting Roles and Responsibilities by Agency or Entity

First Responder	Supporting Department/Entities
Law Enforcement	• Clatsop County Sheriff's Office • Cannon Beach Police Department • Astoria Police Department • Gearhart Police Department

First Responder	Supporting Department/Entities
	- Seaside Police Department - Warrenton Police Department - Oregon State Police
Fire Agencies	- Clatsop County Fire Defense Board - Astoria Fire Department - Elsie-Vinemapple Rural Fire Protection District - Cannon Beach Rural Fire Protection District - Hamlet Fire Department Gearhart Fire Department - Knappa Svensen Burnside Rural Fire Protection District - John Day-Fernhill Rural Fire Protection District - Mist-Birkenfeld Rural Fire Protection District - Lewis and Clark Rural Fire Protection District - Olney-Walluski Fire and Rescue - Nehalem Bay Rural Fire Protection District - Seaside Fire & Rescue, - Westport Wauna Rural Fire Protection District - Warrenton Fire Department - Camp Rilea - Oregon Department of Forestry - U.S. Coast Guard Sector Columbia River
Emergency Medical Services (Ambulance Providers)	- Medix Ambulance Service, Inc. - Knappa-Svensen Fire District - Seaside Fire & Rescue - Incorporated cities may provide non-licensed ambulance services in support of response operations

State Response Partners

OEM is responsible for coordinating state activities during incidents or planned events under ORS 401.260 to 401.280. The state will activate the State Emergency Coordination Center (ECC) when conditions exist or are anticipated to require such coordination and support of local response operations. The ECC responds to resource requests from counties, which submit them on behalf of municipalities or the county itself. The ECC coordinates support from state agencies; statewide assets and agreements; and federal, private-sector, and other response partners, including Emergency Management Assistance Compact (EMAC) states.

OEM provides support at the county and municipal levels through the Oregon Emergency Response System (OERS) to facilitate coordination and communication among all levels of government and the private sector. Additional OEM units support statewide efforts in prevention, protection, mitigation, response, recovery, and planning.

Federal Partners

FEMA is the main federal agency that supports and coordinates incident response efforts when requested by the OEM. It acts as a liaison with other federal agencies, submits disaster declaration requests from the governor to the president, and oversees financial assistance programs, including those under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), which cover prevention, protection, mitigation, response, and recovery. The procedures and policies for resource allocation and coordination at the federal level follow the OEM Comprehensive Emergency Management Plan.

Under Clatsop County Code 1.04.070, the Emergency Management Director has authority to activate the EOC based on incident conditions. A formal declaration of emergency and invocation of emergency powers requires action by the Board of County Commissioners.

Mutual Aid

Clatsop County is authorized under Oregon Revised Statutes to enter into cooperative assistance and mutual aid agreements with public and private entities to support emergency response and recovery operations. These agreements provide for the sharing of personnel and teams, equipment, supplies, facilities, and technical services when local capabilities are exceeded. Existing agreements include standing regional and statewide mutual aid arrangements and memoranda of understanding with response agencies, support organizations, special districts, nonprofit partners, and private sector entities.

Mutual aid resources are requested, deployed, and managed based on incident needs and in accordance with applicable agreements. Limitations related to scope of assistance, liability, reimbursement, supervision, and worker protections are addressed within the agreements and applicable state law. Mutual aid coordination is supported through CCEM and the EOC, with detailed procedures addressed in supporting annexes.

Rosters, Procedures, and Implementation Materials

Departments and agencies assigned responsibilities under this plan are responsible for maintaining current internal notification rosters, call down procedures, and standard operating procedures necessary to carry out their assigned functions. These materials are maintained as part of routine administrative processes and updated in accordance with departmental policy.

CCEM maintains EOC activation procedures, organizational structures, and position specific implementation materials, including checklists. These materials support scalable activation and continuity of coordination across incidents and are maintained in alignment with NIMS.

Volunteer Management

Unaffiliated or emergent volunteers are only incorporated into emergency operations through approved and managed processes. Individuals or groups wishing to volunteer during an incident must be registered

with the county and assigned through established coordination mechanisms. Credential verification is required prior to assignment, and volunteers may only be utilized in roles appropriate to their verified skills and under supervision.

Volunteer coordination is conducted in collaboration with designated county departments and CCEM to support response objectives while minimizing safety, liability, and operational risks. Volunteers are not self-deployed and are integrated into operations only when needs are identified and appropriate oversight is available.

Resource Management and Credentialing

Clatsop County utilizes NIMS resource typing standards to support consistent identification, ordering, securing, and management of resources during emergency operations. Resource requests, tracking, deployment, and demobilization are coordinated through the EOC using established ICS processes and forms.

Credentialing requirements apply to personnel and volunteers assigned to incident operations, qualifications aligned with assigned duties. Resource availability and credentialing documentation are maintained through departmental processes and coordinated during incidents by emergency management and logistics functions. While a single centralized inventory may not exist prior to an incident, resource coordination during activation relies on established departmental knowledge, mutual aid agreements, and NIMS-compliant resource management practices.

Public Safety and Law Enforcement

Upon declaration of a local emergency, Clatsop County officials are authorized to implement emergency controls and exercise special powers as provided by law. Law enforcement agencies are responsible for maintaining public order, enforcing laws and emergency directives, managing access control, supporting evacuations, and securing critical facilities.

Law enforcement officers are authorized to enforce evacuation orders, quarantine or isolation measures, and other legally issued emergency orders. Enforcement actions are conducted to protect life safety, maintain orderly operations, and support response and recovery objectives. Coordination between law enforcement, emergency management, and other response agencies ensures enforcement actions are aligned with incident priorities and policy direction.

Direction, Control, and Coordination

Direction and control of Clatsop County emergency operations are carried out in accordance with NIMS. Tactical command is exercised at the incident level, while strategic coordination, resource support, and policy alignment are provided through the County EOC.

The County EOC serves as the central coordination point for multi-agency incidents. It supports incident commanders by maintaining situational awareness, coordinating resources, managing information flow, supporting community lifeline status reporting, and supporting policy decision making when local capabilities are reached or exceeded.

The primary and alternate EOCs are provided below. In addition, the Boynton Building may be used as a secondary alternate location. The JIC location will be determined during an active response or will be located in the Mission-Specific Annex.

- **Primary EOC:** Warrior Hall, Camp Rilea, Warrenton
- **Alternate EOC:** Public Services Building, Conference Room 430, Astoria

Field-based incident command posts and agency operations centers retain tactical control and coordinate with the County EOC for resource requests, information sharing, private sector coordination, and external support.

Coordination Systems

Clatsop County requires the use of NIMS and ICS for all emergency incidents. The ICS structure expands or contracts based on incident complexity and supports unified command when multiple jurisdictions or disciplines share authority.

The County EOC does not replace on-scene command; it provides coordination across jurisdictions and functions, allowing incident commanders to focus on life safety, incident stabilization, and property protection.

Incident Command, Tactical Control, and Operational Coordination

Incident command authority within Clatsop County is based on the nature of the incident, the responding agency's statutory authority, and jurisdictional responsibility. The first responder on scene typically serves as the initial Incident Commander until command is transferred to the appropriate lead agency or a unified command structure.

Fire agencies fill the Incident Commander position for fire incidents, hazardous materials, and mass casualty incidents in their jurisdictions. For hazardous materials incidents occurring outside a protected fire district, the Sheriff's Office may assume initial command to secure the scene until command authority is established. Law enforcement agencies fill the Incident Commander position for criminal incidents, civil disturbance, and terrorism related events once immediate life safety actions are completed. The Clatsop County Public Health Department fills the initial Incident Commander position for public health and medical emergencies. The Clatsop County Sheriff has statutory authority to coordinate all search and rescue missions in the county and fills the Incident Commander position for those operations. For natural hazard incidents with impacts limited to a defined area or single jurisdiction, incident command is

typically exercised by the onsite Incident Commander. For tsunami events, incident command is preassigned to designated law enforcement or fire agencies based on the affected risk area.

Tactical control of response assets is exercised at the incident level through the Incident Command Post. Tactical units remain under the command of their respective agency supervisors while operating under ICS. The Operations Section Chief, typically from the lead response agency for the incident type, directs tactical operations in accordance with the Incident Action Plan.

Operational coordination and policy direction are provided through the County EOC. The EOC supports incident operations by coordinating resources, managing information flow, supporting public information through activation of the Public Information Officer (PIO) function and, when appropriate, a JIC, and aligning response activities with County policy direction. The County Manager, in coordination with CCEM and the Policy Group, provides oversight and resolves resource allocation issues during major or complex incidents. The EOC does not assume on-scene command authority; it supports Incident Commanders by enabling coordinated response across jurisdictions and functions.

Unified Command is used for incidents involving multiple agencies, jurisdictions, or levels of government. Unified Command allows agencies with jurisdictional authority to share incident command responsibilities while retaining their individual legal authorities. Unified Command is utilized for complex incidents, such as hazardous materials events involving multiple jurisdictions, terrorism incidents, aircraft accidents, large scale animal or agricultural emergencies, and other incidents requiring coordinated command.

Legal Authority and Delegations

Clatsop County's authority to take emergency actions is established under applicable state law, the county's home rule authority, and the County Charter, as described in the Authorities and References section of this Base Plan. These authorities enable the county to declare emergencies, delegate authority, and take expedited actions necessary to protect life, property, and public safety.

Essential Records and Continuity Measures

- Printed copies of the EOP, annexes, and key procedures are maintained by department heads for use during power or communications outages.
- The digital version of the EOP is stored and maintained on the county network drive, with a redundant backup on a cloud-based platform.

Departmental Continuity Responsibilities

Each county department is responsible for maintaining internal continuity procedures that address:

- Lines of succession
- Alternate facilities or virtual operations
- Employee accountability and safety during the first operational period

Information Collection, Analysis, and Dissemination

Clatsop County uses plain language and common terminology for all multi-jurisdictional emergency operations. Clear and consistent communication supports safe operations and effective coordination across agencies, jurisdictions, and disciplines, regardless of incident size or complexity.

Information Collection and Reporting

Information collection begins at the field level and is conducted by departments and jurisdictions with operational responsibility during an incident. Field personnel perform initial size up activities and report observations through established dispatch, supervisory, and command channels. Information collected supports decision making, resource coordination, and public information and includes, but is not limited to, the following:

- Threats to life safety and life sustaining services
- Incident scope, severity, and geographic extent
- Damage to critical facilities and infrastructure
- Hazard conditions and secondary risks
- Evacuation needs, access and mobility constraints
- Resource availability, shortfalls, and limitations

Departments and jurisdictions contribute to incident situational awareness by reporting conditions aligned with the following community lifelines:

- Safety and security
- Food, hydration, and shelter
- Health and medical
- Energy
- Communications
- Transportation
- Hazardous materials
- Water systems

Information collection also identifies impacts to individuals with access and functional needs to support inclusive response and recovery actions.

Information Verification and Departmental Review

Collected information is reviewed and verified through supervisory and command level processes prior to dissemination. Departments are responsible for confirming the accuracy, timeliness, and relevance of information originating from their operations. Verification may include cross-checking field reports, confirming conditions through multiple sources, and coordinating with partner agencies when appropriate.

Law enforcement, fire, public works, health, transportation, and other departments conduct initial verification within their areas of responsibility before forwarding information to the County EOC.

Consolidation and Analysis at the County Emergency Operations Center

When the County EOC is activated, the Planning Section serves as the primary coordination point for the collection, evaluation, and consolidation of incident information. Inputs from departments, jurisdictions, and field operations are synthesized to maintain a COP, identify emerging issues, and support operational and policy level decision making.

The EOC integrates information across departments to accomplish the following:

- Confirm incident status and operational priorities.
- Identify trends, projected needs, and potential escalation factors.
- Support coordination between response functions and jurisdictions.
- Inform development of SitReps, Incident Action Plans, and briefings.

Information analysis focuses on both current conditions and anticipated impacts, supporting a coordinated transition from response to short-term recovery.

Information Dissemination

Incident information is disseminated through established reporting and briefing processes to ensure shared situational awareness among participating agencies and partners. Dissemination methods may include SitReps, EOC briefings, and public information releases coordinated through designated public information functions.

The County EOC ensures that information is shared using plain language and common terminology, while recognizing that certain information may require controlled handling or limited distribution consistent with legal, operational, or law enforcement considerations.

Roles and Responsibilities

Clatsop County Emergency Management

- Supports community lifeline status reporting during EOC activations.
- Serves as the county coordination point for requests for state and interstate assistance submitted through OEM, including resources requested under EMAC.
- Facilitates coordination and information sharing across county departments and with external partners to support situational awareness and decision making.
- Coordinates prevention- and threat-related information sharing in collaboration with law enforcement partners, as appropriate, based on incident conditions and baseline assessment findings.

County Emergency Operations Center

- Serves as the central point for county-level information coordination during incidents requiring multi-agency involvement.
- Supports the consolidation and dissemination of operational information to support response coordination and policy decision making.

Emergency Operations Center Planning Section

- Collects, consolidates, evaluates, and distributes incident information.
- Maintains the COP for county leadership and partner agencies.
- Prepares and distributes situational awareness reports and planning products in support of EOC operations.
- Performs documentation, data validation, and incident recordkeeping functions within the Planning Section structure.

County Departments

- Report operational impacts, emerging issues, and resource needs to the EOC Planning Section during activation.
- Support the accuracy and timeliness of information used to inform the COP.
- Department heads are responsible for monitoring conditions in their areas of authority.

Law Enforcement and Fusion Center Coordination

- Law enforcement agencies are responsible for coordinating information sharing with fusion centers, including the Oregon TITAN Fusion Center.

- Law enforcement–originated threat or intelligence information is shared with CCEM and the EOC through established law enforcement channels, as appropriate.
- Integration of law enforcement–sensitive information into the County COP is subject to applicable clearance, handling, and sensitivity requirements.
- CCEM supports situational awareness and coordination but does not independently collect, analyze, or disseminate law enforcement–sensitive or classified information.

Public Information Officer

- Creates and disseminates key messages and incident updates to public and media partners (following review and clearance processes set forth by the Incident Commander (IC), or designee).
- Activates and staffs a JIC (which may include appointing a JIC Manager).
- Develops fact sheets and situation updates for internal staff use.
- Designates a spokesperson, alternate spokesperson, and supporting subject matter experts, if needed.
- Develops and distributes news releases, status updates, and other emergency information through news conferences, websites, newspapers, television stations, radio stations, e-mail, and emergency hotlines.

Joint Information Center

- Coordinates information sharing among the larger PIO network.
- Develops and distributes materials to the general public and media partners.
- Implements information clearance processes set by the IC.
- Schedules media briefings in a designated location away from the EOC and other emergency operations.

Information Flow and Situation Reporting

During EOC activation, Clatsop County follows a structured reporting cycle. Situational awareness is maintained through regular SitReps and other planning or reporting products developed as conditions warrant. These products may include incident action plans and incident status summaries. Reports are typically developed and shared approximately every three to four hours during active operations, or as conditions warrant.

Information flows from field operations through department leadership to the Planning Section in the EOC for consolidation and analysis. This process supports consistent situational awareness across the county, incorporated cities, and regional partners.

Digital systems used to support information flow and coordination include the following:

- Basecamp for coordination with incorporated cities and document sharing
- OpsCenter for state coordination and resource requests
- RAPTOR for mapping and geographic information
- Everbridge for alerts, notifications, and coordination calls
- WinLink as a backup communications method should internet service be disrupted

Data Accuracy and Protection

Information is validated through cross checks between field supervisors, department leadership, and the EOC to reduce misinformation and the spread of rumors. Sensitive or confidential information is protected in accordance with applicable laws and policies. Incident documentation shall be maintained in a manner that supports controlled access, version management, and compliance with applicable records retention and confidentiality requirements. Redacted versions of documents may be used to support public transparency, as appropriate. Each department is responsible for identifying and protecting records essential to emergency operations.

Communications

Clatsop County uses a layered communications approach to maintain coordination between the county, incorporated cities, and state partners during emergencies. Plain language is required during all multi-jurisdictional incidents to support clear communication across agencies and disciplines.

The county relies on both primary and redundant communications systems to support responder communications, operational coordination, and public messaging when normal communications are disrupted. This section defines the communications authorities, coordination roles, and strategic level communications. Detailed technical procedures, system configurations, and operational checklists are addressed in the Communications Mission-Specific Procedures and supporting departmental procedures.

Operational Communication Systems

Clatsop County is served by two Public Safety Answering Points (PSAPs) that function as Primary Warning Points and receive official warning information through state and federal alert and warning systems. One PSAP is operated by the City of Astoria, and the second is operated by the City of Seaside

Primary communication systems used during emergency operations include public safety radio systems, email distribution lists, and the Everbridge mass notification system, branded locally as ClatsopALERTS!



Figure 10: Auxiliary Communications Team, Clatsop County Emergency Operations Center, Warrenton, Oregon

Clatsop County uses the following alert systems:

- ClatsopALERTS! (or equivalent system)
- Integrated Public Alert & Warning System (IPAWS) / Wireless Emergency Alerts
- National Oceanic and Atmospheric Administration (NOAA) Weather Radio
- Social media
- Website alerts
- Reverse 911 systems

The County 911 system is operated by the City of Astoria and the City of Seaside PSAPs. While Clatsop County does not operate a PSAP, it coordinates with both cities to support emergency communications, situational awareness, and integration with county and state alerting system

Redundant and backup methods are maintained to support continuity during outages or infrastructure damage. These include amateur radio capabilities, satellite phones, redundant internet connections, and priority telecommunications services such as Government Emergency Telecommunications Service (GETS) and Wireless Priority Service (WPS).

Public Information Communications

ClatsopALERTS! is the primary system for agency notification and public alerting. The system supports Emergency Alert System (EAS) and Wireless Emergency Alert (WEA) messaging when conditions require immediate public action.



Figure 11: Nicolai Repeater, Clatsop County, Oregon

CCEM administers the system and coordinates testing to verify functionality and user readiness.

Public information coordination during incidents, including protective action messaging and situational updates, is conducted in accordance with the CCEM Strategic Communications Plan. This plan establishes principles for timely, open, and proactive communication before, during, and after incidents and supports consistent messaging across county departments, incorporated cities, and community partners.

Communications Support Framework

Communications responsibilities are distributed to support both field operations and coordinated messaging:

- CCEM manages EOC communications capabilities, including amateur radio and satellite systems.
- Public safety agencies maintain their own operational radio systems for tactical coordination.
- The County Manager's Office, through Public Affairs, coordinates public messaging to support a unified voice across jurisdictions.
- The County PIO supports rumor control and public inquiry management by monitoring media and social media platforms, coordinating call-taking support, and facilitating information sharing in accordance with supporting procedures.

During EOC activation, the PIO integrates into the incident management structure to support coordinated messaging between the county, incorporated cities, cooperating agencies, and the public. For complex incidents, a JIS may be established to ensure messaging consistency across participating jurisdictions.

Interoperability and Coordination

Interoperable communications within Clatsop County are supported through established operational procedures, shared radio systems, and coordination between response agencies. Communications planning and operations are structured to support coordination across jurisdictions and disciplines during incidents involving fire, law enforcement, emergency medical services, public works, and other response partners.

County communications systems are designed to integrate with state platforms, including OERS and OpsCenter, to support escalation, information sharing, and statewide coordination during incidents that require external assistance. These systems support a layered approach to communications coordination, allowing field operations, dispatch centers, and the County EOC to maintain situational awareness and coordinate resources as incidents expand.

Clatsop County's approach to interoperable communications aligns with the [Oregon Statewide Communications Interoperability Plan](#) (SCIP), which establishes a statewide governance and coordination framework for public safety communications. While the SCIP does not reference Clatsop County by name, its guidance applies to coastal and rural jurisdictions with complex terrain and hazard exposure, including reliance on multiple systems and interconnections between neighboring jurisdictions. The SCIP promotes a "system of systems" model that emphasizes interoperability through coordination, shared governance, and integration rather than a single unified network.

At the national level, the [National Interoperability Field Operations Guide](#) (NIFOG) provides supplemental guidance for interoperable communications during multi-agency and multi-jurisdiction incidents when local or state arrangements are insufficient or require augmentation. NIFOG concepts support structured coordination, standardized terminology, and disciplined use of shared communications resources during incident response, while deferring to established local, regional, and state plans whenever available.

Together, local operational procedures, state interoperability guidance, and national field guidance support interoperable communications in Clatsop County across routine, complex, and large-scale incidents.

Administration, Finance, and Logistics

This section describes how Clatsop County manages fiscal authority, administrative accountability, and coordination for resource support during emergency operations. Administration, finance, and logistics functions ensure that resources are acquired efficiently, costs are tracked accurately, and applicable legal and reimbursement requirements are met throughout an incident.

This section defines authorities, roles, and coordination expectations at the policy and coordination level. Detailed operational procedures, checklists, and required forms are maintained in supporting appendices,

Agency/Department-Focused Annexes, Hazard-Specific Procedures, Mission-Specific Procedures, and departmental guidance developed under this plan.

Fiscal and Procurement Authorities

Authority to accrue expenditures and manage Clatsop County's financial response during emergencies is exercised as follows:

- **Board of County Commissioners:** Declares a local emergency to invoke special powers and authorize unbudgeted expenditures.
- **County Manager:** Serves as the county's chief fiscal authority during an incident and authorizes expenditures consistent with Clatsop County Code.
- **Emergency Management Director:** Following a declared emergency, is granted limited fiscal authority under Clatsop County Code 1.04.070 to expedite procurement of essential resources in support of response operations.

Consistent with the legacy EOP, declaration of a local emergency may result in the temporary modification of standard fiscal and procurement procedures to support rapid emergency expenditures. Fiscal authorities, procurement thresholds, and reimbursement responsibilities are maintained as current through ongoing administrative processes and applied in accordance with County Code and applicable state and federal requirements.

Required Reports, Forms, and Records

Clatsop County maintains required reports, forms, and records necessary to support incident management, cost recovery, documentation, and historical accountability. Collectively, these materials function as the County's Resource Manual and are maintained across the Base Plan and support annexes and appendices.

Required documentation includes, but is not limited to, the following:

- ICS forms, including incident briefing, unit log, and resource order forms used during response operations
- Initial Damage Assessment forms used to document housing, businesses, agriculture, public facilities, and infrastructure impacts.
- Cost recovery and reimbursement documentation, including force account labor, equipment, materials, contracts, and rental records.
- After-action reports (AARs) and incident critiques conducted following exercises and real-world incidents.
- Disaster declaration templates and associated administrative records.

These forms and records are distributed across multiple appendices and annexes but collectively support administrative accountability, reimbursement eligibility, and permanent recordkeeping.

Each department is responsible for maintaining records generated under its authority. The EOC Finance Section maintains incident-related financial records, personnel timekeeping, procurement documentation, and expenditure tracking. County Records Management may assist departments in meeting applicable record retention requirements.

After-Action Report

Lessons learned from exercises and real-world incidents are used to improve coordination and operational effectiveness. Following exercises or significant incidents, CCEM may facilitate debriefs to identify strengths and areas for improvement.

AARs document exercise objectives, observed outcomes, and recommendations for improvement.

CCEM coordinates with participating agencies to identify corrective actions related to training, procedures, resource needs, or future exercise design.

Key observations may be documented and shared with participating agencies to inform future planning, training, and coordination efforts.

Eligible Costs, Documentation, and Reimbursement

Accurate cost tracking and documentation support fiscal accountability during emergency operations and eligibility for state and federal reimbursement following a declared disaster.

Clatsop County utilizes established state and federal recovery programs to support reimbursement of eligible response and recovery costs, including the following:

- FEMA Public Assistance, for eligible emergency protective measures and infrastructure repair
- FEMA Individual Assistance, for Individuals and Households Assistance Program eligibility, when authorized
- U.S. Small Business Administration disaster loan programs for physical damage and economic injury
- U.S. Army Corps of Engineers emergency programs, including debris management and emergency water assistance
- Federal Highway Administration Emergency Relief Program for eligible transportation infrastructure
- U.S. Department of Agriculture emergency assistance programs for agricultural impacts

These programs are implemented in accordance with the Stafford Act and applicable federal regulations. CCEM coordinates initial damage assessments, the County Assessor calculates estimated losses, the

Department of Budget and Finance maintains official accounting records, and the County Manager authorizes expenditures consistent with assigned authority.

Resource Management, Mutual Aid, and Donations

Resource management is conducted in accordance with NIMS principles and prioritizes life safety, incident stabilization, and restoration of critical services.

- **Mutual Aid:** Clatsop County utilizes standing regional and statewide mutual aid agreements to request and deploy personnel, equipment, supplies, and services in support of response operations. These agreements include, but are not limited to, Olympic Region Clean Air Agency, the Multi-County Omnibus Agreement, and the Managing Oregon Resources Efficiently Agreement. Mutual aid agreements identify participating agencies, the types of assistance available, and applicable limitations, liability provisions, and reimbursement considerations. A local emergency declaration may be required to activate expanded mutual aid authorities or to access certain reimbursement programs.
- **Activation:** Resource requests are coordinated through established incident command and EOC processes consistent with NIMS. CCEM and designated logistics functions coordinate the ordering, deployment, tracking, and demobilization of resources in coordination with supporting agencies.
- **Volunteer and Donations Management:** Volunteer and donations management is coordinated through CCEM in partnership with designated community partners to support effective integration of community assistance while minimizing liability, duplication of effort, and operational disruption. Affiliated and government sponsored volunteers may be integrated into response and recovery activities through established coordination and credentialing processes. Unaffiliated or emergent volunteers are required to register through county designated systems and may be assigned only to supervised or credentialed roles consistent with county policy and applicable liability protections. The Clatsop County Community Organizations Active in Disaster, including its Volunteer Management and Donations Management subcommittees, supports coordination among nonprofit and faith-based organizations, management of monetary donations, and long-term recovery efforts in alignment with county priorities. Detailed procedures for volunteer intake, donations handling, tracking, and distribution are addressed in Mission-Specific Procedures.
- **Liability:** Legal protections for responders, volunteers, and cooperating entities are governed by Oregon state law and applicable agreements. These protections apply to authorized activities conducted under mutual aid agreements, emergency declarations, and approved volunteer coordination processes.

Personnel Timekeeping and Logistical Support

Administrative and logistical support ensures that responders are properly staffed, supplied, and documented throughout operations.

Timekeeping: The EOC Finance Section maintains records of regular and overtime hours for county staff and registered volunteers during EOC activation and incident operations. Departments are responsible for submitting accurate personnel time and activity information in accordance with established procedures.

Personnel Support: Human Resources supports emergency staffing actions, including temporary reassignment of personnel and guidance on emergency staffing policies, pay practices, and workforce considerations.

Logistics Coordination: Logistics coordination is provided at the policy level through the EOC to support resource prioritization and allocation. Detailed management of facilities, equipment, supplies, and responder support is addressed through departmental procedures and Mission-Specific Procedures.

Training Records

Departments maintain their own training and certification records for assigned personnel. CCEM coordinates with departments to track NIMS and ICS training compliance for personnel assigned to emergency management and incident management roles.

Plan Development and Maintenance

This EOP will be formally reviewed and approved every two years to maintain accuracy, operational relevance, and alignment with county authorities and organizational structure. Minor administrative updates may be made during these biennial reviews. A comprehensive review will occur approximately every four to five years, or more frequently as conditions warrant.

The review process will accomplish the following:

- Verify agency roles, responsibilities, and points of contact.
- Confirm coordination pathways between Clatsop County and incorporated cities.
- Validate resource assumptions and interjurisdictional support relationships.
- Evaluate procedures for continued applicability.

As part of the review process, Clatsop County will provide the EOP to the incorporated cities and seek input on sections that involve or affect city roles, coordination, or responsibilities. The Emergency Management Director coordinates plan maintenance, version control, distribution, and the collection of city input during scheduled reviews.

County departments, incorporated cities, and partner agencies are responsible for maintaining internal procedures that support the roles described in this plan.

Recommended changes may be submitted to CCEM for review and incorporation into future updates.



Figure 12: Plan Development and Maintenance

Exercise Program

Due to limited staffing depth, personnel may perform multiple functions during emergency operations. Departments are encouraged to familiarize staff with coordination structures and roles outside their primary discipline to support continuity.

Exercises are conducted periodically to test coordination, decision making, and information flow. Exercise formats may include seminars, workshops, tabletop exercises, drills, functional exercises, or full-scale exercises. When practicable, exercises are coordinated with incorporated cities and regional partners.

CCEM serves as the lead entity responsible for coordinating the county's exercise program. Exercise priorities are informed by the 2024 IPPW and the 2023 Clatsop County Capabilities Assessment, which identified Operational Coordination, Public Information and Warning, Planning, Logistics and Supply Chain Management, and Situational Assessment as multi-year preparedness priorities. Exercises are designed to evaluate and strengthen these core capabilities and address identified improvement areas.

Exercises are planned, conducted, and evaluated using Homeland Security Exercise and Evaluation Program (HSEEP) principles and tools, as appropriate. AARs and improvement plans are used to track corrective actions and inform future preparedness activities under the Integrated Preparedness Cycle.

Real-world incidents may be used in lieu of planned exercises when they provide a meaningful opportunity to evaluate coordination, resource management, and operational performance. Lessons learned from real-world events are incorporated into the preparedness planning process.

Training Program

Clatsop County applies NIMS principles to training to support effective coordination and role performance. Training expectations are based on functional responsibility rather than fixed position assignment.

Training priorities are informed by the Integrated Preparedness Plan and align with identified core capability improvement areas. Training may include ICS and EOC courses, public information training, logistics and resource management training, and other courses that support operational coordination and incident management functions.

Individual departments are responsible for maintaining their own training records and certifications. CCEM coordinates with departments to monitor NIMS and ICS compliance for personnel assigned to emergency management and incident management roles and supports countywide preparedness training initiatives identified through the IPPW process.

Community Outreach

Public education and preparedness activities support overall community readiness. CCEM provides general preparedness information and safety messaging through county communication channels.

CCEM, in coordination with the County Manager's Office and Public Affairs, supports public education related to local hazards, preparedness actions, and expected response behaviors.

Targeted outreach efforts prioritize special locations and individuals with access and functional needs; preparedness information may be adapted to improve accessibility and effectiveness.

Improvement Cycle

Information gathered from exercises, incidents, and coordination activities informs updates to this plan and supporting procedures. Improvements are prioritized based on operational impact and feasibility.

This cycle supports continuous improvement and ensures the EOP reflects how Clatsop County conducts emergency operations.

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Appendices

1. Emergency Operations Plan Structure and Component Relationships
2. Responsibility Matrix
3. Annex Assignment Crosswalk
4. Delegation of Authority Template
5. Proclamation of Local State of Emergency Template
6. Rescission of Local State of Emergency Template
7. Authorities and References
8. Acronyms and Abbreviations

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Appendix 1: Emergency Operations Plan Structure and Component Relationships

Appendix 1: Emergency Operations Plan Structure and Component Relationships

The Emergency Operations Plan (EOP) is structured as a cohesive set of documents designed to collaborate in supporting a coordinated, scalable, and all-hazards emergency management approach. Each component has a specific role while reinforcing others to ensure a unified effort across departments, hazards, and operations functions.

The EOP Base Plan establishes the foundational and countywide framework for emergency management across all incidents. It defines overarching authorities, policies, concepts of operations, activation levels, coordination structures, and decision-making processes applicable regardless of hazard type or operational mission. The Base Plan provides the common operating picture and organizational backbone which all the annexes build upon.

Appendices support the EOP Base Plan and its annexes by providing detailed information that is too specific, technical, or lengthy to include in the main narrative. They may include crosswalks, administrative tools, acronyms and abbreviations, delegations of authority, emergency declaration and proclamation templates (including rescission templates), procedures, checklists, job aids, contact lists, maps, forms, and other reference materials that help departments and community partners carry out the concepts and responsibilities described in the Base Plan and annexes. Appendices are designed to be updated more frequently than the Base Plan, ensuring operational details remain current without requiring a full plan revision.

Agency/Department Focused Annexes translate the Base Plan's general concepts into department-specific roles, responsibilities, and capabilities. These annexes describe how individual county departments organize, staff, and execute their emergency management functions in alignment with the Base Plan. They clarify primary and supporting responsibilities, internal coordination, and points of contact, ensuring departments understand how they contribute to countywide operations across all phases of emergency management.

Hazard-Specific Annexes supplement both the Base Plan and the Agency/Department Focused Annexes by addressing the unique considerations associated with specific hazards. These annexes identify hazard-driven planning assumptions, operational challenges, coordination needs, and response priorities that may differ from routine or all-hazards operations. Hazard Specific Annexes rely on the Base Plan for structure and authority and on Agency/Department Focused Annexes for execution, tailoring their guidance to the demands of a particular threat or hazard.

Mission-Specific (Functional) Annexes focus on cross-cutting operational functions that may be required during many different incidents, regardless of hazard type. These annexes describe how specific missions—such as communications, mass care, debris management, or public information—are coordinated across departments and partners. Mission-Specific Annexes draw direction from the Base Plan and leverage department roles defined in Agency/Department Focused Annexes. The Mission-Specific Annexes are activated as needed in support of Hazard Specific Annexes or incident objectives.

How the Components Work Together

As defined in the Base Plan, these components form a layered and interoperable planning system:

The **Base Plan** answers how the County manages emergencies overall.

Appendices provide detailed, technical, or reference materials that support the Base Plan and annexes.

Agency/Department-Focused Annexes explain who does what.

Hazard-Specific Annexes address what is different for a particular hazard.

Mission-Specific Annexes describe how critical functions are carried out across hazards

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Appendix 2: Responsibility Matrix

Appendix 2: Responsibility Matrix

P = Primary

S = Support

ID = Incident Dependent

Department or Entity	Policy and Legal	EOC Coordination	Operations Lead	Planning and Situational Awareness	Logistics and Resource Support	Finance and Administration	Public Information	Access Functional Needs and Human Services	Damage Assessment and Reporting	Recovery Coordination
Administration Services	P	S								S
Animal Control			ID					S		S
Assessment and Taxation		S							P	S
Board of County Commissioners	P	S		S	S	S	S			
Budget and Finance	S	S		S	P	P				P
Clerk and Elections				S	ID					P
Community Development									S	
Corrections		ID						S		S
County Manager's Office	P	P		S	P	P	P		S	P

Department or Entity	Policy and Legal	EOC Coordination	Operations Lead	Planning and Situational Awareness	Logistics and Resource Support	Finance and Administration	Public Information	Access Functional Needs and Human Services	Damage Assessment and Reporting	Recovery Coordination
District Attorney's Office	P		ID							S
Emergency Management	S	P	ID	P	P	S	S	S	S	S
Fire Defense Board and Fire Agencies		S	ID	S	S		S			
Geographic Information Systems (GIS)		S		P	S	S			ID	
Health and Human Services	ID	S	ID	S	S	s	S	P	S	S
Human Resources	S	S			S	ID		S		S
Juvenile Services			ID					S		S
Legal Counsel	P	S								S
Public Affairs		S		S			P			
Public Works		S	ID	S	S				P	S
Sheriff's Office	S	S	ID	S	S		S	S	S	S

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Appendix 3: Annex Assignment Crosswalk

Appendix 3: Annex Assignment Crosswalk

The Annex Assignment Crosswalk provides a consolidated reference that links departments and partner agencies to their assigned roles across agency/department-focused annexes, hazard- or mission-specific annexes, and Emergency Support Functions (ESFs). **The crosswalk is currently under development** and is intended to clarify lead and supporting responsibilities, reduce duplication or gaps in coverage, and promote consistent coordination during Emergency Operations Plan activation by identifying who is responsible for specific functions and where those responsibilities are addressed. When complete, the crosswalk will support efficient Emergency Operations Center staffing, resource prioritization, training and exercise planning, and after-action improvement, while reinforcing coordination consistent with the National Incident Management System and accountability across all phases of emergency management.

Appendix 4: Delegation of Authority Template

Appendix 4: Delegation of Authority Template

Note: If Clatsop County has an existing format for delegation of authority, that should be used. If not, the following template shows the language that should be retyped onto Clatsop County's official letterhead before submitting. Gray-highlighted language should be changed to describe the current incident accurately

This Delegation of Authority hereby establishes the individuals authorized to direct and coordinate emergency management activities, commit resources, and take other time-sensitive actions upon activation of the Emergency Operations Plan (EOP). It is intended to ensure continuity of leadership and the orderly exercise of decision-making authority during emergencies, planned events, and incidents requiring multiagency coordination.

This delegation shall apply upon the occurrence of any of the following: (1) activation of the County Emergency Operations Center (EOC) at any level; (2) proclamation of a local emergency; (3) implementation of emergency protective measures; or (4) the unavailability of the primary authorizing official, where immediate action is required to protect life safety, property, or the environment.

Incident management authority may be transferred by means of a written delegation of authority from the responsible agency to the [Delegated Position]. This delegation shall facilitate transitions between incident management levels and shall be included in the briefing package provided to an incoming incident management team. The delegation should specify the authorities granted and set forth any conditions, limitations, or constraints.

Powers and Limitations of Authority

The delegation should clearly state the scope and limits of the authority, including any required approvals or constraints. Limitations may include, but are not limited to:

EOC management powers (if activated): When the EOC is activated, overall multi-agency coordination, prioritization, policy direction, and approval of countywide emergency actions (including protective actions, emergency declarations, and extraordinary resource commitments) will be managed through the EOC Manager/EOC Director under the authority of _____.

EOC management priorities (if activated): The EOC will establish and communicate management priorities for this incident. Top priorities (in order): 1) _____ 2) _____ 3) _____. Scarce/critical resource priority: _____. The IC will align incident objectives, Incident Action Planning, resource requests, and public information releases with EOC priorities and coordinate any proposed deviations with _____ prior to implementation (unless immediate life safety actions are required).

Spending/financial authority: [Delegated Position] may authorize expenditures up to \\\$_____ per transaction and \\\$_____ total without additional approval. Contracting threshold: \\\$_____. Emergency procurement rules/approvals: _____.

Public information restrictions: Public statements will be issued by _____ (PIO/Joint Information System). [Delegated Position] communications to media/public require coordination/approval by _____ except for immediate life safety messaging.

Time limits and review points: This delegation is effective from _____ (date/time) to _____ (date/time) unless extended. Status/financial reporting frequency: _____. Reauthorization interval/review meeting schedule: _____.

Political/administrative considerations: Actions with significant public or policy impact require coordination with _____ (elected officials/County Manager) and alignment with County policy direction. Politically sensitive or intergovernmental messaging will be coordinated with _____ prior to release (unless immediate life safety messaging is required).

Legal and policy constraints: [Delegated Position] must operate in compliance with ordinances, state/federal law, labor agreements, County administrative rules, and the EOP. Any deviation/exception requires written approval by _____.

Personnel authority: [Delegated Position] may approve overtime for _____. Hiring/termination authority: _____. Mutual aid requests/commitments require approval by _____.

Resource commitments: Use of County-owned equipment is limited to _____. Staging locations must be coordinated with _____. Mission assignments beyond County jurisdiction require approval by _____. Demobilization priority/sequence (release of resources): 1) _____ 2) _____ 3) _____.

Evacuation and protective action authority: Authority to order/authorize evacuations, area closures, curfews, and similar protective actions rests with _____. [Delegated Position] may recommend protective actions and implement operational steps once authorized.

Health/safety and environmental limitations: [Delegated Position] must ensure required safety protocols are followed (PPE, responder accountability, etc.). Hazardous materials handling will be coordinated with _____. Environmental permitting/constraints: _____.

The [Name of Jurisdiction] Emergency Operations Plan delegates the [Chief Elected Official]'s authority to specific individuals in the event that he or she is unavailable. The chain of succession in a major emergency or disaster is as follows:

[Position Title]

[Position Title]

[Position Title]

[Position Title]

M/D/Y _____

Date

[Name]

[Senior Official Title], [Name of Jurisdiction]

Distribution/Recordkeeping: Provide copies to Incident Command, EOC Manager (if activated), Finance/Administration, and Documentation Unit. File with incident records.

Appendix 5: Proclamation of Local State of Emergency Template

Appendix 5: Proclamation of Local State of Emergency Template

Note: If Clatsop County has an existing format for disaster declarations, that should be used. If not, the following template shows the language that should be retyped onto Clatsop County's official letterhead before submitting. Gray-highlighted language should be revised to accurately describe the current incident.

CLATSOP COUNTY, OREGON PROCLAMATION OF LOCAL STATE OF EMERGENCY

To all citizens and persons within Clatsop County, Oregon, and to all departments, offices, and agencies of Clatsop County government:

WHEREAS, pursuant to ORS 401.309 (Declaration of state of emergency by city or county; procedures; mandatory evacuations) and applicable Clatsop County ordinances and resolutions adopted under that authority, the Clatsop County Board of Commissioners, as the county governing body, may declare by ordinance or resolution that a state of emergency exists within Clatsop County when conditions threaten life, safety, property, or the environment, and such ordinance or resolution must limit the duration of the declared state of emergency to the period during which the conditions giving rise to the declaration exist or are likely to remain in existence; and

WHEREAS, under ORS 401.309 and Clatsop County's local emergency declaration procedures, the County may implement emergency orders, rules, and regulations necessary to prevent, minimize, respond to, or recover from an emergency; and WHEREAS, nothing in this Proclamation is intended to affect or diminish the Governor's authorities during a state of emergency declared under ORS 401.165, and the provisions of ORS 401.165 to 401.236 supersede local declarations to the extent provided by law; and

WHEREAS, due to the [type of incident] conditions presently existing within portions of Clatsop County, Oregon, which may affect the health, safety, and welfare of the people of Clatsop County; and

WHEREAS, it has been determined that the following areas of Clatsop County should be declared emergency-affected areas, and that certain measures must be taken to ensure that response agencies are unhampered in their efforts to protect life and property, maintain public order, and support an orderly flow of traffic and movement of people and resources; and

WHEREAS, the following areas are designated as emergency-affected areas: [list areas or attach as Exhibit A];

NOW, THEREFORE, I/we hereby proclaim that a Local State of Emergency exists in Clatsop County, Oregon, and declare that the following emergency regulations and directives [list below or attach as Exhibit B] are in effect, in addition to all other applicable laws, until [date] or otherwise modified or terminated by appropriate authority.

[Name]

Date _____

[Position Title]

Appendix 6: Rescission of Local State of Emergency Template

Appendix 6: Rescission of Local State of Emergency Template

Note: If Clatsop County has an existing format for rescinding disaster declarations, that should be used. If not, the following template shows the language that should be retyped onto Clatsop County's official letterhead before submitting. Gray-highlighted language should be changed to describe the current incident accurately.

RESCISSION OF LOCAL DISASTER/EMERGENCY

To the citizens and residents of Clatsop County, Oregon, as well as all government departments, divisions, and bureaus within Clatsop County, Oregon,

WHEREAS, the local emergency issued on the [day] day of the [month] at [time] pursuant to the powers vested by the State of Oregon is no longer necessary.

Therefore, in accordance with the aforesaid laws, I do hereby declare that the local disaster emergency no longer exists and rescind the aforesaid proclamation.

[Name]

Date

[Position Title]

Appendix 7: Authorities and References

Appendix 7: Authorities and References

Authorities

This Emergency Operations Plan (EOP) is implemented under the legal authorities granted to Clatsop County by federal, state, and local law. These authorities establish the county's ability to prepare for, respond to, and recover from emergencies, including the declaration of emergencies, activation of coordination structures, and expenditure of public funds.

Emergency management activities conducted under this plan are coordinated through the County Manager's Office and CCEM, as designated by the Board of County Commissioners (BoCC).

LOCAL AUTHORITIES

Clatsop County's emergency management authorities are established in County Code and formally adopted through approval of this EOP.

- Clatsop County Code 1.04.070 authorizes the BoCC to declare a local emergency and invoke emergency powers when conditions warrant.
- Emergency Operations Center (EOC) Activation: Under County Code 1.04.070, the Emergency Management Director is authorized to activate the County EOC based on incident conditions, independent of a formal emergency declaration.
- Fiscal Authority: County Code 1.04.070 provides limited authority to expedite procurement and expenditures during declared emergencies, consistent with county purchasing requirements.
- Delegation of Authority: The County Manager and Emergency Management Director are responsible for administration and operational implementation of the EOP. The county is working toward a more formal Delegation of Authority framework to clarify decision thresholds during rapidly escalating incidents.
- Clatsop County Charter and Ordinances establish the overall governance structure for county operations during emergencies.
- The Clatsop County Ambulance Service Area Plan (November 2020) was developed pursuant to ORS 823.180 and establishes county authorities, roles, and procedures for ambulance service delivery. The Plan describes coordination with local jurisdictions, response partners, and documents mutual aid arrangements with adjoining counties; as needed, mutual aid with Washington providers may be coordinated through the designated franchise ambulance provider in accordance with applicable agreements and protocols.

STATE AUTHORITIES

Clatsop County operates within Oregon’s statewide emergency management framework.

- ORS Chapter 401 provides the statutory basis for local emergency management programs, emergency declarations, and coordination with the Oregon Department of Emergency Management.
- ORS Chapter 402 authorizes mutual aid and emergency assistance agreements, including interstate assistance through recognized compacts.
- ORS 190.155 through 190.170 establishes the statewide statutory mutual assistance compact under which all Oregon local jurisdictions may request and provide emergency assistance to one another.
- ORS 401.480 through 401.515 governs the authority of local governing bodies to request and utilize resources from other jurisdictions during emergencies and establishes liability protections for emergency service workers acting under these provisions.
- Oregon Fire Services Mobilization Plan establishes the legal mechanism for statewide fire resource mobilization when fires threaten life and structures beyond local capacity.
- The Oregon Conflagration Act authorizes state fire service mobilization when local firefighting resources are exhausted, in accordance with the Oregon State Fire Marshal Fire Service Mobilization Plan.
- State of Oregon EOP guides coordination, information sharing, and resource requests through state systems, including OpsCenter.

FEDERAL AUTHORITIES

Federal coordination and assistance are provided under established national frameworks.

- The National Incident Management System and Incident Command System provide the standard structure for command, coordination, and resource management.
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorized federal disaster assistance and reimbursement when incidents exceed state and local capabilities.
- Title 44, Code of Federal Regulations, and the National Planning Frameworks describe how federal agencies support state and local governments during major incidents.

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Appendix 8: Acronyms and Abbreviations

Appendix 8: Acronyms and Abbreviations

Abbreviation	Full Term
AAR	After-Action Report
AFN	Access and Functional Needs
AHJ	Authority Having Jurisdiction
BoCC	Board of County Commissioners
CCEM	Clatsop County Emergency Management
COG	Continuity of Government
COOP	Continuity of Operations
COP	Common Operating Picture
EAS	Emergency Alert System
ECC	Emergency Coordination Center
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
GETS	Government Emergency Telecommunications Service
HSEPP	Homeland Security Exercise and Evaluation Program
IC	Incident Commander
ICS	Incident Command System
IPAWS	Integrated Public Alert & Warning System
IPPW	Integrated Preparedness Planning Workshop
JIC	Joint Information Center
JIS	Joint Information System
NIFOG	National Interoperability Field Operations Guide
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
OEM	Oregon Department of Emergency Management
OERS	Oregon Emergency Response System
ORCAA	Oregon Resource Coordination Assistance Agreement
ORWARN	Oregon Water/Wastewater Agency Response Network
PIO	Public Information Officer
PSAP	Public Safety Answering Point
SCIP	Oregon Statewide Communications Interoperability Plan
SitRep	Situation Report
Stafford Act	Robert T. Stafford Disaster Relief and Emergency Assistance Act
WEA	Wireless Emergency Alert
WPS	Wireless Priority Service

Annexes

- A. Agency/Department-Focused Annexes
- B. Hazard-Specific Annexes
- C. Mission-Specific Annexes

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Annex A: Agency/Department-Focused Annexes

Annex A: Agency/Department-Focused Annexes

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 24, 2026

Agenda Title: Waste Management – Solid Waste Rate Approval
Category: Business Agenda
Presented By: Monica Steele, Assistant County Manager

Issue Before the Commission: Should Clatsop County approve the proposed rates presented by Waste Management for solid waste services effective July 1, 2026.

Informational Summary: On February 23, 2022, the County Board of Commissioners adopted Ordinance No. 2021-06, requiring Solid Waste Collectors to obtain a county franchise and allowing recycling collection in unincorporated areas of Clatsop County based on established zones.

Per Section 6(h).2. of the franchise agreement, if the operating ratio is greater than 92%, the County shall adopt rates for the next year.

These rate increases were discussed at the June 3rd work session and reflect an 8.1% adjustment to current rates based on the attached rate review report.

Fiscal Impact: None

Requested Action:

Approve the proposed rates as presented for Waste Management solid waste services effective July 1, 2026

Attachment List

A. Waste Management Proposed Clatsop County Rates & Report



7227 NE 55th Ave
Portland, Oregon 97218

April 6, 2026

Ms. Monica Steele
Assistant County Manager
800 Exchange Street, Suite 400
Astoria, OR 97103

Dear Ms. Steele:

Please find enclosed the 2025 Waste Management Detail Cost Report for Clatsop County.

The detailed cost report shows an operating ratio of 94.51% for 2025. The operating ratio for 2026 is projected to be 97.25%

Both the current and the projected returns are outside the acceptable range, defined as 88% to 92% with a goal of 90% in the franchise agreement. To achieve an acceptable return, we are requesting an 8.1% adjustment to rates in Clatsop County. This includes an increase associated with the new disposal rate at the transfer station, projected at 2.67%. Once the new rates have been officially established, we will provide you with an updated rate schedule for our service area.

If you have any questions in the meantime, please do not hesitate to contact me, at (503)331-2251 or by email.

Respectfully,

Mike Jefferies

Michael Jefferies
Area Pricing Director

Cc: Dave Huber, Greg Johnson, Nicholas Ries, Meg Gallagher

WM - Clatsop County Operations Rate Schedule

Effective July 1, 2026

(please note all rates include 5% franchise fee)

Clatsop County Residential Service			
	Current Rate	Increase	New Rate
	Monthly	Amount	Monthly
Rollcart Garbage Service			
One - 35 gallon, 1 pickup per week	\$41.30	\$3.35	\$44.65
One - 35 gallon, every other week	\$31.50	\$2.55	\$34.05
One - 35 gallon, once per month	\$23.15	\$1.88	\$25.03
One - 35 gallon, on-call *	\$26.15	\$2.12	\$28.27
One - 64 gallon, 1 pickup per week	\$55.70	\$4.51	\$60.21
One - 96 gallon, 1 pickup per week	\$72.75	\$5.89	\$78.64
Rollcart Recycling Service			
One - 64 gallon, every other week	\$20.06	\$1.62	\$21.68

* billed per occurrence instead of monthly

Clatsop County Commercial Service			
	Current Rate	Increase	New Rate
	Monthly	Amount	Monthly
Rollcart Garbage Service			
One - 35 gallon, 1 pickup per week	\$33.86	\$2.74	\$36.60
One - 35 gallon, on-call *	\$21.45	\$1.74	\$23.19
Container Garbage Service			
One - 1-yard, 1 pickup per week	\$134.72	\$10.91	\$145.63
One - 2-yard, 1 pickup per week	\$255.45	\$20.69	\$276.14
One - 3-yard, 1 pickup per week	\$383.18	\$31.04	\$414.22
One - 4-yard, 1 pickup per week	\$510.90	\$41.38	\$552.28
One - 6-yard, 1 pickup per week	\$760.26	\$61.58	\$821.84
Rollcart Recycling Service			
One - 64 gallon, every other week	\$20.06	\$1.62	\$21.68

* billed per occurrence instead of monthly

Clatsop County Rolloff Service			
	Current Rate	Increase	New Rate
Pre-Pay	\$625.26	\$50.65	\$675.91
Delivery	\$108.00	\$8.75	\$116.75
Rent/Day	\$12.79	\$1.04	\$13.83
Rent/Month	\$253.06	\$20.50	\$273.56
Mileage **	\$1.92	\$0.16	\$2.08
Haul - 10 yard box	\$250.50	\$20.29	\$270.79
Haul - 20 yard box	\$250.50	\$20.29	\$270.79
Haul - 30 yard box (MSW)	\$291.09	\$23.58	\$314.67
Haul - 30 yard box (RCY)	\$250.50	\$20.29	\$270.79
Trash Disposal	\$120.64	\$9.77	\$130.41
RCY Disposal	\$73.89	\$5.99	\$79.88
Clean Cardboard Disposal	\$0.00	\$0.00	\$0.00
Yard Waste Disposal	\$73.89	\$5.99	\$79.88

**Mileage charge after 12 miles round trip to disposal site

Waste Management - Aloha Operations
Clatsop County Rate Review Report
For The Year Ended December 31, 2025

	Line	Allocation	Actual		Adjustments		Projected
Direct Cost	#	Method	Expense	%	Amount		Expense
			2025				2026
Wages - Route Drivers	22	Labor Hours	\$ 45,428	3.00%	\$ 1,363	\$	46,790
Wages - Utility Workers	23	Labor Hours	\$ -	3.00%	\$ -	\$	-
Wages - Mechanic	24	Labor Hours	\$ 16,637	3.00%	\$ 499	\$	17,136
Payroll Tax Expense	25	Labor Hours	\$ 5,739	3.00%	\$ 172	\$	5,911
Medical Insurance	26	Truck Hours	\$ 9,325	3.00%	\$ 280	\$	9,604
Pension Plan Expense	27	Truck Hours	\$ 2,036	3.00%	\$ 61	\$	2,097
Other Benefits	28	Truck Hours	\$ 590	3.00%	\$ 18	\$	607
Training and Worker Safety	29	Truck Hours	\$ -	2.67%	\$ -	\$	-
Fuel	30	Truck Hours	\$ 10,941	15.00%	\$ 1,641	\$	12,582
Repairs & Maintenance - Vehicles	31	Truck Hours	\$ 9,617	2.67%	\$ 257	\$	9,874
Repairs & Maintenance - Containers & Carts	32	Truck Hours	\$ 903	2.67%	\$ 24	\$	927
Repairs & Maintenance - Other Equipment	33	Truck Hours	\$ 18	2.67%	\$ 0	\$	19
Repairs & Maintenance - Yard / Buildings	34	Truck Hours	\$ 1,642	2.67%	\$ 44	\$	1,686
Depreciation - Vehicles	35	Truck Hours	\$ 24,789	0.00%	\$ -	\$	24,789
Depreciation - Containers & Carts	36	Containers	\$ 1,624	0.00%	\$ -	\$	1,624
Depreciation - Other Equipment	37	Truck Hours	\$ 167	0.00%	\$ -	\$	167
Depreciation - Yard / Buildings	38	Truck Hours	\$ 383	0.00%	\$ -	\$	383
Disposal fees	39	Actual Amount	\$ 63,533	2.67%	\$ 1,699	\$	65,233
Supplies	41	Truck Hours	\$ 26	2.67%	\$ 1	\$	26
Yard Rent	42	Truck Hours	\$ 40	2.67%	\$ 1	\$	41
Other Equipment Rent	44	Truck Hours	\$ 46	2.67%	\$ 1	\$	47
Insurance	45	Truck Hours	\$ 2,650	2.67%	\$ 71	\$	2,721
PUC / License / Fees	47	Truck Hours	\$ 1,777	2.67%	\$ 48	\$	1,825
Franchise Fees	48	Actual Amount	\$ 13,442	0.00%	\$ -	\$	13,442
Surcharges	49	Truck Hours	\$ 1,276	2.67%	\$ 34	\$	1,310
Interest - Vehicles	50	Truck Hours	\$ 1,210	2.67%	\$ 32	\$	1,242
Interest - Containers & Carts	51	Truck Hours	\$ 488	2.67%	\$ 13	\$	501
Interest - Other Equipment	52	Truck Hours	\$ 40	2.67%	\$ 1	\$	41
Interest - Yard / Buildings	53	Truck Hours	\$ -	2.67%	\$ -	\$	-
Other Operational Costs	54	Truck Hours	\$ 2,649	2.67%	\$ 71	\$	2,720
Total Direct Cost			\$ 217,014		\$ 6,180	\$	223,346

Waste Management - Aloha Operations
Clatsop County Rate Review Report
For The Year Ended December 31, 2025

	Line #	Allocation Method	Actual Expense 2025	Adjustments %	Amount	Projected Expense 2026
Indirect Cost						
Management Salaries	56	Total Labor Hours	\$ 7,421	3.00%	\$ 223	\$ 7,643
Management Payroll Tax Expense	57	Total Labor Hours	\$ 530	3.00%	\$ 16	\$ 546
Management Medical Insurance	58	Total Labor Hours	\$ 573	3.00%	\$ 17	\$ 591
Management Pension Plan Expense	59	Total Labor Hours	\$ 594	3.00%	\$ 18	\$ 612
Management Other Benefits	60	Total Labor Hours	\$ -	3.00%	\$ -	\$ -
Administrative Salaries	61	Customer Count	\$ 2,563	3.00%	\$ 77	\$ 2,640
Administrative Payroll Tax Expense	62	Customer Count	\$ 468	3.00%	\$ 14	\$ 482
Administrative Medical Insurance	63	Customer Count	\$ 1,155	3.00%	\$ 35	\$ 1,189
Administrative Pension Plan	64	Customer Count	\$ -	3.00%	\$ -	\$ -
Administrative Other Benefits	65	Customer Count	\$ 0	3.00%	\$ 0	\$ 0
Corporate overhead costs	89	Revenues	\$ 9,728	2.67%	\$ 260	\$ 9,988
Office Rent	67	Customer Count	\$ 3,262	2.67%	\$ 87	\$ 3,349
Advertising and Public Education	68	Customer Count	\$ 5	2.67%	\$ 0	\$ 5
Contributions	69	Customer Count	\$ -	2.67%	\$ -	\$ -
Professional Fees	70	Revenues	\$ 1,651	2.67%	\$ 44	\$ 1,695
Training and Education	71	Total Labor Hours	\$ 538	2.67%	\$ 14	\$ 553
Insurance	72	Customer Count	\$ 435	2.67%	\$ 12	\$ 446
Telephone	73	Customer Count	\$ 497	2.67%	\$ 13	\$ 510
Utilities	74	Customer Count	\$ 702	2.67%	\$ 19	\$ 720
Property Taxes/Licenses/Fees	75	Total Labor Hours	\$ 841	2.67%	\$ 22	\$ 863
Dues & Subscriptions	76	Revenues	\$ 70	2.67%	\$ 2	\$ 72
Depreciation - Office Building	77	Customer Count	\$ 257	0.00%	\$ -	\$ 257
Depreciation - Office Equipment	78	Customer Count	\$ 86	0.00%	\$ -	\$ 86
Repairs & Maintenance-office	79	Customer Count	\$ 161	2.67%	\$ 4	\$ 166
Cleaning and Maintenance	80	Customer Count	\$ 329	2.67%	\$ 9	\$ 338
Equipment Rental	81	Customer Count	\$ 9	2.67%	\$ 0	\$ 9
Office Supplies	82	Customer Count	\$ 604	2.67%	\$ 16	\$ 620
Postage & Freight	83	Customer Count	\$ 697	2.67%	\$ 19	\$ 715
Miscellaneous expense	84	Revenues	\$ 5	2.67%	\$ 0	\$ 5
Travel/Meals/Lodging	85	Revenues	\$ 363	2.67%	\$ 10	\$ 373
Professional Meetings/Seminars	86	Customer Count	\$ 1	2.67%	\$ 0	\$ 1
Bad Debt Expense	87	Actual	\$ 3,273	2.67%	\$ 88	\$ 3,361
Amortization - Route & Intangibles	88	Actual	\$ -	2.67%	\$ -	\$ -
Amortization - Other	91	Total Labor Hours	\$ -	2.67%	\$ -	\$ -
Interest - Route		Actual	\$ -	2.67%	\$ -	\$ -
Interest - Other Equipment		Total Labor Hours	\$ -	2.67%	\$ -	\$ -
Total Indirect Cost			\$ 36,817		\$ 1,019	\$ 37,836

	Line #	Allocation Method	Actual Expense 2025	Adjustments %	Amount	Allowable Expense 2026
Summary						
Total Allowable Cost			\$ 253,832		\$	261,182
Total Revenue			\$ 268,562	0.00%	\$ -	268,562
Operating Ratio			94.51%			97.25%

Consumer Price Index for All Urban Consumers (CPI-U)
Original Data Value

Series Id: CUUR0400SA0
Not Seasonally Adjusted
Series Title: All items in West urban, all urban consumers, not
Area: West
Item: All items
Base Period: 1982-84=100
Years: 2016 to 2026

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2	
2016	244.600	244.821	245.404	246.589	247.855	248.228	248.375	248.498	249.234	249.897	249.448	249.516	247.705	246.250	249.161	
2017	250.814	252.252	252.949	253.806	254.380	254.469	254.708	255.282	256.504	257.223	257.126	257.347	254.738	253.112	256.365	2.84%
2018	258.638	259.986	260.994	262.037	263.240	263.732	263.971	264.395	265.105	266.195	265.658	265.209	263.263	261.438	265.089	3.35%
2019	265.624	266.215	267.370	269.522	270.880	270.957	271.029	271.264	272.102	273.524	273.128	272.584	270.350	268.428	272.272	2.69%
2020	273.340	274.412	273.995	272.913	273.062	274.155	275.597	276.443	276.422	276.876	276.875	276.593	275.057	273.646	276.468	1.74%
2021	277.238	278.702	280.625	283.507	285.793	288.263	289.863	290.393	291.053	293.397	294.986	296.102	287.494	282.355	292.632	4.52%
2022	298.705	301.158	305.082	307.145	309.645	313.496	313.951	314.013	315.094	317.299	315.919	314.599	310.509	305.872	315.146	8.01%
2023	317.477	319.130	320.715	322.187	323.525	324.448	324.865	326.234	327.491	327.708	326.299	325.932	323.834	321.247	326.422	4.29%
2024	328.053	329.339	332.202	334.050	334.292	333.662	333.174	333.442	334.265	334.558	334.218	334.084	332.945	331.933	333.957	2.81%
2025	335.989	337.868	339.627	341.159	342.343	342.613	343.234	344.096	345.294		344.339	343.789	341.850	339.933	344.150	2.67%
2026	345.152	346.990														

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 24, 2026

Agenda Title: Planning Commission Appointments

Category: Business Agenda

Presented By: Gail Henrikson, Community Development Director

Issue Before the Commission: Appointment of three members to the Planning Commission for terms expiring on June 30, 2030.

Informational Summary: The Clatsop County Planning Commission consists of seven members appointed by your Board. The terms are four years and members are appointed on a staggered basis. Three members are currently finishing terms that will expire on June 30, 2026. Planning Commissioners Carmichael and Linder have applied to be reappointed. Planning Commissioner Cvitanovich has stated that she does not wish to be reappointed.

A call for applicants was issued on March 13, 2026. In addition to the applications from Planning Commissioners Linder and Carmichael who have requested reappointment, three additional applications were received. These three applicants are from Districts 2, 4 and 5. No applications were received from District 1. There is currently no representative from District 1 on the Planning Commission. Information for all the applicants and current Planning Commission members are on the table below. Applicant applications are included in **Exhibit A**. Applicants were notified of the June 24 work session on June 11.

Your Board interviewed the new applicants at your work session on June 24, 2026.

Planning Commission Applicants				
Name	Planning Area	Commissioner District	Occupation	
Philip Sanders Broome	Clatsop Plains	District 2 Comm. Huacuja	Construction Superintendent	
Thomas Jenkins	Lewis & Clark Olney Wallooskee	District 4 Comm. Bangs	Regional Emergency Management Coordinator	
Clara Sroufe	Seaside Rural	District 5 Comm. Thompson	Landscape Contractor	
Current Planning Commission Members				
Name	Planning Area	Commissioner District	Occupation	Term Exp. Date
Wayne Carmichael	Elsie-Jewell	District 5 Comm. Thompson	Professor Emeritus, Biological Sciences	6-30-26
Katy Cvitanovich	Incorporated (Astoria)	District 3 Comm. Wev	Constituent Services (HD 32)	6-30-26
Jeremy Linder	Lewis & Clark Olney Wallooskee	District 4 Comm. Bangs	Small Business Owner	6-30-26
Cary Johnson	Northeast	District 4 Comm. Bangs	General Contractor	6-30-27
Jason Kraushaar	Clatsop Plains	District 2 Comm. Huacuja	General Contractor	6-30-27
Henry Idica	Clatsop Plains	District 2 Comm. Huacuja	Military Training	6-30-28
Shaun Wagner	Incorporated (Astoria)	District 3 Comm. Wev	Hospitality Management	6-30-28

Fiscal Impact: None

Requested Action:

I move to reappoint Jeremy Linder and Wayne Carmichael to the Planning Commission, and to appoint _____ to the Planning Commission for terms expiring on June 30, 2030.

Attachment List

- A. Planning Commission Applications
- B. Planning Bylaws

Committee, Board, and Commission Online

Application: Submission #55

Date

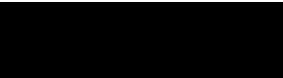
2026-03-31

Applicant Information

Philip Sanders Broome



Warrenton . 97146

**Current Occupation**

Retired

Past Occupation (if currently retired)

Construction Superintendent

Years Resident of County

8

In which Commissioner District do you reside?

2

Committee, Board or Commission Applied For

Planning Commission

Background (relevant education, training, experience, etc.)

1 year enrolled in Civil Engineering at Clatsop Community College. 47 years in construction. The last 35 years running commercial construction projects for the largest private construction company based in Oregon, Hoffman Construction. In that role I was responsible for public safety, liaison with local J.H.A.'s, planning and scheduling for large scopes of work.

Describe your interest in serving on this Committee, Board or Commission:

I would like to be able to use my experience and expertise to give back to the community that I live in. I believe that my life has taught me many lessons that give me a broad prospective about what has long term value. And I find that I now have the time and the strength to try to benefit others with what I have learned.

Gail Henrikson

From: Clatsop County Administrators
Sent: Monday, March 9, 2026 3:49 PM
To: Gail Henrikson
Subject: FW: Webform submission from: Committee, Board, and Commission Online Application

*Theresa Dursse
Senior Administrative Supervisor
Clatsop County Manager's Office
800 Exchange St., Ste. 410
Astoria, OR 97103
Office: 503-338-3621
Mobile: 503-298-8559*

From: Clatsop County OR <noreply@civicplus.com>
Sent: Monday, March 9, 2026 3:32 PM
To: Clatsop County Administrators <CountyAdmins@clatsopcounty.gov>
Subject: Webform submission from: Committee, Board, and Commission Online Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Submitted on Mon, 03/09/2026 - 3:31 PM

Submitted values are:

Date
2026-03-09

Applicant Information
Wayne W. Carmichael

[REDACTED]

SEASIDE. 97138

[REDACTED]

Current Occupation
Retired

Past Occupation (if currently retired)
University Professor

Years Resident of County
20

In which Commissioner District do you reside?
5

**Committee, Board or Commission Applied For
Planning Commission**

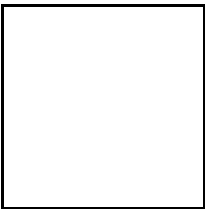
Background (relevant education, training, experience, etc.)

- 1) Current Clatsop County Planning Commission-Oct 2025 to present**
- 2) PhD in Biology, Microbiology, Toxinology. University teacher in the biological sciences, academic research in water quality.**
- 3) Served on international, national, state and local committees and boards on issues of water quality**
- 4) Board membership (past) for Oregon Lakes Association (OLA), Clatsop County Soil and Water Conservation District #5, and Elsie Vinemaple Rural Fire Protection District.**

Describe your interest in serving on this Committee, Board or Commission:
I have enjoyed my short service on the Planning Commission and would like to continue serving Clatsop County as its district 5 representative.

View this submission online using the link below:
https://www.co.clatsop.or.us/admin/structure/webform/manage/committee_board_and_commission_o/submission/12641

Print the results:
https://www.co.clatsop.or.us/print/pdf/webform_submission/12641?view_mode=html



Gail Henrikson

From: Clatsop County Administrators
Sent: Monday, March 16, 2026 8:39 AM
To: Gail Henrikson
Subject: FW: Webform submission from: Committee, Board, and Commission Online Application

*Theresa Dursse
Senior Administrative Supervisor
Clatsop County Manager's Office
800 Exchange St., Ste. 410
Astoria, OR 97103
Office: 503-338-3621
Mobile: 503-298-8559*

From: Clatsop County OR <noreply@civicplus.com>
Sent: Saturday, March 14, 2026 10:11 PM
To: Clatsop County Administrators <CountyAdmins@clatsopcounty.gov>
Subject: Webform submission from: Committee, Board, and Commission Online Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Submitted on Sat, 03/14/2026 - 10:10 PM

Submitted values are:
Date
2026-03-14

Applicant Information
Thomas Jenkins

[Redacted]

Astoria. 97103

[Redacted]

Current Occupation
Regional Emergency Management Coordinator

Past Occupation (if currently retired)
Retired U.S. Navy Sailor, former Smoke Meteorologist (Oregon Department of Forestry)

Years Resident of County
4

In which Commissioner District do you reside?
4

**Committee, Board or Commission Applied For
Planning Commission**

Background (relevant education, training, experience, etc.)

Undergraduate degree in Environmental Studies, Executive Master of Public Administration. 6 years prior experience in natural resources & land management as a Smoke Meteorologist with ODF. Over 5 years working directly to support Clatsop County and nearby jurisdictions prepare for, respond to, recover from, and mitigate risk inherent in all hazards. Retired U.S. Navy Sailor, with direct practical experience providing resource protection from environmental hazards on land, at sea, in the skies, and low-earth orbit.

Describe your interest in serving on this Committee, Board or Commission:

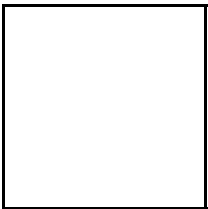
I am interested in working to support Clatsop County development and strategic growth this spring ahead of the coming summer. I'm a previous applicant to serve on this commission, and remain interested in helping serve my neighbors & our communities.

View this submission online using the link below:

https://www.co.clatsop.or.us/admin/structure/webform/manage/committee_board_and_commission_o/submission/12691

Print the results:

https://www.co.clatsop.or.us/print/pdf/webform_submission/12691?view_mode=html



Gail Henrikson

From: Clatsop County Administrators
Sent: Wednesday, April 15, 2026 10:32 AM
To: Gail Henrikson
Cc: Theresa Dursse
Subject: FW: Webform submission from: Committee, Board, and Commission Online Application

Gail,

Below is a Planning Commission submission. I am sending it in this format while we adjust how webforms print from our new version of the website.

Thanks,
Andrew.

From: Clatsop County OR <noreply@civicplus.com>
Sent: Tuesday, April 14, 2026 1:24 PM
To: Clatsop County Administrators <CountyAdmins@clatsopcounty.gov>
Subject: Webform submission from: Committee, Board, and Commission Online Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Submitted on Tue, 04/14/2026 - 1:23 PM

Submitted values are:
Date
2026-04-14

Applicant Information
Jeremy Linder

[Redacted]

Astoria. 97103

[Redacted]

Current Occupation
Small Business Owner

Past Occupation (if currently retired)
Real estate broker

Years Resident of County
41

In which Commissioner District do you reside?
4

**Committee, Board or Commission Applied For
Planning Commission**

Background (relevant education, training, experience, etc.)

I have served on the Clatsop County Planning Commission since 2022. I am a small business owner, rancher, and longtime Clatsop County resident who has raised my family here, so I bring both a practical understanding of business needs and a strong appreciation for conservation and responsible stewardship of our rural and natural areas. My experience on the commission has given me a solid working knowledge of the county’s land use process, applicable state planning requirements, and the balance needed between housing, economic opportunity, and protection of local resources.

Describe your interest in serving on this Committee, Board or Commission:

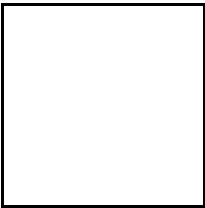
I would like to continue serving because I believe the commission has made meaningful progress in improving the land use process, supporting housing opportunities, and making business development more workable within the limits of the county’s role and Oregon’s planning framework. I bring a practical outlook and would like to help continue that work in a way that is fair, consistent, and mindful of both economic needs and conservation values.

View this submission online using the link below:

https://www.co.clatsop.or.us/admin/structure/webform/manage/committee_board_and_commission_o/submission/13316

Print the results:

https://www.co.clatsop.or.us/print/pdf/webform_submission/13316?view_mode=html



Committee, Board, and Commission Online

Application: Submission #56

Date

2026-04-03

Applicant Information

Clara Sroufe

[REDACTED]
Cannon Beach. 97110
[REDACTED]

Current Occupation

Landscape Contractor

Past Occupation (if currently retired)

N/A

Years Resident of County

26

In which Commissioner District do you reside?

5

Committee, Board or Commission Applied For

Planning Commission

Background (relevant education, training, experience, etc.)

8 years of community organizing, Clatsop County Soil and Water Conservation Board (2023 to present), Clatsop County Budget Committee (2024-2025,2025-2026).

Describe your interest in serving on this Committee, Board or Commission:

Through my work in the community, I see and hear about the problems that are negatively affecting residents from all corners of the county. Issues like housing, limited medical care, access to reliable public transit, finding clean and safe recreational areas, ect. are a challenge for everyone. I know individual cities are trying to tackle some of these but I believe that the county is in a powerful and necessary position to connect the wider community to solve these issues vs. a patchwork system of cities trying to reinvent the wheel each time. Clatsop County should be the leader, stepping up and providing a framework toward solutions. I feel that I could help accomplish these goals on the planning commission and also provide a diverse resident view point that is sometimes lacking on boards and committees.

CLATSOP COUNTY

PLANNING COMMISSION BYLAWS

ARTICLE I. NAME

The Commission shall be known as the Clatsop County Planning Commission hereinafter referred to as the Planning Commission.

ARTICLE II. SCOPE OF AUTHORITY

- A. The Planning Commission shall have the following responsibilities:
- (1) To serve as an advisory body to, and a resource for, the Board of Clatsop County Commissioners.
 - (2) To make recommendations to the Board of Clatsop County Commissioners on text and map amendments to the Comprehensive Plan and its implementing ordinances.
 - (3) To make land use decisions on subdivisions.
 - (4) To act as the county's committee for citizen involvement for land use planning.

ARTICLE III. MEMBERSHIP

- A. **Appointment:** The Planning Commission shall consist of seven members appointed by and serving at the pleasure of the Board of Clatsop County Commissioners.
- B. **Term of Office:** Terms are for a period of four years or until their respective successors are appointed. No commission member shall serve more than two consecutive terms or 10 consecutive years, whichever is greater, except that the Board may extend the term of a planning commission member if it is in the public interest to do so. Previous commission members who have served two consecutive terms or 10 consecutive years are eligible to reapply for appointment if more than one year has passed since the expiration of their last term.
- C. **Membership Qualifications:**
- (1) The members of the Planning Commission shall be residents of the County and no more than two shall reside inside incorporated cities; the remaining members shall be residents of the various geographic areas of the unincorporated County.

(2) No more than two voting members shall be engaged in the same kind of occupation, business, trade or profession.

D. Attendance: Members shall attend all meetings. The Chair may excuse a member for up to three regular Planning Commission meetings within one calendar year. If a Planning Commission member is absent two or more times and has failed to notify the Community Development Department or the Planning Commission Chair or Vice-Chair of such absence(s) the member's unexcused absence may be considered non-performance of duty. Absences due to unforeseeable emergencies or other situations will be reviewed on a case-by-case basis.

E. Removal of Members:

Members may be removed from the Planning Commission by the Board of Clatsop County Commissioners as follows:

- (1) Members may request that they be removed for personal or other reasons. Such requests shall be approved by the Board of Clatsop County Commissioners.
- (2) Per ORS 215.030, members may, after a hearing by the Board of Commissioners, be removed for non-performance of duties or misconduct.
- (3) The Board of Clatsop County Commissioners may remove any appointed Planning Commission member at its discretion.

F. Vacancies:

- (1) Any vacancy on the Planning Commission shall be filled by the Board of Clatsop County Commissioners for the unexpired term.
- (2) Vacancies on the Planning Commission created by the expiration of a member's term shall be filled by the Board for a term of four years.
- (3) The terms of office shall start on July 1.

ARTICLE IV. OFFICERS, COMMISSION MEMBERS AND STAFFING

A. Officers:

- (1) The officers of the Planning Commission shall consist of a Chair and Vice Chair who shall be selected by the membership and who shall serve at the pleasure of the membership for one year.

- (2) Election of Officers shall occur annually at the first meeting of the calendar year, and elected officers shall take office at the end of that meeting.
- (3) Officers may be re-elected.
- (4) If an officer is unable to complete the specified term, a special election shall be held for the completion of the term at the next regular meeting.

B. Chair: It shall be the duty of the Chair to:

- (1) Preside at all meetings of the Planning Commission;
- (2) Enforce observance of the rules of procedure;
- (3) Decide all questions of order;
- (4) Offer for consideration all motions regularly made;
- (5) Apportion duties of the members of the Planning Commission;
- (6) Call all special meetings;
- (7) Appoint all necessary committees, and
- (8) Perform such other duties as the office may require.

The Chair shall make no motion or amendment to a motion.

C. Vice-Chair: During the absence, disability, or disqualification of the Chair, the Vice Chair shall perform the Chair's duties and be subject to all the responsibilities of the Chair. In the absence of the Chair and Vice Chair the Planning Commission shall elect a temporary Chair for the particular meeting in question.

D. Commission Members: Planning Commission members shall:

- (1) Assist the Board of Commissioners and Land Use Planning Staff in preparing and implementing the annual planning work plan, in order to enhance and augment the goals of the Board as identified in the adopted strategic plan.
- (2) Carry out any and all duties assigned by the Board of Clatsop County Commissioners.
- (3) Familiarize themselves with the statewide land use program and local land use codes.
- (4) Prepare for meetings by fully reviewing agenda packages, staff reports and materials provided by staff.
- (5) Attend the mandatory orientation session upon appointment by the Board.
- (6) Attend additional training sessions presented by the Department of Land Conservation and Development or other agencies when possible.

- (7) Consider input from any and all social, economic and demographic groups within Clatsop County and promote balanced and factual discussion.
 - (8) Make independent, objective, fair and impartial judgements by avoiding relationships and transactions that give the appearance of compromising objectivity, independence, and honesty.
 - (9) Conduct meetings, work sessions and deliberations in a professional, focused, efficient, courteous and value-neutral manner.
 - (10) Interact with elected officials, members of the public and staff with civility, respect and dignity.
 - (11) Utilize taxpayer resources, including staff time, in a fiscally responsible manner.
- E. Staff:** The County planning staff is responsible for preparing staff reports and submitting them to the commission. The staff shall prepare public notices and set agendas for the Planning Commission. The staff shall keep minutes, findings and reports of the Planning Commission as public records.

ARTICLE V. ORGANIZATIONAL PROCEDURES

A. Meetings:

- (1) The Planning Commission will generally hold its regular meetings on the second Tuesday of each month at 10:00 a.m.
- (2) Special meetings may be called by the Chair as required.
- (3) The place and hour of any meeting may be changed by the Chair of the Planning Commission if adequate notice can be given to the public and all interested parties.

B. Quorum:

- (1) Four members shall be necessary to constitute a quorum. All actions of the Planning Commission shall require the affirmative vote of the majority of the Planning Commission members present.
- (2) If a quorum is not attained fifteen minutes following the scheduled time of call to order, the meeting shall be cancelled. In the event it is known by the Director prior to a meeting that a quorum will not be present at any meeting, the Director shall notify the Planning Commission members. All items scheduled for the meeting shall be

automatically continued to a regularly scheduled meeting unless the Director determines that a special meeting is needed.

- C. Voting:** All members who are present at a Planning Commission meeting, including the chair and vice-chair, are allotted one vote each on all motions. A motion may be made by any member with the exception of the presiding officer. All members, when a vote is taken, shall vote unless the member abstains from voting and cites the reason for the record.
- D. Reconsideration of Actions Taken:** A member who voted with the majority may move for a reconsideration of an action at the same meeting only. The second of a motion may be a member of the minority. Once a matter has been reconsidered, no motion for further reconsideration shall be made without unanimous consent of the Planning Commission.
- E. Minutes:** A staff representative or designee shall be present at each meeting and shall provide for a sound, video, or digital recording, or written minutes of each meeting. The record of the meeting, whether preserved in written minutes or sound, video, or digital recording, shall include at least the following information:
- a. Names of the Planning Commission members present
 - b. All motions and proposals, and their disposition
 - c. The results of all votes and the vote of each Planning Commission member by name
 - d. The substance of any discussion on any matters
 - e. A reference to any document discussed at the meeting

Written minutes need not be a verbatim transcript, but give a true reflection of the matters discussed at the meeting and the views of the participants. If written minutes are utilized, those shall be reviewed and voted upon by the Planning Commission at a regular meeting.

- F. Procedures:** Except as otherwise provided to the contrary by these Rules of Procedure, Robert's Rules of Order (*current edition*) shall apply to the procedures of all Planning Commission meetings.

ARTICLE VI. CONFLICT OF INTEREST AND BIAS

- A. Members shall be required to vote on all matters which require a decision unless a member has a conflict of interest. For procedure to be followed regarding conflict of interest see Section 2.0080(3)(G), LAWDUC.
- B. No member of the Planning Commission shall participate in any proceeding or action in which any of the following have a direct, substantial financial interest: the member or the member's spouse, sibling(s), child(ren), parent(s), father-in-law, mother-in-law or any business which the member is negotiating for or has an arrangement or understanding concerning prospective investment or employment. Any actual or potential interest shall be disclosed at the meeting of the commission where the matter is being considered.
- C. Members of the Planning Commission should not participate in a decision if the member has an actual bias regarding the application. "Actual bias" means prejudice or prejudgment of the facts to such a degree that the member is incapable of rendering an objective decision on the merits of the case.
- D. Planning Commission members are required to file annual statements of economic interest as required by ORS 244.050 with the Oregon Government Standards and Practices Commission.

ARTICLE VII. PUBLIC HEARINGS

- A. All public hearings before the Planning Commission shall be conducted by the Chair except as otherwise provided in Article IV(C). In addition to the duties in Article IV, the Chair or the Vice-Chair shall preserve the order and decorum of the meeting.
- B. Any interested party may appear for themselves or be represented by counsel. Any person speaking at a public hearing shall first identify themselves by name and address, and if appearing in a representative capacity, identify who they represent.
- C. The order of proceedings shall be as set forth in Section 2.0080, LAWDUC.
- D. The Chair may assess the audience at the beginning of the meeting, and, with the consent of the Planning Commission, announce reasonable time limits.

ARTICLE VIII. COMPENSATION

Members of the Planning Commission shall serve without compensation other than reimbursement for duly authorized expense.

ARTICLE IX. BYLAWS

The Planning Commission is authorized to develop and amend bylaws consistent with county ordinances and applicable provisions of state law. Such bylaws shall be effective upon approval by the Board of Clatsop County Commissioners.

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 24, 2026

Agenda Title: Recology – Solid Waste Rate Approval
Category: Business Agenda
Presented By: Monica Steele, Assistant County Manager

Issue Before the Commission: Should Clatsop County approve the proposed rates presented by Recology for solid waste services effective July 1, 2026.

Informational Summary: On February 23, 2022, the County Board of Commissioners adopted Ordinance No. 2021-06, requiring Solid Waste Collectors to obtain a county franchise and allowing recycling collection in unincorporated areas of Clatsop County based on established zones.

Per Section 6(h).2. of the franchise agreement, if the operating ratio is greater than 92%, the County shall adopt rates for the next year.

These rate increases were discussed at the June 3rd work session, and the proposed rates will remain status quo after July 1st until recycling services are implemented, unless otherwise reflected on the rate sheet with a 3% increase.

Fiscal Impact: None

Requested Action:

Approve the proposed rates as presented for Recology for solid waste services effective July 1, 2026

Attachment List

A. Recology Report & Proposed Rates



April 1, 2026

Dear Monica,

In accordance with our Clatsop County franchise agreement, I am attaching Recology's 2025 Annual Report, which includes the 2026 Proposed Rates and the Third-Party Review.

Based on our review of 2025 financials and current projections, Recology remains within the allowable operating range established in the franchise. This reflects continued operational discipline while maintaining reliable service for the community. As a result, a full rate review is not required this year.

Consistent with the franchise framework, we are proposing a CPI-based adjustment to ensure rates keep pace with underlying cost pressures while avoiding the need for larger, less predictable adjustments in future years.

The primary drivers supporting this CPI-based adjustment include rising fuel, labor, and disposal costs.

Disposal costs at Cowlitz County Headquarters Landfill have increased, contributing to overall system cost pressures. These factors are appropriately addressed through a modest, predictable CPI adjustment.

The following summarizes the key financial metrics supporting the proposed adjustment:

Proposed CPI Adjustment	3.00%
Allowable Operating Ratio Range	88% – 92%
Target Operating Ratio	88%
Projected Operating Ratio (With CPI Adjustment)	90.33%
Customer Billing Impact Date	1-Jul-26

Consistent with the above, rates will increase by 3.00%.

We appreciate the opportunity to continue providing solid waste and recycling services to the community. We will follow up to coordinate scheduling for an upcoming Council meeting.

Please let us know if you have any questions or would like additional detail. I can be reached at (503) 803-4984 or ccarey@recology.com, and Dan Blue at (503) 405-0261 or dblue@recology.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Carey', is written over a light gray rectangular background.

Chris Carey
General Manager
Recology Northern Oregon

RWO-NCC 2025 Annual Report



REVENUE

Collection Services - Residential	
Collection Services - Commercial	
Collection Services - Debris Box Svcs	
Subtotal	

Proposed Rate Adjustment	
Collection Services - DB Disposal	
Collection Services - Medical Waste	
Collection Services - Other	
RMA Funding	
Non-Franchised Revenue	
Total Revenue	
Franchise Fees	
Revenue w/o Franchise Fees	

LABOR EXPENSES

Operational Personnel	
Non-Franchised Labor & Related	
Health Insurance	
Payroll Taxes	
Other Benefits (Pension/401k, WC)	
Total Labor Expenses	

DISPOSAL EXPENSES

Disposal Charges - Outside Source	
Disposal-Medical Waste	
Disposal - Free Dump Vouchers (Astoria)	
Inter-Company Disposal - Yard Debris	
Inter-Company Disposal - Garbage	
Total Disposal Expenses	

OPERATIONAL EXPENSES

Fuel	
Non-Franchised Fuel	
Repairs & Maintenance	
Repairs & Maint - Non-Franchised Hauling	
Repairs and Maint. - 3rd Party Shop	
Contract Labor	
Business Licenses and Fees	
Non-Franchised Business Licenses and Fees	
Depreciation and Amortization	
Operational Lease and Rent	
Non-Franchised Ops Lease/Rent	
Op. Lease and Rent - (Seaside Depot)	
Supplies	
Insurance Expense	
Recycling Processing	
Freight	
Non Franchise Expense	
Other Operational	
Total Operational Expenses	

Subtotal

Total Administrative Expenses

Interest Income, Loss on Sale of Assets

NET INCOME BEFORE TAX

Operating Margin

Calculated Operating Ratio

Clatsop County		
2025 Calendar Year Actual	Adjustments and Projected Changes	2026-2027 Projected Rate Year
Rate Adj. % >>> 3.00%		
\$ 2,110,379	\$ 175,279	\$ 2,285,658
\$ 540,527	\$ 179,401	\$ 719,927
\$ 144,720	\$ 221,420	\$ 366,140
\$ 2,795,626	\$ 576,099	\$ 3,371,726
		\$ 101,152
\$ 250,806	\$ -	\$ 250,806
\$ 2,590	\$ 240	\$ 2,829
\$ 3,674	\$ 6,203	\$ 9,877
		\$ 28,736
	\$ -	
\$ 3,052,697	\$ 582,542	\$ 3,765,126
\$ (39,181)		\$ (168,586)
\$ 3,013,515		\$ 3,596,540
\$ 374,330	\$ 160,223	\$ 534,553
\$ -	\$ -	\$ -
\$ 112,981	\$ 50,344	\$ 163,325
\$ 36,583	\$ 15,333	\$ 51,916
\$ 40,751	\$ 7,338	\$ 48,088
\$ 564,644	\$ 233,237	\$ 797,881
\$ 35,026	\$ 1,326	\$ 36,352
\$ 52	\$ 2	\$ 54
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ 574,030	\$ 127,395	\$ 701,425
\$ 609,108	\$ 128,723	\$ 737,830
\$ 121,892	\$ 98,044	\$ 219,937
\$ -	\$ -	\$ -
\$ 403,099	\$ 165,232	\$ 568,331
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ 7,356	\$ (2,513)	\$ 4,842
\$ 61,894	\$ 2,269	\$ 64,163
\$ -	\$ -	\$ -
\$ 6,378	\$ 407	\$ 6,785
\$ 207,538	\$ (4,888)	\$ 202,649
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ 10,393	\$ 312	\$ 10,705
\$ 29,110	\$ 873	\$ 29,983
\$ 27,389	\$ 23,108	\$ 50,497
\$ 2,945	\$ 88	\$ 3,034
\$ -	\$ -	\$ -
\$ 10,437	\$ 14,114	\$ 24,551
\$ 888,431	\$ 297,046	\$ 1,185,477
\$ 951,332	\$ (75,981)	\$ 875,351
\$ 452,753	\$ 78,080	\$ 530,833
\$ (2,984)	\$ 60	\$ (2,924)
\$ 501,563	\$ (154,121)	\$ 347,442
16.64%		9.66%
83.35%		90.33%

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
------	-------------	--------------	-------	----------	----------

CART SERVICES - CURBSIDE

CURBSIDE: WITHIN 4 FEET OF THE CURB OR ROAD, AND AWAY FROM ALL CARS, MAIL BOXES, OR OTHER ITEMS. INCLUDES RECYCLING EVERY OTHER WEEK.

Highlighted Residential rates will not go into effect until recycling carts are delivered.

32 GALLON CART SERVICE**MONTHLY RATES**

32GWC	32G CART-CURB	\$ 26.25		\$ 6.00	\$ 32.25
32GEC	32G CART EOW-CURBSIDE	\$ 17.05		\$ 6.00	\$ 23.05
32GMC	32G CART MONTHLY-CURB	\$ 9.20		\$ 6.00	\$ 15.20
OC3C	32 GAL CART ON CALL CURB	\$ 9.20	3.00%	\$ 0.28	\$ 9.48

90 GALLON CART SERVICE**MONTHLY RATES**

90GWC	90G CART-CURB	\$ 43.76		\$ 6.00	\$ 49.76
90GEC	90G CART EOW-CURB	\$ 28.49		\$ 6.00	\$ 34.49
90GMC	90G CART OAM-CURB	\$ 15.33		\$ 6.00	\$ 21.33
OC9C	90 GAL CART ON CALL CURB	\$ 15.33	3.00%	\$ 0.46	\$ 15.79

MONTHLY CART RENT (FOR ON-CALL SERVICE)

90GOC	90G CART WILL CALL-CURB	\$ 2.95	3.00%	\$ 0.09	\$ 3.04
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SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTION)**RATE PER EACH**

SP32C	SPEC P/U 32G CART CURBSIDE	\$ 9.20	3.00%	\$ 0.28	\$ 9.48
SP90C	SPEC P/U 90G CART CURBSIDE	\$ 15.33	3.00%	\$ 0.46	\$ 15.79
90SEC	SUBSCRIPTION 90G CART CURBSIDE	\$ 8.75	3.00%	\$ 0.26	\$ 9.01

Note: Recycle carts dumped as trash due to contamination may be charged the special pick-up rate.

CART SERVICES - NON-CURBSIDE (SIDEYARD)

NON-CURBSIDE: VISIBLE FROM THE STREET, OUTSIDE OF GARAGES AND FENCED AREAS. INCLUDES RECYCLING EVERY OTHER WEEK.

32 GALLON CART SERVICE**MONTHLY RATES**

32GWS	32G CART-SIDE	\$ 26.84		\$ 6.00	\$ 32.84
32GES	32G CART EOW-SIDEYARD	\$ 17.46		\$ 6.00	\$ 23.46
32GMS	32G CART MONTHLY-SIDE	\$ 9.39		\$ 6.00	\$ 15.39
OC3S	32 GAL CART ON CALL SIDE	\$ 9.39	3.00%	\$ 0.28	\$ 9.67

90 GALLON CART SERVICE**MONTHLY RATES**

90GWS	90G CART-SIDE	\$ 67.12		\$ 6.00	\$ 73.12
90GES	90G CART EOW-SIDE	\$ 43.64		\$ 6.00	\$ 49.64
90GMS	90G CART OAM-SIDE	\$ 23.49		\$ 6.00	\$ 29.49
OC9S	90 GAL CART ON CALL SIDE	\$ 23.49	3.00%	\$ 0.70	\$ 24.19

MONTHLY CART RENT (FOR ON-CALL SERVICE)

90GOS	90G CART WILL CALL-SIDE	\$ 2.95	3.00%	\$ 0.09	\$ 3.04
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SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTION)**RATE PER EACH**

SP32S	SPEC P/U 32G CART NON CURBSIDE	\$ 9.39	3.00%	\$ 0.28	\$ 9.67
SP90S	SPEC P/U 90G CART NON CURBSIDE	\$ 23.49	3.00%	\$ 0.70	\$ 24.19
90SES	SUBSCRIPTION 90G CART NON CURBSIDE	\$ 8.75	3.00%	\$ 0.26	\$ 9.01

Note: Recycle carts dumped as trash due to contamination may be charged the special pick-up rate.

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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OTHER SERVICES & FEES

EXTRAS - PER UNIT CHARGES (APPROX. 32 GALLONS PER UNIT)

RATE PER EACH

XBAG	EXTRA BAG(S)	\$ 6.94	3.00%	\$ 0.21	\$ 7.15
XBOX	EXTRA BOX	\$ 6.94	3.00%	\$ 0.21	\$ 7.15
XCAN	EXTRA CAN(S)	\$ 6.94	3.00%	\$ 0.21	\$ 7.15
XMISC	EXTRA MISC	\$ 6.94	3.00%	\$ 0.21	\$ 7.15
X32	EXTRA 32G CART(S)	\$ 6.94	3.00%	\$ 0.21	\$ 7.15
X90	EXTRA 90G CART(S)	\$ 10.96	3.00%	\$ 0.33	\$ 11.29

BULKY ITEM COLLECTION (SVC CHARGE + CHARGE PER ITEM)

RATES LISTED ARE FOR COLLECTION AT CURB. ADDITIONAL CHARGES MAY APPLY FOR RETRIEVAL.

RATE PER EACH

APF	REFRIGERATOR/FREEZER	\$ 56.36	3.00%	\$ 1.69	\$ 58.05
APL	APPLIANCE	\$ 12.52	3.00%	\$ 0.38	\$ 12.90
FURN	FURNITURE CHARGE	\$ 18.79	3.00%	\$ 0.56	\$ 19.35
TREE	EXTRA CHRISTMAS TREE	\$ 13.91	3.00%	\$ 0.42	\$ 14.33
IRSC	IN ROUTE SERVICE CHARGE	\$ 37.48	3.00%	\$ 1.12	\$ 38.60
SC	SERVICE CHARGE	\$ 149.83	3.00%	\$ 4.49	\$ 154.32

RELATED FEES

RATE PER EACH

CRIR	CART REDELIVERY IN ROUTE	\$ 10.91	3.00%	\$ 0.33	\$ 11.24
CROR	CART REDELIVER OUT OF ROUTE	\$ 21.82	3.00%	\$ 0.65	\$ 22.47
CORDF	CONTAINER RE-DELIVERY FEE	\$ 149.83	3.00%	\$ 4.49	\$ 154.32

Note: Re-Delivery fees apply for resume service after suspend.

RATE PER EACH

CCF	CART CLEANING FEE	\$ 10.91	3.00%	\$ 0.33	\$ 11.24
CRF	CART REPLACEMENT FEE	\$ 70.91	3.00%	\$ 2.13	\$ 73.04

Note: Replacement fee is used for loss/damage beyond normal wear and tear.

RATE PER EACH

WLI	WIND LATCH INSTALLATION	\$ 16.36	3.00%	\$ 0.49	\$ 16.85
RF	REINSTATEMENT FEE	\$ 15.00	0.00%	\$ -	\$ 15.00
NSFCF	RETURNED CHECK FEE	\$ 25.00	0.00%	\$ -	\$ 25.00

FRONT-LOAD CONTAINER SERVICE

1 YARD CONTAINERS

MONTHLY RATES

1GW	1YD TRASH	\$ 197.15	3.00%	\$ 5.91	\$ 203.06
1GE	1YD TRASH EOW	\$ 114.35	3.00%	\$ 3.43	\$ 117.78
1GM	1YD TRASH MONTHLY	\$ 69.80	3.00%	\$ 2.09	\$ 71.89
1OC	ON CALL-1YD TRASH	\$ 42.06	3.00%	\$ 1.26	\$ 43.32
1XP	EXTRA PICK UP-1YD TRASH	\$ 42.06	3.00%	\$ 1.26	\$ 43.32

1.5 YARD CONTAINERS

MONTHLY RATES

1HGW	1.5YD TRASH	\$ 244.51	3.00%	\$ 7.34	\$ 251.85
1HGE	1.5YD TRASH EOW	\$ 138.02	3.00%	\$ 4.14	\$ 142.16
1HGM	1.5YD TRASH MONTHLY	\$ 80.73	3.00%	\$ 2.42	\$ 83.15
1HOC	ON CALL-1.5YD TRASH	\$ 54.12	3.00%	\$ 1.62	\$ 55.74
1HXP	EXTRA PICK UP-1.5YD TRASH	\$ 54.12	3.00%	\$ 1.62	\$ 55.74

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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2 YARD CONTAINERS

MONTHLY RATES

2GW	2YD TRASH	\$ 291.79	3.00%	\$ 8.75	\$ 300.54
2GE	2YD TRASH EOW	\$ 161.69	3.00%	\$ 4.85	\$ 166.54
2GM	2YD TRASH MONTHLY	\$ 91.67	3.00%	\$ 2.75	\$ 94.42
2OC	ON CALL-2YD TRASH	\$ 66.12	3.00%	\$ 1.98	\$ 68.10
2XP	EXTRA PICK UP-2YD TRASH	\$ 66.12	3.00%	\$ 1.98	\$ 68.10

3 YARD CONTAINERS

MONTHLY RATES

3GW	3YD TRASH	\$ 386.45	3.00%	\$ 11.59	\$ 398.04
3GE	3YD TRASH EOW	\$ 208.98	3.00%	\$ 6.27	\$ 215.25
3GM	3YD TRASH MONTHLY	\$ 113.51	3.00%	\$ 3.41	\$ 116.92
3OC	ON CALL-3YD TRASH	\$ 90.15	3.00%	\$ 2.70	\$ 92.85
3XP	EXTRA PICK UP-3YD TRASH	\$ 90.15	3.00%	\$ 2.70	\$ 92.85

4 YARD CONTAINERS

MONTHLY RATES

4GW	4YD TRASH	\$ 473.19	3.00%	\$ 14.20	\$ 487.39
4GE	4YD TRASH EOW	\$ 252.37	3.00%	\$ 7.57	\$ 259.94
4GM	4YD TRASH MONTHLY	\$ 133.56	3.00%	\$ 4.01	\$ 137.57
4OC	ON CALL-4YD TRASH	\$ 112.20	3.00%	\$ 3.37	\$ 115.57
4XP	EXTRA PICK UP-4YD TRASH	\$ 112.20	3.00%	\$ 3.37	\$ 115.57

5 YARD CONTAINERS

MONTHLY RATES

5GW	5YD TRASH	\$ 567.82	3.00%	\$ 17.03	\$ 584.85
5GE	5YD TRASH EOW	\$ 299.67	3.00%	\$ 8.99	\$ 308.66
5GM	5YD TRASH MONTHLY	\$ 155.40	3.00%	\$ 4.66	\$ 160.06
5OC	ON CALL-5YD TRASH	\$ 136.23	3.00%	\$ 4.09	\$ 140.32
5XP	EXTRA PICK UP-5YD TRASH	\$ 136.23	3.00%	\$ 4.09	\$ 140.32

6 YARD CONTAINERS

MONTHLY RATES

6GW	6YD TRASH	\$ 662.44	3.00%	\$ 19.87	\$ 682.31
6GE	6YD TRASH EOW	\$ 346.99	3.00%	\$ 10.41	\$ 357.40
6GM	6YD TRASH MONTHLY	\$ 177.24	3.00%	\$ 5.32	\$ 182.56
6OC	ON CALL-6YD TRASH	\$ 160.27	3.00%	\$ 4.81	\$ 165.08
6XP	EXTRA PICK UP-6YD TRASH	\$ 160.27	3.00%	\$ 4.81	\$ 165.08

8 YARD CONTAINERS

No new customers at this size - safety issues

8GW	8YD TRASH	\$ 772.85	3.00%	\$ 23.19	\$ 796.04
8GE	8YD TRASH EOW	\$ 402.20	3.00%	\$ 12.07	\$ 414.27
8GM	8YD TRASH MONTHLY	\$ 202.76	3.00%	\$ 6.08	\$ 208.84
8OC	ON CALL-8YD TRASH	\$ 188.33	3.00%	\$ 5.65	\$ 193.98
8XP	EXTRA PICK UP-8YD TRASH	\$ 188.33	3.00%	\$ 5.65	\$ 193.98

CONTAINER MONTHLY RENT (CHARGED TO WILL-CALL CUSTOMERS, SAME FOR ALL SIZES)

RNT1	1YD RENT - TRASH	\$ 21.82	3.00%	\$ 0.65	\$ 22.47
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FRONT-LOAD COMPACTOR RATE FACTORS - For all compacted material, including pre-compacted waste.

Compactor Rating	4 : 1	3 : 1	2 : 1
Factor applied to container rate of same size	1.5	1.3	1.12

RECOLOGY WESTERN OREGON
CCS CLATSOP COUNTY - SUBURBAN

SUMMARY RATE SHEET
EFF. DATE: 7/1/2026

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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DEBRIS BOX SERVICES

SET HAUL FEES (BASED ON AVERAGE TRUCK TIMES)

RATE PER HAUL

DEL	DELIVERY CHARGE	\$ 149.83	3.00%	\$ 4.49	\$ 154.32
10HG	TRASH BOX HAUL FEE (ALL SIZES)	\$ 224.77	3.00%	\$ 6.74	\$ 231.51
40CG	COMPACTOR HAUL FEE (ALL SIZES)	\$ 264.45	3.00%	\$ 7.93	\$ 272.38

DEBRIS BOX DISPOSAL FEES

RATE PER UNIT

DFDM	DISPOSAL FEE - DEMOLITION (\$\$/TON)	\$ 129.78	3.00%	\$ 3.89	\$ 133.67
DFG	DISPOSAL FEE - GARBAGE (\$\$/TON)	\$ 128.36	3.00%	\$ 3.85	\$ 132.21
DFYD	DISPOSAL FEE - YARD DEBRIS (\$\$/YD ³)	\$ 21.82	3.00%	\$ 0.65	\$ 22.47

Note: Recycling ton fees will be equal to or less than trash fees, based on current market pricing.

RELATED FEES

RATE PER DAY

RENTD	DAILY RENTAL FEE	\$ 14.98	3.00%	\$ 0.45	\$ 15.43
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Note: Daily Rent applies after 48 hours, excluding evenings and weekends.

RATE PER MONTH

RENTM	MONTHLY RENTAL FEE	\$ 149.27	3.00%	\$ 4.48	\$ 153.75
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Note: Monthly rent applies for customers who keep a box for a year or longer.

RATE PER HOUR

TIME	TRUCK TIME FEE	\$ 149.83	3.00%	\$ 4.49	\$ 154.32
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Note: Hourly Truck Time is used for hauls to destinations outside our normal operating areas.

TEMPORARY RENTAL CONTAINERS

RATE PER EACH

3YRGD	DELV 3 YD RENTAL FOR TRASH	\$ 33.13	3.00%	\$ 0.99	\$ 34.12
3YRGP	SERVICE 3 YD RENTAL FOR TRASH	\$ 126.21	3.00%	\$ 3.79	\$ 130.00
3YRXD	ADDL DAY - 3YD RENT CONTAINER	\$ 2.18	3.00%	\$ 0.07	\$ 2.25

Note: Temporary = not longer than 30 days, with 45 days between projects. Rent included for first 7 days.

BULKY ITEMS - DEBRIS BOX

STANDARD FEES APPLY FOR THESE ITEMS IF DECLARED & SEPARATED ACCORDING TO INSTRUCTIONS.

ADDITIONAL FEES MAY APPLY FOR ITEMS FOUND IN LOADS.

RATE PER EACH

TOFFR	TIRE CHARGE NO RIM	\$ 5.01	3.00%	\$ 0.15	\$ 5.16
TONR	TIRE CHARGE ON RIM	\$ 10.02	3.00%	\$ 0.30	\$ 10.32
APPL	APPLIANCE	\$ 12.52	3.00%	\$ 0.38	\$ 12.90
APF	REFRIGERATOR/FREEZER	\$ 56.36	3.00%	\$ 1.69	\$ 58.05

MEDICAL WASTE COLLECTION SERVICES

RATE PER EACH

M4HSC	4.7 QT SHARPS CONTAINER	\$ 21.77	3.00%	\$ 0.65	\$ 22.42
M10SC	10 QT SHARPS CONTAINER	\$ 25.19	3.00%	\$ 0.76	\$ 25.95
M23SC	23 QT SHARPS CONTAINER	\$ 48.72	3.00%	\$ 1.46	\$ 50.18
9CDBC	9GAL CONFIDENTIAL DOCUMENT BOX	\$ 36.43	3.00%	\$ 1.09	\$ 37.52
MLGPB	PATHOLOGY BOX	\$ 55.64	3.00%	\$ 1.67	\$ 57.31
MW17G	MEDICAL WASTE 17 GAL	\$ 24.55	3.00%	\$ 0.74	\$ 25.29
MW31G	MEDICAL WASTE 31 GAL	\$ 31.64	3.00%	\$ 0.95	\$ 32.59
MW43G	MEDICAL WASTE 43 GAL	\$ 38.18	3.00%	\$ 1.15	\$ 39.33
MWTCB	MEDICAL WASTE TRACE CHEMO BOX	\$ 55.64	3.00%	\$ 1.67	\$ 57.31

Note: Additional fees may apply for overweight tubs. Improperly prepared materials cannot be collected.

Finance Charges (0.75% monthly, 9% annually) will be assessed on any past due amount (excluding amounts in dispute over billing or service issues).

Billing Terms: Commercial Accounts are billed on a monthly basis.

Residential accounts are billed once every three months, in advance.

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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CAN & CART SERVICES - CURBSIDE

CURBSIDE: WITHIN 4 FEET OF THE CURB OR ROAD, AND AWAY FROM ALL CARS, MAIL BOXES, OR OTHER ITEMS. INCLUDES RECYCLING EVERY OTHER WEEK.

Highlighted Residential rates will not go into effect until recycling carts are delivered.

32 GALLON CART SERVICE

MONTHLY RATES

32GWC	32G CART-CURB	\$ 30.16		\$ 7.41	\$ 37.57
32GEC	32G CART EOW-CURBSIDE	\$ 19.63		\$ 7.41	\$ 27.04
32GMC	32G CART MONTHLY-CURB	\$ 10.59		\$ 7.41	\$ 18.00
OC3C	32 GAL CART ON CALL CURB	\$ 10.59	3.00%	\$ 0.32	\$ 10.91

90 GALLON CART SERVICE

MONTHLY RATES

90GWC	90G CART-CURB	\$ 50.31		\$ 7.41	\$ 57.72
90GEC	90G CART EOW-CURB	\$ 32.70		\$ 7.41	\$ 40.11
90GMC	90G CART OAM-CURB	\$ 17.62		\$ 7.41	\$ 25.03
OC9C	90 GAL CART ON CALL CURB	\$ 17.62	3.00%	\$ 0.53	\$ 18.15

MONTHLY CART RENT (FOR ON-CALL SERVICE)

90GOC	90G CART WILL CALL-CURB	\$ 2.95	3.00%	\$ 0.09	\$ 3.04
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SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTION)

RATE PER EACH

SP32C	SPEC P/U 32G CART CURBSIDE	\$ 10.59	3.00%	\$ 0.32	\$ 10.91
SP90C	SPEC P/U 90G CART CURBSIDE	\$ 17.62	3.00%	\$ 0.53	\$ 18.15

Note: Recycle carts dumped as trash due to contamination may be charged the special pick-up rate.

CAN & CART SERVICES - NON-CURBSIDE (SIDEYARD)

NON-CURBSIDE: VISIBLE FROM THE STREET, OUTSIDE OF GARAGES AND FENCED AREAS. INCLUDES RECYCLING EVERY OTHER WEEK

32 GALLON CART SERVICE

MONTHLY RATES

32GWS	32G CART-SIDE	\$ 30.76		\$ 7.41	\$ 38.17
32GES	32G CART EOW-SIDEYARD	\$ 20.00		\$ 7.41	\$ 27.41
32GMS	32G CART MONTHLY-SIDE	\$ 10.76		\$ 7.41	\$ 18.17
OC3S	32 GAL CART ON CALL SIDE	\$ 10.76	3.00%	\$ 0.32	\$ 11.08

90 GALLON CART SERVICE

MONTHLY RATES

90GWS	90G CART-SIDE	\$ 77.06		\$ 7.41	\$ 84.47
90GES	90G CART EOW-SIDE	\$ 50.11		\$ 7.41	\$ 57.52
90GMS	90G CART OAM-SIDE	\$ 26.99		\$ 7.41	\$ 34.40
OC9S	90 GAL CART ON CALL SIDE	\$ 26.99	3.00%	\$ 0.81	\$ 27.80

MONTHLY CART RENT (FOR ON-CALL SERVICE)

90GOS	90G CART WILL CALL-SIDE	\$ 2.95	3.00%	\$ 0.09	\$ 3.04
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SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTION)

RATE PER EACH

SP32S	SPEC P/U 32G CART NON CURBSIDE	\$ 10.76	3.00%	\$ 0.32	\$ 11.08
SP90S	SPEC P/U 90G CART NON CURBSIDE	\$ 26.99	3.00%	\$ 0.81	\$ 27.80

Note: Recycle carts dumped as trash due to contamination may be charged the special pick-up rate.

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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OTHER SERVICES & FEES

EXTRAS - PER UNIT CHARGES (APPROX. 32 GALLONS PER UNIT)

RATE PER EACH

XBAG	EXTRA BAG(S)	\$ 7.95	3.00%	\$ 0.24	\$ 8.19
XBOX	EXTRA BOX	\$ 7.95	3.00%	\$ 0.24	\$ 8.19
XCAN	EXTRA CAN(S)	\$ 7.95	3.00%	\$ 0.24	\$ 8.19
XMISC	EXTRA MISC	\$ 7.95	3.00%	\$ 0.24	\$ 8.19
X32	EXTRA 32G CART(S)	\$ 7.95	3.00%	\$ 0.24	\$ 8.19
X90	EXTRA 90G CART(S)	\$ 12.57	3.00%	\$ 0.38	\$ 12.95

BULKY ITEM COLLECTION (SVC CHARGE + CHARGE PER ITEM)

RATES LISTED ARE FOR COLLECTION AT CURB. ADDITIONAL CHARGES MAY APPLY FOR RETRIEVAL.

RATE PER EACH

APF	REFRIGERATOR/FREEZER	\$ 56.36	3.00%	\$ 1.69	\$ 58.05
APL	APPLIANCE	\$ 12.52	3.00%	\$ 0.38	\$ 12.90
FURN	FURNITURE CHARGE	\$ 18.79	3.00%	\$ 0.56	\$ 19.35
TREE	EXTRA CHRISTMAS TREE	\$ 15.91	3.00%	\$ 0.48	\$ 16.39
IRSC	IN ROUTE SERVICE CHARGE	\$ 37.48	3.00%	\$ 1.12	\$ 38.60
SC	SERVICE CHARGE	\$ 224.78	3.00%	\$ 6.74	\$ 231.52

RELATED FEES

RATE PER EACH

CRIR	CART REDELIVERY IN ROUTE	\$ 10.91	3.00%	\$ 0.33	\$ 11.24
CROR	CART REDELIVER OUT OF ROUTE	\$ 21.82	3.00%	\$ 0.65	\$ 22.47
CORDF	CONTAINER RE-DELIVERY FEE	\$ 224.78	3.00%	\$ 6.74	\$ 231.52

Note: Re-Delivery fees apply for resume service after suspend.

RATE PER EACH

CCF	CART CLEANING FEE	\$ 10.91	3.00%	\$ 0.33	\$ 11.24
CRF	CART REPLACEMENT FEE	\$ 70.91	3.00%	\$ 2.13	\$ 73.04

Note: Replacement fee is used for loss/damage beyond normal wear and tear.

RATE PER EACH

WLI	WIND LATCH INSTALLATION	\$ 16.36	3.00%	\$ 0.49	\$ 16.85
RF	REINSTATEMENT FEE	\$ 15.00	0.00%	\$ -	\$ 15.00
NSFCF	RETURNED CHECK FEE	\$ 25.00	0.00%	\$ -	\$ 25.00

FRONT-LOAD CONTAINER SERVICE

1 YARD CONTAINERS

MONTHLY RATES

1GW	1YD TRASH	\$ 236.60	3.00%	\$ 7.10	\$ 243.70
1GE	1YD TRASH EOW	\$ 134.06	3.00%	\$ 4.02	\$ 138.08
1GM	1YD TRASH MONTHLY	\$ 78.90	3.00%	\$ 2.37	\$ 81.27
1OC	ON CALL-1YD TRASH	\$ 52.12	3.00%	\$ 1.56	\$ 53.68
1XP	EXTRA PICK UP-1YD TRASH	\$ 52.12	3.00%	\$ 1.56	\$ 53.68

1.5 YARD CONTAINERS

MONTHLY RATES

1HGW	1.5YD TRASH	\$ 299.67	3.00%	\$ 8.99	\$ 308.66
1HGE	1.5YD TRASH EOW	\$ 165.63	3.00%	\$ 4.97	\$ 170.60
1HGM	1.5YD TRASH MONTHLY	\$ 93.46	3.00%	\$ 2.80	\$ 96.26
1HOC	ON CALL-1.5YD TRASH	\$ 68.13	3.00%	\$ 2.04	\$ 70.17
1HXP	EXTRA PICK UP-1.5YD TRASH	\$ 68.13	3.00%	\$ 2.04	\$ 70.17

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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2 YARD CONTAINERS

MONTHLY RATES

2GW	2YD TRASH	\$ 362.79	3.00%	\$ 10.88	\$ 373.67
2GE	2YD TRASH EOW	\$ 197.15	3.00%	\$ 5.91	\$ 203.06
2GM	2YD TRASH MONTHLY	\$ 108.06	3.00%	\$ 3.24	\$ 111.30
2OC	ON CALL-2YD TRASH	\$ 84.16	3.00%	\$ 2.52	\$ 86.68
2XP	EXTRA PICK UP-2YD TRASH	\$ 84.16	3.00%	\$ 2.52	\$ 86.68

3 YARD CONTAINERS

MONTHLY RATES

3GW	3YD TRASH	\$ 488.93	3.00%	\$ 14.67	\$ 503.60
3GE	3YD TRASH EOW	\$ 260.24	3.00%	\$ 7.81	\$ 268.05
3GM	3YD TRASH MONTHLY	\$ 137.16	3.00%	\$ 4.11	\$ 141.27
3OC	ON CALL-3YD TRASH	\$ 116.20	3.00%	\$ 3.49	\$ 119.69
3XP	EXTRA PICK UP-3YD TRASH	\$ 171.73	3.00%	\$ 5.15	\$ 176.88

4 YARD CONTAINERS

MONTHLY RATES

4GW	4YD TRASH	\$ 615.13	3.00%	\$ 18.45	\$ 633.58
4GE	4YD TRASH EOW	\$ 323.32	3.00%	\$ 9.70	\$ 333.02
4GM	4YD TRASH MONTHLY	\$ 166.30	3.00%	\$ 4.99	\$ 171.29
4OC	ON CALL-4YD TRASH	\$ 148.24	3.00%	\$ 4.45	\$ 152.69
4XP	EXTRA PICK UP-4YD TRASH	\$ 148.24	3.00%	\$ 4.45	\$ 152.69

5 YARD CONTAINERS

MONTHLY RATES

5GW	5YD TRASH	\$ 749.20	3.00%	\$ 22.48	\$ 771.68
5GE	5YD TRASH EOW	\$ 390.39	3.00%	\$ 11.71	\$ 402.10
5GM	5YD TRASH MONTHLY	\$ 197.30	3.00%	\$ 5.92	\$ 203.22
5OC	ON CALL-5YD TRASH	\$ 182.30	3.00%	\$ 5.47	\$ 187.77
5XP	EXTRA PICK UP-5YD TRASH	\$ 182.30	3.00%	\$ 5.47	\$ 187.77

6 YARD CONTAINERS

MONTHLY RATES

6GW	6YD TRASH	\$ 875.38	3.00%	\$ 26.26	\$ 901.64
6GE	6YD TRASH EOW	\$ 453.45	3.00%	\$ 13.60	\$ 467.05
6GM	6YD TRASH MONTHLY	\$ 226.44	3.00%	\$ 6.79	\$ 233.23
6OC	ON CALL-6YD TRASH	\$ 214.39	3.00%	\$ 6.43	\$ 220.82
6XP	EXTRA PICK UP-6YD TRASH	\$ 214.39	3.00%	\$ 6.43	\$ 220.82

8 YARD CONTAINERS

No new customers at this size - safety issues

8GW	8YD TRASH	\$ 1,048.88	3.00%	\$ 31.47	\$ 1,080.35
8GE	8YD TRASH EOW	\$ 540.24	3.00%	\$ 16.21	\$ 556.45
8GM	8YD TRASH MONTHLY	\$ 266.49	3.00%	\$ 7.99	\$ 274.48
8OC	ON CALL-8YD TRASH	\$ 258.45	3.00%	\$ 7.75	\$ 266.20
8XP	EXTRA PICK UP-8YD TRASH	\$ 258.45	3.00%	\$ 7.75	\$ 266.20

CONTAINER MONTHLY RENT (CHARGED TO WILL-CALL CUSTOMERS, SAME FOR ALL SIZES)

RNT1	1YD RENT - TRASH	\$ 21.82	3.00%	\$ 0.65	\$ 22.47
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FRONT-LOAD COMPACTOR RATE FACTORS - For all compacted material, including pre-compacted waste.

Compactor Rating	4 : 1	3 : 1	2 : 1
Factor applied to container rate of same size	1.5	1.3	1.12

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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DEBRIS BOX SERVICES

SET HAUL FEES (BASED ON AVERAGE TRUCK TIMES)

RATE PER HAUL

DEL	DELIVERY CHARGE	\$ 224.77	3.00%	\$ 6.74	\$ 231.51
10HG	TRASH BOX HAUL FEE (ALL SIZES)	\$ 299.66	3.00%	\$ 8.99	\$ 308.65
40CG	COMPACTOR HAUL FEE (ALL SIZES)	\$ 352.56	3.00%	\$ 10.58	\$ 363.14

DEBRIS BOX DISPOSAL FEES

RATE PER UNIT

DFDM	DISPOSAL FEE - DEMOLITION (\$\$/TON)	\$ 129.78	3.00%	\$ 3.89	\$ 133.67
DFG	DISPOSAL FEE - GARBAGE (\$\$/TON)	\$ 128.36	3.00%	\$ 3.85	\$ 133.95
DFYD	DISPOSAL FEE - YARD DEBRIS (\$\$/YD ³)	\$ 21.82	3.00%	\$ 0.65	\$ 22.47

Note: Recycling ton fees will be equal to or less than trash fees, based on current market pricing.

RELATED FEES

RATE PER DAY

RENTD	DAILY RENTAL FEE	\$ 14.98	3.00%	\$ 0.45	\$ 15.43
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Note: Daily Rent applies after 48 hours, excluding evenings and weekends.

RATE PER MONTH

RENTM	MONTHLY RENTAL FEE	\$ 149.27	3.00%	\$ 4.48	\$ 153.75
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Note: Monthly rent applies for customers who keep a box for a year or longer.

RATE PER HOUR

TIME	TRUCK TIME FEE	\$ 149.83	3.00%	\$ 4.49	\$ 154.32
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Note: Hourly Truck Time is used for hauls to destinations outside our normal operating areas.

TEMPORARY RENTAL CONTAINERS

RATE PER EACH

3YRGD	DELV 3 YD RENTAL FOR TRASH	\$ 33.11	3.00%	\$ 0.99	\$ 34.10
3YRGP	SERVICE 3 YD RENTAL FOR TRASH	\$ 162.68	3.00%	\$ 4.88	\$ 167.56
3YRXD	ADDL DAY - 3YD RENT CONTAINER	\$ 2.18	3.00%	\$ 0.07	\$ 2.25

Note: Temporary = not longer than 30 days, with 45 days between projects. Rent included for first 7 days.

BULKY ITEMS - DEBRIS BOX

STANDARD FEES APPLY FOR THESE ITEMS IF DECLARED & SEPARATED ACCORDING TO INSTRUCTIONS.

ADDITIONAL FEES MAY APPLY FOR ITEMS FOUND IN LOADS.

RATE PER EACH

TOFFR	TIRE CHARGE NO RIM	\$ 5.01	3.00%	\$ 0.15	\$ 5.16
TONR	TIRE CHARGE ON RIM	\$ 10.02	3.00%	\$ 0.30	\$ 10.32
APPL	APPLIANCE	\$ 12.52	3.00%	\$ 0.38	\$ 12.90
APF	REFRIGERATOR/FREEZER	\$ 56.36	3.00%	\$ 1.69	\$ 58.05

MEDICAL WASTE COLLECTION SERVICES

RATE PER EACH

M4HSC	4.7 QT SHARPS CONTAINER	\$ 21.77	3.00%	\$ 0.65	\$ 22.42
M10SC	10 QT SHARPS CONTAINER	\$ 25.19	3.00%	\$ 0.76	\$ 25.95
M23SC	23 QT SHARPS CONTAINER	\$ 48.72	3.00%	\$ 1.46	\$ 50.18
9CDBC	9GAL CONFIDENTIAL DOCUMENT BOX	\$ 36.43	3.00%	\$ 1.09	\$ 37.52
MLGPB	PATHOLOGY BOX	\$ 55.64	3.00%	\$ 1.67	\$ 57.31
MW17G	MEDICAL WASTE 17 GAL	\$ 24.55	3.00%	\$ 0.74	\$ 25.29
MW31G	MEDICAL WASTE 31 GAL	\$ 31.64	3.00%	\$ 0.95	\$ 32.59
MW43G	MEDICAL WASTE 43 GAL	\$ 38.18	3.00%	\$ 1.15	\$ 39.33
MWTCB	MEDICAL WASTE TRACE CHEMO BOX	\$ 55.64	3.00%	\$ 1.67	\$ 57.31

Note: Additional fees may apply for overweight tubs. Improperly prepared materials cannot be collected.

Finance Charges (0.75% monthly, 9% annually) will be assessed on any past due amount (excluding amounts in dispute over billing or service issues).

Billing Terms: Commercial Accounts are billed on a monthly basis.

Residential accounts are billed once every three months, in advance.

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 24, 2026

Agenda Title: Human Services Advisory Council (HSAC) Membership Recommendation

Category: Business Agenda

Presented By: Lisa Schuyler, Health Promotion Supervisor, Clatsop County Public Health

Issue Before the Commission: Human Services Advisory Council (HSAC) recommends the reappointment of Valerie Richards.

Informational Summary: The nine-member Human Services Advisory Council is appointed by the Board of County Commissioners to provide input on mental health, addiction, and prevention services. A call for applicants was issued in February 2026 after member Valerie Richards' term ended. There is currently two vacancies because of the recent resignation of Randy Anderson in March 2026. Two applications were received, one of which was from Valerie who wished to continue to serve and one from another applicant who is no longer available. **The HSAC is recommending that the Board of Commissioners appoint Valerie Richards**

Ms. Richards address while in Clatskanie, is located within the bounds of Clatsop County in district 4.

CURRENT MEMBERS			
Name	Commissioner District	Occupation	Term Expiration
Julia Weinberg	5	Licensed Professional Counselor	02/28/2027
Linda Dugan Winstanley	1	Insurance Agent	02/28/2027
Randy Anderson	2	Self-Employed	02/28/2027
Grant North	5	Accountant	2/28/2028
Nicholas Bowling	3	Retired Nurse	2/28/27
Miranda Robinson	5	License Therapist	2/28/2027

Linda Whitney	3	Human Resource Consultant	2/28/2027
Amber Bowman	2	Professional Counselor Associate	2/28/2027
Open			2/28/2029
APPLICANT			
Valerie Richards	4	Personal Agent	2/28/2029

Fiscal Impact: None

Requested Action:

I move to reappoint Valerie Richards to the Human Services Advisory Council, for a term expiring February 28, 2029.

Attachment List

- A. Valerie Richards' application

COMMITTEE, BOARD OR COMMISSION APPLICATION
CLATSOP COUNTY

Date: 2/12/2026

Valerie Richards

Name

[REDACTED]

Mailing Address

Clatskanie

City

Street Address: same as above

Email: vrichards@goisn.org

Home Telephone: [REDACTED]

Other Telephone: [REDACTED]

☒ work ☐ cell phone

Current Occupation Personal Agent with ISN

Past Occupation (if retired) _____

Years Resident of County: Eight

Do you live within the city limits: ☐ Yes ☒ No

In which Commission District do you reside: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Committee, Board of Commission Applied for:

1. HSAC

2. _____

3. _____

Background (Relevant education, training, experience, etc.):

I have more than twenty years working in social services and eight years in Clatsop County working with Developmentally Disabled individuals.

Please complete other side →

Describe your interest in serving on this Board, Committee or Commission:

I have appreciated the information and connections I have experienced while being a part of the committee and would like to continue to be part of this group.

Valerie Richards

Signature

Return Form To: County Manager's Office
800 Exchange St., Ste. 410
Astoria, OR 97103
Fax: 325-8325
email: commissioners@co.clatsop.or.us

Board of Commissioners Clatsop County

AGENDA ITEM SUMMARY

June 24, 2026

Agenda Title: Public Hearing – Meyer Variance Appeal
Category: Public Hearing
Presented By: Jason Pollack, Planner

Issue Before the Commission: Public Hearing to review the Appeal (Appeal File #26-000229) of a Hearings Officer's decision in the matter of Variance File #25-000617.

Informational Summary: The subject property is an oceanfront lot located at 80198 Pacific Road in the unincorporated rural community of Arch Cape, also identified as as Township 4N, Range 10W, Section 19CC, Tax Lot 503 (41019CC00503), which is within the Arch Cape Rural Community Residential Zone (AC-RCR).

On December 30, 2025, Vito Cerelli, on behalf of property owner Lora R Meyer Revocable Trust ("Applicant"), submitted a Variance application to the Clatsop County Planning Division for a 3-foot encroachment into the ocean-front setback for an addition to the first floor of a single-family dwelling. The first-floor addition would align with the second floor of the established structure, which is currently non-conforming to the ocean-front setback. The applicant is requesting the Variance to infill and support the second-story structure. The application was deemed complete by staff on January 29, 2026.

Variance requests are processed under a Type III procedure, which involved a public hearing before the Hearings Officer on March 31, 2026. During the hearing, staff presented a report outlining the facts and applicable criteria and recommended denial of the request (Attachment A, Exhibit 3). At the conclusion of the hearing, the Hearings Officer closed the hearing and record to all parties and took the matter under advisement. An audio/video recording of the public hearing is included as Attachment B.

On April 22, 2026, the Hearings Officer issued a Decision denying the variance request (Attachment A, Exhibit 3) based on the Hearings Officer's findings "that if approved, would increase the existing dwelling's nonconformity with relation to the ocean front setback." Planning staff then issued the Notice of Decision on April 23, 2026.

On May 5, 2026, the Applicant submitted a Notice of Appeal of the Hearings Officer's decision (Attachment A, Exhibit 1). Per Land and Water Development and Use Code (LAWDUC) Section 2.0090(2)(C), the Board of Commissioners must hear appeals of decisions of the Hearings Officer and shall review as a de novo hearing. A de novo hearing is a hearing conducted as if the action had not been previously heard and as if no decision has been made in the past, except that all testimony, evidence, and other materials from the record of the previous consideration shall be included in the record for review. Further, per LAWDUC Section 2.0090(2)(C), the Board of Commissioners may allow additional evidence, testimony or argument concerning any applicable standard, criterion, condition, or issue. A final decision of the Board of Commissioners may be appealed to the Land Use Board of Appeals (LUBA).

Requested Action:

A de novo Public Hearing (Appeal File # 26-000229) to review Variance File #25-000617.

Attachment List

A. Appeal Exhibits

- Exhibit 1: Notice of Appeal (Appeal File #26-000229)
- Exhibit 2: Appeal Notices - Public, Published, and Posted (Appeal File #26-000229)
- Exhibit 3: Hearings Officer Decision, Staff Report, and Original Exhibits for Variance #186-25-000617-PLNG

<https://www.clatsopcounty.gov/DocumentCenter/View/4213/Meyer-Variance-Appeal-Exhibits>

B. Meyer Variance #26-000229 Public Hearing Recording/Video

https://www.youtube.com/watch?si=0x5ElasOADA9f6s5&v=zC_oAruv0Cw&feature=youtu.be