

COLUMBIA COUNTY

Board of Commissioners Office

Commissioners

Margaret Magruder

Henry Heimuller

Alex Tardif

Administration

Jan Greenhalgh

Jacyn Normine



ST. HELENS, OR 97051

230 Strand St., Room 338

Direct (503) 397-4322

Fax (503) 366-7243

www.co.columbia.or.us

BOARD OF COUNTY COMMISSIONERS FOR COLUMBIA COUNTY, OREGON

Wednesday, September 11, 2019

10:00 a.m. – Room 310

BOARD MEETING AGENDA

CALL TO ORDER/FLAG SALUTE

MINUTES:

- September 4, 2019 Board Meeting
- September 4, 2019 Work Session

VISITOR COMMENTS – 5 MINUTE LIMIT

CONSENT AGENDA:

- Approve the appointment of Marty Rowe as a member to the Citizen Transportation Advisory Committee to complete the 3 year term of Sharon Evinger with the term to expire June 30, 2021.
- Approve the re-appointment of Blanche Katz as a member to the Citizen Transportation Advisory Committee effective July 1, 2019 for a 3 year term with an expiration date of June 30, 2022.
- Approve the 2019 Letter of Engagement with Clark Nuber for County Audit and Authorize Louise Kallstrom to Sign.

AGREEMENTS/CONTRACTS/AMENDMENTS:

- Order No. 70-2019, In the Matter of a Sole Source Procurement for a Contract for ESRI ArcGIS Software

DISCUSSION ITEMS:

COMMISSIONER HEIMULLER COMMENTS:

COMMISSIONER MAGRUDER COMMENTS:

COMMISSIONER TARDIF COMMENTS:

Pursuant to ORS 192.640(1), the Board of County Commissioners reserves the right to consider and discuss, in either open session or Executive Session, additional subjects which may arise after the agenda is published.

COLUMBIA COUNTY

Board of Commissioners Office

Commissioners

Margaret Magruder

Henry Heimuller

Alex Tardif

Administration

Jacyn Normine



ST. HELENS, OR 97051

230 Strand St., Room 338

Direct (503) 397-4322

Fax (503) 366-7243

www.co.columbia.or.us

September 11, 2019

Marty Rowe
36200 Pittsburg Rd. Suite C
St. Helens, OR. 97051

Dear Marty,

The Board of County Commissioners are pleased to advise you that you have been appointed to the Citizen Transportation Advisory Committee to complete the three year term of Sharon Evinger. Your term will expire on June 30, 2021.

It is a pleasure for us to make this appointment, however, should you decide not to accept the position, please contact the Board of Commissioners office at (503)397-4322 as soon as possible. For additional information about this committee, please contact Todd Wood at CC Rider at (503)366-8504.

We look forward to your active participation as a member to this committee.

Sincerely,

Henry Heimuller,
Commission Chair

Enclosed: Oregon Government Ethics Law Guide.

cc: Todd Wood

COLUMBIA COUNTY

Board of Commissioners Office

Commissioners

Margaret Magruder

Henry Heimuller

Alex Tardif

Administration

Jacyn Normine



ST. HELENS, OR 97051

230 Strand St., Room 338

Direct (503) 397-4322

Fax (503) 366-7243

www.co.columbia.or.us

September 11, 2019

Blanche Katz
2400 Gable Rd. #110
St. Helens, OR. 97051

Dear Blanche,

The Board of County Commissioners are pleased to advise you that you have been reappointed to the Citizen Transportation Advisory Committee for a three year term. Your term will expire on June 30, 2022.

It is a pleasure for us to make this appointment, however, should you decide not to accept the position, please contact the Board of Commissioners office at (503)397-4322 as soon as possible. For additional information about this committee, please contact Todd Wood at CC Rider at (503)366-8504.

We look forward to your active participation as a member to this committee.

Sincerely,

Henry Heimuller,
Commission Chair

Enclosed: Oregon Government Ethics Law Guide.

cc: Todd Wood

August 12, 2019

Board of Commissioners
Columbia County Oregon
230 Strand Street
St. Helens, OR 97051

Dear Board of Commissioners:

We appreciate the opportunity to serve Columbia County Oregon (“the Organization”). Mitch Hansen will be the shareholder in charge of the work we perform for the Organization and assisted by other professionals. This letter and attachments confirm our understanding of the services you have asked our firm to provide to the Organization and the terms and conditions under which our firm agrees to perform those services.

We will audit the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information, which collectively comprise the basic financial statements of the Organization and perform our audit the Organization’s major federal award program(s) compliance as of and for the year ended, June 30, 2019 in accordance with applicable auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)* and the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI) to accompany the Organization’s basic financial statements. As part of our engagement, the following RSI of the Organization will be subjected to limited procedures, including inquiries of management regarding the methods of measurement and presentation, but will not be audited:

- Management’s discussion and analysis
- Schedule of funding progress, post employment health insurance subsidy
- Schedule of proportionate share of the net pension liability and schedule of contributions

Also, the Organization has chosen to include the following supplemental information along with the Organization’s basic financial statements that will be subjected to the auditing procedures applied in our audit of the basic financial statements:

- Schedule of expenditures of federal awards
- Comprehensive Annual Financial Report (CAFR)
- Combining balance sheets and schedules of revenues, expenditures and changes in fund balances for the nonmajor governmental, special revenue and fiduciary funds
- Schedules of revenues, expenditures and changes in fund balance - budget and actual
- Schedule of property tax transactions and balances uncollected
- Future maturities of long-term debt
- Schedule of accountability for elected officials



T: 425-454-4919
T: 800-504-8747
F: 425-454-4620

10900 NE 4th St
Suite 1400
Bellevue WA
98004

clarknuber.com

In addition, the Organization has chosen to include the introductory and statistical sections in the financial statements that will not be subjected to the auditing procedures applied in our audit of the basic financial statements and for which our auditor's report will disclaim an opinion.

Under these professional standards, the accuracy of the Organization's basic financial statements and any other additional or supplemental information is the responsibility of the Organization's management, not our firm.

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. The objective also includes reporting on the Organization's:

- Independent Auditor's Report Required by Oregon State Regulations
- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on whether the Organization complied with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Uniform Guidance for Federal Awards.

Our audit will include tests of accounting records of the Organization, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary in our professional judgment and as required by the professional standards to enable us to express an unmodified opinion that the financial statements prepared as part of this engagement are fairly presented, in all material respects, in conformity with generally accepted accounting principles. If our opinion is other than unmodified, we will fully discuss it with you in advance. In the event we are unable to complete the audit, we will not issue an opinion as a result of this engagement.

The applicable professional standards for this audit require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. Our audit will include examining, on a test basis, evidence supporting the amounts stated and disclosures made in the financial statements. Our audit will also include an assessment of the accounting principles utilized by the Organization and the significant estimates included by management in the financial statements, as well as an evaluation of the overall financial statement presentation. While we will advise the Organization about appropriate accounting principles and their application and will assist in the preparation of the financial statements, the responsibility for the financial statements remains with the Organization's management. This responsibility includes making all management decisions and performing all management functions such as maintaining adequate records, establishing and maintaining internal controls, monitoring ongoing activities, the selection and application of accounting principles, the determination and use of estimates, and the safeguarding of assets. The Organization's management is also responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us in the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and agreements applicable to major programs. Our procedures will consist of the applicable procedures described in the OMB's compliance supplement for the types of compliance requirements that could have a direct and material effect on each of the Organization's major programs. The purposes of these procedures will be to express an opinion on the Organization's compliance with requirements applicable to major programs in our report on compliance issued pursuant to the Uniform Guidance.

You agree that Louise Kallstrom will serve as our contact person for your management responses to our audit inquiries, and that we may rely on such responses as being those of the Organization. You also agree that, at our request, the Organization's staff will prepare necessary supporting documentation prior to the expected commencement of our field work. We may retain copies of such records in our workpapers. The original records remain the property of the Organization and it is your responsibility to continue to maintain and preserve those records for the future needs of the Organization, including any required governmental examination. You also agree that you will serve as the Organization's representative with suitable skill, knowledge and experience responsible for reviewing and approving the financial statements and related footnotes and other information or supplemental information that accompany the basic financial statements prepared by Clark Nuber ("nonattest" services) from the trial balance of accounts and other data provided by the Organization. As part of the engagement, we may also propose standard, adjusting or correcting journal entries to your financial statements. Management, however, has final responsibility for reviewing the proposed entries and understanding the nature and impact of the proposed entries to the financial statements. Further, you agree that the Organization is responsible to establish and maintain internal controls over nonattest services provided by Clark Nuber, to evaluate the adequacy and results of the nonattest services performed and to accept responsibility for the results of such services.

We estimate our fee for this engagement will be \$38,500 plus any out-of-pocket expense we might incur, based on the assistance of your personnel and assuming no significant audit problems arise. We will advise you promptly of any situation we encounter that could affect our total fees, and if appropriate will submit a change order for your review and approval reflecting the additional services and related costs. Items that may result in a change order include but are not limited to time delays, additional major programs (our audit fee estimate currently contemplates one major program), deviations or exceptions noted during testing, incomplete audit requested schedules, identification of fraud risk factors, incomplete account reconciliations, unavailability of your accounting personnel, and difficult or unusual accounting issues. You acknowledge that time delays in completing the engagement may also delay our report date and could require additional procedures to be performed under the professional standards.

Government Auditing Standards requires that we provide you with a copy of our most recent quality control review report. Our peer review report accompanies this letter.

Board of Commissioners
Columbia County Oregon
August 12, 2019
Page 4

Clark Nuber PS

If this letter and attachment correctly express your understanding of the agreement between our firm and the Organization, please follow the link and prompts to electronically approve the terms of engagement. Alternatively, you may print, sign and return the letter of engagement.

We are pleased to have this opportunity to serve you.

Sincerely,



Certified Public Accountants

cc: Louise Kallstrom

The services and terms for their performance described in this letter and attachment are in accordance with the Organization's requirements and are acceptable to and agreed to by the Organization, which has authorized me to sign this agreement on its behalf.

By: _____

Title: _____

Date: _____

Attachment

I. Engagement Limitations and Indemnification and Non-Solicitation

Our audit will be based primarily on tests of accounting records and related supporting data, and a determination of major programs in accordance with The Uniform Guidance, and it will not involve testing of more than a sample of representative transactions. For example, our audit procedures will include tests of certain documentary evidence to support the transactions recorded in the accounts. We also may confirm with third parties outside the Organization accounts receivable and accounts payable as well as certain other assets and liabilities, including leased assets, through contact with selected customers, creditors, financial institutions, and your legal counsel. Since we do not perform in an audit a detailed examination of all transactions or information involved in the preparation of financial statements, our audit is subject to the inherent risk that we will not discover material errors, irregularities, or illegal acts, including but not limited to fraud or defalcations affecting the accuracy of the financial statements.

In other words, as auditors, we are not insurers or guarantors of the accuracy of financial statements and we cannot, as a result of our audit, tell you we are certain there are no material misstatements, illegal acts, defalcations, or other irregularities affecting the financial statements. As such, although our audit will be designed to provide reasonable assurance of detecting errors and fraud that are material to the financial statements, it is not designed and should not be relied on to disclose all fraud, illegal acts, or other irregularities affecting the financial statements. However, we will inform you of any material errors, and all illegal acts or irregularities, unless they are clearly inconsequential, that come to our attention. Our responsibility, as auditors, is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors. The Organization agrees that our firm's responsibility is limited to that described in this letter and that the Organization will indemnify, defend and hold our firm and its employees harmless for all actions against us arising out of illegal acts or intentional misrepresentations perpetrated by the Organization's management or its employees. Due to the fact that the term "abuse" is subjective, Government Auditing Standards does not expect auditors to provide reasonable assurance of detecting abuse.

Tests of controls may be performed to test the effectiveness of certain controls that we consider, in our professional judgment, relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Tests of controls relative to the financial statements are required only if control risk is assessed below the maximum level. Our tests, if performed, will be less in scope than what would be required to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls to evaluate the effectiveness of the design and operations of controls that in our professional opinion are relevant to preventing or detecting material noncompliance with the requirements applicable to each major federal awards program. Our tests, however, will be less in scope than what would be required to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

II. Use of Financial Statements

Our audit opinion is prepared for use by management and the board in conjunction with their evaluation of the Organization's performance. We also understand that the audited financial statements will be provided to creditors, lenders, specific legislative and regulatory bodies, federal awarding agencies, pass through entities and others in the normal course of business, as required for borrowing, insurance and other financing purposes. The form and content of these financial statements may not be appropriate for and are not intended for the purpose of engaging in discussions with third parties regarding a possible sale or merger of the Organization or specific operating divisions of the Organization. By signing this letter, please confirm for us that you will not use the audited financial statements for such purposes without our prior consent to such disclosure, which will not be unreasonably withheld. The reports on internal control and compliance will each include a statement that the report is intended for information and use of management, others within the entity, those charged with governance and federal awarding agencies and pass through entities and is not intended to be and should not be used by anyone other than these specific parties.

With regard to the electronic dissemination of audited statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

III. Management Responsibility for Internal Controls, Fraud Prevention, Compliance With Laws, Regulations, Contracts and Grant Agreements

You agree that the Organization is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving management, employees who have significant roles in internal control and others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws and regulations.

Compliance with laws, regulations, contracts, and grant agreements applicable to the Organization is the responsibility

of management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Organization's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of those procedures will not be to provide an opinion of overall compliance to such provisions and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and views of responsible officials and corrective action plan for any current findings for the report. Management is also responsible for the timing and format for providing that information. We will ask to review the summary schedule of prior audit findings and the corrective action plan as part of our engagement.

Management is responsible for taking timely appropriate steps to remedy fraud, illegal acts, violations of provisions of contracts or grant agreements, or abuse that the auditor reports.

Management is responsible for identifying to us previous financial audits, attestation engagements, performance audits, or other audits, or other studies related to the objectives of the audit being undertaken and the corrective actions taken to address significant findings and recommendations.

Management is responsible for making us aware of significant vendor relationships where the vendor is responsible for program compliance.

Management is responsible for identifying all federal awards expended during the period including federal awards and funding increments received prior to December 26, 2014, and those received in accordance with the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* generally received after December 26, 2014, , establishing and maintaining internal control and for compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. In fulfilling this responsibility estimates and judgments by management are required to assess the expected benefits and related costs of the controls. The objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorizations and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles, and that federal award programs are managed in compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of

further audit procedures for the purpose of expressing our opinion on the financial statements of the Organization's and on its compliance with requirements applicable to major programs. However, our audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. During the audit, we will communicate to you and those charged with governance, some limited internal control related matters that are required to be communicated under professional standards. We will also inform you of any other matters involving internal control that come to our attention, as required by the Uniform Guidance.

IV. Timeliness of Information

You agree that the Organization will provide us with the information required for our audit on a timely basis and that the Organization is responsible for the accuracy and completeness of that information. You agree that delay in our originally scheduled start date or providing inaccurate or incomplete information may require us to charge additional professional fees and/or reschedule your engagement at our next available time. Should your engagement need to be rescheduled, your specific time deadlines, including tax and government filings, may go unmet.

You acknowledge that time delays in completing the engagement may also delay our report date and could require additional procedures to be performed under the professional standards and additional fees to be charged. Prior to the start of this project, your engagement manager from Clark Nuber PS will be contacting you or your designee regarding the key project milestones and outlining the key dates.

In the event we encounter circumstances that lead us to believe we cannot continue to perform our services consistent with the requirements of the applicable professional standards, including but not limited to ethics rules, we will inform you of our concerns and, if those concerns cannot be addressed to our satisfaction, we may be compelled to withdraw from the engagement. Further, you agree the Organization will pay for all services rendered based on time incurred, even if a report cannot be issued.

V. Management Responsibility Over Nonattest Services

As part of this engagement, we may also propose standard, adjusting or correcting journal entries to your financial statements. Management, however, has final responsibility for reviewing the proposed entries and understanding the nature and impact of the proposed entries to the financial statements. Further, you agree that the Organization is responsible to establish and maintain internal controls over nonattest services provided by Clark Nuber PS, to evaluate the adequacy and results of the nonattest services performed and to accept responsibility for the results of such services.

VI. Management Responsibility Over Data Collection Form and Reporting Package

At the conclusion of the engagement, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form electronically online to the Federal Audit

Clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period. Data Collection Forms submitted untimely are one of the factors in assessing the Organization at a higher risk. At the conclusion of the engagement, we will provide information to management on how to complete the electronic submission of this information.

Copies of the reporting package are available for public inspection unless the report is restricted by law or regulation, or contains privileged and confidential information. The Federal Audit Clearinghouse will be making the reporting package available online, and it is the Organization's responsibility to resolve with them any concerns you may have regarding public access to the reports.

VII. Management and Legal Counsel Representations

At the conclusion of the audit, we will request certain written representations from the Organization's management about the financial statements and related matters, which we will rely on in issuing our report. If the Organization is unable to supply those representations, our report may be affected and, in some circumstances, we may be unable to issue a report. We may also request written representations from your legal counsel as part of these audit procedures. In the event that we are unable to obtain appropriate responses from your legal counsel, a scope limitation may be deemed to have been imposed on our report which could result in an opinion other than unmodified. Your legal counsel may bill you for responding to our inquiry.

VIII. Fees and Payment Terms

We will advise you promptly of any situation we encounter that could affect our total fees, and if appropriate will submit a change order for your review and approval reflecting the additional services and related costs. Items that may result in a change order include but are not limited to time delays, incomplete audit requested schedules, identification of fraud risk factors, incomplete account reconciliations, unavailability of your accounting personnel, and difficult or unusual accounting issues. You acknowledge that time delays in completing the engagement may also delay our report date and could require additional procedures to be performed under the professional standards.

We will bill you for services on accordance with the terms of the Columbia County Personal Services Contract terms and conditions. Our invoices will be due 30 days after invoice date. Amounts not paid by month-end will accrue late charges of 1% per month on the past due balance.

IX. Document Retention and Subpoena of Documents

We will retain our own workpapers for this engagement so that we may be better able to assist you with your professional needs and, in some cases, to comply with legal or professional requirements. Under our firm's document retention policy, we will keep our audit workpapers for a period of at least seven years after the engagement. The Organization agrees we are free to destroy such records at our sole discretion after that seven year period without any notice to the Organization.

In the event that we receive a subpoena or summons requesting documents or other evidence relating to this engagement, we may be compelled to comply. We will notify you before responding to any request. You may, within the time permitted for our firm to respond to any request, take such action, as you deem appropriate to protect information from discovery. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request. In the event we are requested or authorized by the Organization or required by government regulation, subpoena, or other legal process to produce our working papers or our personnel as witnesses with respect to our engagement for the Organization, the Organization will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such a request.

X. On Site Internet Access and Electronic Document Transfers

We request that Internet access be available to our personnel while at your office, as we will retain some information electronically and sometimes access that information over the Internet. By your signature below, you authorize us to transmit, update and store information electronically and to transmit your information over the Internet. We may use a secure Internet portal for document transfer and collaboration with your personnel. It is your responsibility to notify Clark Nuber when the Organization's authorized portal users should no longer have access to the portal.

System Review Report

To the Shareholders of Clark Nuber P.S.
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Clark Nuber P.S. (the firm) in effect for the year ended April 30, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*; audits of employee benefit plans and examinations of service organizations (SOC 2 engagement).

In our opinion, the system of quality control for the accounting and auditing practice of Clark Nuber P.S. in effect for the year ended April 30, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Clark Nuber P.S. has received a rating of *pass*.

Postlethwaite & Netterville

Baton Rouge, Louisiana
September 22, 2016

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

In the Matter of a Sole Source Procurement
for a Contract for ESRI ArcGIS Software

ORDER NO. 70-2019

WHEREAS, Section 6.c of the Columbia County Public Contracting Ordinance authorizes the Board of County Commissioners to award a contract for goods and services without competition when the Board determines by order that the goods or services or class of goods or services are available from only one source; and

WHEREAS, ORS 279B.075 and OAR 137-047-0275 authorize a local government to approve a sole source procurement upon finding that: (1) the efficient utilization of existing goods requires the acquisition of compatible goods or services; (2) that the goods or services required for the exchange of software or data with another public or private agency are available from only one source; (3) that the goods or services are for use in a pilot or experimental project; or (4) other findings that support the conclusion that the goods or services are available from only one source; and

WHEREAS, in 2002, the Columbia County Assessment and Taxation Department (“Department”) procured ESRI ArcGIS software, which is an off-the-shelf software solution, for its cartography and geographic information system; and

WHEREAS, the Department has been very satisfied with the ESRI ArcGIS and would like to purchase a new, updated version of the software, which will include tools to optimize integration with other County departments and other entities that share geographic data with the County; and

WHEREAS, although ESRI is not the only provider of GIS software, changing to a different software provider would require extensive data conversion, which would be cost prohibitive and disruptive; and

WHEREAS, the Department therefore requests a sole source procurement for the ESRI ArcGIS software, which is described in Exhibit A, attached hereto and incorporated herein by this reference; and

WHEREAS, the Department has determined that acquisition of the updated version of ESRI ArcGIS is critical for the efficient utilization of the County’s current GIS system because it will allow for seamless integration of new tools to better interface with other departments and entities without the significant cost and uncertainty of data conversion; and

WHEREAS, notice of the sole source procurement was published in the *Daily Journal of Commerce* on July 31, 2019, the *St. Helens Chronicle* on August 7, 2019, and on the County’s website on August 1, 2019; and

WHEREAS, no protests have been received, and at least seven days has passed since the date the notice was first published;

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS HEREBY ORDERS, as follows:

1. The Board finds that a sole source procurement of ESRI ArcGIS software, described in Exhibit A, meets the requirements of the County's public contracting rules because acquisition of the updated software is essential for the efficient utilization of the County's existing GIS system;
2. The above recitals are hereby adopted in support of the Board's decision;
3. The sole source procurement for ESRI ArcGIS software is approved.

DATED this ____ day of _____, 2019.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

Approved as to form

By: _____
Henry Heimuller, Chair

By: _____
Office of County Counsel

By: _____
Margaret Magruder, Commissioner

By: _____
Alex Tardif, Commissioner

**Quotation # Q-379665**

Date: July 18, 2019

Customer # 148810 Contract #

County of Columbia
Assessors Office
230 Strand St
Saint Helens, OR 97051

ATTENTION: Robin Gallo
PHONE: (503) 397-2240 x8422
EMAIL: robin.gallo@co.columbia.or.us

Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853 Fax: (909) 307-3049
DUNS Number: 06-313-4175 CAGE Code: OAMS3

To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 4/9/2019 To: 10/6/2019

Material	Qty	Unit Price	Total
160463	1	\$20,000.00	\$20,000.00
ArcGIS Enterprise Standard (Windows) Up to Four Cores License			
153636	1	\$14,500.00	\$14,500.00

The ArcGIS Enterprise Jumpstart – Basic services package provides up to 3 days of on-site installation and configuration support for an ArcGIS Enterprise implementation consisting of Portal for ArcGIS, one ArcGIS Server site and the ArcGIS Data Store on up to 4 customer-provided physical, virtual, or cloud servers by 1 Esri Consultant based on a basic implementation and design plan developed prior to the onsite visit. After installation is complete the Esri Consultant will configure ArcGIS Enterprise settings including supported user authentication systems, federate the ArcGIS Server site with Portal for ArcGIS, and designate it as the hosting server. When installation and configuration are complete the Esri Consultant will focus the remaining time on knowledge transfer of standard ArcGIS Enterprise technology topics such as: ArcGIS Enterprise Administration; Creating, updating, configuring and administering Geodatabases; Creating and Working with Services; Sharing Imagery and Caching; Disaster Recovery; Configuring and using your ArcGIS Organization. Customers will first be provided a jumpstart questionnaire to review user requirements, collect inputs for server sizing, and determine any network, security, or environmental changes to be addressed. Following receipt of the questionnaire the Esri Consultant will arrange a follow-up call or webcast to answer questions and review additional information pertinent to the implementation. Using the information gathered up to this point the Esri consultant will develop a basic implementation and design plan including a platform diagram with basic sizing estimates and an implementation agenda to direct the onsite activities. Topics outside the scope of the ArcGIS Enterprise Jumpstart include but are not limited to: Migration of Databases and Applications, Systems Integration, System Architecture Design, Security Review, High Availability, Performance Tuning, and Application Development. The price includes airfare, hotel, car rental, per diem, and other direct costs. On-site support will be provided at a mutually agreed upon customer location during one trip within the United States on consecutive business days during a single work week. Scheduling will be based on resource availability. Customers will need to prepare in advance for Esri's visit. The Esri Professional Service Packages terms and conditions shall apply. If not attached, or already incorporated into an existing and current Esri master contract, these terms and conditions and preparation requirements can be viewed on the web at <https://www.esri.com/en-us/legal/terms/services/>.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Heather Glock	Email: hglock@esri.com	Phone: 909-793-2853 x8948
<p>The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at https://go.esri.com/MAPS apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at https://www.esri.com/en-us/legal/terms/state-supplemental apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.</p>		

GLOCKH

This offer is limited to the terms and conditions incorporated and attached herein.



Quotation # Q-379665

Date: July 18, 2019

Customer # 148810 Contract #

County of Columbia
Assessors Office
230 Strand St
Saint Helens, OR 97051

ATTENTION: Robin Gallo
PHONE: (503) 397-2240 x8422
EMAIL: robin.gallo@co.columbia.or.us

Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853 Fax: (909) 307-3049
DUNS Number: 06-313-4175 CAGE Code: OAMS3

*To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 4/9/2019 To: 10/6/2019*

Subtotal:	\$34,500.00
Sales Tax:	\$0.00
Estimated Shipping and Handling (2 Day Delivery):	\$0.00
Contract Price Adjust:	\$0.00
Total:	\$34,500.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Heather Glock	Email: hglock@esri.com	Phone: 909-793-2853 x8948
<p>The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at https://go.esri.com/MAPS apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at https://www.esri.com/en-us/legal/terms/state-supplemental apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.</p>		

GLOCKH

This offer is limited to the terms and conditions incorporated and attached herein.