TILLAMOOK COUNTY
BOARD OF COMMISSIONERS

Erin Skaar - Paul Fournier - Mary Faith Bell

BOARD MEETING
Wednesday, December 3, 2025, 9:00 AM

Join In Person:
County Courthouse, Board of Commissioners' Meeting Room 106, 201 Laurel Avenue, Tillamook

Join Virtually:
tillamookcounty.gov/bocc/page/meetings-agendas-minutes or 1-971-254-3149, ID: 866 914 607#

Additional viewing options are available at tctvonline.com. Closed captioning and translation options are available for recorded videos at *www.youtube.com/@tillamookcounty1434*.

More detailed *meeting instructions* are available at *tillamookcounty.gov/bocc/page/meetings-agendas-minutes*. Call 503-842-1814 or send an email to *helpdesk@tillamookcounty.gov* regarding any meeting technical issues.

MEETING - 2025-12-03 BOCC MEETING AUDIO.MP4

CALL TO ORDER – December 3, 2025 9:01 a.m.

1. Welcome & Request to Sign Guest List
01:44

2. Pledge of Allegiance
01:52

3. Public Comment: There were none.
02:13

4. Non-Agenda Items: One non-agenda item taken after Item #10/Commissioner Erin Skaar
02:15

PRESENTATIONS AND REPORTS

5. Employee Recognition for December 2025 – Continuous Years of Service/Kelly Fulton, HR Technician
02:25

6. Tillamook County Financial Reports/Debra Jacob, Director of Financial Services
04:45

LEGISLATIVE - ADMINISTRATIVE

7. Consideration of an Oregon Parks and Recreation Department Local Government Grant Program Agreement for the Barview Jetty Park Congestion Reduction Rehabilitation Project/Dan Keyes, Director, Parks Department.
19:27

   A motion was made by Commissioner Bell and seconded by Vice-Chair Fournier. The motion passed with three aye votes. The Chair signed the agreement.

8. Consideration of State of Oregon Criminal Justice Commission Grant Agreement TCP-27-47 for the Treatment Court Grant Program/Lieutenant Ahnie Seaholm, Sheriff's Office
   23:58

   A motion was made by Commissioner Bell and seconded by Vice-Chair Fournier. The motion passed with three aye votes. The Chair signed the agreement.

9. Consideration of a Professional Services Agreement with DOWL for Engineering and Construction for the Slab Creek Bridge Repair Bundle Project/Chris Laity, Public Works Director
   26:04

   A motion was made by Commissioner Bell and seconded by Vice-Chair Fournier. The motion passed with three aye votes. The Board signed the agreement.

10. Consideration of a Professional Services Agreement with Shannon & Wilson for Geotechnical Services for the Nehalem Quarry Exploration Drilling Project/Chris Laity, Public Works Director
    29:42

    A motion was made by Commissioner Bell and seconded by Vice-Chair Fournier. The motion passed with three aye votes. The Board signed the agreement.

    UNSCHEDULED: Consideration of Amendment 0004 to United States Department of Transportation Federal Highway Administration Funds Transfer Agreement #69056720K500003 - Western Federal Lands Highway Division for the Cape Meares Relocation Project/Chris Laity, Public Works Director
    34:46

    A motion was made by Commissioner Bell and seconded by Vice-Chair Fournier. The motion passed with three aye votes. The Chair signed the amendment.

11. Consideration of Amendment 2 to Non-Exclusive Communications Site License #4294 with Tillamook County Emergency Communications District for the Removal of Two, Two-Wire Telephone Circuits/Rueben Descloux, Communications System Administrator
    37:40

    A motion was made by Commissioner Bell and seconded by Vice-Chair Fournier. The motion passed with three aye votes. The Chair signed the amendment.

12. Consideration of a Professional Services Agreement with J.N. Hartsock Project Management for the Public Safety Radio System Upgrade Management Project/Rachel Hagerty, Chief Administrative Officer
    40:20

    A motion was made by Commissioner Bell and seconded by Vice-Chair Fournier. The motion passed with three aye votes. The Board signed the agreement.

13. Consideration of a Professional Services Agreement with Certa Building Solutions for the Courthouse Design and Construction Phase Consulting/Rachel Hagerty, Chief Administrative Officer
    43:43

    A motion was made by Commissioner Bell and seconded by Vice-Chair Fournier. The motion passed with three aye votes. The Board signed the agreement.

14. Consideration of an Order in the Matter of Adopting Fiscal Year 2025-2026 Financial Strategies and Guidance/Rachel Hagerty, Chief Administrative Officer
    47:49

    A motion was made by Commissioner Bell and seconded by Vice-Chair Fournier. The motion passed with three aye votes. The Board signed Order #25-066.

15. Board Concerns
    54:09

    South County Chamber Banquet/Commissioner Erin Skaar

OTHER MEETINGS AND ANNOUNCEMENTS

55:40

The Commissioners will attend an executive session on **Tuesday, December 2, 2025** at **11:00 a.m.** pursuant to ORS 192.660(2)(i), to conduct a performance evaluation. The executive session will be held in the Board of Commissioners' Meeting Room 106 in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook. The executive session is not open to the public.

The Commissioners will hold a Board Briefing on **Wednesday, December 3, 2025** at **2:00 p.m.** to discuss weekly Commissioner updates. The meeting will be held in the Board of Commissioners' Meeting Room 106 in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook. The teleconference number is: 1-971-254-3149, Conference ID: 866 914 607#.

The Commissioners will attend a public hearing on **Wednesday, December 3, 2025** at **5:30 p.m.** regarding a series of legislative text amendments for residential and commercial zones of the Neahkahnie Community, including County Land Use Ordinance middle housing code updates. The hearing will be held at the Port of Tillamook Bay Conference Room, 4000 Blimp Boulevard, Tillamook. The teleconference number for this public hearing is 1-971-254-3149, Conference ID 887 242 77#.

Commissioner Skaar recessed the meeting at 9:59 a.m. to go into executive session pursuant to ORS 192.660(2)(h) and ORS 192.660(2)(e).

Commissioner Skaar reconvened the meeting at 11:24 a.m.

ADJOURN – 11:24 a.m.

BOARD OF COMMISSIONERS'
BOARD MEETING
Wednesday, December 3, 2025

	Present	Absent		Present	Absent
Erin Skaar	✓		Rachel Hagerty	✓	
Paul Fournier	✓		Bill Sargent	✓	
Mary Faith Bell	✓				

PLEASE PRINT

Name	Email or Address	Item of Interest
April Bailey	abaileyfaith@hotmail.com	
Isabel Gilda	staff	

(Please use reverse if necessary)

TILLAMOOK COUNTY BOARD OF COMMISSIONERS' MEETING

WEDNESDAY, DECEMBER 3, 2025

PUBLIC COMMENT SIGN-IN SHEET

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NAME	AGENDA ITEM	AREA OF RESIDENCE	NAME OF ORGANIZATION (IF ANY)
There were no sign-ins			

Tillamook County

Employee Recognition

for continuous years of service

December 2025

Glen Watson	Community Corrections	**15**
Jessica Weber-Garcia	Juvenile	**12**
Melissa Glidewell	Library	**6**
Kerri Munsell	Sheriff Jail	**4**
Kael Poklikuha	Surveyor	**4**
Rueben Descloux	Communications	**2**
John Kiser	Parks	**2**
Jennifer Travis	Health & Human Services	**1**
Theresa Franco Gutierrez	Health & Human Services	**1**
Jon Prulhiere	Health & Human Services	**1**
Karime Sandoval-Flores	Health & Human Services	**1**

TILLAMOOK COUNTY FINANCIAL POSITION

Executive Summary
November 2025

GENERAL FUND FINANCIAL POSITION DASHBOARD
QUARTER 1 FY 25-26

FUND BALANCE	
Fund balance	**$9.7M**
Gain/Loss	**-$2.0M**
Positive or Negative over Typical Q1	**+500K**

REVENUES

PROPERTY TAX

Revenues	$111K
Increase/Decrease Prior year	+$47K
Positive or Negative over Typical Q1	**-$16K**

STATE TIMBER

Revenues	$2.3M
Increase/Decrease Prior year	+$1.3M
Positive or Negative over Typical Q1	**$811K**

OTHER REVENUE

Revenues	$1.9M
Increase/Decrease Prior year	+580K
Positive or Negative over Typical Q1	**+$290K**

REVENUE STABILIZATION * one-time resource

Revenues	$250K
Increase/Decrease Prior year	+$250K
Positive or Negative over Typical Q1	**+$250K**

EXPENDITURES

PERSONNEL SERVICES

EXPENSE	$4.3M
Increase/Decrease Prior year	+$64K
Positive or Negative over Typical Q1	**+$233K**

**CBA adjustments not yet in Q1*

MATERIALS & SERVICES

EXPENSE	$2.77M
Increase/Decrease Prior year	-$200K
Positive or Negative over Typical Q1	**-$200K**

CAPITAL OUTLAY

EXPENSE	$53K
Increase/Decrease Prior year	-$21K
Positive or Negative over Typical Q1	**+$290K**

CONTINGENCY

EXPENSE	$0
Increase/Decrease Prior year	$0
Positive or Negative over Typical Q1	**$0**

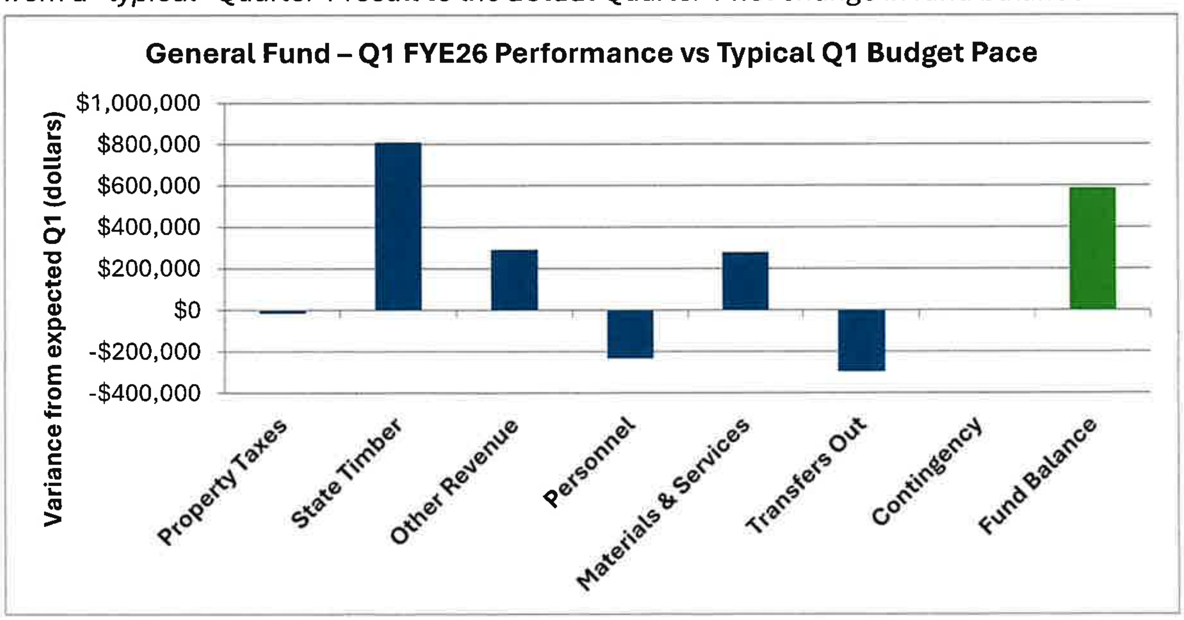
25–26 QUARTER 1 SUMMARY (GENERAL FUND)

This report covers Quarter 1 (July 1 – September 30, 2025) and compares actual performance to a typical Quarter 1 based on the past decade. Because of the seasonal timing of revenues, Quarter 1 generally operates at a net loss, ending with a lower cash balance.
This section serves as a summary of the major category reports that follow. Each category provides a comparison of Quarter 1 results to typical Quarter 1 patterns, highlighting how revenues and expenditures align with seasonal trends. The Timber category also includes an update through Quarter 2, offering a more current view of revenues.

Quarter 1 ended with -$2.0M net loss, or decrease in cash balance from the start of the fiscal year.
Typical net loss in Quarter 1 is $2.5-$2.6M over the last decade. Which indicates a stronger than usual 1st quarter performance.

- **Main drivers (details in category sections):**
  - **Timber revenue – +$811K** above a typical Quarter 1.
  - **Personnel Services – +233K** below a typical Quarter 1 spending compared to budgeted, reflecting vacancies and the timing of cost increases.
  - **Materials & Services (including Transfers Out) – -$292K** above typical quarter 1 spending pattern.
- Note: Collective bargaining agreement adjustments are not yet visible in Quarter 1 Personnel expenses. As those adjustments are recorded in Quarter 2, they are expected to put downward pressure on Quarter 2 results.

*The variance chart on this page shows how these categories together move the County from a "typical" Quarter 1 result to the **actual** Quarter 1 net change in fund balance*



PROPERTY TAX

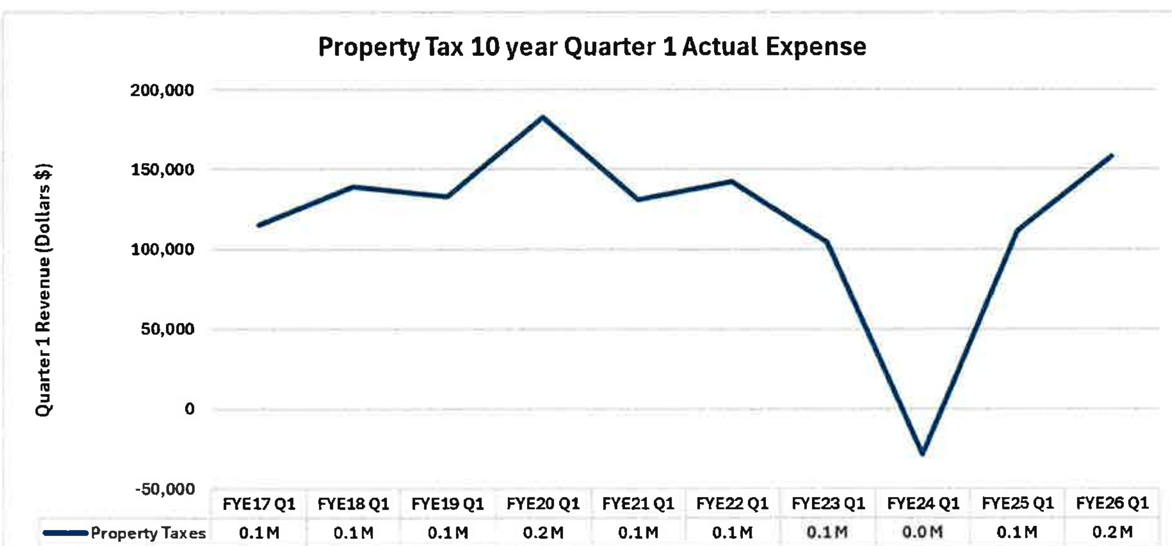
Property tax is the County's most stable and predictable General Fund revenue source, averaging about 37% of total General Fund revenue over the last 17 years. Its long-term annual growth rate is about 3.8%, which translated to a $492K year-over-year increase in FYE25.

Key Data – Quarter 1 (General Fund)

- FYE25 Quarter actual: **$111K**
- FYE26 Quarter actual: **$158K** (of the **$9.615M** adopted budget)
- Change vs FYE25 Quarter: **+≈$47K**
- FYE26 Quarter % of budget: **~1.6%**
- Expected Quarter % of budget (10-year median): **~1.8%** (≈ **$174K**)

FYE26 Quarter 1 Property Tax revenue is slightly below the typical Quarter 1 share of the budget (1.6% vs 1.8%), a difference of about $16K. This is a small, timing-related variance. Approximately 94% of annual Property Tax revenue is collected in Quarter 2, so Quarter 1 fluctuations are expected and generally even out once the main November and February payment cycles are complete.

Year-over-year, FYE26 Quarter 1 is modestly higher than FYE25 Quarter 1, consistent with the long-term growth trend in the County's Property Tax base.



- *FYE24 Q1 included a large refund that brought totals below zero.*

TIMBER REVENUE

Timber revenue has historically averaged around 23% of General Fund revenue, but with multi-million-dollar swings from year to year.

Key Data – Quarter 1 (General Fund)

- FYE25 Quarter actual: **$0.9M**
- FYE26 Quarter actual: **$2.302M** (of the **$3.900M** adopted budget)
- Change vs FYE25 Quarter: **+$1.38M**
- FYE26 Quarter % of budget: **~59%**
- Expected Quarter % of budget (10-year median): **~38%** (≈ **$1.49M**)

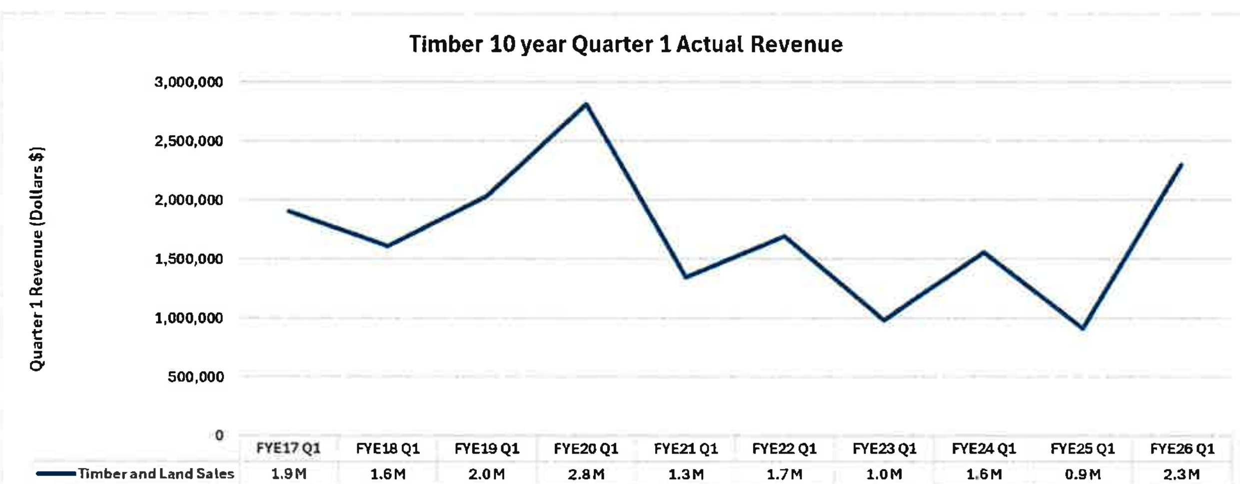
FYE26 Quarter 1 Timber revenue is well above the long-run Quarter 1 share of the budget (59% vs 38%), a positive variance of about $811K compared to a typical Quarter 1. This reflects:

- A lower timber budget in FYE26 than the longer-run historical average.
- Strong first quarter receipts

Year-to-Date Update

- The Quarter 2 timber distribution was received on October 31st. The General Fund share is about $620K, nearly identical to last year's Quarter 2.
- Combining Quarter 1 and that Quarter 2 payment, year-to-date Timber revenue is about $2.9M, or 75% of the $3.9M annual budget.

This strong early performance supports the General Fund's cash position.



OTHER REVENUE

Other Revenue is a large, mixed category that includes:

- Charges for services
- Fines and forfeitures
- Intercounty charges
- Interest
- Intergovernmental revenue
- Licenses and permits
- Miscellaneous items (subpoenas, restitution, loan payments and assessor collections)
- Transfers into the General Fund

Key Data – Quarter 1 (General Fund)

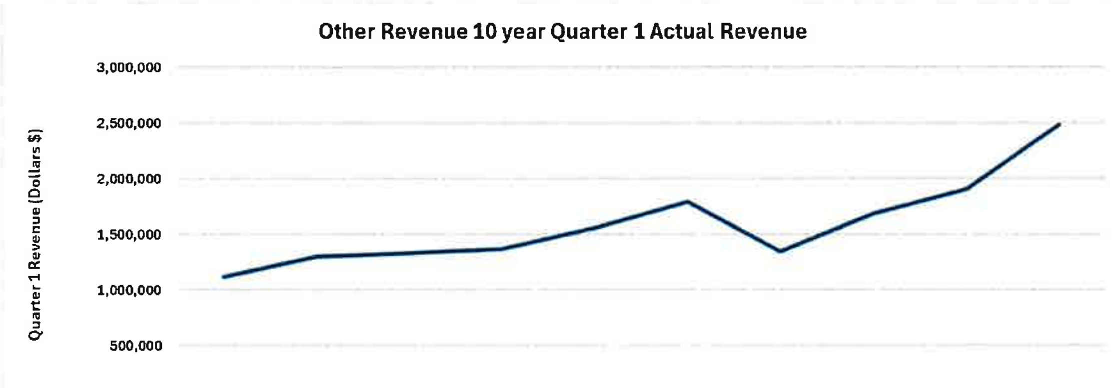
- FYE25 Quarter actual (combined): **$1.9M**
- FYE26 Quarter actual (combined): **≈$2.48M** (of the **$10.50M** adopted budget)
- Change vs FYE25 Quarter:**+$0.58M**
- FYE26 Quarter % of budget: **~23.6%**
- Expected Quarter % of budget (10-year median): **~20.8%** (≈ **$2.19M**)

Combined, FYE26 Quarter 1 Other Revenue is about $2.48M, or 23.6% of the annual budget, compared to a typical Quarter 1 of 20.8% of budget. This is a variance of roughly $292K and an estimated increase of about $580K relative to FYE25 Quarter 1 (once final FYE25 figures are confirmed).

The primary driver of this above-average Quarter 1 is higher-than-typical Transfers In, including:

- Parks support to the General Fund, and
- A transfer from the Revenue Stabilization Fund.

Other individual revenue lines show smaller ups and downs, but the overall pattern is driven more by policy and timing than by structural growth in ongoing revenues.



	FYE17 Q1	FYE18 Q1	FYE19 Q1	FYE20 Q1	FYE21 Q1	FYE22 Q1	FYE23 Q1	FYE24 Q1	FYE25 Q1	FYE26 Q1
Other Revenue	1.1M	1.3M	1.3M	1.4M	1.6M	1.8M	1.3M	1.7M	1.9M	2.5M

PERSONNEL SERVICES

Personnel Services (salaries plus taxes and benefits) typically represent about 71% of actual General Fund expenditure.

Key Data – Quarter 1 (General Fund)

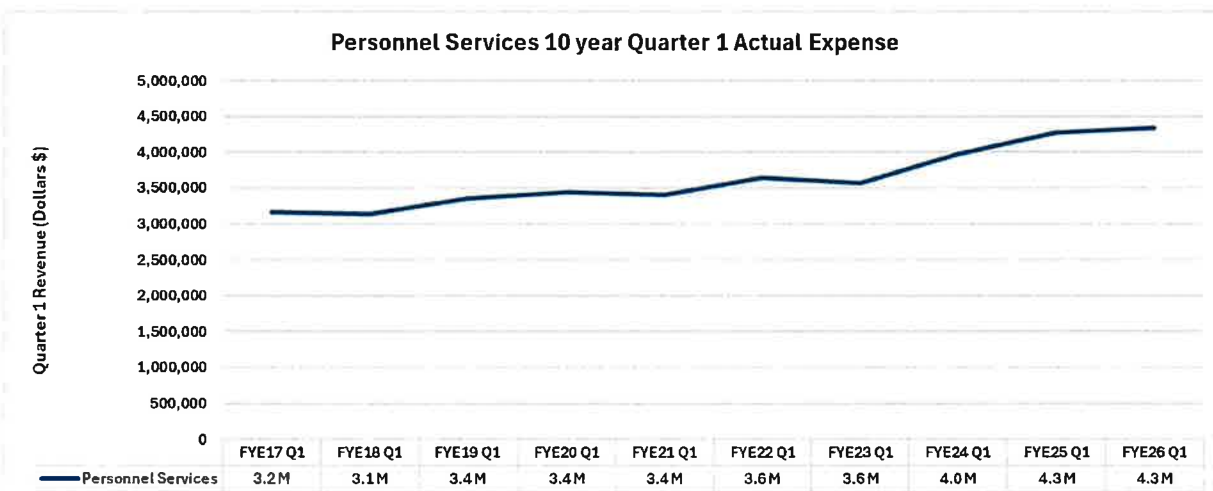
- FYE25 Quarter actual (combined salaries + taxes/benefits): **$4.28M**
- FYE26 Quarter actual (combined): **≈$4.34M** (of the **$19.46M** adopted budget)
- Change vs FYE25 Quarter: **+$64K**
- FYE26 Quarter % of budget: **~22.3%**
- Expected Quarter % of budget (10-year median): **~23.5%** (≈ **$4.58M**)

FYE26 Quarter 1 Personnel Services total about $4.34M, or 22.3% of the annual budget, which is slightly below the long-run Quarter 1 share of 23.5%. This represents a favorable variance of roughly $233K compared to a typical Quarter 1.

The lower-than-typical Quarter 1 spending reflects:

- An ongoing vacancy rate of around 10%, and
- The timing of collective bargaining agreement (CBA) adjustments, which are not yet reflected in Quarter 1 costs.

These savings are largely driven by vacancies and timing, rather than permanent reductions or policy decisions.



MATERIALS & SERVICES (INCLUDING TRANSFERS OUT)

This combined category includes General Fund Materials & Services (M&S) and Transfers Out.

Key Data – Quarter 1 (General Fund)

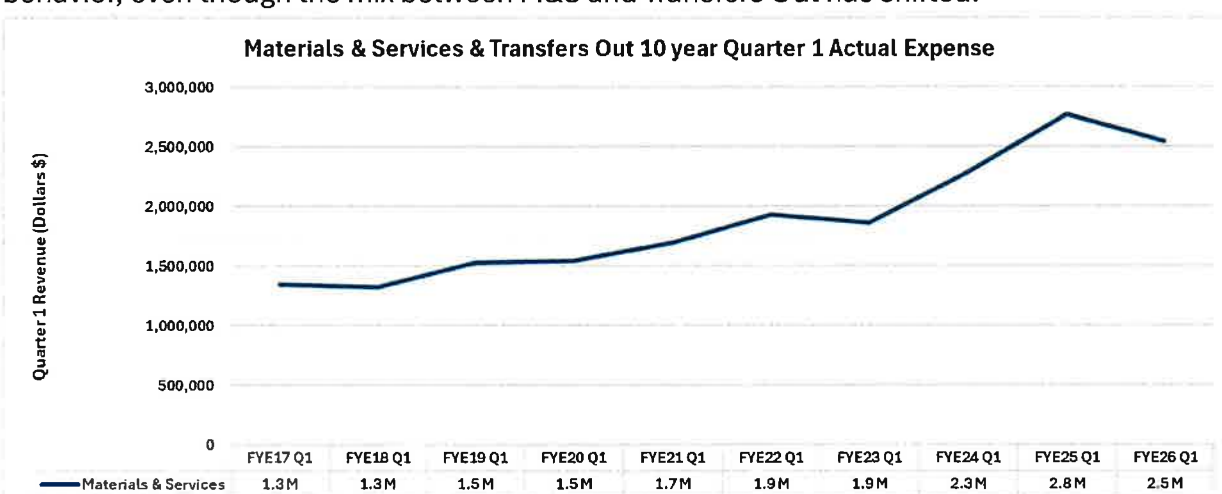
- FYE25 Quarter actual (combined M&S + Transfers Out): **$2.77M**
- FYE26 Quarter actual (combined): **≈$2.54M** (of the **$7.31M** combined adopted budget)
- Change vs FYE25 Quarter: -**$0.2M decrease**
- FYE26 Quarter % of budget: **~34.8%**
- Expected Quarter % of budget (10-year median): **~35.0%** (≈ **$2.56M**)

When Materials & Services are combined with Transfers Out, FYE26 Quarter 1 spending is about $2.54M, or 34.8% of the combined annual budget. This is very close to the long-run Quarter 1 share of 35.0% (≈$2.56M), yielding only a small net variance of about –$200K.

Within this combined category:

- M&S alone are above their typical Quarter 1 usage, while
- Transfers Out are lower than the historical Quarter 1 pattern (past years included large one-time first-quarter transfers).

On a combined basis, overall operating spending is consistent with historical Quarter 1 behavior, even though the mix between M&S and Transfers Out has shifted.



CAPITAL OUTLAY

For this review, capital spending includes the General Fund, Building Improvement Fund, and Vehicle Reserve Fund.

Key Data – Quarter 1

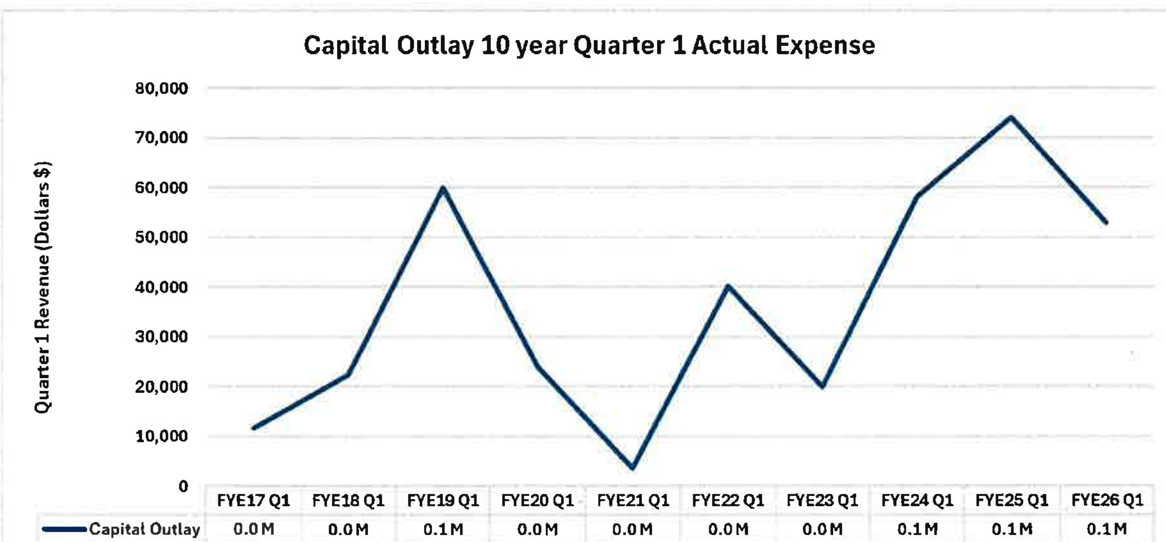
- FYE25 Quarter actual (combined): **$74K**
- FYE26 Quarter actual:
    - General Fund: **$53K** (on a **$339K** budget)
    - Building Improvement Fund: **$62,000** (of the **$1.8M** adopted budget)
    - Vehicle Reserve Fund: **$0** (on a $57K budget)
- FYE26 General Fund Quarter % of capital budget: **~15.6%**
- Expected General Fund Quarter % of budget (10-year median): **~100%** (≈ **$339,000**)

General Fund Capital Outlay in FYE26 Quarter 1 is about $53K, or 15.6% of the annual General Fund capital budget. Historically, capital projects have often been front-loaded, with a typical Quarter 1 near 100% of the annual budget (≈$339K). FYE26 Quarter 1 is therefore about $290K below the typical General Fund Quarter 1.

This variance is primarily a timing issue:

- High variance of timing of capital project expenditures.
- The lower Quarter 1 spend should not be interpreted as a reduction in planned capital investment.

As projects move forward in upcoming quarters, capital spending is expected to increase.



CONTINGENCY

Contingency is reserved for unforeseen or unknown costs, such as:

- Changes in CBAs and personnel costs
- Minor revenue shortfalls
- Other unanticipated needs

Key Data – Quarter 1 (General Fund)

- FYE25 Quarter actual: **$0**
- FYE26 Quarter actual: **$0**
- Change vs FYE25 Quarter: **$0**
- FYE26 Quarter % of budget: **0%** (of the **$1.329M** contingency adopted budget)
- Expected Quarter % of budget (10-year median): **0%**

Contingency is not typically used in Quarter 1, and FYE26 follows that pattern. No contingency appropriations have been used through September 30.

REVENUE STABILIZATION FUND

The Revenue Stabilization Fund is a budget reserve maintained to help:

- Address deficits and economic downturns
- Smooth volatility in Timber and other cyclical revenues
- Support the General Fund during periods of stress

The fund is managed through the County's annual budget process and is supported by County financial policies.

Quarter 1 FY 2025–26 Activity

- Transfers to the General Fund: Monthly transfers totaled **about $250K** during Quarter 1.
- Balance after Quarter 1 and October transfers: Approximately **$2.0M**.
- Budgeted FY26 transfers out: $1.2M, which would bring the year-end balance to about **$1.14M** if fully executed.

Following planned transfers out to the General Fund for operations, the Revenue Stabilization will be at a 17-year low fund balance. Policy around timber revenue surplus/deficit use and automatic triggers for use and replenishment are recommended.

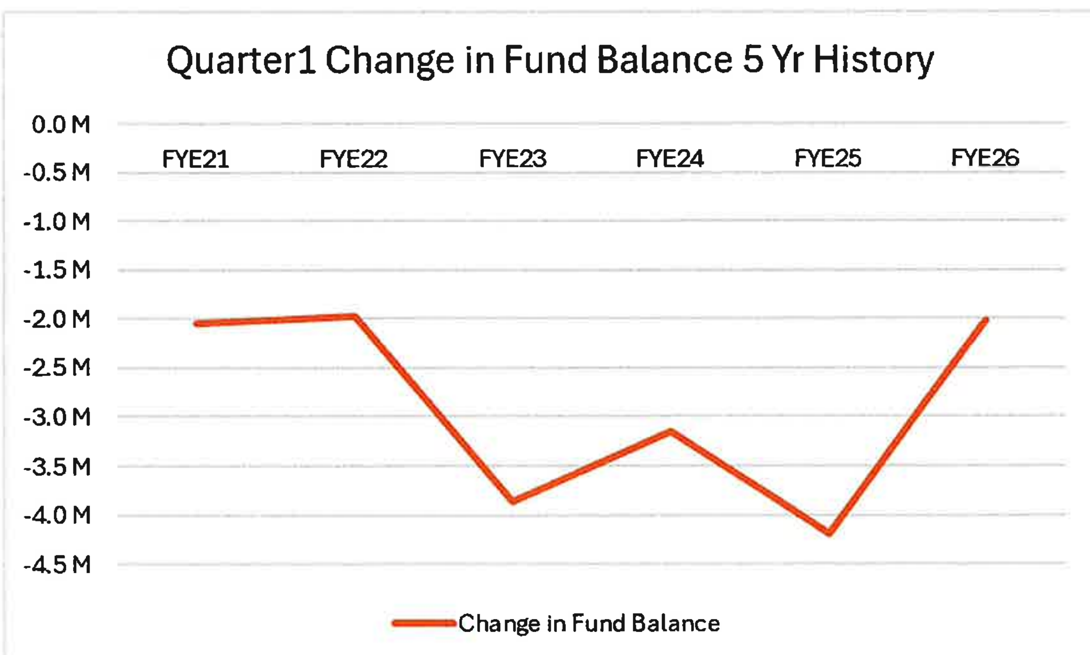
FUND BALANCE – GENERAL FUND

The Fund Balance is the cumulative General Fund position carried forward into each fiscal year. It reflects both:

- Planned cash flow needs for the coming year, and
- The net effect of prior-year revenues, expenditures, and transfers.

Key influences on Beginning Fund Balance include:

- Timber Revenue
  - With the above average Quarter 1 receipts, timber helped the change in ending fund balance for Quarter 1 positively.
- Personnel Budget-to-Actual Variance
  - Vacancies and under-spending in Personnel Services have contributed to higher Beginning Fund Balances in some years. Quarter 1 came in $0.2M below expected percent of budget spent in Quarter 1.
- Revenue Stabilization and Parks Transfers
  - Strategic transfers from the Revenue Stabilization Fund have also supported Beginning Fund Balance, especially in years with lower Timber revenue or elevated operating costs.



QUARTERLY FORECAST – GENERAL FUND CASH / ENDING FUND BALANCE

The quarterly forecast illustrates the cash-flow cycle in the General Fund. Dates on the horizontal axis represent the first day of each quarter.

Seasonality and Cash Cycle

- Property Tax are concentrated in Quarter 2 (October–December).
- The County then spends down cash through Quarter 3 and Quarter 4 into Quarter 1 of the following fiscal year.
- Temporary dips below the recommended ending fund balance level in Quarter 1 are expected and are planned for by maintaining strong Quarter 4 ending fund balances each year.

Quarter 4 points in the forecast are color-coded to show alignment of planned cash flow needs in Quarter 1 and for budgeting resources:

- **Green:** Above the recommended ending fund balance
- Yellow**:** At or near the risk threshold
- **Red:** Below the recommended ending fund balance

The lack of Collective Bargaining Agreement personnel cost changes in Quarter 1 has positively affected the forecast, reflecting a higher balance rolling forward. Anticipate a downward adjustment to this forecast in quarter 2.

Looking ahead over the next four fiscal years, since revenues and expenditures were largely within expected ranges, the forecast shows an average projected funding gap of roughly $2–3M per year between ongoing revenues and expenditures needed to maintain the County's ending fund balance policy.

This highlights the need for future decisions on revenue measures, expenditure adjustments, or both, even though the current year's Quarter 1 results are stable and on track.