



TILLAMOOK COUNTY BOARD OF COMMISSIONERS

Erin Skaar - Paul Fournier - Mary Faith Bell

BOARD MEETING

Wednesday, December 10, 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 - 2025-12-10 BOCC MEETING AUDIO.MP4

CALL TO ORDER – December 10, 2025 9:00 a.m.

1. Welcome & Request to Sign Guest List
02:22

2. Pledge of Allegiance
03:03

3. Public Comment:

03:38 - Library Space Support/Nancy Whitehead

08:20 - Tillamook Bay Fire District Comments/David McCall

11:07 - Tillamook Bay Fire District Comments/Liane Welch

12:05 - Library Space Concerns/April Bailey

4. Non-Agenda Items: One unscheduled item taken first in the Legislative/Administrative section/Commissioner Erin Skaar
15:49

LEGISLATIVE - ADMINISTRATIVE

5. Consideration of Grant Agreement TCP-27-46 with the Oregon Criminal Justice Commission for the Tillamook County Family Treatment Court Program Services/Christopher Hamilton, Tillamook Circuit Court Trial Court Administrator
31:02

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

6. Consideration of an Agreement with Tillamook County Sergeants Teamsters Union Local 223/Adam Collier, Attorney at Law
33:28

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

7. Consideration of Revised Justice Facility and Teamster - Sergeant Pay Tables for Fiscal Year 2025-2026/Rachel Hagerty, Chief Administrative Officer
38:43

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

8. Consideration of a Letter of Intent to E.F. Johnson Company for the Tillamook County Public Safety Radio System Project/John Hartsock, J.N. Hartsock Project Management
41:02

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

9. Consideration of an Agreement with Thermo Scientific Portable Analytical Instruments, Inc. for a TruNarc Delta Portable Narcotics Testing Unit/Matt Kelly, Undersheriff, Sheriff's Office
52:02

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

10. Consideration of a State of Oregon Department of State Lands Royalty License Number 63746-SG for Shorecast Dredge Spoils located at Tax Lot 1600 in Township 01 South, Range 10W, Section 22AC on the South Bank of Tillamook Bay, Tillamook County/Dan Keyes, Director, Parks Department
56:55

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

11. Consideration of an Order in the Matter of the Reappointment of a Member to the Transient Lodging Tax Review Committee/Tommy Steiber, Transient Lodging Tax Division; Sarah Absher, Director, Department of Community Development
1:03:37

A motion was made by Vice-Chair Fournier and seconded by Commissioner Bell. The motion passed with three aye votes. The Board signed Order #25-068.

12. Consideration of an Order in the Matter of a Notice of Intent to Award a Professional Services Contract for the Mill Creek Culvert Replacements Project/Chris Laity, Public Works Director
1:06:25

A motion was made by Vice-Chair Fournier and seconded by Commissioner Bell. The motion passed with three aye votes. The Board signed Order #25-069.

13. Consideration of a Letter of Intent for Library Space Located at 19995 Blaine Road, Beaver, Oregon/Donald Allgeier, Library Director

1:10:13

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

14. Consideration of an Order in the Matter of the Appointment of Justices of the Peace Pro Tem for One Calendar Year, January 1, 2026, Through December 31, 2026/The Honorable Ryan Connell, Justice Court Judge

1:23:02

A motion was made by Vice-Chair Fournier and seconded by Commissioner Bell. The motion passed with three aye votes. The Board signed Order #25-070.

15. Consideration of a Letter to the Association of Oregon & California Counties Board of Directors Designating Commissioner Erin D. Skaar to Represent Tillamook County at the Annual Meeting on December 12, 2025/ Commissioner Erin Skaar

1:24:51

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

16. Consideration of an Order in the Matter of Initiating the Formation of the Tillamook Bay Fire & Rescue RFPD (Rural Fire Protection District); Setting the First Public Hearing for January 14, 2026/William K. Sargent/County Counsel

1:26:18

A motion was made by Vice-Chair Fournier and seconded by Commissioner Bell. The motion passed with three aye votes. The Board signed Order #25-071.

17. Consideration of the Association of Oregon Counties Conference Product Tasting Donation Thank You Letters to the Blue Heron French Cheese Factory, Pelican Brewery, Tillamook County Creamery, and Werner Gourmet Meat Snacks/Debi Garland, Board Assistant

1:35:06

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

18. Board Concerns

1:38:39

Attending Oregon and California Counties Meeting Next Week/Commissioner Erin Skaar

OTHER MEETINGS AND ANNOUNCEMENTS

1:39:15

The Commissioners will hold a Board Briefing on **Wednesday, December 10, 2025** at **2:00 p.m.** to discuss weekly Commissioner updates. The meeting will be held in the Board of Commissioners' Meeting Room 106 at the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook. The teleconference number is 1-971-254-3149, Conference ID: 866 914 607#.

The Local Public Safety Coordinating Council teleconference will be held on **Monday, December 15, 2025** at **12:00 p.m.** 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: 155 858 952.

The Commissioners will attend an executive session on Thursday, December 18, 2025 at **9:00 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.

Chair Skaar recessed the meeting at 10:40 a.m. to go into executive session pursuant to ORS 192.660(2)(h), ORS 192.660(2)(f), and ORS 192.660(2)(e).

Chair Skaar reconvened the meeting at 11:50 a.m.

ADJOURN – 11:50 a.m.

BOARD OF COMMISSIONERS' BOARD MEETING

Wednesday, December 10, 2025

	Present	Absent		Present	Absent
Erin Skaar	<u>✓</u>	<u> </u>	Rachel Hagerty	<u>✓</u>	<u> </u>
Paul Fournier	<u>✓</u>	<u> </u>	Bill Sargent	<u>✓</u>	<u> </u>
Mary Faith Bell	<u>✓</u>	<u> </u>			

PLEASE PRINT

<u>Name</u>	<u>Email or Address</u>	<u>Item of Interest</u>
John Hartsock	John.Hartsock@frontier.com	Radio System
Nancy Whitehead	gordonandnancy3@gmail.com	Library branch
Gordon Whitehead	gordonandnancy3@gmail.com	Library branch
Liane Welch	lwelch@ci.bay-city.or.us	Fire District
Christopher Hamilton	christopher.j.hamilton@o.j.d.state.or.us	
Don Algeier	donald.algeier@tillamookcounty.org	
Makenzie Weir	makenzie.weir@tillamookcounty.gov	
Mary Jo Beckstead	MaryJoBeckstead@tillamookcounty.gov	
R Thorpe	roby.thorpe@tillamookcounty.gov	ER
David McCell		Fire
KEVIN SHUKA	KEVIN@COVOTEBALPENS.COM	LIBRARY BRANCH
M de Gleason	gleason.mila@mac.com	
Bob Pietruszka	bobpietruska@gmail.com	Library

(Please use reverse if necessary)

TILLAMOOK COUNTY BOARD OF COMMISSIONERS' MEETING

WEDNESDAY, DECEMBER 10, 2025

PUBLIC COMMENT SIGN-IN SHEET

PLEASE PRINT

[illegible]

From: [April Bailey](#)
To: [Public Comments](#)
Subject: EXTERNAL: Request to Make Public Comment Virtually
Date: Tuesday, December 9, 2025 11:44:49 AM

[**NOTICE:** This message originated outside of Tillamook County -- **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]

Greetings,

I am requesting to make public comment to the Board of Commissioners' Meeting on December 10th virtually (by phone) concerning "Agenda Item #13 Consideration of a Letter of Intent for Library Space . . ." .

Thank you,
April Bailey
Neskowin, OR


From: [cavatorta kim and mark](#)
To: [Public Comments](#)
Subject: EXTERNAL: Proposed county library in Beaver
Date: Wednesday, December 10, 2025 8:59:50 AM

[**NOTICE:** This message originated outside of Tillamook County -- **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]

Dear Commissioners,

I am thrilled to hear that we may have a new county library in Beaver! Please vote yes on this idea as it would bring a much needed service and gathering place to South County. We love our PC library but it is our only library between Neskowin and Tillamook. We need another one and having it located so close to Hwy 101 would be such a good thing. Again, please support this great idea.

Kim Cavatorta
Hebo

From: [Wendy Harding](#)
To: [Public Comments](#)
Subject: EXTERNAL: Yes to a Beaver Branch Library
Date: Wednesday, December 10, 2025 8:21:07 AM

[**NOTICE:** This message originated outside of Tillamook County -- **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]

For over 50 years I have been a taxpaying resident of South Tillamook County and have served on the Board of the library in Pacific City. I would enthusiastically support a branch library partnership with TCL. Thank you for your consideration.

Signed,
Margaret W de Rham

From: [Cara Elder](#)
To: [Public Comments](#)
Subject: EXTERNAL: Library
Date: Wednesday, December 10, 2025 8:05:46 AM

[**NOTICE:** This message originated outside of Tillamook County -- **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]

Dear County Commissioners,

I want to express my support for a potential new library branch in south county. Our town of Beaver has suffered with the closure of the middle school several years ago and this facility would help revitalize this area.

In addition to providing increased traffic to this small town which would help economically, the library would also provide the same great opportunities that the rest of the county branches offer to their communities especially for the many citizens who lack transportation options to get all the way to Tillamook or to Pacific City to use a library. We still have very spotty wifi and cell service in our part of the county so having this as part of what the library can provide will also be a tremendous benefit for us down here.

Thank you for considering a new library branch for South Tillamook County.

Sincerely,
Cara Elder

From: [HEIDI HEIDENREICH](#)
To: [Public Comments](#)
Subject: EXTERNAL: possibility of a library in Beaver
Date: Tuesday, December 9, 2025 11:31:38 AM

[NOTICE: This message originated outside of Tillamook County -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

To Tillamook County Commissioners,

I have just learned that there is a possibility of establishing a library in combination with an apartment development in the old Beaver school. What a convenient learning and community gathering place this would be for the children and adult populations of Beaver and Hebo.

The concept of a library within a much needed housing development has many advantages for residents: access to WiFi, books, magazines, after school activities and programs for all ages within walking distance of homes!

I am hoping that you will enthusiastically support this new and much needed library in south county.

Sincerely,

Heidi Heidenreich

Neskowin (I could drop off books on my way to Tillamook!)

From: [Sonya Kazen](#)
To: [Public Comments](#)
Subject: EXTERNAL: Support for County library in Beaver
Date: Wednesday, December 10, 2025 11:26:30 AM

[NOTICE: This message originated outside of Tillamook County -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

I'm writing in support of a proposed library within the apartments planned for the old Beaver School. In addition to library services residents in the "inland" towns of South County would greatly benefit from wifi access and a public meeting space that would be provided.

You may be hearing from south county residents who oppose an additional library. I am of the opinion that their opposition is not truly based on cost, but instead they do not want to see another public library that provides free, open access to information.

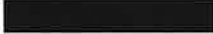
Thank you for supporting the proposed library in Beaver. - Sonya Kazen, Cloverdale

From: [Helaine Koch](#)
To: [Public Comments](#)
Subject: EXTERNAL: Library in Beaver
Date: Wednesday, December 10, 2025 10:24:18 AM

[NOTICE: This message originated outside of Tillamook County -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Dear Tillamook County Commissioners,

I am writing in support of building a branch of the Tillamook County library in Beaver. Our libraries provide an educational, cultural, and social place for people in our small rural communities. The opportunity to add a branch of the library in Beaver is something to embrace. I believe it will enhance the lives of people living in Beaver and surrounding communities.

Thank you,
Helaine Koch
Neskowin


From: [Randall Koch](#)
To: [Public Comments](#)
Subject: EXTERNAL: Library Branch in Beaver
Date: Tuesday, December 9, 2025 11:02:52 AM

[NOTICE: This message originated outside of Tillamook County -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

To our Commisioners,

We would like to voice our support for the proposed branch of the Tillamook Library in the Beaver School transition to a housing and public use complex. The promise of a library branch in this part of South Tillamook County will draw locals to it and enliven the complex with thoughtful people who appreciate the opportunity to visit, read, engage in conversations, possibly have a coffee and treat and meet their neighbors. I hope you will support this proposal and we can witness a revival of Beaver and the school complex for reading, recreation and affordable housing to boot!!

Randall and Lainie Koch, Neskowin

From: Susan Miller
To: Public Comments
Subject: EXTERNAL: Beaver library
Date: Tuesday, December 9, 2025 6:10:27 AM

[NOTICE: This message originated outside of Tillamook County -- **DO NOT CLICK** on links or open **attachments** unless you are sure the content is safe.]

What a Christmas present! The library in Beaver would be a huge addition especially to our seniors. I live up Blaine and drive to Tillamook at least weekly to use the library picking up and returning books for me and a few neighbors. How wonderful it would be to have a local library where I could actually sit and take time with my book choices. And be involved in the many programs the other branches offer.

Sue Miller



Beaver, Or

From: [Madlen Silkwood](#)
To: [Public Comments](#)
Subject: EXTERNAL: Library Space In Beaver
Date: Wednesday, December 10, 2025 8:11:27 AM

[NOTICE: This message originated outside of Tillamook County -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Good Morning Tillamook County Commissioners

Due to road conditions I am unable to attend your meeting this morning.

I am writing in support of working towards a satellite Public Library space at the old Beaver Middle School through the Tillamook County Library System and community support.

Having taught in South County for 23+ years I know how difficult accessing our Library System is for many South County families. Our children's lives and education can positively be impacted by access to books and other resources this space can bring into the community.

South County does not seem to have much support by our governing bodies, this would be a significant change championed by your offices.

Sincerely,
Madlen R. Silkwood

A black rectangular redaction box covering the signature area.

From: [Rose Wharton](#)
To: [Public Comments](#)
Subject: EXTERNAL: Library in Beaver
Date: Tuesday, December 9, 2025 6:13:38 AM

[NOTICE: This message originated outside of Tillamook County -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

I understand that there is a possibility that there will be a library in Beaver. How exciting that will be for the community!!!

I was involved in getting the library built in Pacific City, and everyone can see how well it has endured through the years. It's a hub of activity!!!!!! It would be wonderful for all ages. Hopefully you will see fit to approve this. Thank you.

Rose Wharton


BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR TILLAMOOK COUNTY, OREGON

In the Matter of Designating a State of) ORDER
Emergency Within Tillamook County) #25- 067

This matter came before the Tillamook County Board of Commissioners on December 10, 2025 at the request of Randy Thorpe, Emergency Management Director. The Board of Commissioners, being fully apprised, finds as follows:

1. Tillamook County is experiencing a winter flooding event that started on December 8, 2025, and will continue through December 13, 2025. The county has experienced rainfall in the amounts of over 0.25 inches per hour for several days. Rivers within the county have reached flood stage and have impacted the health, safety, and welfare of Tillamook County residents.
2. During the storm the county has suffered damage, potential injuries, and loss of property resulting from the extreme weather conditions. Impacts included power outages, road closures, forced evacuation and damage to infrastructure.
3. Such conditions presented a clear and present danger to the health and safety of the citizens and property of Tillamook County.
4. ORS 279B(1) allows for the county to make emergency procurements of goods or services in an emergency.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT effective immediately:

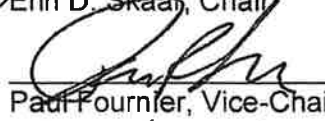
5. The Board of Commissioners under the emergency powers granted by ORS 401.309 declare a State of Emergency exists within Tillamook County and by this order directs the Office of Emergency Management for Tillamook County to take all necessary steps authorized by law to secure the persons and property of citizens of Tillamook County until 12:00 p.m., Saturday, December 13, 2025 unless extended by this order of this Board.
6. The Board of Commissioners requests the Oregon State Office of Emergency Management to provide additional state and federal resources for any applicable disaster recovery program.
7. The Board further requests the Governor to exercise her emergency powers by setting aside any regulations or laws that are contrary to saving life and property during this emergency, by invoking ORS 401.168, (1), (2), (3) inclusive. This law shall go into effect if the Governor declares a State of Emergency for Tillamook County.
8. Pursuant to ORS 279B.080(2), department heads issuing emergency contracts shall ensure competition for such contracts in a manner that is reasonable and appropriate under the emergency circumstances.

DATED THIS 10th day of December, 2025.

THE BOARD OF COMMISSIONERS
FOR TILLAMOOK COUNTY, OREGON


Erin D. Skaar, Chair

Aye	Nay	Abstain/Absent
☒	☐	☐


Paul Fournier, Vice-Chair

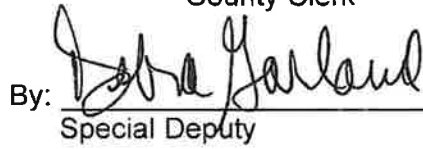
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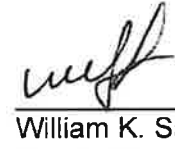

Mary Faith Bell, Commissioner

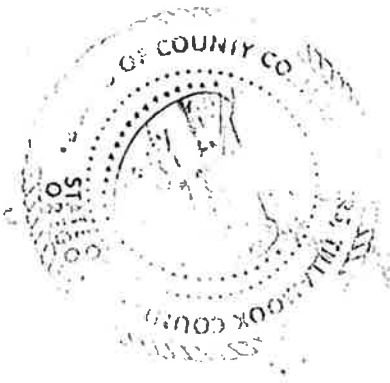
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ATTEST: Christy Biggs,
County Clerk

APPROVED AS TO FORM:

By: 
Special Deputy


William K. Sargent,
County Counsel





Tillamook County Board of Commissioners
201 Laurel Avenue, Tillamook, OR 97141

Erin D. Skaar, Chair
Paul Fournier, Vice-Chair
Mary Faith Bell, Commissioner

December 10, 2025

E.F. Johnson Company, a JVCKENWOOD Company
1440 Corporate Dr.
Irving, TX 75038

RE: Letter of Intent for Tillamook County, OR - Public Safety Radio System

This Letter of Intent (LOI) sets forth the understanding between Tillamook County, Oregon ("County" or "Tillamook County") and E.F. Johnson Company ("Contractor" or "EFJohnson") regarding preliminary work required for the Public Safety Radio System ("Project"). This document is intended to authorize the Contractor to commence certain work pending the negotiation and execution of a formal contract.

1. Scope of Work:

In accordance with the attached Site Surveys Scope of Work, Contractor is authorized to begin:

1. Preliminary system design to determine the desired sites for the proposed radio system, (as outlined in section 2.3 Request for Proposal for a Public Safety Radio System Functional Specifications dated: May 19, 2025, as issued by the County); and
2. Perform pre-contract site surveys to determine the construction and implementation requirements and related costs, if any, for the new Public Safety Radio System, (as outlined in section 6.4 Request for Proposal for a Public Safety Radio System Functional Specifications dated: May 19, 2025, as issued by the County).

The cost for any design changes prompted by the site audit's results will be estimated and the estimated cost included in the final contract as an allowance for site development.

2. Project Details:

- **Project Location:** Tillamook County, Oregon
- **Project Description:** Public Safety Radio System
- **Agreement:** Contractor promises to provide, and County promises to pay for, the services described herein according to the provisions of this LOI.
- **Price and Amount:** The price for the services provided by Contractor shall be \$660,000 due and payable at completion of the Scope of Work.
- **Authorized Work Period:** January 5, 2026 to March 13, 2026

3. Non-Binding Nature:

This LOI is not a legally binding contract for the entire Project. The parties intend to negotiate and enter into a comprehensive, formal contract for the Project at a later date. This LOI does not constitute an agreement for the full performance of the Project.

4. Termination:

4.1 Without Notice - This LOI shall terminate without any requirement of notice to either party when the first of the following events occur:

- 4.1.1 The parties mutually consent to termination in writing.
- 4.1.2 The Authorized Work Period ends.
- 4.1.3 The moment prior to the Contractor filing for the settlement of debts or any debt restructuring in any state, federal or other court of competent jurisdiction.
- 4.1.4 When Contractor's proposed price adjustments exceed agreement specifications.

4.2 With Notice - This LOI may also end, and notice shall be served as required when:

- 4.2.1 Any party breaches any duty, term or condition of this LOI after written notice of default is provided to the other party and a reasonable opportunity to cure.
- 4.2.2 Either party commits fraud or misrepresentation upon the other party.
- 4.2.3 Public funds are no longer available to support this agreement.

5. Governing Law:

This LOI shall be governed by the laws of the State of Oregon.

6. General Conditions:

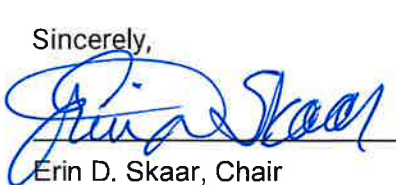
The General Conditions as outlined in the Request for Proposal for a Public Safety Radio System Functional Specifications dated: May 19, 2025, as issued by the County shall apply to the Work outlined herein as they apply. Specifically in the Proposal Requirements: Section 1.4 General Requirements / Attachment E General Conditions – (except item 5 a Performance Bond and item 6 Public Works Bond will not be required for this portion of work) subject to the negotiation and limitation of Liquidated Damages as indicated in Contractor's Proposal dated May 21, 2025 Appendix G – Liquidated Damages / Attachment F Public Contract Requirements.

Architects / Engineers / and other professional consultants shall be licensed as required by Oregon Statutes.

The pricing offered in the RFP Response, dated September 25, 2025, for providing the Public Safety Radio System shall remain in effect until 30 days after the delivery and acceptance of the Pre - Contract Surveys and associated estimated cost.

Please indicate your agreement to these terms by signing and returning this LOI.

Sincerely,


Erin D. Skaar, Chair


Paul Fournier, Vice-Chair


Mary Faith Bell, Commissioner

Agreed and Accepted:



Duane Anderson, President & CEO
E.F. Johnson Company, a JVCKENWOOD Company

Date: December 5, 2025

SITE SURVEYS SCOPE OF WORK

Upon authorization by the County, EFJohnson PM will schedule a project kickoff meeting to be attended by EFJohnson, Tower Systems, Inc. ("TSI"), Tillamook County personnel, and Tillamook County consultants. At this meeting, project stakeholders will be introduced, the contract scope will be reviewed, and the project management structure will be covered, touching on areas of communications management, risk management, task management, and the project timeline.

The EFJohnson team, in coordination with Tillamook County, will visit each site in the proposed design to perform a technical site survey to detail the site plan's aspects further. The site walks aim to identify any required site remediation or improvements necessary to ensure regulatory compliance and adherence to contract requirements. The information gathered will be utilized as part of the preliminary design process.

Individual site layout drawings will be generated to account for equipment placement within the available space and coordinate equipment placement while creating installation plans and diagrams. Upon completion of the technical site surveys, EFJohnson will proceed with the preliminary design prepared for each site and presented to Tillamook County for approval.

Responsibilities:

Task/Deliverable	EFJohnson	Tillamook County, Oregon
Coordinate kickoff meeting	X	X
Deliver kickoff meeting presentation	X	
Supply existing system documentation		X
Provide access to sites		X
Technical site surveys	X	
Technical site survey report development	X	

Completion Criteria:

This milestone is considered complete when the following tasks have been accomplished:

- Project kickoff meeting minutes are distributed to Tillamook County stakeholders.
- The technical site survey reports are completed.

Preliminary Design Package

Following the completion of the technical site surveys, EFJohnson will validate the proposed antenna placements and make updates as necessary based on availability and preliminary design considerations. Once the final mounting heights for the radio antennas and microwave dishes have been determined, EFJohnson will present a tower elevation plan to Tillamook County for review and approval.

Upon Tillamook County approval, EFJohnson will perform a structural analysis (SA) on all existing towers (to be re-used) included in the design per the latest ANSI/TIA-222 standard to ensure each structure can support the proposed loading. In the event of a failed structural analysis, EFJohnson will provide Tillamook County with a separate cost proposal for remediation, replacement, or site relocation as required to ensure compliance with coverage requirements.

Responsibilities:

Task/Deliverable	EFJohnson	Tillamook County, Oregon
Update tower profile drawings	X	
Supply tower elevation plan with planned antenna mounting locations	X	
Approval of antenna placements		X
Perform structural analysis	X	
Supply results of the structural analysis	X	

Completion Criteria:

This milestone is considered complete when the following tasks have been accomplished:

- Preliminary Design Documentation package is provided to Tillamook County.
- Supply tower elevation plan with planned antenna mounting locations.

In accordance with section 6.4 Request for Proposal for a Public Safety Radio System Functional Specifications dated: May 19, 2025, as issued by the County:

- A. EFJohnson and TSI will survey with the County the originally proposed 17 sites to determine and document any site changes that need to be included in the detailed design installation drawings and to provide cost estimates of any identified deficiencies or requirements. All detailed design drawings and documents requiring changes after Detailed Design Review shall be revised and approved by the County prior to installation.
- B. EFJohnson and TSI will visit all 17 sites to:
 1. Assess site, safety, and access conditions.
 2. Verify work to be completed, including location of equipment and installation requirements.
 3. Assess the condition of existing radio shelters identified for potential reuse, radio towers, power systems, standby power systems, cable and waveguide routing, earthquake bracing, site grounding and lightning protection systems, and all other installation practices, to assure that they adhere to industry standard(s).
 4. Identify existing County equipment that can be reused on the System.

- C. Upon completion of the site surveys EFJohnson and TSI shall produce a Site Survey report for each site, including, at a minimum, the following:
1. Cover page with site name, date of survey, survey team member(s), and general site description.
 2. Accurate site coordinates (latitude/longitude) using Datum WGS84, preferably near the tower or antenna structure of interest.
 3. Photographs (submitted in .jpeg format using the naming convention "site name photo description date.jpg") of:
 - a. The overall site, showing the location of radio tower(s) and equipment shelter(s)
 - b. The radio tower(s)
 - c. Antennas to be used for this project or location for new antennas
 - d. Radio shelter exterior
 - e. Inside of equipment shelter, including front and rear of existing radio equipment to be removed
 - f. Coaxial cable and waveguide routes
 - g. Rack location and position(s) where new equipment will be installed
 - h. DC panel indicating breakers to be used
 - i. Dehydrator unit and distribution manifold
 - j. Feedline entry (inside and outside of shelter)
 - k. Grounding and lightning protection systems
 - l. If applicable, solar power energy system, including panel arrays, charge controller, and batteries
 - m. If applicable, wind power energy system, including blades and mounts, charge controller, and batteries
 4. Potential obstructions at or near the site that could impede radio paths and/or radio coverage, including type and approximate azimuth and height.
 5. A list of existing equipment that can be reused for the System.
 6. A list of issues encountered or identified and proposed solution(s) for each deficiency.
 7. A statement of the work to be completed for system implementation and the method to complete the work.
 8. Recommended site upgrades, including, but not limited to equipment shelter, radio tower, antenna, waveguide, AC or DC power system, backup generator(s), UPS system(s), site access and physical site security.
 9. Accurate drawings of the shelter/equipment room in PDF and native format (i.e., Visio, AutoCAD).
 10. Tower mapping with a complete inventory of tower appurtenances, including antenna type, manufacturer, model number, height, weight, tower leg, azimuth, and transmission line type and size.

D. EFJohnson and TSI shall produce a Grounding Assessment report for each site based on industry standard(s). The report shall include at a minimum:

1. Cover page with site name, date of survey, survey team member(s), general site description, and selected standard(s) name and revision.
2. Accurate site coordinates (latitude/longitude) using Datum WGS84, preferably near the tower or antenna structure of interest.
3. Photographs (submitted in .jpeg format using the naming convention "site name photo description date.jpg") of:
 - a. AC utility service grounding
 - b. Site ground ring (tower and shelter)
 - c. Ground rod test well(s)
 - d. Tower grounding (each leg)
 - e. Tower ground bar(s)
 - f. Tower guy wires
 - g. Transmission line grounding kits
 - h. Ice bridge grounding (all sections and legs)
 - i. Exterior ground bar(s)
 - j. Exterior RF entry port grounding
 - k. Interior RF entry port grounding
 - l. Interior halo grounding
 - m. Interior master ground bar(s)
 - n. Secondary ground bar(s)
 - o. RF surge suppressor grounding
 - p. Equipment rack grounding
 - q. Cable ladders and trays
 - r. DC power systems
 - s. AC surge suppressors
 - t. Generator grounding
 - u. Fuel tank grounding
 - v. Fence(s) and gate(s)
 - w. Other nearby metal objects
4. Clamp-on meter measurements (in Ohms) for each component assessed per the selected standard(s).
5. A list of existing grounding equipment that can be reused for the System.
6. A list of issues encountered or identified and proposed solution(s) for each deficiency.
7. A statement of the work to be completed for system implementation and the method to complete the work.
8. List of site upgrades, including recommended or optional requirements specified in the selected standard(s) for compliance with industry best practices.

As a final output, EFJohnson will provide a per site civils' cost estimate for County's review and approval.



Tillamook County Board of Commissioners

201 Laurel Avenue, Tillamook, OR 97141
Phone: 503-842-3403

Erin D. Skaar, Chair
Paul Fournier, Vice-Chair
Mary Faith Bell, Commissioner

December 10, 2025

Association of Oregon & California Counties
16289 Hwy 101 South, Suite A
Brookings, OR 97415

To Whom It May Concern:

The Tillamook County Board of Commissioners has designated Erin S. Skaar to represent Tillamook County on the Association of O & C Counties (AOCC) Board of Directors.

This letter authorizes Tillamook County Commissioner, Erin D. Skaar, to cast proxy votes on behalf of Commissioners Paul Fournier and Mary Faith Bell at the Association of Oregon & California Counties (O&C) annual meeting on December 12, 2025.

Sincerely,


Erin D. Skaar, Chair


Paul Fournier, Vice-Chair


Mary Faith Bell, Commissioner



Tillamook County Board of Commissioners

201 Laurel Avenue, Tillamook, OR 97141
Phone: 503-842-3403

Erin D. Skaar, Chair
Paul Fournier, Vice-Chair
Mary Faith Bell, Commissioner

December 10, 2025

Tillamook Creamery
David Booth, President
4185 Highway 101 North
Tillamook OR 97141

Dear Mr. Booth:

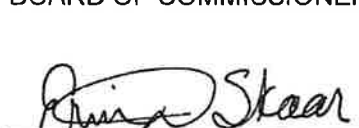
The Tillamook County Board of Commissioners would like to thank you for the Creamery's very generous donation of cheese products for the Association of Oregon Counties annual conference "*Wander Oregon*" event this year.

We meet many diehard Tillamook Cheese fans at these events with stories to tell about visits, and it's always a pleasure to share this treasure with other Oregon counties.

We very much appreciate your continued support of Tillamook County and wish you the best of the holiday season.

Sincerely,

BOARD OF COMMISSIONERS FOR TILLAMOOK COUNTY, OREGON


Erin D. Skaar, Chair


Paul Fournier, Vice-Chair


Mary Faith Bell, Commissioner



Tillamook County Board of Commissioners

201 Laurel Avenue, Tillamook, OR 97141

Phone: 503-842-3403

Erin D. Skaar, Chair

Paul Fournier, Vice-Chair

Mary Faith Bell, Commissioner

December 10, 2025

Ken Werner
Werner Gourmet Meat Snacks
PO Box 277
Tillamook, OR 97141

Dear Ken:

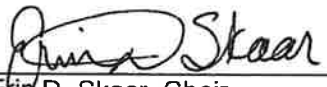
The Tillamook County Board of Commissioners would like to thank you for your generous donation of pepperoni and jerky products for us to share at the Association of Oregon Counties annual conference "Wander Oregon" event.

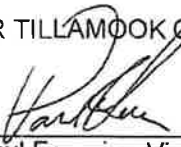
We are honored to be able to claim your products and company as one of Tillamook's finest offerings and appreciate your overall contributions to make our county one of the most enviable in Oregon.

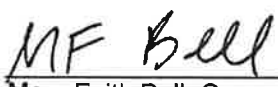
Thank you again for your generosity. We wish you the very best holiday season.

Sincerely,

BOARD OF COMMISSIONERS FOR TILLAMOOK COUNTY, OREGON


Erin D. Skaar, Chair


Paul Fournier, Vice-Chair


Mary Faith Bell, Commissioner



Tillamook County Board of Commissioners

201 Laurel Avenue, Tillamook, OR 97141
Phone: 503-842-3403

Erin D. Skaar, Chair
Paul Fournier, Vice-Chair
Mary Faith Bell, Commissioner

December 10, 2025

Jessica Pastega Bush
Blue Heron French Cheese Company
2001 Blue Heron Road
Tillamook, OR 97141

Dear Jessica:

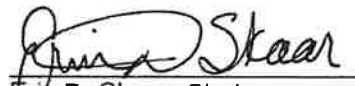
The Tillamook County Board of Commissioners would like to thank you for your generous donation of products for the Association of Oregon Counties annual conference "*Wander Oregon*" event for 2025.

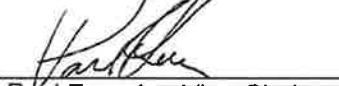
Conference attendees really enjoyed your products, and we were happy to point out your brand so they would know where to find them online or pick them up when they visit. To say the least, we were very proud to showcase them as some of Tillamook County's finest products.

Thank you again for your generosity and continued support of Tillamook County.

Sincerely,

BOARD OF COMMISSIONERS FOR TILLAMOOK COUNTY, OREGON


Erin D. Skaar, Chair


Paul Fournier, Vice-Chair


Mary Faith Bell, Commissioner



Tillamook County Board of Commissioners

201 Laurel Avenue, Tillamook, OR 97141
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Erin D. Skaar, Chair
Paul Fournier, Vice-Chair
Mary Faith Bell, Commissioner

December 10, 2025

Jeff Schons & Mary Jones
Nestucca Ridge Development
ATTN: Stephanie Welch
P. O. Box 189
Pacific City, OR 97135

RE: Pelican Pub and Brewery Donation – 2025 Annual Association of Oregon Counties Conference

Dear Jeff, Mary, and Stephanie:

The Tillamook County Board of Commissioners thanks you very much for your very generous donation of Pelican Pub and Brewery products for the Association of Oregon Counties annual conference "Wander Oregon" event.

We are always honored to be able to take your award-winning Pelican products to these conferences to show off one of our county's most popular companies.

We very much appreciate your generosity and continued support of Tillamook County. We hope you all have a happy holiday season.

Sincerely,

BOARD OF COMMISSIONERS FOR TILLAMOOK COUNTY, OREGON


Erin D. Skaar, Chair


Paul Fournier, Vice-Chair


Mary Faith Bell, Commissioner