



Department of Finance

Public Services Building
2051 Kaen Road, Suite 490 | Oregon City, OR 97045

Board of County Commissioners
Clackamas County

Members of the Board:

**Approval of Amendment #2 with Moss Adams, LLP for
Annual Financial Audit Services**

Purpose/Outcome	Annual Financial Audits Required By ORS 297.425
Dollar Amount and Fiscal Impact	Original Contract value was \$1,436,500. Amendment #1 added \$15,000 for a special audit for H3S. Amendment #2 adds one additional year of audit services (FY21) for \$326,200. Total Contract value not to exceed \$1,777,700.
Funding Source	Funded by cost allocation and general funds through the Finance Department budget and other sources of funding for the respective component units of government.
Duration	Extending contract to April 30, 2022
Previous Board Action	6/22/2017 BCC approved the Original Contract 62217III C.3
Strategic Plan Alignment	1. Ensure Financial Transparency and Accountability 2. Builds Public Trust through Good Government
County Counsel Review	Reviewed Date: 04/05/2021; ARN
Procurement Review	1. Was this item processed through Procurement? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no 2. If no, provide a brief explanation:
Contact Person	Christa Bosserman Wolfe, 503-742-5407
Contract No.	#1771

BACKGROUND:

Each year, Clackamas County and its component units of government are required by ORS 297.425 to undergo an annual financial audit and submit the reports to Oregon Secretary of State Audits Division. The County utilized a Request for Proposal process closing March 3, 2016 to select the provider most qualified to provide audit services. From the three (3) responsive bidders, through an evaluation process, Moss Adams, LLP was the one determined to best meet the needs of the County for this project.

If approved by the Board of County Commissioners, this contract amendment extends the contract with Moss Adams, LLP, for one (1) additional year, until April 30, 2022, and increases the total contract value by \$326,200 in order to complete the audits for the year ending June 30, 2021 (FY21). This proposed amendment was discussed and approved by the Audit Committee on March 18, 2021, due to familiarity and expediency to ensure that the audits services are performed on time for FY21.

This document has been reviewed and approved by County Counsel.

PROCUREMENT PROCESS:

This Amendment is in accordance with LCRB C-047-0800(b) for an unanticipated amendment. Amendment #2 is a 22.7% increase to the original contract.

RECOMMENDATION: Staff respectfully recommends the Board approve Amendment #2 with Moss Adams for the Annual Financial Audit Services.

Sincerely,

Elizabeth Comfort

Elizabeth Comfort
Finance Director

Placed on the BCC Agenda _____ by Procurement and Contract Services

**AMENDMENT #2
TO THE CONTRACT DOCUMENTS WITH MOSS ADAMS, LLP FOR ANNUAL FINANCIAL
AUDIT SERVICE
Contract #1771**

This Amendment #2 is entered into between **Moss Adams, LLP** ("Contractor") and Clackamas County ("County") and shall become part of the Contract documents entered into between both parties on **June 22, 2017** ("Contract").

The Purpose of this Amendment #2 is to make the following changes to the Contract:

1. ARTICLE 1, Section 1, Effective Date and Duration is hereby amended as follows:
The Contract termination date is hereby changed from April 30, 2021 to **April 30, 2022**.

2. ARTICLE I, Section 2. **Scope of Work** is hereby amended as follows:
The County is requesting Contractor to perform one additional year of financial audit Work. This includes financial audit Work for Clackamas County, Clackamas County Development Agency, North Clackamas Parks and Recreation District, Clackamas County Enhanced Law Enforcement Service District, Library District of Clackamas County, Clackamas County Extension and 4-H Service District, Housing Authority of Clackamas County, and Water Environment Services.

3. ARTICLE I, Section 3. **Consideration** is hereby amended as follows:
The County is authorizing **\$326,200.00** to complete the financial audit Work. The fee schedule for the additional financial audit Work (described as FYE 2021) is attached as **Exhibit F** and hereby incorporated by reference. The total Contract compensation shall not exceed \$1,777,700.00.

ORIGINAL CONTRACT	\$ 1,436,500.00
AMENDMENT #1	\$ 15,000.00
<u>AMENDMENT #2</u>	<u>\$ 326,200.00</u>
TOTAL AMENDED CONTRACT	\$ 1,777,700.00

Except as expressly amended above, all other terms and conditions of the Contract shall remain in full force and effect. By signature below, the parties agree to this Amendment #2, effective upon the date of the last signature below.

Moss Adams, LLP

Clackamas County

Ashley Osten 04/05/2021
Authorized Signature Date

Ashley Osten

Printed Name

Chair

Recording Secretary

Date

Approved as to Form:

Andrew Naylor Digitally signed by Andrew Naylor
Date: 2021.04.05 11:11:26 -07'00'

County Counsel Date

EXHIBIT F
FEE SCHEDULE FOR FYE 2021

AUDIT FEE SCHEDULE FYE 2021

			Year-to-Year	
	FYE 2020	FYE 2021	\$ Fee	% Fee
	Audit Fee	Audit Fee	Change	Change
Comprehensive Annual Financial Report (CAFR) of the County, related management letter, and CAFR drafting assistance	\$ 135,200	\$ 139,000	\$ 3,800	2.81%
Report on Single Audit (fee for 2 major federal programs)	38,700	\$ 39,800	1,100	2.84%
Clackamas County Development Agency component unit Financial Report (CUFR), related management letter, CUFR drafting assistance	22,300	\$ 22,900	600	2.69%
North Clackamas Parks & Recreation District CUFR, related management letter, CUFR drafting assistance	27,100	\$ 27,900	800	2.95%
Clackamas County Service District #5, (Lighting District)	3,700	\$ 3,800	100	2.70%
Clackamas County Enhanced Law Enforcement Service District	3,700	\$ 3,800	100	2.70%
Library District of Clackamas County	3,700	\$ 3,800	100	2.70%
Clackamas County Extension and 4-H Service District	3,700	\$ 3,800	100	2.70%
Housing Authority of Clackamas County and related management letter	48,000	\$ 49,400	1,400	2.92%
Water Environment Services CUFR & related management letter	31,100	\$ 32,000	900	2.89%
TOTAL FEE	\$ 317,200	\$ 326,200	\$ 9,000	2.84%



DAN JOHNSON
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
DEVELOPMENT SERVICES BUILDING
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

April 22, 2021

Board of County Commissioners
Clackamas County

Members of the Board:

Approval to Partner with Molalla River Watch in Applying for an Oregon
Watershed Enhancement Board Grant for the Replacement of the
Woodcock Creek (Grimm Rd) Bridge #06267

Purpose/Outcomes	Approval to partner on an application for an Oregon Watershed Enhancement Board Restoration Grant, approval of the grant lifecycle form, and sign the attached grant support letter.
Dollar Amount and Fiscal Impact	Total estimated construction cost: \$660,000
Funding Source	OWEB Grant: \$330,000 Road Fund Match: \$330,000
Duration	It is expected the grant duration will end October of 2023
Previous Board Action	05/07/2020: BCC Authorization to partner on an application for an Oregon Watershed Enhancement Board Restoration Grant 04/20/2021: Discussion item at issues
Strategic Plan Alignment	<ol style="list-style-type: none"> 1. How does this item align with your department's Strategic Business Plan goals? The grant will fund part of the construction costs to replace an existing bridge that will safely and efficiently connect with goods, services, employment and people. 2. How does this item align with the County's Performance Clackamas goals? The grant will allow for securing adequate funding to replace the existing bridge on Grimm Road over Woodcock Creek.
Counsel Review	This items does not require Counsel Review. Finance has reviewed the lifecycle form
Procurement Review	1. <i>Was the item processed through Procurement?</i> yes <input type="checkbox"/> no <input checked="" type="checkbox"/>
Contact Person	Devin Patterson, Project Manager 503-742-4666

BACKGROUND:

Inspections of the existing Grimm Road Bridge over Woodcock Creek have indicated significant scour and undermining of the existing four-sided box bridge. The bridge is located approximately 1200 feet south of the intersection of Grimm Road and Munson Road in southern Clackamas County. The existing bridge is approximately 50-years old and 28 feet long by 30 feet wide, and is a complete barrier to passage of endangered species throughout much of the year. After discussions with regulatory agency personnel from the U.S. Army Corps of Engineers, Oregon Department of Fish and Wildlife, and National Marine Fisheries Service, Department of Transportation and Development (DTD) staff have selected the construction of a modular bridge as the most appropriate and cost-effective alternative for the replacement. The estimated construction cost of the project is \$660,000.

The Oregon Watershed Enhancement Board (OWEB) has a restoration grant funding opportunity and the funding priorities include the removal or remediation of structures such as roads, culverts, and channels to improve water quality and/or fish habitat of which this project fits appropriately. The OWEB grant requires the application to come from the local watershed council and Molalla River Watch (MRW) is the local council. The project fits MRW's priorities and MRW is willing to submit the application in partnership with the County. The grant requires a minimum 25 percent match, however, MRW and DTD staff believe the grant application will be more competitive with a 50 percent match. Therefore, DTD staff are proposing a funding request of \$330,000 with a similar County Road Fund match.

An OWEB Restoration grant was applied for in July of 2020 and the project was recommended for funding by the OWEB Review Team. Unfortunately, there were not sufficient funds to cover all recommended projects, so OWEB staff were ultimately not able to provide funding. In a follow-up meeting, OWEB staff recognized the value of the project and encouraged the MRW and Clackamas County to continue to apply for grant funding.

RECOMMENDATION:

Staff respectfully requests approval to partner with Molalla River Watch in applying for an Oregon Watershed Enhancement Board grant, approval of the grant lifecycle form, and the Board of County Commissioner's Chair signature on the attached letter of support.

Respectfully submitted,

Devin Patterson

Devin Patterson, Project Manager
Department of Transportation and Development

Attachments: Grant lifecycle form
BCC Letter of Support



DAN JOHNSON
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
DEVELOPMENT SERVICES BUILDING
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

April 22, 2021

Oregon Watershed Enhancement Board
775 Summer Street NE, Suite 360
Salem, Oregon 97301-1290

RE: Support of the OWEB Restoration Grant Application for Woodcock Creek at Grimm Road Fish Passage Improvement Project Submitted by the Molalla River Watch (MRW)

To whom it may concern:

This letter is in strong support of MRW's grant proposal to improve fish passage through an undersized four-sided box bridge on Woodcock Creek at Grimm Road. On behalf of Clackamas County and as a partner with long-term interest in the restoration and protection of our local natural resources, the County lends our support and interest in working with the MRW on this project.

This project will develop a long-term solution related to a fish-passage barrier on Woodcock Creek and would provide approximately 11 additional miles of upstream habitat to aquatic species. The existing County-maintained box bridge is undersized for purposes of water conveyance and has a concrete bottom which is perched approximately sixteen inches on the outfall, making it a barrier to most or all aquatic species including ESA-listed Coho, Chinook and Winter Steelhead.

Clackamas County has a long-term, invested interest in the restoration and protection of our local natural resources, and we continue our commitment to the enhancement and recovery of ESA-listed species County-wide, including those within the Molalla River Basin. Therefore, we encourage OWEB and its reviewers to favorably consider the grant application for this project proposed for Woodcock Creek at Grimm Road.

Sincerely,

Tootie Smith,
Chair, Board of County Commissioners

Financial Assistance Application Lifecycle Form

Use this form to track your potential grant from conception to submission.

Sections of this form are designed to be completed in collaboration between department program and fiscal staff.

** CONCEPTION **

Note: The processes outlined in this form are not applicable to disaster recovery grants.

Section I: Funding Opportunity Information - To be completed by Requester

Lead Department: _____

Application for: Subrecipient Assistance Direct Assistance
Grant Renewal? Yes No

**If renewal, complete sections 1, 2, & 4 only
If Disaster or Emergency Relief Funding, EOC will need to approve prior to being sent to the BCC**

Name of Funding Opportunity: _____

Funding Source: Federal State Local

Requestor Information (Name of staff person initiating form): _____

Requestor Contact Information: _____

Department Fiscal Representative: _____

Program Name or Number (please specify): _____

Brief Description of Project: _____

Name of Funding Agency: _____

Agency's Web Address for funding agency Guidelines and Contact Information: _____

OR

Application Packet Attached: Yes No

Completed By: _____ Date: _____

** NOW READY FOR SUBMISSION TO DEPARTMENT FISCAL REPRESENTATIVE **

Section II: Funding Opportunity Information - To be completed by Department Fiscal Rep

Competitive Application	Non-Competing Application	Other
CFDA(s), if applicable: _____	_____	Funding Agency Award Notification Date: _____
Announcement Date: _____	_____	Announcement/Opportunity #: _____
Grant Category/Title: _____	_____	Max Award Value: _____
Allows Indirect/Rate: _____	_____	Match Requirement: _____
Application Deadline: _____	_____	Other Deadlines: _____
Award Start Date: _____	_____	Other Deadline Description: _____
Award End Date: _____	_____	_____
Completed By: _____	_____	Program Income Requirement: _____
Pre-Application Meeting Schedule: _____	_____	_____

Section III: Funding Opportunity Information - To be completed at Pre-Application Meeting by Dept Program and Fiscal Staff

Mission/Purpose:

1. How does the grant/funding opportunity support the Department and/or Division's Mission/Purpose/Goals?

2. What, if any, are the community partners who might be better suited to perform this work?

3. What are the objectives of this funding opportunity? How will we meet these objectives?

4. Does the grant/financial assistance fund an existing program? If yes, which program? If no, what is the purpose of the program?

Organizational Capacity:

1. Does the organization have adequate and qualified staff? If no, can staff be hired within the grant/financial assistance funding opportunity timeframe?

2. Are there partnership efforts required? If yes, who are we partnering with and what are their roles and responsibilities?

3. If this is a pilot project, what is the plan for sunseting the project and/or staff if it does not continue (e.g. making staff positions temporary or limited duration, etc.)?

4. If funded, would this grant/financial assistance create a new program, does the department intend for the program to continue after initial funding is exhausted? If yes, how will the department ensure funding (e.g. request new funding during the budget process, supplanted by a different program, etc.)?

Collaboration

1. List County departments that will collaborate on this award, if any.

Reporting Requirements

1. What are the program reporting requirements for this grant/funding opportunity?

2. How will performance be evaluated? Are we using existing data sources? If yes, what are they and where are they housed? If not, is it feasible to develop a data source within the grant timeframe?

3. What are the fiscal reporting requirements for this funding?

Fiscal

1. Will we realize more benefit than this financial assistance will cost to administer?

2. Are other revenue sources required? Have they already been secured?

3. For applications with a match requirement, how much is required (in dollars) and what type of funding will be used to meet it (CGF, In-kind, Local Grant, etc.)?

4. Does this grant/financial assistance cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are they?

Program Approval:

Name (Typed/Printed)	Date	Signature
** NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR **		
ATTACH ANY CERTIFICATIONS REQUIRED BY THE FUNDING AGENCY. COUNTY FINANCE OR ADMIN WILL SIGN.		

Section IV: Approvals

DIVISION DIRECTOR (or designee, if applicable)		
Name (Typed/Printed)	Date	Signature

DEPARTMENT DIRECTOR (or designee, if applicable)		
Name (Typed/Printed)	Date	Signature

FINANCE ADMINISTRATION		
Name (Typed/Printed)	Date	Signature

EOC COMMAND APPROVAL (DISASTER OR EMERGENCY RELIEF APPLICATIONS ONLY)		
Name (Typed/Printed)	Date	Signature

Section V: Board of County Commissioners/County Administration

*(Required for all grant applications. If your grant is awarded, all grant **awards** must be approved by the Board on their weekly consent agenda regardless of amount per local budget law 294.338.)*

For applications less than \$150,000:

COUNTY ADMINISTRATOR	Approved:	Denied:
Name (Typed/Printed)	Date	Signature

For applications greater than \$150,000 or which otherwise require BCC approval:

BCC Agenda item #:

Date:

OR

Policy Session Date:

County Administration Attestation

County Administration: re-route to department contact when fully approved.
Department: keep original with your grant file.



Elizabeth Comfort
Finance Director

Department of Finance

Public Services Building
2051 Kaen Road, Suite 490 | Oregon City, OR 97045

April 22, 2021

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of Amendment #1 with Oregon Emergency Management
FEMA 4499-DR-OR FEMA-State Agreement for the Coronavirus Disease

Purpose/Outcome	Approval to add section 5.1 to the original contract agreement and accept the change in Federal Cost Sharing from 75% to 100% for the duration of this amendment. 5.1 100 Percent Federal Cost Share through September 30, 2021 Notwithstanding the above, FEMA shall provide a 100 percent Federal cost share for all work eligible for assistance under Public Assistance Category B, pursuant to sections 403 (42 U.S.C. 5170b), 502 (42 U.S.C. 5192), and 503 (42 U.S.C. 5193) of the Stafford Act, performed from January 20, 2020, through September 30, 2021. For any eligible work performed after September 30, 2021, FEMA's federal cost share shall be 75 percent as set forth in Section 5.0 in the original grant agreement.
Dollar Amount and Fiscal Impact	COVID-19 is ongoing; the dollar amount/fiscal impact is unknown at this time
Funding Source	Federal funding provided by FEMA and is administered by Oregon Emergency Management (OEM)
Duration	Original Contract Effective January 20, 2020, and continuing. Amendment No. 1 Effective January 20, 2020 through September 30, 2021
Previous Board Action	Approval to accept FEMA State Agreement 4499-DR-OR 2020 on May 14, 2020
Strategic Plan Alignment	N/A
County Counsel Review	Reviewed and approved by County Counsel: Andrew Naylor 4/6/2021
Procurement Review	1. Was this item processed through Procurement? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no 2. If no, provide a brief explanation: Updated agreement does not impact procurement
Contact Person	Christa Bosserman Wolfe, 503-742-5407
Contract No.	N/A

BACKGROUND:

The Federal funding in this agreement is provided by FEMA and is administered by OEM. Under the authority of Presidential Major Disaster Declaration FEMA 4499-DR-OR, OEM will provide Clackamas County reimbursement for eligible costs and activities necessary for emergency protective measures taken in

response to the COVID-19 emergency during the period of January 20, 2020, and continuing. In the original grant agreement with OEM, FEMA agreed to a 75% Federal cost share of eligible costs, with a cost sharing (match) of 25% of eligible costs by the County.

On March 25, 2021 the County received a grant amendment request from OEM. This is the first amendment to the original agreement, 4499-DR-OR 2020. This amendment adds sub-section 5.1, under section 5.0, Funding.

Sub-section 5.1 states FEMA will provide a 100% Federal cost share for all eligible work performed from January 20, 2020 through September 30, 2021. Prior to Amendment No. 1 the County was required to contribute 25% of eligible costs. This amendment is retroactive to the beginning of the original agreement, January 20, 2020. For any eligible work performed after September 30, 2021, FEMA's Federal cost share shall be 75% as set forth in Section 5.0 of the original grant agreement.

Once this grant amendment is signed, Clackamas County Finance will continue working with OEM/FEMA to submit work activities, costs, and supporting documentation for reimbursement. This amendment is an open-ended award amount, and the value will be determined after coordination with FEMA/OEM. OEM has requested Clackamas County return the attached formal contract as soon as possible.

This document has been reviewed and approved by County Counsel.

PROCUREMENT PROCESS:

No procurement review. Updated agreement does not impact procurement.

RECOMMENDATION: Staff respectfully recommends the Board approve Amendment No. 1, adding Section 5.1 to the original grant agreement, and increasing the Federal cost share match from 75% to 100% from January 20, 2020 through September 30, 2021.

Sincerely,

Elizabeth Comfort

Elizabeth Comfort
Finance Director

STATE OF OREGON
OFFICE OF EMERGENCY MANAGEMENT
INFRASTRUCTURE CONTRACT 4499-DR-OR
AMENDMENT NO. 1

This is Amendment No. 1 (“Amendment”) to the Agreement between the State of Oregon, by and through the Oregon Military Department, Office of Emergency Management, hereinafter referred to as “OEM” and **Clackamas County**, a political subdivision of the State of Oregon, hereinafter referred to as the “Subrecipient”, effective as of **February 02, 2021**.

1. Effective Date. This Amendment shall become effective on the date it is fully executed and approved as required by applicable law.

2. Amendment. The Contract is hereby amended as follows (unless otherwise indicated, new language is indicated by underlining and deleted language is italicized and bracketed):

a. Section 5.1 is added to the Agreement (after Section 5.0) as follows:

5.1 100 Percent Federal Cost Share through September 30, 2021

Notwithstanding the above, FEMA shall provide a 100 percent Federal cost share for all work eligible for assistance under Public Assistance Category B, pursuant to sections 403 (42 U.S.C. 5170b), 502 (42 U.S.C. 5192), and 503 (42 U.S.C. 5193) of the Stafford Act, performed from January 20, 2020, through September 30, 2021. For any eligible work performed after September 30, 2021, FEMA’s federal cost share shall be 75 percent as set forth in Section 5.0 above.

3. Original Agreement. Except as expressly amended above, all other terms and conditions of original Agreement are still in full force and effect.

IN WITNESS WHEREOF, OEM and the SUBRECIPIENT have executed this Amendment as of the date and year written below.

Stan E. Thomas,
Alternate Governors Authorized Representative
Office of Emergency Management
Date:

Subrecipient Signature
Printed Name:
Title:
Date:

APPROVED
FOR LEGAL SUFFICIENCY

SUBRECIPIENT - PLEASE PRINT THE
FOLLOWING TO EXPEDITE PROCESSING

NAME
Assistant Attorney General

Federal Tax ID No. (TIN): 93-6002286

DATE:

Organization: Clackamas County

Oregon Emergency Management
P. O. Box 14370
Salem, OR 97309-5062

Address: 2051 Kaen Rd., Oregon City, OR 97045

Phone: 503-742-5428

CFDA: 97-036

FINAL FEMA Staff Report - Amendment No 1

Final Audit Report

2021-04-07

Created:	2021-04-06
By:	Jennifer Johnson (JJohnson@clackamas.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAATDROF60N4cown-BiSD_7UplqA13l6BU1

"FINAL FEMA Staff Report - Amendment No 1" History

-  Document created by Jennifer Johnson (JJohnson@clackamas.us)
2021-04-06 - 11:50:28 PM GMT- IP address: 73.25.146.220
-  Document emailed to Elizabeth Comfort (ecomfort@clackamas.us) for signature
2021-04-06 - 11:50:53 PM GMT
-  Email viewed by Elizabeth Comfort (ecomfort@clackamas.us)
2021-04-07 - 2:10:49 PM GMT- IP address: 73.11.77.31
-  Document e-signed by Elizabeth Comfort (ecomfort@clackamas.us)
Signature Date: 2021-04-07 - 2:11:06 PM GMT - Time Source: server- IP address: 73.11.77.31
-  Agreement completed.
2021-04-07 - 2:11:06 PM GMT