

# EXHIBIT A

## DOC Work Programs Work Order

Oregon Department of Corrections  
**South Fork Forest Camp**

and

## **Tillamook County – Parks Department**

This **Work Order** hereby incorporates by this reference all of the terms and conditions contained in the Work Program Agreement ("**Master Agreement**") between the **Department of Corrections ("DOC")** and **Tillamook County – Parks Department ("Tillamook County Parks")**. The effective date of the **Master Agreement** is **April 14, 2017**. The following work is authorized under the terms of the **Master Agreement** and as further specified herein:

1. **Master Agreement Number: 678**
2. **Work Order Number: SFFC.2021.678.01**
3. **Project Title: Parks and Campground Cleanup**
4. **Mailing Address: PO Box 633  
Garibaldi, OR 97118**
5. **Project Staffing: 1 crew, consisting of 10 Adults in Custody (AICs) and 1 DOC Assigned Custodial Supervisor is required**
6. **Anticipated Hours of Work:**  
**Days/Week: SUN MON TUE WED THU FRI SAT**  
**For DOC Supervised Work Crews:**  
**Time of Day: Start: 6:00 am End: 4:00 pm**
7. **Anticipated Duration of Project:**  

The project is anticipated to **start: May 1, 2021**, but not prior to the date of last signature approval of all of the parties to this Work Order.

The project is expected to be **completed no later than: May 31, 2022** unless extended by written amendment to this Work Order.

8. **Detailed Project Description:**

**Location of project: Tillamook County Parks - 10500 Kilchis River Rd, Tillamook, OR 97141**

**Duties and tasks to be performed:**

**Grounds/Facility Maintenance:** AIC's will use litter pickers to clean up trash at various locations around the Tillamook County Parks before and after events. Clean restrooms, covered areas, and buildings before/after events. Remove noxious weeds in flowerbeds, parking lots and along fence lines. Sweep and/or blow off concrete areas. Rake leaves and grass clippings. Rake gravel or dirt to fill in potholes in various locations. Weed-eat or hand removal of noxious weeds in various areas on Tillamook County Parks property including the ATV and Baseball areas. Clean out ditch for water lines, (AIC's will not lay conduit). Mow lawns and other areas on Tillamook County Parks operating riding lawn mower. Assist in minor plumbing repairs not requiring specialized licensure/certification. Prepare soil in planting areas operating rototiller. Assist Tillamook County Parks staff in repairing fencing, scraping and touch up paint in various areas.

**Grounds Maintenance:** AIC's will assist Tillamook County Parks staff with cutting brush by hand, hauling brush to piles, weeding, and pruning landscaped areas, chipping brush, shoveling and sweeping sidewalks and bridges, litter pick up, and guard rail maintenance. With approved and documented training, select AIC's will be allowed to run gas powered equipment including gas powered weed eaters, gas powered blowers, and brush chippers. All gas-powered equipment and brush chippers will be provided by Tillamook County Parks.

**Building Maintenance:** The project will entail AIC's maintaining Tillamook County Parks campus buildings. May include general cleaning and/or painting interior or exterior walls.

**Weed Removal:** The project will entail pulling weeds both by hand and utilizing power equipment. All noxious weeds and other weeds need to be irradiated 30 to 60 feet outside of the parking lot. AIC's will use rakes, shovels, weed eaters, and push trim mowers. Additionally, the vegetation around the building will be weeded by hand

**Litter/Parking Lot Clean-Up/Maintenance:** The project will entail AIC's picking up paper and debris on Tillamook County Parks campuses and along campus roadways. AIC's will use gloves to pick-up debris by hand and place it in large plastic garbage bags provided by Tillamook County Parks. AIC's will also use backpack blowers to clear parking lots and walkways of debris. They may assist Tillamook County Parks in parking lot painting.

**Litter Clean-up:** The project will entail AIC's picking up paper and garbage. AIC's will use gloves to pick-up debris by hand and place it in large plastic garbage bags provided by Tillamook County Parks.

**Trail and Walkway Restoration and Maintenance:** With training/direction from the Tillamook County Parks project supervisor, AIC's will use shovels, rakes, axes, pulaskis, wheelbarrows, hedge trimmers, weed eaters, and backpack blowers to clean-up walkways and walking trails throughout the above-listed park. Once cleared, the AIC's will spread bark mulch and gravel along designated trails and walkways. AIC's may assist in projects such as rebuilding stairs and fences or railings, cleaning culverts, cutting blackberry vines and other new growth on bicycle trails at the various parks. The AIC crew will also perform duties such as cleaning moss from curbs, cutting grass and removing brush from right-of-way areas.

**Tree Limbing/Removal:** This project will entail AIC's utilizing DOC chainsaws to fall and limb trees. AIC's will stack and pile branches as directed. AIC's must be DOC certified as an "A" faller and must have completed S-212 chainsaw training/safety to run a saw. The AIC's

will be supervised by a security staff with equal or greater training and they will not use the chainsaw in a manner beyond their training. AIC's will not fall any trees that are more than 8-inch DBH (depth at breast height). In the event that the work crews will be utilizing chainsaws, a separate site inspection and JHA will need to be completed specific to work site.

**Clearing Perimeter Fences:** AIC's will use power trimmers to cut and clear away brush to form a two-foot-wide pathway around perimeter fences. This will include hand grubbing and bagging of invasive species with shovels and pry bars. They will also clean-out and widen drainage ditches near fences, using shovels and rakes.

**Campground Clean Up and Maintenance:** AIC's will use leaf rakes, shovels, tarps, backpack blowers, string trimmers and push mowers to assist in the cleanup of leaves, woody debris and lawn maintenance in campgrounds. AIC's may use splitting mauls, wedges, and log splitters to split firewood in addition to manually binding firewood bundles with pallet-wrap or string and manual stacking. Woodchippers may be used with brush clearing.

**Small Scale Construction Projects:** The project will construct ADA picnic site areas. Creating forms, filling with gravel, clearing dirt areas, and pouring concrete. AIC's will move large amounts of source materials (dirt, gravel, rock, etc).

**Minor Projects:** AIC's will use hand tools such as hammers, screwdrivers, wrenches and power tools to construct small shed/storage building, boxes, benches, picnic tables, etc. Prior to this type of work, the Institution Work Program Coordinator shall be notified to discuss specific details of the project and ensure the Job Hazard Analysis reflects the scope of the project.

**Other Tasks:** With the direction and training of the Tillamook County Parks staff, AIC's may install signs, gates, and picnic tables at all parks, and split stack, and move firewood. In addition, they may assist in the relocation of picnic shelters and paint structures if necessary. They may assist in tearing down park structures and constructing new structures where needed. May also dig trenches for installation or repair of water line. May also remove wire and t-posts from trees that have died as well as pull up dead Kochia and R. thistle plants to prep the area for seeding using pitch forks or steel rakes.

**Other Tasks:** With the direction/training from Tillamook County Parks staff, AIC's may install signs, gates and picnic tables at all parks. In addition, may assist in relocation of picnic shelters, may assist in tearing down park structures, and constructing new structures where needed. Assist with sand bagging and snow removal with use of shovels.

**IMPORTANT REMINDER: Refer to JHA for safety precautions, PPE and other limitations for projects.**

9. **Special Conditions:**

Tillamook County Parks shall be responsible to provide the following special clothing, tools, equipment and supplies, and the following special transportation, supervision and safety requirements:

TILLAMOOK COUNTY PARKS will provide garbage bags, and all tools required to complete the assigned projects. In addition, if any special safety equipment is deemed necessary to safely complete this project (such as ear protection, chap, or hardhats) it shall be provided by TILLAMOOK COUNTY PARKS.

DOC will provide transportation, lunches, AIC clothing, appropriate outerwear, gloves and eye protection.

10. **AIC Training Topics and Schedule:**

Tillamook County Parks will provide the following project training and skills development to DOC AIC's for completion of assigned tasks and safe use and handling of tools/equipment: The majority of the work involves manual labor and use of hand tools by AIC's. If power tools are to be used, training will be provided by the Tillamook County Parks Maintenance staff prior to AIC's using power tools. Power tool training on this project may include weed clearing machinery, gas-powered blowers, and chippers. If AIC's are assigned to painting tasks, Tillamook County Parks staff will provide specific instruction regarding the proper use of the paint and painting materials.

While the majority of the work will be labor oriented, with approved and documented training, selected AIC's will be allowed to run gas powered tools, including weed eaters, backpack blowers, mowers, and edger's.

All training will be documented and returned to the SFFC IWP Coordinator on a monthly basis.

11. **Technical Oversight:**

Tillamook County Parks will provide technical supervision and oversight necessary for proper work performance. This will include, but is not limited to, information, direction, on-site technical supervision and review regarding work habits, safety awareness, tool use and other technical proficiency items.

12. **Hazard Analysis:**

The DOC's Safety Officer or designee will conduct a work site Job Hazard Analysis prior to DOC approval of the Work Order. DOC may conduct periodic Site Inspections during the course of the Work Order. A copy of the Job Hazard Analysis Report (Exhibit B) and Site Inspection (Exhibit C) may be provided to Tillamook County Parks upon request after completion of the assessment and/or inspection. If DOC's representative believes the work site or any of the working conditions pose an increased risk to worker health or safety, the DOC concerns shall be resolved by the parties prior to the commencement of work. The Hazard Assessment Report and any addenda or other reports regarding the work site and working conditions shall be incorporated in and made a part of the Work Order.

13. **Special Security Considerations:** Are any of the following elements in the immediate project work area? *(Check the appropriate "yes" or "no" in the area below)*

|                                       |   |
|---------------------------------------|---|
| Alcohol                               | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Medical or Pharmaceutical Supplies    | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Firearms, Explosives or other Weapons | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Children                              | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

If any of the above items are marked "yes," provide further explanation below:

Work is performed in County Parks and children may be present. DOC will place AIC work crew signs at both edges of the work area as described by the on-site Tillamook County Parks representative. Correctional Officers will pay special attention to the AIC's when working in the park areas where it may be likely for families or children to be present. **Work Crew signs will be displayed at all times during work.**

14. **Representatives:**

**Department of Corrections (DOC):**

**DOC Work Program Coordinator:** Chad Powell  
Business Phone Number: 503-815-6101  
Emergency Phone Number: 503-815-6107  
Email Address: Chad.e.powell@doc.state.or.us

**DOC Work Crew Custodial Personnel:** Sean Love  
Business Phone Number: 503-354-4126  
Emergency Phone Number: 503-815-6107  
Email Address: Sean.m.love@doc.state.or.us

**Tillamook County - Parks Department (Tillamook County Parks):**

**Tillamook County Parks Project Manager:** JoAnn Woelfie  
Business Phone Number: 503-322-8443 Ext 3  
Emergency Phone Number: 503-322-8443  
Email Address: jwoelfie@co.tillamook.or.us

**Tillamook County Parks Technical Supervisor (Work Site):** Keith Bentley  
Business Phone Number: 503-322-3477 Ext 3  
Emergency Phone Number: 503-812-0227  
Email Address: kbentley@co.tillamook.or.us

15. **General Compensation:**

Subject to the terms set forth in this Work Order, Tillamook County Parks agrees to pay DOC monthly the negotiated rate for AIC labor, including any travel or other expense reimbursement noted in Article 16 below, as follows:

**Tillamook County Parks** agrees to pay DOC **\$640.00 per day for each 8 hr work crew of up to 10** AIC's accompanied by one correctional staff supervisor.

**Tillamook County Parks** agrees to pay DOC **\$760.00 per day for each 10 hr work crew of up to 10** AIC's accompanied by one correctional staff supervisor.

16. **Reimbursable Expenses:**

In addition to the general compensation identified above, Tillamook County Parks shall reimburse DOC for the following Reimbursable Expenses. DOC shall itemize the Reimbursable Expenses and invoice Tillamook County Parks as specified below. Tillamook County Parks and DOC agree the following costs and expenses incurred by DOC shall be Reimbursable Expenses:

- a. Overtime costs directly associated with the project, if **Tillamook County Parks** requires the crew to remain at the worksite, causing the staff supervising the crew to work overtime hours.
- b. First 100 miles included in all rates. There will be a **.58¢ per mile fuel charge** if distance of travel to job site is over 100 miles round trip from CRCI.
- c. **Tillamook County Parks** will reimburse DOC for **Special Meritorious Awards** paid to the AIC's at the request of **Tillamook County Parks**.

17. **Payment Schedule and Billing Information:**

**Billing Information:** DOC shall submit a monthly invoice to Tillamook County Parks for the labor performed during the preceding calendar month, including all Reimbursable Expenses. The invoice shall identify the Project, the Work Order Contract Number, the dates of labor performed, and the amount due for labor and any Reimbursable Expenses incurred during the billing period.

**Terms of Payment:** Payment is expected within 30 days following the date the invoice is received. Tillamook County Parks agrees to make prompt payment to DOC. After 45 days, overdue account charges may be assessed up to a maximum rate of two-thirds of one percent per month (8%) on the outstanding balance (ORS 293.462). Interest shall be computed on the basis of a 365-day year and actual days elapsed. In no event shall the amount of interest exceed the maximum allowable under law.

Invoices shall be mailed to:

Tillamook County Parks  
P.O Box 633  
Garibaldi, OR 97118

DOC Remit to Address:

Oregon Department of Corrections  
Attn: Fiscal Services/Accounting Section  
2575 Center Street NE  
Salem, Oregon 97301-4667

---

*The following statement applies to Governmental entities when a party to this Agreement:* By signature below, I/we on behalf of the government entity identified herein, hereby certify that, to the best of my/our knowledge, use of AIC labor under this agreement will result in a reduction in the cost of government.

Signature Approvals:

**For Tillamook County – Parks Department:**

By: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**For the Department of Corrections:**

By: \_\_\_\_\_  
Sandy Smith, Contracts Officer

Date Signed: \_\_\_\_\_

**For the Department of Corrections:**

By: \_\_\_\_\_  
Doug Sheppard, Superintendent

Date Signed: \_\_\_\_\_