



Jackson County Vector Control District

555 Mosquito Lane, Central Point, Oregon 97502
Telephone 541-826-2199
Fax 541-826-8553

PUBLIC NOTICE

A meeting of the board of trustees of the Jackson County Vector Control District will be held December 1st, 2022 at 4:30 PM. Board meeting can be attended in person or available via Zoom. Zoom log-in information for the public can be found at the Districts website: <http://jcvcd.org/>, listed under public meeting notices. Board members will receive their log-in information with board packet. Please call or email the District office to confirm if you are able to attend or are having issues logging into Zoom.

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Minutes of the October 20th Board Meeting
4. Public Input
5. Reports
 - a. Printout of the October bills
 - b. Budget vs Actual
6. Action Items
 - a. **RESOLUTION – Establishing a Public Record Policy Resolution No. 2022-23-02**
 - b. **RESOLUTION – Adopting updated and Revised Public Contracting Rules and Procedures Resolution No. 2022-23-03**
7. Purchase of WNV Lab equipment
 - i. RAMP Testing- ADAPCO, \$3458.00 ramp system, \$2026.00 per 100 WNV test kits. \$11,562.00 a year.
 - ii. PCR Testing- CO-DX, \$28,700.00 full lab install including 400 test kits. \$1000.00 per 100 WNV/SLEV/WEEV test kits.
8. Paid Leave Oregon



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- c. District choice to cover employee contribution of 0.6% of gross wages

9. Set Date and Time for Next Board Meeting

10. Other

11. Adjourn



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MINUTES REGULAR MEETING October 20th, 2022

MEMBERS PRESENT: Robin Norris, Gary Stevens, Karen Adams, Craig Hilty & Calvin Lanfear

DISTRICT EMPLOYEES PRESENT: Geoff Taylor - District Manager/Budget Officer, Angela Hallenbeck

PUBLIC PRESENT: Colleen Roberts, Clarkie Clark, Jackson Baures via Zoom

With a quorum present at the District office, the board meeting was called to order at 4:30 p.m.

Agenda: With no amendments to the Agenda Gary Stevens motioned to approve the agenda. Seconded by Karen Adams. Approved unanimously.

Minutes of the August 18th, 2022, Regular Meeting: It was noted that the August 18th meeting was not a Budget Committee Meeting and changed to Regular Board Meeting. Gary Stevens moved to approve as written. Karen Adams seconded. Approved unanimously.

Public Comment: Mrs. Clarke requests the District posts minutes on the website.

brought to the attention that notifications for no sprays were not notifying the public in the last week. Although posting was available on the website, Facebook and email did not transmit. Would like minutes & packet posted to website. The district will look into this.

Audit: Richard Brewster CPA:

Mr. Brewster presented the Audit for approval. Motioned by Gary Stevens. Approved by Karen Adams. Approved unanimously. Switching from the accrual basis to a cash basis for financial statement purposes. The change will simplify the accounting process & better reflect how the District budgets for operations.

Financial Report: Questions were asked and answered concerning the monthly bills. Gary noted that the cash on hand numbers in the budget vs. actual were helpful. Motioned by Karen Adams. Approved by Gary Stevens. Approved unanimously.

Vector Ecologist: Report: EVS surveillance this season (April 25- September 15) 21,150 mosquitoes trapped. 409 pools totaling 10,684 Culex mosquitos were sent out for WNV testing this season (June 23 – September 14). 895 were from Gravid traps. 8 positive pools this season, compared to 3 positive pools in 2021. Earlier this year 49 tick pools were collected & sent to Placer MVCD for disease testing, from Jackson, Josephine & Curry counties. Will likely resume tick sampling this month. Working with Jim Clover if additional adult tick collection sites are needed in Jackson County.

Manager Report: Receiving our first WNV positive mosquito pool in the 3rd week in August, led to keeping our seasonal staff busy, continuing services, surveillance & treatments until September 15th. By the 3rd week in September, 7 mosquito pool samples had tested positive for WNV in

Jackson County. With late spring rain & extended summer weather, October is seeing a rise in WNV prevalence.

Board Member Appointments: Appointed Craig Hilty & Calvin Lanfear. Motioned by Gary Stevens. Approved by Karen Adams. Approved unanimously. All board members took the Oath of Office.

Informational:

Geoff had explained that the district has finally received the NPDES Permit that was in the works for a while.

Chapter 452 – Vector Control Public Health & Safety Definitions was added just for informational purposes and providing the board with the most recent version.

WNV is as explained in the Ecologist Report.

Old Business: Chapter 14 policy manual looking to be rewritten. Asking County office if anyone can help with policy revisions.

Added locking mailbox outside, also lock box for board members.

New Business: Proposal sent to Eileen Eakins. Motioned by Gary Stevens. Approved by Calvin Lanfear.

The Accounting Policy was amended from generally accepted accounting principles to cash basis accounting. Motioned by Craig Hilty. Approved by Calvin Lanfear. Approved unanimously.

Date and time of next Board Meeting: December 1st 2022, at 4:30 pm was the date set for the next Board Meeting.

Other: Update website.

Adjourn

With no further business to come before the Committee, the meeting was adjourned at 5:54 p.m.

Respectfully submitted,

Gary Stevens
Secretary

Jackson County Vector Control District

11/28/2022 11:40 AM

Register: 1000 - Cash in Bank - RCU

From 10/01/2022 through 10/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
10/03/2022			1040 - Pool Account	Funds Transfer ...	X	30,000.00	43,189.66
10/04/2022		Spectrum	6210 - Utilities	8751 22 002 03...	306.59 X		42,883.07
10/05/2022		Payroll Direct Deposit	-split-	Payroll 10/5/20...	4,639.42 X		38,243.65
10/05/2022		Payroll Tax	-split-	Payroll 10/5/20...	1,811.71 X		36,431.94
10/05/2022		Payroll Specialties Inc	6175 - Bookkeeping/Pa...		56.73 X		36,375.21
10/05/2022	2622	Sanitech Building M...	6270 - Building Mainte...	Acct 129/62344	240.00 X		36,135.21
10/05/2022	2623	Dalton Networking S...	6300 - Computer Servi...	5196 & 5198	450.00 X		35,685.21
10/05/2022	2624	OGB Inc	6175 - Bookkeeping/Pa...	Inv 2531.	765.00 X		34,920.21
10/05/2022	2625	Elwood Staffing Serv...	6195 - Other Contractu...	Acct 265286	204.48 X		34,715.73
10/05/2022	2626	Quality Fence Co	6270 - Building Mainte...	58033	157.00 X		34,558.73
10/06/2022		Avista	6210 - Utilities	3708750000	17.00 X		34,541.73
10/06/2022		Verizon Wireless	6210 - Utilities	242063388-00...	134.57 X		34,407.16
10/10/2022		Pacific Power	6210 - Utilities	67314602-001 5	348.77 X		34,058.39
10/12/2022		Rogue Valley Sewer ...	6210 - Utilities	032553-001 8/...	82.48 X		33,975.91
10/12/2022		Les Schwab	6050 - Vehicle Mainte...	25311121	63.98 X		33,911.93
10/12/2022	2627	Jackson County Roads	-split-	106739	1,222.87 X		32,689.06
10/12/2022	2628	Elwood Staffing Serv...	6195 - Other Contractu...	Acct 265286	805.14 X		31,883.92
10/19/2022	2629	Special Districts Insu...	5110 - Health Insurance	03-0020008 N...	1,755.07 X		30,128.85
10/19/2022	2630	Rogue Transfer & Re...	6210 - Utilities	03-104	26.70		30,102.15
10/19/2022	2631	Elwood Staffing Serv...	6195 - Other Contractu...	Acct.265286	754.02 X		29,348.13
10/19/2022	2632	US Lawns of Medford	6270 - Building Mainte...	21804	425.00 X		28,923.13
10/20/2022		Payroll Direct Deposit	-split-	Payroll 10/20/2...	4,639.40 X		24,283.73
10/20/2022		Payroll Tax	-split-	Payroll 10/20/2...	1,811.75 X		22,471.98
10/20/2022		Payroll Specialties Inc	6175 - Bookkeeping/Pa...		48.46 X		22,423.52
10/20/2022		Rogue Credit Union	1220 - Rogue CU - Cre...		6,670.94 X		15,752.58
10/20/2022		Rogue Valley Sewer ...	6210 - Utilities	032553-001 9/...	82.48 X		15,670.10
10/20/2022	2633	Local Government L...	6170 - Attorney	64332	312.00 X		15,358.10
10/20/2022	2634	Rogue Transfer & Re...	6210 - Utilities	03-104	26.70		15,331.40
10/20/2022	2635	Industrial Source	6270 - Building Mainte...	M1804 -	702.90 X		14,628.50
10/21/2022			1040 - Pool Account	Funds Transfer ...	X	30,000.00	44,628.50
10/26/2022	2636	Special Districts Ass...	6250 - Conferences/Dues	Membership D...	1,664.21		42,964.29
10/26/2022	2637	Richard W. Brewster,...	6180 - Accounting		12,250.00		30,714.29
10/26/2022	2638	Secretary of State	6180 - Accounting		200.00		30,514.29
10/26/2022	2639	Elwood Staffing Serv...	6195 - Other Contractu...	Acct.265286	817.92		29,696.37
10/26/2022	2640	Lithia Body and Paint	6050 - Vehicle Mainte...	Repair Order I...	1,871.72		27,824.65
10/27/2022		PERS	-split-	10/20/2022	3,230.66 X		24,593.99

Resources															
Description	July	August	September	October	November	December	January	February	March	April	May	June	2022-23 YTD	2022-23 Proposed	Percentage of Budget
Cash on Hand	\$ 990,000					\$ 1,769,528							\$ 1,769,528	\$ 990,000	0.00%
Previous Taxes	\$ 6,590	\$ 2,343	\$ 2,164	\$ 7,447	\$ 8,725								\$ 22,269	\$ 25,000	88.08%
Interest	\$ 1,019	\$ 1,222	\$ 1,317	\$ 1,487									\$ 5,045	\$ 10,000	50.45%
Misc. Income			\$ 218										\$ 218	\$ 10,000	2.18%
Grants													\$ 15,000	\$ 15,000	100.00%
Current Taxes													\$ 903,481	\$ 971,700	92.98%
Total Resources	\$ 7,609	\$ 3,565	\$ 3,699	\$ 8,935	\$ 907,206	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 931,014	\$ 2,021,700	46.05%

Expense Overview															
Description	July	August	September	October	November	December	January	February	March	April	May	June	2022-23 YTD	2022-23 Proposed	Percentage of Budget
Personnel Services	\$ 94,746	\$ 91,451	\$ 86,172	\$ 18,521	\$ 29,370	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,260	\$ 672,200	22.35%
Materials & Services	\$ 30,423	\$ 20,786	\$ 18,415	\$ 26,832	\$ 10,994	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 107,450	\$ 466,500	23.03%
Capital Outlay													\$ -	\$ 83,000	0.00%
Operating Contingency													\$ -	\$ 200,000	0.00%
Unappropriated end fund													\$ -	\$ 600,000	0.00%
Total Expenses	\$ 65,693	\$ 52,237	\$ 54,587	\$ 45,354	\$ 40,364	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 257,710	\$ 2,021,700	12.75%

Expense Details															
Personnel Services															
Description	July	August	September	October	November	December	January	February	March	April	May	June	2022-23 YTD	2022-23 Proposed	Percentage of Budget
Mgmt Recruitment	\$ 7,583	\$ 4,083	\$ 7,583	\$ 7,583	\$ 7,583	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,417	\$ 92,000	37.41%
Manager	\$ 5,293	\$ 5,392	\$ 5,965	\$ 5,106	\$ 5,679	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,435	\$ 64,000	42.87%
Vendor Feedback													\$ -	\$ 54,100	0.00%
Field Tech													\$ -	\$ 54,100	0.00%
GIS Field Tech													\$ -	\$ 40,000	0.00%
Office Administrator													\$ -	\$ 98,000	42.49%
Seasonal Employees	\$ 12,970	\$ 13,893	\$ 14,779	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,642	\$ 89,000	42.49%
Health Insurance	\$ 1,797	\$ 485	\$ 1,755	\$ 1,755	\$ 1,755	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,547	\$ 70,000	10.78%
Worker's Comp	\$ 10	\$ 10	\$ 11	\$ 4	\$ 11,741	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,777	\$ 14,000	84.12%
Health Reimbursement	\$ 1,501	\$ 1,099	\$ 594	\$ 253	\$ 307	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,753	\$ 44,000	8.42%
Accrued Other Exp													\$ -	\$ 35,000	0.00%
FICA	\$ 1,977	\$ 1,788	\$ 2,167	\$ 971	\$ 1,015	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,917	\$ 28,000	28.28%
PERA	\$ 2,918	\$ 4,045	\$ 2,637	\$ 2,950	\$ 1,290	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,740	\$ 54,000	25.44%
Unemployment	\$ 696	\$ 656	\$ 680	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,032	\$ 14,400	34.11%
Total Personnel Services	\$ 34,746	\$ 31,451	\$ 36,172	\$ 19,521	\$ 29,370	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,260	\$ 672,200	22.35%

Materials and Services															
Control Materials															
Description	July	August	September	October	November	December	January	February	March	April	May	June	2022-23 YTD	2022-23 Proposed	Percentage of Budget
Mosquito Control													\$ -	\$ 86,750	0.00%
Risk Control													\$ -	\$ 2,000	0.00%
Other Control													\$ -	\$ 10,000	0.00%
Haz Substance Fee													\$ -	\$ 500	0.00%
Total Control Materials													\$ -	\$ 100,000	0.00%

Operating Expenditures

Description	2022-23	YTD	2022-23	Proposed	Percentage of Budget
Vehicle Maintenance	\$ 117	\$ 1,125	\$ 1,725	\$ 2,286	1,314
Protection Equipment	\$ 803	\$ 21	\$ 1,080	\$ 23	
Uniforms	\$ 2,189	\$ 1,935	\$ 2,307	\$ 867	155
Gasoline & Oil	\$ 575	\$ 5,083	\$ 1,768	\$ 35	
Training & Education	\$ 1,179	\$ 1,184	\$ 25	\$ 736	
Special Equipment	\$ 114	\$ 100	\$ 25	\$ 133	
Loanses & Fees	\$ 1,894	\$ 845	\$ 261	\$ 438	
Lab & Field Programs	\$	\$	\$	\$	
Public Education	\$	\$	\$	\$	
Total Operating Expenditures	\$ 6,296	\$ 4,600	\$ 12,053	\$ 5,026	2,240

Contractual Services

Description	2022-23	YTD	2022-23	Proposed	Percentage of Budget
Bookkeeping/Personnel Svc	\$ 781	\$ 916	\$ 931	\$ 870	1,035
Attorney	\$ 14,628	\$ 4,576	\$ 312	\$ 312	130
Auditing	\$	\$	\$	\$ 12,450	
Source Abatement	\$ 4,477	\$ 7,397	\$ 2,390	\$ 2,382	5,413
Other Contractual Expenses	\$ 19,886	\$ 12,899	\$ 3,653	\$ 10,214	6,578
Total Contractual Services	\$ 19,886	\$ 12,899	\$ 3,653	\$ 10,214	6,578

Administrative Expenses

Description	2022-23	YTD	2022-23	Proposed	Percentage of Budget
Utilities	\$ 1,347	\$ 1,674	\$ 1,683	\$ 1,481	1,038
Insurance	\$ 78	\$ 61	\$	\$	54
Publishing	\$ 380	\$ 155	\$	\$ 1,664	
Conference & Dues	\$	\$	\$	\$	
Trustee Expenses	\$ 1,583	\$ 883	\$ 763	\$ 1,613	495
Building Maintenance	\$ 443	\$ 1,461	\$ 78	\$ 329	515
Office Machine Maint.	\$ 428	\$ 572	\$ 205	\$ 505	73
Computer Supplies	\$ 0	\$ 0	\$ 0	\$ 0	
Bank Fees	\$ 4,241	\$ 3,297	\$ 2,729	\$ 5,582	2,175
Total Administrative Expenses	\$ 4,241	\$ 3,297	\$ 2,729	\$ 5,582	2,175

Capital Outlay

Description	2022-23	YTD	2022-23	Proposed	Percentage of Budget
Misc.	\$	\$	\$	\$ 5,000	0.00%
Aerocal Machines (cougar)	\$	\$	\$	\$ 11,000	0.00%
41 100 Gallon Atomizer	\$	\$	\$	\$ 17,000	0.00%
Landscape/Irrigation System	\$	\$	\$	\$ 25,000	0.00%
Electrical Upgrade	\$	\$	\$	\$ 25,000	0.00%
Total Capital Outlay	\$ -	\$ -	\$ -	\$ 83,000	0.00%

RESOLUTION NO. 2022-23-02

A RESOLUTION ESTABLISHING A PUBLIC RECORDS POLICY

WHEREAS, the Jackson County Vector Control District (“District”), an Oregon special district formed pursuant to Oregon Revised Statutes (“ORS”) chapter 198 and authorized pursuant to ORS 452.020 to 452.170, is subject to Oregon’s public records laws, ORS 192.001 to ORS 192.607; and

WHEREAS, ORS 192.324(7) requires the District to adopt certain procedures for requesting public records and for establishing fees for providing such records;

NOW, THEREFORE, the District’s Board of Trustees hereby resolves as follows:

1. The attached Public Records Policy is adopted as the public records policy of the District.
2. It is the intention of the Board to comply with all requirements of state and federal law regarding production of public records of the District. Therefore, if any provision of the attached Public Records Policy is inconsistent with such law(s), the law shall prevail over the terms of the Policy.

APPROVED AND ADOPTED on December 1st, 2022.

Board Chair

ATTEST:

Recording Secretary

Jackson County Vector Control District

Public Records Policy

Purpose. This Public Records Policy ("Policy") is intended to ensure that the Jackson County Vector Control District ("District") complies with the requirements of Oregon Public Records Laws, ORS 192.001-192.431.

Access. The District shall permit inspection and examination of its non-exempt public records during regular business hours in the District offices, or such other locations as the District Manager may reasonably designate from time to time.

Within the time frames described in this Policy, and upon advance receipt of any estimated fees, the District will provide copies of the requested records or establish a time for review of the records in the District office, as appropriate. A District representative must be present at any time original records are reviewed, and staff time will be charged accordingly.

Copies of non-exempt public records maintained in machine readable or electronic form will be furnished, if available, in the form requested. If not available in the form requested, records shall be made available in the form in which they are maintained. [ORS 192.324(3)]

Requests. Requests for records must be submitted in writing to the District Manager by email at office@jcvcd.org, or by regular mail addressed to 555 Mosquito Lane, Central Point, OR 97502. The written request shall specify the records requested with particularity, furnishing dates, subject matter, and such other detail as may be necessary to enable District staff to readily locate the records.

Response. The District must acknowledge the written request within five (5) business days of receipt. In the acknowledgment, the District must: (a) confirm that the District is the custodian of the requested record(s); (b) inform the requester that the District is not the custodian of the requested record(s); or (c) notify the requester that the District is uncertain whether it is the custodian of the requested record(s).

After providing the acknowledgement, District has an additional ten (10) business days to (a) complete its response to the request; or (b) provide a written statement with a reasonable estimated date by which the District expects to complete its response.

These time frames are suspended if the District is awaiting a response to the District's request for clarification, or if the requester has not paid the fees required under this Policy.

These time frames do not apply if compliance would be impracticable because:

- A. The staff or volunteers necessary to complete a response are unavailable (staff members or volunteers who are on leave or are not scheduled to work are considered to be unavailable);
- B. Compliance would demonstrably impede the District's ability to perform other necessary services; or

C. The volume of public records requests being processed prevents the District from responding within the time frames.

If the District cannot respond within the stated time periods for any of the above reasons, the District will acknowledge the request and complete the response as soon as practicable and without unreasonable delay,

Fees. Fees incurred under this Policy must be paid in advance before records will be provided to the requestor. If estimated fees will exceed \$25.00, the District must provide the requestor with a written estimate and receive written confirmation from the requestor before proceeding with the request.

The following fees apply to requests for public records:

- **Copies of Public Records; Certified Copies:** Copies of public records shall be 20 cents (\$.20) per copy for standard, letter-size copies. Copies shall be certified for an additional charge of one dollar (\$1.00) per requested document.
- **Copies of Sound Recordings:** Copies of sound recordings of meetings shall be \$5 per blank tape, CD, or thumb drive, plus the cost of staff or professional time required to make the copy. If the requestor provides the blank recording medium, cost shall be for actual staff or professional time only.
- **Copies of Maps and Other Nonstandard Documents:** Charges for copying maps or other nonstandard size documents shall be based on actual costs incurred by the District.
- **Research Fees:** If a request for records requires District personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be \$30.00 per hour and shall not exceed \$50 per hour, and additional charges shall be in ¼ hour increments. The District shall provide an estimate of the time and cost required, and the requestor shall make full payment in advance. If the actual time and costs are less than estimated, the excess shall be refunded. If the actual costs and time exceed the amount estimated, the difference shall be paid by the requestor before the record(s) will be released.
- **Attorney Fees:** If a public record request requires consulting with an attorney in order to identify or remove documents or information exempt from disclosure, the District may charge a fee to the requestor at the attorney's hourly rate to complete this consultation and review.
- **Additional Charges:** If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse the District for its actual costs of producing the records.
- **Reduction or Waiver of Fees:** The Board or the District Manager may authorize a waiver or reduction in fees if doing so is determined to be in the public interest because making the record available primarily benefits the general public. [ORS 192.324(5)]

If the District has informed a requester of a fee required under this Policy, the District's obligation to complete its response to the request is suspended until the fee has been paid or waived.

No Removal or Damage. No original record may be removed from the District's files or from the place where the record is regularly maintained without the express authorization of the Board of Directors or District Manager. If any person attempts to alter, remove or destroy any District record, the District representative shall immediately terminate the review, and notify law enforcement as appropriate.

Completion of Response. Pursuant to ORS 192.329, the District's response to a public records request is complete when the District:

- A. Provides access to or copies of all requested records within the District's possession or custody that it does not assert are exempt from public disclosure, or explains where the records are already publicly available;
- B. Asserts any exemptions from disclosure that the District believes apply to any requested records;
- C. Complies with ORS 192.338 (separates exempt material from non-exempt material);
- D. To the extent that the District is not the custodian of requested records, provides a written statement to that effect;
- E. To the extent that state or federal law prohibits the District from acknowledging whether any requested record exists or that acknowledging whether a requested record exists would result in the loss of federal benefits or imposition of another sanction, provides a written statement to that effect, citing the state or federal law that the District relies on, unless the written statement itself would violate state or federal law;
- F. If the District asserts that one or more requested records are exempt from public disclosure, includes a statement that the requester may seek review of the District's determination pursuant to ORS 192.401, 192.411, 192.415, 192.418, 192.422, 192.427 and 192.431; and
- G. Any and all required fees have been paid or waived; or, the requester fails to pay the fee within sixty (60) days of the date on which the District informed the requester of the fee, or fails to pay the fee within sixty (60) days of the date on which the District informed the requester of the denial of the fee waiver.

ADOPTED by Resolution No. 2022-23-02 of the Board of Directors on the 1st day of December, 2022.

RESOLUTION NO. 2022-23-03

**A RESOLUTION ADOPTING UPDATED AND REVISED
PUBLIC CONTRACTING RULES AND PROCEDURES**

WHEREAS, Jackson County Vector Control District (“District”) is an Oregon special district which is subject to Oregon’s public contracting laws [ORS chapters 279A, 279B, and 279C]; and

WHEREAS, pursuant to ORS 279A.065, the Oregon Attorney General has adopted Model Public Contracting Rules (“Model Rules”) which apply to all Oregon contracting agencies except to the extent the contracting agency adopts local public contracting rules (“Local Contracting Rules”) instead of or in addition to the Model Rules; and

WHEREAS, ORS 279A.065(7) and 279A.070 authorize public contracting agencies to adopt Local Contracting Rules, and these rules may include processes and procedures for award of personal services contracts and disposal of surplus property; and

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The District’s Board of Trustees, acting both as the governing body of the District and as the Local Contract Review Board, adopts the Local Contracting Rules as shown in Attachment A to this Resolution.
2. The Local Contracting Rules shown in Attachment A shall supersede and replace all prior local contracting rules adopted by the District.
3. Except as otherwise provided in these Local Contracting Rules, the Model Rules shall be the contracting rules for the District.

APPROVED AND ADOPTED on December 1st, 2022.

Board Chair

ATTEST:

District Secretary

PUBLIC CONTRACTING RULES AND PROCEDURES

EXHIBIT A

A. Personal Services.

- 1) **Definition.** "Personal Services" shall be defined to include those services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include, but are not limited to: Architect, engineer; surveyor; photogrammetrist; attorney; accountant; auditor; computer programmer; artist; designer; performer; consultant; outreach educator, and workshop facilitator.
- 2) **Contracts for Personal Services Other than Architectural, Engineering, Surveying, and Photogrammetry Services and Related Services.**
 - a) For each contract being considered for award under this section, the Board of Trustees or District Manager shall develop a scope of services and establish minimum requirements for the qualifications and experience required to perform such services. The proposed cost of the services may, but is not required, to be one of the selection criteria.
 - b) To be eligible for award of a contract under this section, the contractor shall provide proof of any license(s) required by law to perform the needed services, and show proof of liability insurance in minimum coverage amounts required by the District.
 - c) A personal services contract totaling less than \$50,000 in either a calendar year or a fiscal year may be awarded by direct appointment, without competitive bidding.
 - d) A personal services contract totaling between \$50,000 and \$150,000 in the aggregate in a fiscal or calendar year may be awarded after obtaining at least three informal quotes, according to the procedures for Intermediate Procurement described in ORS 279B.070.
 - e) A personal services contract totaling more than \$150,000 in the aggregate in a fiscal or calendar year shall be awarded using competitive sealed proposals as provided in ORS 279B.060, unless exempted from competitive bidding by resolution of the Local Contract Review Board according to the requirements of ORS 279B.085.
 - f) Personal service contracts exempted from competitive proposal processes may be awarded in any manner authorized by the Local Contract Review Board.

- g) The above procedures do not apply to contracts with architects, engineers, land surveyors, or photogrammetrists.

3) Contracts with Architects, Engineers, Land Surveyors, and Photogrammetrists.

- a) A contract for architectural, engineering, surveying, and photogrammetry services may be entered into by direct appointment if the cost of such services for the project will not exceed \$100,000; or in an emergency; or if the project described in the contract consists of work that has been substantially described, planned or otherwise previously studied or rendered in an earlier contract with the consultant that was awarded under these Rules, and the new contract is a continuation of that project.
- b) Unless otherwise provided in this Section, contracts for architectural, engineering, surveying and photogrammetry services shall be awarded according to the procedures for competitive proposals described in ORS 279B.060 and these rules.
- c) All contracts for architectural, engineering, surveying and related service shall be entered into consistent with ORS 279C.110, which substantially provides as follows:
 - 1. The District shall select consultants to provide architectural, engineering, photogrammetric mapping, transportation planning or land surveying services on the basis of the consultant's qualifications for the type of professional service required.
 - 2. The District may solicit or use pricing policies and proposals or other pricing information, including the number of hours proposed for the service required, expenses, hourly rates and overhead, to determine consultant compensation only after selecting a candidate pursuant to the procedures that the District creates to screen and select consultants and to select a candidate.
 - 3. The District's screening and selection procedures under this section, regardless of the estimated cost of the services for a project, may include considering each candidate's:
 - (a) Specialized experience, capabilities and technical competence, which the candidate may demonstrate with the candidate's proposed approach and methodology to meet the project requirements;
 - (b) Resources committed to perform the work and the proportion of the time that the candidate's staff would spend on the project, including time for specialized services, within the applicable time limits;

(c) Record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration;

(d) Ownership status and employment practices regarding minority, women and emerging small businesses or historically underutilized businesses;

(e) Availability to the project locale;

(f) Familiarity with the project locale; and

(g) Proposed project management techniques.

4. If, after following screening and selection procedures, the District determines that two or more candidates are equally qualified, the District may select a candidate through any process that is not based on the candidate's pricing policies, proposals or other pricing information.

B. Delegation.

- 1) Except as otherwise provided in these rules, the powers and duties of the Local Contract Review Board under the Public Contracting Code must be exercised and performed by the Board of Trustees.
- 2) The District Manager or designee of the Board of Trustees shall have the authority to approve any public contract of \$25,000 or less. The District's Board of Trustees shall approve any contract exceeding this amount.

C. Special Procurements and Exemptions.

- 1) The Local Contract Review Board may exempt from competitive bidding certain contracts or classes of contracts for procurement of goods and services according to the procedures described in ORS 279B.085.
- 2) The Local Contract Review Board may exempt certain contracts or classes of contracts for public improvements from competitive bidding according to the procedures described in ORS 279C.335. When exempting a public improvement from competitive bidding, the Local Contract Review Board may authorize the contract to be awarded using a Request for Proposal process for public improvements, according to the processes described in OAR 137-049-0640 through 137-049-0690.

D. Small Procurements (Under \$10,000).

- 1) Procurements and public improvements under \$10,000 are not subject to competitive bidding requirements. The District Manager or designee shall make a reasonable effort to obtain competitive quotes in order to ensure the best value for the District.
- 2) The District may amend a public contract awarded as a small procurement beyond the limits in this subsection in accordance with OAR 137-047-0800, provided the cumulative amendments do not increase the total contract price to a sum that is greater than twenty-five percent (25%) of the original contract price.

E. Intermediate Procurements.

- 1) A contract for procurement of goods and services estimated to cost between \$10,000 and \$150,000 in a calendar year, or a contract for a public improvement that is estimated to cost between \$10,000 and \$100,000 in a calendar year, may be awarded according to the processes for intermediate procurements described in ORS 279B.070 or 279C.412, respectively. The process shall consist of identifying at least three contractors believed to be qualified and obtaining written quotes based on the specifications provided by the District. If three qualified contractors cannot be identified, the District may obtain fewer quotes but shall document the efforts used to locate qualified contractors.
- 2) The District, through its authorized representative, may negotiate with a prospective contractor who responds to a request for an Intermediate Procurement to clarify the quote or offer, or to make modifications that will make the quote or offer more advantageous to the District. [OAR 137-047-0270(2)]
- 3) The District may amend a contract awarded as an Intermediate Procurement in accordance with OAR 137-047-0800, provided the cumulative amendments do not increase the total contract price beyond one-hundred twenty-five percent (125%) of the original contract price. [OAR 137-047-0270(3)]
- 4) The District may award a contract for an Intermediate Procurement to the offeror whose quote or proposal will best serve the interests of the District, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility under ORS 279B.110.
- 5) A public improvement contract awarded as an Intermediate Procurement still must comply with prevailing wage requirements if the amount of the contract is \$50,000 or more.
- 6) Nothing in this section should be interpreted to prevent the District from using formal competitive bidding procedures in lieu of the processes otherwise described.

F. Methods for Awarding Contracts Using Requests for Proposal Process.

In making an award using the request for proposal process in ORS 279B.060, the District may use any evaluation method determined to be most appropriate for the selection process, including, but not limited to, the processes described in ORS 279B.060 (6) (b), as well as direct appointment of personal services contracts if direct appointment is determined to be most advantageous to the District. The evaluation process (es) to be used shall be stated in the Request for Proposals. OAR 137-047-0261 through 137-047-0263 shall apply to evaluation of proposals.

G. Emergency Contracts.

- 1) "Emergency" shall be defined as follows: "Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare or safety; and (c) require prompt execution of a contract to remedy the condition."
- 2) The Board Chair, the District Manager, or a designee of the Board of Trustees shall have authority to determine when emergency conditions exist sufficient to warrant an emergency contract and shall so declare in writing. The nature of the emergency and the method used for the selection of the contractor shall be documented in writing either in advance of the contract award or as soon as possible thereafter.
- 3) Emergency contracts may be awarded as follows:
 - a) Goods and Services. Emergency contracts for procurement of goods and services may be awarded pursuant to ORS 279B.080 and section B, "Delegation," of these Rules.
 - b) Public Improvements. The District hereby adopts OAR 137-049-0150 as its contracting rules for awarding a public improvement contract under emergency conditions.

H. Disposal of Surplus Property.

- 1) "Surplus Property" is defined as any personal property of the District that has been determined by the District Manager or designee as being of no use or value to the District.
- 2) Surplus property shall be disposed of as follows:
 - a) For surplus property with an estimated resale value of less than \$1,000, the District Manager or designee may dispose of the property in the way deemed most advantageous to the District or the community at large.
 - b) For surplus property with an estimated resale value of \$1,000 or more, the District Manager shall submit a request to the Board of Trustees for a declaration that certain property is of no further use or value to the District.

If the Board of Trustees declares such property “surplus” it shall authorize the District Manager to dispose of the property in one of the following ways:

- (1) Public Auction. Auctions must be sufficiently advertised in the manner that is most likely to obtain a competitive bidding pool for the property. Employees of the District may purchase surplus property from the District only at an advertised auction, and only if the employee submits the highest bid for the property.
 - (2) Advertised Sale. Surplus property may be sold by classified ad in any appropriate publication, or by any electronic means likely to obtain a fair and reasonable price for the property, such as Craigslist, eBay, or other on-line sites for the sale of used property.
 - (3) Donation or Cooperative Agreement. Surplus property may be donated, sold, or disposed of by agreement to any nonprofit organization, any other local government, or any state or federal program created to dispose of surplus property.
 - (4) Disposal. Surplus property determined to be of insufficient value or otherwise impractical to auction or donate may be disposed of in any appropriate manner.
- c) The Board of Trustees may require the District Manager to obtain an appraisal of the property prior to disposition.

I. Appeals of Prequalification Decisions and Debarment Decisions.

- 1) Review of the District’s prequalification and debarment decisions shall be as set forth in ORS 279B.425. The following additional procedures shall apply to hearings on such decisions by the LCRB:
 - a) Notices shall be submitted in writing to the District Manager. Appeals filed after the filing period stated in ORS 279B.425 shall not be heard.
 - b) Upon opening of the hearing, District staff shall explain the District’s decision being appealed and the justification thereof. The appellant shall then be heard. Time for the appellant’s testimony shall be established by the Board Chair. The appellant may submit any testimony or evidence relevant to the decision or the appeal. Any part requesting time to testify in support of the appeal shall then be heard, subject to time limits established by the Board Chair.
 - c) Once all testimony and evidence in support of the appeal is heard, any party requesting time to testify in support of the District’s decision shall be provided time to be heard, with time limits established by the Board Chair. Any party testifying in

opposition to the appeal may submit any testimony or evidence relevant to the decision or the appeal. Once all testimony in opposition to the appeal has been heard, the appellant may request time to provide rebuttal testimony. At the conclusion of the rebuttal testimony, if any, the Board Chair shall close the hearing.

- d) When issued in writing according to the requirements of ORS 279B.425, the LCRB's decision and order shall be final.

J. Purchases through Federal Programs.

The following rules shall apply to procurement of goods through federal programs:

- (1) The procurement must be made in accordance with the District's Local Rules; and
- (2) The procurement must be made under 10 U.S.C. 381, the Electronic Government Act of 2002 (P.L. 107-347) or other federal law that is, as determined by the Local Contract Review Board, similar to 10 U.S.C. 381 or section 211 of the Electronic Government Act of 2002 in effectuating or promoting transfers of property to contracting agencies.

K. Public Improvements.

- (1) Construction projects "by or for" the District are public improvements contracts under the Oregon Public Contracting Code.
- (2) Except for public improvements qualifying as Small Procurements, Intermediate Procurements, or Special Procurements under these Rules, public improvement projects shall be solicited and performed according to ORS chapter 279C and all applicable administrative rules.

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The RAMP® system provides easy-to-use, high-sensitivity tests that can reliably and efficiently detect West Nile Virus (WNV) and Dengue Virus (DENV) antigen in field-collected mosquitoes.

RAMP® DENGUE HIGHLIGHTS

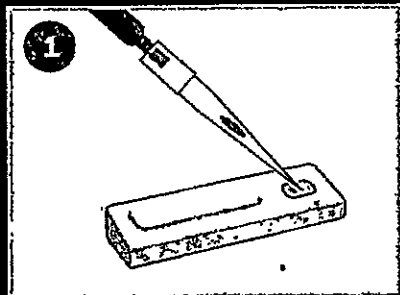
- ✔ Quantitative results for optimal surveillance
- ✔ Detects a single infected mosquito in a pool of 25
- ✔ All four Dengue virus serotypes detected in mosquito samples
- ✔ Twice the buffer for your convenience

RAMP® FEATURES AND BENEFITS

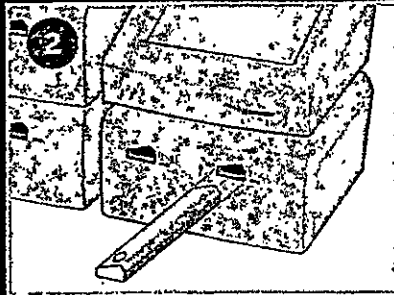
- ✔ Instrument-based detection for objective results
- ✔ Calibrated transfer device provided with every box
- ✔ RAMP® reader software corrects for sources of variability to give reproducible and accurate results
- ✔ 24-hour Technical Support available

RAMP® PLATFORM

SIMPLE STEPS FOR TESTING MOSQUITO HOMOGENATES

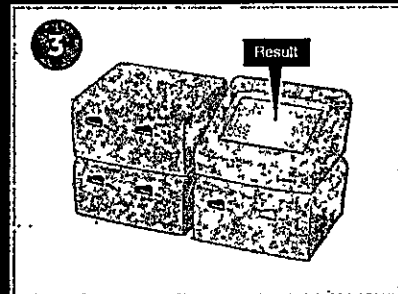


ADD SAMPLE & DRY



INSERT CARTRIDGE

*RAMP® Reader or RAMP® 200 can be used



READ RESULT

BioMolecular Systems	Codx Box								\$13,900.00	
MyStaire	MyStaire 110v Clean Prep Dead Air Box								\$1,950.00	
MyStaire	MyStaire 110v PCR Prep Station								\$3,045.75	
Microsoft	Microsoft Surface Pro								\$600.00	
Southwest Science	SCI1024 Highspeed microcentrifuge								\$1,789.25	
Southwest Science	Lab Mini 8M Mini-Centrifuge								\$271.25	
Southwest Science	LabTeer Full Power Vortex Mixer								\$241.25	
Southwest Science	SBV1000-COMBO Head								\$69.25	
Pipette.com	L-20, Rainin Pipet-Lite™ single channel pipette, 2-20 uL, for use with LTS® tips								\$227.00	
	L-1000XLS Pipette								\$227.00	
	L-200XLS Pipette								\$227.00	
Pipette.com	L-20, Rainin Pipet-Lite™ single channel pipette, 2-20 uL, for use with LTS® tips								\$227.75	
Labnet	Accublock™ Mini-Compact Dry Bath								330	
Thomas Scientific	IsoFreeze Microcentrifuge Tube Racks								1148059	\$73.68
Product Company	Product Name				Comments		Catalog Number		Price	
GwBios	Viral RNA/DNA Kit (200)								\$440.00	2
Product Company	Product Name				Comments		Catalog Number		Price	
Walmart	CowWipes Disinfectant Wipe, 160 Count Pull Up Canister - Case of 12 = 1920 Wipes								\$100.78	
MarketLab	Benchmark Biohazard Bag Holder								\$34.80	
MarketLab	Bags for Benchmark Biohazard Bag Holder - 100 count								\$27.60	
USA Scientific	Seal-Rite 1.5ml microcentrifuge tube, natural, sterile (5 bags x 100 tubes)								\$22.32	
USA Scientific	80-plate tube rack, natural								\$52.80	
Rainin	Tips RT-LTS-A-1000UL-/F/L-768/8 (768 tips for LTS L-1000XLS+)								\$151.68	
Rainin	Tips RT-LTS-A-200UL-/F/L-960/10 (960 tips for LTS L-200XLS+)								\$151.68	
Rainin	Tips RT-LTS-A-10UL-/F/L-960/10 (960 tips for LTS L-200XLS+)								\$151.68	
Global Industrial	Disposable Lab Coats - S, 99"L, 10/Pack								\$17.40	
	Disposable Lab Coats - M, 39"L, 10/Pack								\$17.40	
	Disposable Lab Coats - L, 39"L, 10/Pack								\$17.40	
Thomas Scientific	Disposable Lab Coats - XL, 39"L, 10/Pack				Ask Customer about size				\$17.40	
	COBALIT™ Nitrile Exam Gloves - Small/100/PK								\$17.40	
	COBALIT™ Nitrile Exam Gloves - Medium 100/PK								\$16.43	
	COBALIT™ Nitrile Exam Gloves - Large 100/PK								\$16.34	
	COBALIT™ Nitrile Exam Gloves - X-Large 100/PK								\$16.34	
Sigma-Aldrich	2-Propanol, anhydrous, 99.5%, CAS 67-63-0, Sigma-Aldrich 278475-1L								\$73.89	
Carolina Biological Supply	2-Propanol, Anhydrous, ACS Grade, 500 ml								\$9.18	
Promega	TE Buffer, 1X, Molecular Biology Grade								\$142.80	
Sigma-Aldrich	Triton™ X-100, 5ml								\$15.30	
ThermoFisher Scientific	Nunc™ 50ml Conical Sterile Polypropylene Centrifuge Tubes								\$266.40	
USA Scientific	5 ml conical vial, self standing, sterile								\$81.60	
BioMolecular Systems	MIC Tubes and Caps (Racks)								\$181.00	
Product Company	Product Name				Comments		Catalog Number		Price	
Walmart	Crossman 767 CopperHead Bbs, .177 Copper-Coated Steel 6000 Carton				For Mosquito Extractions				905010	\$9.45
Amazon	Rugged Blue SC-205-CLRT 5-CL3 Reader Safety Glasses, 1.5 Diopter, One Size, Clear (Pack of 12)				These may not meet the needs of the customers					\$25.14
									\$25,235.99	

In-Person Lab Set up and Training
 Vector SMART NAM-w Multiplex Kit (4)
 Full Lab Install discount

included
 \$4,000.00
 (\$1,335.99)

Total: \$27,900.00

QUOTE

 Date: 22-Nov-2022
 Quote Number: 11222022

Attention:
Jackson County Vector Control District

Customer ID: N/A

Terms: Net 30

Attn: Geoff Taylor

Ship To

N/A

 Country of Origin: **United States of America**

License Type/Exemption:

NLR

Order #: N/A

Delivery Via:

Incoterms:

Item	Model REF	Description	Unit Count	ECCN	Sch. B/ HTC	Unit Price	Total Price
1		<i>Full Lab install (bundle package)</i>	1			\$27,900.00	\$27,900.00
2		<i>In-person set-up and training</i>	1			included	
5		<i>Shipping</i>	Multiple			\$800.00	\$800.00
						Total Value	\$28,700.00

SPECIAL INSTRUCTIONS OR CONDITIONS:

*****NON-INFECTIOUS, NON-HAZARDOUS MATERIAL*****
FOR EXPORT ONLY

WIRE TRANSFER INSTRUCTIONS:

Bank: WELLS FARGO BANK, N.A.
 4711 Highland Drive
 Salt Lake City, UT 84117
 USA
 Acct Name: CO-DIAGNOSTICS, INC.
 2401 S. FOOTHILL DR STE D
 SALT LAKE CITY, UT 84109
 USA
 Acct No: 8198864228
 SWIFT Code: WFBIUS6S
 Routing/Branch Code: 121000248 (if requested)






CONTRIBUTIONS

A new program that allows employees in Oregon to take paid time off for some of life's most important moments that impact our families, health and safety.

What are contributions and when do they start?

Employees and employers will pay contributions to support Paid Leave Oregon starting on Jan. 1, 2023.

What are contributions used for?

-  Paid leave benefits for employees.
-  Grants to help small employers when their employees use paid leave
-  Program administration

How much are contributions? Contributions are a percentage of wages. The rate for 2023 is 1% of up to \$132,900 in wages.

How are contributions shared between employers and employees? Employees pay 60% of the set contribution rate, and employers pay 40%. For example, if an employee made \$1,000 in wages, the employee would pay \$6 and the employer would pay \$4 for this paycheck. Employers may choose to pay the employee portion as a benefit for their employees.

Which employers and employees are required to participate in Paid Leave Oregon? All employers, except federal and tribal governments, are required to participate in the Paid Leave program. Tribal governments can choose to provide coverage through the program.

All employees, except employees of federal and tribal governments, are required to participate in Paid Leave Oregon. Employees of tribal governments participate if their tribal government chooses coverage. Self-employed individuals and independent contractors can also choose to participate.

What support is available to small employers? Small employers (fewer than 25 employees) are not required to pay the employer portion of contributions. The Employment Department will notify employers of their size each year.

Assistance grants are available for small employers to help with the costs of replacing an employee taking paid leave. The grants cover up to \$3,000 per employee for up to 10 employees per year (\$30,000 total). Small employers that receive grants commit to pay the employer portion of contributions for two years.

How are wages reported and contributions paid to the department? Contributions are a payroll tax and will be included in combined payroll forms starting in January 2023. Employers will deduct employees' paid leave contributions from paychecks. Employers will then report wages and pay both the employee and employer contributions through the combined payroll reporting process.

Are contributions required for employees who live or work in multiple states? Contributions are required for employees who primarily work in Oregon, even if employees live in another state or occasionally work in another state. Oregon residents who work entirely in another state do not pay contributions.

How are Paid Leave contributions different from Unemployment Insurance tax? The Employment Department administers both Paid Leave Oregon contributions and Unemployment Insurance taxes. Below are some program similarities and differences.

Paid Leave Oregon contributions	Unemployment Insurance taxes
Same contribution rate for all employers. Rate is not connected to benefit usage from employer.	Different tax rates for employers. Rate is connected to benefits usage from employer.
Contribution rate and maximum wage set annually by November 15.	Tax rates and taxable wage base set annually by November 15.
Contributions paid by employees and employers.	Tax paid by employers only.
Contributions based on employee wages.	Tax based on employee wages.
Contribution paid through combined payroll reporting.	Tax paid through combined payroll reporting.
No reimbursement option for employers.	Some employers can reimburse for benefits instead of paying tax.
Penalties and interests for employers for late reporting and contribution payments.	Penalties and interests for employers for late reporting and contribution payments.

Are there alternatives to the state paid leave plan for employers?

Yes, employers can apply for approval to use their own equivalent plan to provide benefits that are equal to or greater than those provided by the state paid leave program. Employers with an approved equivalent plan still report wages through payroll reports, but they are not required to pay contributions. Information about equivalent plans is available online at <https://paidleave.oregon.gov>.

This does not include:

- Oregon residents that work in other states
- Employees that work remotely in other states for Oregon employers
- Employees that complete some work in Oregon, including remote work, if the base of operations or location that directs the work is out of state and some work is done in that state

How do employers calculate contributions?

The contribution rate for 2023 is 1% of employee wages. The employee portion is 0.6% of wages and the employer portion is 0.4% of wages.

Calculate total quarterly contributions as follows:

Employee portion: Gross Wages x 0.006
Employer portion: Gross Wages x 0.004
Total: Employer + Employee Portion

Large employer example: Employers gross quarterly wages are \$500,000.

Employees portion: $\$500,000 \times 0.006 = \$3,000$
Employer portion: $\$500,000 \times 0.004 = \$2,000$
Total: Employer + Employee Portion = \$5,000

Small employer example: Employers gross quarterly wages are \$200,000.

Employees Portion: $\$200,000 \times 0.006 = \$1,200$
Employer Portion: \$0
Total: Employer + Employee Portion = \$1,200

Can employers cover the costs of their employees' contributions?

As an employer, you may choose to cover all or part of the employee contribution. You may not withhold more than 0.6% of the total rate (1%) from your employee's gross wages.

Program Comparison

- Paid Leave Oregon
- Oregon Family Leave Act (OFLA)
- Family and Medical Leave Act (FMLA)
- Oregon Sick Leave

Paid Leave Oregon and the Oregon Bureau of Labor & Industries created this chart as a general program comparison. It is not intended to provide legal or financial advice and does not cover all possible exceptions. Each program has different qualifications and factors that determine eligibility.

Contact each agency directly to determine eligibility for their programs.

ELIGIBILITY REQUIREMENTS	Paid Leave Oregon	OFLA	FMLA	Oregon Sick Leave
Covered Employers	All employers except federal or tribal governments	Employers with 25 or more employees	Employers with 50 or more employees and all public employers	All employees are eligible for protected unpaid time
Wages required to be eligible for leave	\$1,000 in wages the previous year	n/a	n/a	n/a
Required time worked for employer before taking leave and before job protection applies	No work time requirement for Paid Leave benefits, but must have worked 90 days to have job protection	180 days	12 months	90 days
Required hours worked for employer to be eligible for leave	n/a	25 hrs/week in past 180 days. Does not apply to parental leave	1,250 hours in previous 12 months	1 sick time hour earned for every 30 hours worked
Geographic requirement	n/a	n/a	Location with 50 employees within 75 miles	n/a
Eligibility requirement				
Not a requirement				

QUALIFYING PURPOSES	Paid Leave Oregon	OFLA	FMLA	Oregon Sick Leave
Family Leave				
Birth, adoption or foster placement	Yes	Yes	Yes	Yes
Family member's serious health condition <i>(family member definitions vary)</i>	Yes	Yes	Yes	Yes
Medical Leave				
Individual's own serious health condition	Yes	Yes	Yes	Yes
Safe Leave				
Domestic violence, sexual assault, harassment or stalking	Yes	No <i>Serious health condition and reasonable safety accommodations under ORS 659A may include leave</i>	No	Yes
Other Leave Types				
Extended leave for a pregnancy* <i>*In addition to leave for serious health condition</i>	Yes	Yes	No	No
Sick child leave	No	Yes	No	Yes
Military family leave	No	Yes	Yes	No
Bereavement leave	No	Yes	No	Yes
Public health emergency	No	Yes <i>Active Public Health Emergency allows for sick child leave for school/child care closures</i>	No	Yes
Covered				
Not Covered				

LEAVE DURATION AND BENEFIT PAYMENTS	Paid Leave Oregon	OFLA	FMLA	Oregon Sick Leave
Leave duration (most cases)	12 weeks in a one-year period	12 weeks in a one-year period	12 weeks in a one-year period	40 hours in a one-year period
Maximum leave duration (for certain combinations of leave types)	14 weeks in a one-year period	36 weeks in a one-year period	26 weeks in a one-year period	Employers may cap use at 40 hours per year
Payment	Paid Leave	Unpaid Leave	Unpaid Leave	Paid Leave for employers with 10 or more employees (6 or more in Portland)
Benefit amount	Varies based on employee's average weekly wage. Up to 100% for lower-income workers.	n/a	n/a	100% of regular wages