



CURRY COUNTY BOARD OF COMMISSIONERS

GENERAL MEETING

Wednesday March 7, 2018 – 10:00 AM
Commissioners' Hearing Room, Courthouse Annex
94235 Moore Street, Gold Beach, Oregon

www.co.curry.or.us

Curry County does not discriminate against individuals with disabilities and all public meetings are held in accessible locations. Auxiliary aids will be provided upon request with 48 hours advance notification. Please call 541.247.3296 if you have questions regarding this notice.

AGENDA

*Items may be taken out of sequence to accommodate staff availability and the public.
For public comment, a completed speaker's slip must be submitted prior to start of the meeting.*

1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE**
2. **ADOPTION/AMENDMENT OF THE AGENDA** (5 minutes)
3. **PUBLIC COMMENTS** (3 minutes per person; 30 minute limit for all public comment)
4. **CONSENT CALENDAR** (Items in the Consent Calendar may be removed for separate discussion and/or action at the request of any Commissioner) (5 minutes)
Victims of Crime Act (VOCA) Support Services and Training (SST) Application/Letter of Authorization. - Christine Mather, Curry County Victim Assistance Program (Packet Page 3)
5. **PRESENTATIONS**
None
6. **ADMINISTRATIVE ACTIONS/APPOINTMENTS**
 - A. Appoint County Budget Officer. – Louise Kallstrom, County Accountant (5 minutes) (Packet Page 40)
 - B. Minutes submitted for discussion and approval. – John Hitt, Interim County Administrator (30 minutes) (Packet Page 42)
7. **PUBLIC HEARING**
None
8. **OLD BUSINESS/PENDING ACTIONS**
 - A. Curry Co 4-H & Extension Service District Budget Officer Appointment. (2 minutes) (Packet Page 95)
 - B. Brookings Head Start Grant Status Update. – John Huttli, County Counsel (30 minutes) (Packet Page 98)
9. **DISCUSSION/BOARD DIRECTION/DECISION**

10. ANNOUNCEMENTS/MEETING SCHEDULE (5 minutes)

- A. March 21, 2018 General Meeting 10:00AM – Commissioners’ Hearing Room
- B. March 28, 2018 Workshop 10:00AM – Commissioners’ Hearing Room - 18-19 FY Budget
- C. April 4, 2018 General Meeting 10:00AM – Commissioners’ Hearing Room
- D. April 6, 2018 Budget Officer Distributes Budget Worksheets to Department Heads

11. INTERIM COUNTY ADMINISTRATOR ORAL REPORT (John Hitt, Interim County Administrator) (5 minutes)

Monthly Financial Documents to Budget Committee Members

12. COMMISSIONER UPDATES (15 minutes)

- A. Commissioner Gold – Continued Concerns of Sutter Coast’s High Charges (Packet Page 128)
- B. Commissioner Huxley
- C. Commissioner Boice - Letter Supporting HB 4007 – Rural Oregon Affordable Housing (Packet Page 131)

13. EXECUTIVE SESSION 192.660 (2) John Hutt, County Counsel (30 minutes) (Packet Page 140)

- A. (a) To consider the employment of a public officer, employee, staff member or individual agent
- B. (f) To consider information or records that are exempt by law from public inspection
- C. (h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

14. ADJOURN

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC OFFICE@CO.CURRY.OR.US](mailto:BOC_OFFICE@CO.CURRY.OR.US)

PROPOSED AGENDA ITEM TITLE: VOCA SST Application

TIMELY FILED Yes No

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 03/07/018 **DEPARTMENT:** DAVAP **TIME NEEDED:** 5 min
(*Submit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))

MEMO ATTACHED Yes No

CONTACT PERSON: Christine Mather **PHONE/EXT:** 3289 **TODAY'S DATE:** 2/28/2018

BRIEF BACKGROUND OR NOTE: See Memo Attached

FILES ATTACHED:

- (1) VOCA SST Application
- (2) Example Letter of Authorization
- (3)

QUESTIONS:

- 1. Would this item be a departure from the Annual Budget if approved? Yes No
(If Yes, brief detail) Increase in VAP funding
- 2. Does this agenda item impact any other County department? Yes No
(If Yes, brief detail)
- 3. Does Agenda Item impact County personnel resources? Yes No
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

*Note: Most signed documents are filed/recorded with the Clerk per standard process.

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

- 1. Confirmed Submitting Department's finance-related responses Yes No N/A
Comment:
- 2. Confirmed Submitting Department's personnel-related materials Yes No N/A
Comment:
- 3. If job description, Salary Committee reviewed: Yes No N/A
- 4. If hire order requires a Personnel Action Form (PAF)? Pending N/A No HR

PART IV – COUNTY ADMINISTRATOR REVIEW

APPROVED FOR _____ BOC MEETING Not Approved for BOC Agenda because

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No
(If Yes, brief detail)

ASSIGNED TO:

PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL

COMMISSIONERS' REQUEST TO ADD TO AGENDA:

Commissioner Sue Gold Yes No
Commissioner Thomas Huxley Yes No
Commissioner Court Boice Yes No

BOC MEMO TEMPLATE

TO: BOARD OF COMMISSIONERS

FROM: CHRISTINE MATHER, CURRY COUNTY VICTIM ASSISTANCE PROGRAM

SUBJECT: VOCA SST Application/Letter of Authorization

DATE: February 28, 2018

BACKGROUND: Predominantly the Victim Assistance budget is funded by grants from the federal and state levels. We use this funding not only for personnel but for training, office supplies, and emergency service funds to help our clients in their time of need. We currently have four grants open at this time; VOCA Non-Competitive, Criminal Fines Account (aka CFA), VOCA- One Time Allocation, and the Justice Reinvestment Grant. Like previously stated, we use these funds to continue our program in its entirety and are always looking for new funding streams to keep our program running, advocates up to date on training, and resources to better serve our clients. The VOCA SST Application is designed as a two year grant with the SST standing for Support Services and Training. The allocation for the Victim Assistance program will be primarily used for training and emergency services. If there is any more information needed I would be happy to provide it.

RELEVANT FACTS: Everett Dial is the Curry County District Attorney and has been granted Signature Authority on 3 of our 4 active grants. (We partnered with the Curry County Sheriff's office, Curry Community Health, Oasis, and Wally's House for the Justice Reinvestment Grant)

VOCA SST Application is awarding Curry County Victim Assistance \$16,800.00 for two years.

Counsel Huttl has previously signed two Letters of Authorization for the Victim Assistance Program allowing Everett Dial signature authority. (VOCA-One Time Allocation and VOCA Non-Competitive/CFA)

OPTIONS: If Mr. Dial is not granted signature authority & we do not have a Letter of Authorization, we have to forego the application and the grant award.

RECOMMENDATION(S):

- Grant Everett Dial signature authority
- Counsel Huttl sign a letter of Authorization

2018-2019 VOCA SST Non-Competitive Application

EXAMPLE LETTER OF AUTHORIZATION
MUST BE COMPLETED ON AGENCY LETTERHEAD

December 1, 2017

Sarah T. Board-Chair
ABC Victim Services
Your Town, OR 90000

CVSD Fund Coordinators
Oregon Department of Justice
Crime Victims' Services Division
1162 Court St. NE
Salem, OR 97301-4096

Dear CVSD Fund Coordinators:

This letter is to inform you that, on behalf of the Board of Directors of ABC Victim Services, K. T. Manager is hereby given authority to sign VOCA SST Application award documents and reporting forms on behalf of the agency for the period January 1, 2018 – September 30, 2019.

Don't hesitate to contact me should you have any questions or require additional information.

Sincerely,
Sarah T. Board-Chair,
President of the Board

A. Cover Page

1. Organization Certification By checking the following boxes, I hereby certify the following:

- ✓ The Organization Information page is complete and accurate. If appropriate, CVSD has been contacted to make any changes;
- ✓ All new agency personnel working on this application have been added to the organization and the application;
- ✓ All personnel no longer associated with this agency have been deactivated in the system.
- ✓ A current Civil Rights Training Certification is renewed and uploaded which indicates that the required training has been completed within the last 2 years.
- ✓ The Staff Roster is complete and accurate. In order to edit the Staff Roster go to the "My Organization" page, and then "Organization Details."
- ✓ If applicable, the Board Roster is complete and accurate. In order to edit the Board Roster go to the "My Organization" page, and then "Organization Details."

2. Applicant Information

- a. Applicant Agency's Legal Name & Mailing Address:
 Curry County, acting by and through its District Attorney's Office
 94235 Moore Street #232
 Gold Beach, OR 97444
 Phone: 5412473289
 Fax: 5412476680
- b. Physical Address (If different than the mailing address, if confidential, enter "confidential" instead):
- c. County: Curry County
- d. Additional county(ies) served:
- e. Congressional District(s) served: * 1 2 3 ✓ 4 5 [Click here to view map](#)
- f. Federal ID #: 93-6002291
- g. Federal DUNS #: 054973953
- h. SAM Expiration Date: * 11/19/2018
- i. Contact Person - The individual who is responsible for the day to day management and program reporting:
 Christine Mather
- j. Contact Information:
- k. Fiscal Contact - The individual who prepares the financial reports for the grant based on agency fiscal records:
 everett dial
- l. Fiscal Contact Information:
- m. Fiscal Officer - The individual who has signature authority for financial reporting for the agency. CVSD will assume that all financial reports submitted in E-Grants have been approved by the Fiscal Officer

A. Cover Page

as a true and accurate representation of
grant expenditures.

everett dial

n. Fiscal Officer Information:

o. Website Address:

3. Implementing Agency Type: *

a. Government Agencies Only: Which designation best describes your government agency (select one response)?

Law enforcement

Prosecutor - County District Attorney

Prosecutor - City Attorney

Other government agency (please specify):

b. Nonprofit Organizations Only: Which designation best describes your nonprofit organization (check all that apply)?

Child abuse service organization (e.g., child advocacy center)

Domestic and Family Violence organization

Faith-based organization

Organization provides domestic and family violence and sexual assault services

Organization by and/or for underserved victims of crime (e.g., drunk driving, homicide, elder abuse)

Sexual assault services organization (e.g., rape crisis center)

Multi-service agency

Other type of organization serving victims of crime

c. Federally Recognized Tribal Governments, Agencies, and Organizations Only: Which designation best describes your tribal agency or organization (select one response)?

Domestic and Family Violence Organization

Law Enforcement

Organization provides domestic and family violence and sexual assault services

Prosecutor

Other justice-based agency

Other agency that is NOT justice-based (e.g. human services, health, education)

d. Campus Organizations Only: Which designation best describes your campus organization (select one response)?

Law enforcement

Physical or mental health service program

Campus-based victim's services

Other (please specify):

4. Is the agency a legal services organization? *

Yes No

5. Does your agency currently receive VOCA funds? *

Yes No

6. Staff/Volunteer Information

a. Total number of paid staff for all subgrantee victimization

2

A. Cover Page

program and/or services (Count each staff member once.

Both full and part time staff should be counted as one staff member. Do not prorate based on FTE.):

- | | | |
|----|--|---|
| b. | Number of staff hours funded through this VOCA award (plus match) for subgrantees' victimization programs and/or services (Total count of hours to be worked by all staff members supporting the work of this VOCA subaward plus match.): | 0 |
| c. | Number of volunteer staff supporting the work of this VOCA award (plus match) for subgrantee's victimization programs and/or services (Count each volunteer once. Do not prorate based on FTE.): | 0 |
| d. | Number of volunteer hours supporting the work of this VOCA award (plus match) for subgrantee's victimization programs and/or services (Total count of hours to be worked by all volunteers supporting the work of this VOCA subaward plus match.): | 0 |

7. Application to serve the following VOCA priority category(ies): *

- ✓ Domestic and Family Violence
 - ✓ Adult Sexual Assault
 - ✓ Child Abuse
 - ✓ General Victim Assistance
- Underserved

B. Services Checklist

Please indicate the victims and services included in your VOCA funded activities, combining the domestic violence, sexual assault, and underserved categories.

1. Identify the victims to be served through this VOCA funded project (check all that apply):*

- ✓ Adult Physical Assault (Includes Aggravated and Simple Assault)
- ✓ Adult Sexual Assault
- ✓ Adults Sexually Abused/Assaulted as Children
- ✓ Arson
- ✓ Bullying (Verbal, Cyber or Physical)

- ✓ Burglary
- ✓ Child Physical Abuse or Neglect
- ✓ Child Pornography
- ✓ Child Sexual Abuse/Assault
- ✓ Domestic and/or Family Violence
- ✓ DUI/DWI Incidents
- ✓ Elder Abuse or Neglect
- ✓ Hate Crime: Racial/Religious/Gender/ Sexual Orientation/Other (Explanation Required)
- ✓ Human Trafficking: Labor
- ✓ Human Trafficking: Sex
- ✓ Identity Theft/Fraud/Financial Crime
- ✓ Kidnapping (Non-Custodial)
- ✓ Kidnapping (Custodial)
- ✓ Mass Violence (Domestic/International)
- ✓ Other Vehicular Victimization (e.g., Hit and Run)
- ✓ Robbery
- ✓ Stalking/Harassment
- ✓ Survivors of Homicide Victims
- ✓ Teen Dating Victimization
- ✓ Terrorism (Domestic/International)

Other

If other, please describe:

2. Check the services to be provided by this VOCA funded project (check all that apply):*

a. Information & Referral

- ✓ Information about the criminal justice process
- ✓ Information about victim rights, how to obtain notifications, etc.
- ✓ Referral to other victim service programs
- ✓ Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)

b. Personal Advocacy/Accompaniment

- ✓ Victim advocacy/accompaniment to emergency medical care
- ✓ Victim advocacy/accompaniment to medical forensic exam

B. Services Checklist

- ✓ Law enforcement interview advocacy/accompaniment
- ✓ Individual advocacy (assistance in applying for public benefits, return of personal property or effects)
- Performance of medical or nonmedical forensic exam or interview, or medical evidence collection
- ✓ Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)
- ✓ Intervention with employer, creditor, landlord, or academic institution
- ✓ Child and/or dependent care assistance (provided by agency)
- ✓ Transportation assistance (provided by agency)
- ✓ Interpreter services
- ✓ Assistance with victim compensation application

c. Emotional Support or Safety Services

- ✓ Crisis intervention (in-person, includes safety planning, etc.)
- ✓ Hotline/crisis line counseling
- ✓ On-scene crisis response (e.g., community crisis response)
- Individual counseling
- Support groups (facilitated or peer)
- Other Therapy (traditional, cultural, or alternative healing; art, writing, or play therapy; etc.)
- ✓ Emergency financial assistance (includes emergency loans and petty cash, payment for items such as food and/or clothing, changing windows and/or locks, taxis, prophylactic and nonprophylactic meds, durable medical equipment, etc.)

d. Shelter/Housing Services

- Emergency shelter or safe house
- Transitional housing
- Relocation assistance

e. Criminal/Civil Justice System Assistance

- ✓ Notification of criminal justice events (e.g., case status, arrest, court proceedings, case disposition, release, etc.)
- ✓ Victim impact statement assistance
- ✓ Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)
- ✓ Civil legal assistance in obtaining protection or restraining order
- Civil legal assistance with family law issues (e.g., custody, visitation, or support)
- ✓ Other emergency justice related assistance
- Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)
- ✓ Prosecution interview advocacy/accompaniment (includes accompaniment with prosecution attorney)
- ✓ Law enforcement interview advocacy/accompaniment
- ✓ Criminal advocacy/accompaniment
- Other legal advice and/or counsel

F. Project Description

1. Emergency Services

Not Applicable

- a. Provide a description of the types of services intended to be supported with these funds keeping in mind the allowable emergency services under VOCA. Consider how the agency has used this type of funding in the past as well as emergency services you have not been able to fund but now could with this additional funding. Include in this response any policy or procedures you have regarding emergency services such as eligibility, cap on funding, etc.
- The services offered by these funds would be emergency shelter, gas, groceries, and the changing of locks to the victims that utilize our program. Not all of our victims qualify to stay at the Oasis Shelter here in town as it is a resource for women and children that are victims of sexual abuse and domestic violence. Also, if the Oasis Shelter is full we have limited options and resources in our small communities. Having this funding would allow us to keep more victims in the area they were affected in and prosecute more cases. Often times we will have victims that do not have many, if any, ties to the area and this aid would help us protect our clients and keep them safe.
- All emergency service fund use is staffed within the office between the advocates.
- b. If the agency intends to use emergency services funds for housing assistance for a period of longer than 3 months for any one victim, or for gift cards, the agency's policy/procedure for this must be uploaded.

2. Training

Not Applicable

- a. What is the specific need you wish to address with the proposed training(s)?
- The specific need that will be addressed with the proposed training will be a current understanding of best practice standards around the state and even the country. Always gaining new knowledge and reinforcing our protocols is the main goal, expanding our advocacy one training at a time.
- b. Describe the potential impact the training(s) will have on the delivery of services. Include a description of how services will be enhanced or new services provided as a result of the training(s).
- Having the funding for more than one advocate to attend the Child Abuse and Family Violence Prevention Summit has been a goal for the program for a few years now due to the vast knowledge and experience that can be gleaned from that training is irreplaceable. These experiences at training can only enhance the delivery of services in positive ways.

3. Legal Services

✓ Not Applicable

- a. Describe the nature and scope of the problem/gap that the project will address. As appropriate, include the following in your response:
- Use data to provide evidence that the need for the effort exists.
 - The response must make a convincing case that the project addresses a gap in existing resources.
 - Identify the target population and document the effects of the problem/gap on the target

F. Project Description

population.

- Describe any previous and current events to address the problem/gap.

- b. Describe services and activities that you will undertake to implement the project. Make certain that the activities you describe align with the proposed budget. Include:
 - How these efforts will complement and support services or resources already in place or respond to the problem/gap described above.
 - Describe who will deliver the proposed services and activities and their training and experience.
- c. The funding in this RFA is not sustainable; CVSD may not offer this type of funding again. If the proposed project is an initiative to start a new program or enhance and expand existing services, what resources will be used to sustain the program or services in the future?

4. Mental Health Services

✓ Not Applicable

- a. Describe the nature and scope of the problem/gap that the project will address. As appropriate, include the following in your response:
 - Use data to provide evidence that the need for the effort exists.
 - The response must make a convincing case that the project addresses a gap in existing resources.
 - Identify the target population and document the effects of the problem/gap on the target population.
 - Describe any previous and current events to address the problem/gap.
- b. Describe services and activities that you will undertake to implement the project. Make certain that the activities you describe align with the proposed budget. Include:
 - How these efforts will complement and support services or resources already in place or respond to the problem/gap described above.
 - Describe who will deliver the proposed services and activities and their training and experience.
- c. The funding in this RFA is not sustainable; CVSD may not offer this type of funding again. If the proposed project is an initiative to start a new program or enhance and expand existing services, what resources will be used to sustain the program or services in the future?

K. Services and Supplies

1. Contractual Services

For any contractual service listed below, the Proposed Subcontracting section on Form G must be completed, including an uploaded Subcontract. Do not include contracted services for accounting or other administrative services, these costs should be included on the Other Costs page under Administrative Costs or Indirect Costs.

	January 1 - December 31, 2018				January 1 - September 30, 2019			
	Training	Legal Services	Mental Health	Total	Training	Legal Services	Mental Health	Total
Contract Amount:				\$0				\$0

Enter the Subcontractor name, if known, the service to be provided, the compensation rate (hourly or monthly salary, hourly or daily fee, monthly fee, etc.) and the total estimated time to deliver the service (hours, days, months based on compensation rate). Consultant fees in excess of \$650 per day or \$81.25 per hour require additional justification and prior approval.

List all expenses to be paid on the Subcontract in addition to any compensation (training costs, travel costs, mileage, meals and lodging, supplies, etc.).

Contract Amount:				\$0				\$0
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Enter the Subcontractor name, if known, the service to be provided, the compensation rate (hourly or monthly salary, hourly or daily fee, monthly fee, etc.) and the total estimated time to deliver the service (hours, days, months based on compensation rate). Consultant fees in excess of \$650 per day or \$81.25 per hour require additional justification and prior approval.

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Contract Amount:				\$0				\$0
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K. Services and Supplies

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Contract Amount: \$0 \$0

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List all expenses to be paid on the Subcontract in addition to any compensation (training costs, travel costs, mileage, meals and lodging, supplies, etc.).

\$0 \$0 \$0 \$0 \$0 \$0

		January 1 - December 31, 2018			January 1 - September 30, 2019				
2.	Travel	Training	Legal Services	Mental Health	Total	Training	Legal Services	Mental Health	Total
	Total travel costs	\$300.00			\$300.00	\$300.00			\$300.00

funded by this grant:

Please describe January 1 - December 31, 2018 travel expenses of project staff (travel to attend meetings, travel for outreach, client transport, and any other travel not related to attendance at training), show the basis of the computation (# of miles, cost per mile), and explain how the travel costs are necessary and beneficial to the project.

Every victim has the right to be at any critical state or proceeding held in court. Some victims aren't able to drive or don't have a reliable way to transport them to and from court.

Advocates attend MDT, SART, Local Public Safety Coordinating Council, and other meetings that are frequently not held at the courthouse. Advocates have to travel on a regular basis to collaborate with other agencies.

560 miles x .5350 per mile = \$300.00

Please describe January 1 - September 30, 2019 travel expenses of project staff (travel to attend meetings, travel for outreach, client transport, and any other travel not related to attendance at training), show the basis of the computation (# of miles, cost per mile), and explain how the travel costs are necessary and beneficial to the project.

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K. Services and Supplies

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560 miles x .5350 per mile = \$300.00

3. Training

Government Per Diem Rates

January 1, 2018 - December 31, 2018 Training Title & Location	Approximate Date	# of Staff	Reg. Cost	Travel Cost	Lodging Cost	Meal Per Diem Cost	Total Cost	
Child Abuse & Family Violence Prevention Summit	4/9/2018	2	\$750.00	\$675.40	\$1,600.00	\$296.00	\$3,321.40	
SATF Core Advocate Training	3/12/2018	1	\$375.00	\$281.60	\$800.00	\$120.00	\$1,576.60	
ODAA 2018	8/13/2018	1	\$0	\$0	\$400.00	\$74.00	\$474.00	
							\$0	
Total January 1 - December 31, 2018 Training Costs:				\$1,125.00	\$957.00	\$2,800.00	\$490.00	\$5,372.00

Please provide a brief description of each training in January 1 - December 31, 2018, the calculations for how the training costs were determined, and an explanation of how the training is necessary and beneficial to the project.

The Child Abuse and Family Violence Prevention Summit is a great resource for our advocates. There is training in trafficking, child abuse, domestic violence and family dynamics, and effective tactics for strengthening our advocacy skills.

Sexual Assault Task Force Core Training is pertinent to our line of work. Each advocate needs the 40 hour training to stay current in training in their job.

ODAA is mandatory for the Lead Advocate to attend. Topics covered are grants, restitution, effective practices for advocacy, and much more.

All costs are estimated and based off of previous attendance.

January 1, 2019 - September 30, 2019 Training Title & Location	Approximate Date	# of Staff	Reg. Cost	Travel Cost	Lodging Cost	Meal Per Diem Cost	Total Cost
Child Abuse & Family Violence Prevention Summit	4/15/2019	2	\$750.00	\$675.40	\$1,600.00	\$296.00	\$3,321.40
SATF Core Advocate Training	3/11/2019	1	\$375.00	\$281.60	\$800.00	\$120.00	\$1,576.60

K. Services and Supplies

ODAA 2019	8/19/2019	1	\$0	\$0	\$400.00	\$74.00	\$474.00
							\$0
Total January 1 - September 30, 2019 Training Costs:			\$1,125.00	\$957.00	\$2,800.00	\$490.00	\$5,372.00
Total training costs funded by the grant:			\$2,250.00	\$1,914.00	\$5,600.00	\$980.00	\$10,744.00

Please provide a brief description of each training in January 1 - September 30, 2019, the calculations for how the training costs were determined, and an explanation of how the training is necessary and beneficial to the project.

The Child Abuse and Family Violence Prevention Summit is a great resource for our advocates. There is training in trafficking, child abuse, domestic violence and family dynamics, and effective tactics for strengthening our advocacy skills.

Sexual Assault Task Force Core Training is pertinent to our line of work. Each advocate needs the 40 hour training to stay current in training in their job.

ODAA is mandatory for the Lead Advocate to attend. Topics covered are grants, restitution, effective practices for advocacy, and much more.

All costs are estimated and based off of previous attendance.

4. Office Supplies	January 1 - December 31, 2018			January 1 - September 30, 2019		
	Training	Legal Services	Mental Health	Total	Training	Total
Total office supply costs funded by this grant:		\$878.00		\$878.00		\$878.00

Please list items for January 1 - December 31, 2018 by type (office supplies, copy paper, expendable equipment costing less than \$5,000 and having a useful life less than one year, etc.), explain how the cost estimate was determined, and provide an explanation for how these supplies are necessary and beneficial to the project. Generally, supplies include any materials that are expendable or consumed during the course of the project.

These funds will be spent on regular/crucial office supply items such as copy paper, ink cartridges, staples, pens, date stamps, business cards, and printer ink cartridges. The additional monies in year one will be spent on a new monitor for the Lead Advocate.

Quotes for supplies Quill.com

Quotes for business cards Vistaprint.com

Quotes for computer monitor Amazon.com

Please list items for January 1 - September 30, 2019 by type (office supplies, copy paper, expendable equipment costing less than \$5,000 and having a useful life less than one year, etc.), explain how the cost estimate was determined, and provide an explanation for how these supplies are necessary and beneficial to the project. Generally, supplies include any materials that are expendable or

K. Services and Supplies

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These funds will be spent on regular/crucial office supply items such as copy paper, ink cartridges, staples, pens, date stamps, business cards, and printer ink cartridges.

Quotes for supplies Quill.com

Quotes for business cards Vistaprint.com

5. Postal Supplies	January 1 - December 31, 2018			January 1 - September 30, 2019		
	Training	Legal Services	Mental Health	Total	Training	Total
Total postage costs funded by this grant:		\$250.00		\$250.00		\$250.00

Please indicate the type of postal expenses for January 1 - December 31, 2018, explain how the cost estimate was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

These funds cover the costs of postage stamps and charges incurred when mailing discovery or personal items that were seized as evidence to victims.

1 Roll of stamps = \$49.
4 Rolls of stamps = \$196.00
The remaining funds will allow for shipping costs.

Please indicate the type of postal expenses for January 1 - September 30, 2019, explain how the cost estimate was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

These funds cover the costs of postage stamps and charges incurred when mailing discovery or personal items that were seized as evidence to victims.

1 Roll of stamps = \$49.
4 Rolls of stamps = \$196.00
The remaining funds will allow for shipping costs.

6. Printing & Copying	January 1 - December 31, 2018			January 1 - September 30, 2019		
	Training	Legal Services	Mental Health	Total	Training	Total
Total printing and copying costs funded by this grant:				\$0		\$0

K. Services and Supplies

Please indicate the type of printing and copying expenses for January 1 - December 31, 2018, explain how the cost estimate was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

Please indicate the type of printing and copying expenses for January 1 - September 30, 2019, explain how the cost estimate was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

7.	Communication (Telephone, Cell Phone, Internet)	January 1 - December 31, 2018			January 1 - September 30, 2019	
		Training	Legal Services	Mental Health	Total	Training
	Total communication costs funded by this grant:				\$0	\$0

Please indicate the type of communication expenses for January 1 - December 31, 2018 (local and long distance telephone services, toll free phone services, Internet, cellular phone services, etc.), explain how the cost estimate was determined for each type of expense, and provide an explanation for how each of these costs are necessary and beneficial to the project.

Please indicate the type of communication expenses for January 1 - September 30, 2019 (local and long distance telephone services, toll free phone services, Internet, cellular phone services, etc.), explain how the cost estimate was determined for each type of expense, and provide an explanation for how each of these costs are necessary and beneficial to the project.

8.	Equipment Rental	January 1 - December 31, 2018			January 1 - September 30, 2019	
		Training	Legal Services	Mental Health	Total	Training
	Total equipment rental costs funded by this grant:				\$0	\$0

Please indicate the type of equipment rental expenses for January 1 - December 31, 2018 (postage meter, copier maintenance agreement, etc.), explain how the cost estimate was determined, and provide an explanation for how these costs is necessary and beneficial to the project.

Please indicate the type of equipment rental expenses for January 1 - September 30, 2019 (postage meter, copier maintenance agreement, etc.), explain how the cost estimate was determined, and provide an explanation for how these costs is necessary and

K. Services and Supplies

beneficial to the project.

\$0\$0

L. Other Costs

	January 1 - December 31, 2018	January 1 - September 30, 2019
1a. Emergency Services - General (non-legal, non-mental health)		
Total general	\$1,600.00	\$1,600.00
emergency services costs funded by the grant:		
Total indirect/de minimis on emergency services costs funded by the grant (please put all other indirect/de minimis costs on line 4):		
Total administrative costs for emergency services funded by the grant (please put all other administrative costs on line 5):		

Please describe the specific types of emergency services to be provided in **January 1 - December 31, 2018**, explain how the cost estimate was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

Emergency services provided to our clients using these funds have a wide variety, they range from funeral costs to assist families of homicide victims to providing groceries to displaced clients due to victimization. We use our emergency funds to provide some stability, piece of mind to our clients, and ease the burden of what they are going through. We provide funds to change locks, bus passes, and also hotel stays if necessary.

Please describe the specific types of emergency services to be provided in **January 1 - September**

L. Other Costs

30, 2019, explain how the cost estimate was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

Emergency services provided to our clients using these funds have a wide variety, they range from funeral costs to assist families of homicide victims to providing groceries to displaced clients due to victimization. We use our emergency funds to provide some stability, piece of mind to our clients, and ease the burden of what they are going through. We provide funds to change locks, bus passes, and also hotel stays if necessary.

January 1 - December 31, 2018

January 1 - September 30, 2019

1b. Emergency Services - Legal Services
Total **legal** emergency services costs funded by the grant:

Please describe the specific types of emergency services to be provided in **January 1 - December 31, 2018**, explain how the cost estimate was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

Please describe the specific types of emergency services to be provided in **January 1 - September 30, 2019**, explain how the cost estimate was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

January 1 - December 31, 2018

January 1 - September 30, 2019

1c. **Emergency Services - Mental Health**
Total **mental health** emergency services costs funded by the grant:

Please describe the specific types of emergency services to be provided in **January 1 - December 31,**

L. Other Costs

2018, explain how the cost estimate was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

Please describe the specific types of emergency services to be provided in **January 1 - September 30, 2019**, explain how the cost estimate was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

		January 1 - December 31, 2018		January 1 - September 30, 2019			
2.	Rent/Utilities	Training	Legal Services	Mental Health	Total	Traini ng	Total
	Total rent/utility costs funded by this grant:				\$0		\$0

The agency does not own the building for which rent costs will be charged.

Please indicate the type of rent or utility cost (office space, training space, storage space, etc.) for **January 1 - December 31, 2018**, explain how the cost was determined (cost per square foot, monthly rent, room fee, etc.), the basis for the computation, and provide an explanation for how this cost is necessary and beneficial to the project.

Please indicate the type of rent or utility cost (office space, shelter space, storage space, etc.) for **January 1 - September 30, 2019**, explain how the cost was determined (cost per square foot, monthly rent and # of months), the basis for the computation, and provide an explanation for how this cost is necessary and beneficial to the project.

		January 1 - December 31, 2018		January 1 - September 30, 2019			
3.	Capital Outlay	Training	Legal Services	Mental Health	Total	Traini ng	Total
	Total capital outlay costs funded by this grant:				\$0		\$0

Please list each non-expendable item to be purchased in **January 1 - December 31, 2018**, the cost for each item, and the pro-rated portion allocated to this project, unless the item is being purchased

L. Other Costs

exclusively for this project. Explain how the item to be purchased is necessary for the success of the project. Capital purchases are those that have a purchase price equal to or greater than your agency's capitalization limit and a useful life of more than one year. Expendable items should be included in Office Supplies and rented or leased items should be included in Equipment Rental.

Please list each non-expendable item to be purchased in **January 1 - September 30, 2019**, the cost for each item, and the pro-rated portion allocated to this project, unless the item is being purchased exclusively for this project. Explain how the item to be purchased is necessary for the success of the project. Capital purchases are those that have a purchase price equal to or greater than your agency's capitalization limit and a useful life of more than one year. Expendable items should be included in Office Supplies and rented or leased items should be included in Equipment Rental.

4.	Indirect/De Minimis Costs	January 1 - December 31, 2018	January 1 - September 30, 2019			
		Training	Legal Services	Mental Health	Total	Training
						ng
	Total indirect/de minimis costs				\$0	
	funded by the grant:					\$0

A federally negotiated indirect cost rate must be supported with a current indirect cost rate agreement, proposal or certificate uploaded in Form I.4. If the organization has never had a negotiated indirect cost rate, indirect costs may be included in the budget using the de minimis rate of 10% of modified total direct costs as indicated in Form I.4. Please provide a brief narrative indicating if a federally approved indirect rate or the de minimis rate is being used and what costs are included in the rate for **January 1 - December 31, 2018**.

A federally negotiated indirect cost rate must be supported with a current indirect cost rate agreement, proposal or certificate uploaded in Form I.4. If the organization has never had a negotiated indirect cost rate, indirect costs may be included in the budget using the de minimis rate of 10% of modified total direct costs as indicated in Form I.4. Please provide a brief narrative indicating if a federally approved indirect rate or the de minimis rate is being used and what costs are included in the rate for **January 1 - September 30, 2019**.

L. Other Costs

5.	Administrative	January 1 - December 31, 2018		January 1 - September 30, 2019		Training	Total
		Training	Legal Services	Mental Health	Total		
	Total administrative costs funded by this grant:				\$0		\$0

Administrative costs may be charged directly; these costs must be directly related to the project and may not to exceed 10% of modified total direct costs. Please provide a detailed explanation of the administrative costs to be funded by this grant for **January 1 - December 31, 2018** (e.g., staff FTE, fiscal services, IT services, HR services, general liability insurance, audit costs, etc.), the method used by the organization to equitably allocate administrative costs, and how these costs are necessary and beneficial to the project.

Administrative costs may be charged directly; these costs must be directly related to the project and may not to exceed 10% of modified total direct costs. Please provide a detailed explanation of the administrative costs to be funded by this grant in **January 1 - September 30, 2019** (e.g., staff FTE, fiscal services, IT services, HR services, general liability insurance, audit costs, etc.), the method used by the organization to equitably allocate administrative costs, and how these costs are necessary and beneficial to the project.

6.	Other	January 1 - December 31, 2018		January 1 - September 30, 2019		Training	Total
		Training	Legal Services	Mental Health	Total		
	Other costs funded by this grant:				\$0		\$0

Please list other items for **January 1 - December 31, 2018** by major type, the basis for the computation and how these costs are necessary and beneficial to the project.

Please list other items for **January 1 - September 30, 2019** by major type, the basis for the computation and how these costs are necessary and beneficial to the project.

January 1 - December 31, 2018

January 1 - September 30, 2019

L. Other Costs

	Training	Legal Services	Mental Health	Total	Training	Total
Other costs funded by this grant:				\$0		\$0

Please list other items for **January 1 - December 31, 2018** by major type, the basis for the computation and how these costs are necessary and beneficial to the project.

Please list other items for **January 1 - September 30, 2019** by major type, the basis for the computation and how these costs are necessary and beneficial to the project.

	January 1 - December 31, 2018			January 1 - September 30, 2019		
	Training	Legal Services	Mental Health	Total	Training	Total
Other costs funded by this grant:				\$0		\$0

Please list other items for **January 1 - December 31, 2018** by major type, the basis for the computation and how these costs are necessary and beneficial to the project.

Please list other items for **January 1 - September 30, 2019** by major type, the basis for the computation and how these costs are necessary and beneficial to the project.

\$0\$0\$0\$0\$0\$0\$0 \$0\$0

N. Match

1. Salary	January 1 - December 31, 2018	January 1 - September 30, 2019	Total
Type and amount of salary match funds:			
Cash:	\$2,100.00	\$2,100.00	\$4,200.00
Volunteer Hours:			
Volunteer Hourly Rate:			
Volunteer Match:	\$0	\$0	\$0

Please describe any salaried position(s) including the FTE of each position included as cash match and describe how the hourly rate for any volunteers was calculated (mandated personnel costs may be included in the hourly rate, that is, FICA, FICA Med, UI and Workers' Compensation). Include an explanation of how the salaried position(s) and/or volunteer hours are necessary and beneficial to the project.

The Lead Advocate position is the only 1.0 FTE. The duties range from grant management, to advocacy (juvenile, SA/DV, Property Crimes, etc), to restitution, to protective order assistance.

The volunteer rate was calculated by previous grants & has been a standard for the program.

All of the positions we currently have in this program are extremely necessary to keep the program running. Our clients deserve the utmost quality in their advocacy & we strive to make that happen.

Please describe the source(s) of the match (type of state or local funds, foundation grants, private donations of cash, services, or goods, etc.).

State funds

2. Personnel Expenses	January 1 - December 31, 2018	January 1 - September 30, 2019	Total
Type and amount of personnel expenses match funds:			
Cash:			\$0
In-kind:			\$0

Please describe the percentage of personnel expenses for any position(s) included as cash match.

Please describe the source(s) of the match (type of state or local funds, foundation grants, private donations of cash, services, or goods, etc.).

N. Match

3.	Contractual Services	January 1 - December 31, 2018	January 1 - September 30, 2019	Total
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Type and amount of contractual services match funds:

Cash:	\$0
In-kind:	\$0

Please describe any contractual services, indicate how the cash or in-kind value was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

Please describe the source(s) of the match (type of state or local funds, foundation grants, private donations of cash, services, or goods, etc.).

4.	Travel	January 1 - December 31, 2018	January 1 - September 30, 2019	Total
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Type and amount of travel match funds:

Cash:	\$0
In-kind:	\$0

Please describe any travel costs, indicate how the cash or in-kind value was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

Please describe the source(s) of the match (type of state or local funds, foundation grants, private donations of cash, services, or goods, etc.).

5.	Training	January 1 - December 31, 2018	January 1 - September 30, 2019	Total
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Type and amount of training match funds:

Cash:	\$0
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N. Match

In-kind: \$0

Please describe any training costs, indicate how the cash or in-kind value was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

Please describe the source(s) of the match (type of state or local funds, foundation grants, private donations of cash, services, or goods, etc.).

6.	Office Supplies	January 1 - December 31, 2018	January 1 - September 30, 2019	Total
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Type and amount of office supply
match funds:

Cash:	\$0
In-kind:	\$0

Please describe any office supply costs, indicate how the cash or in-kind value was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

Please describe the source(s) of the match (type of state or local funds, foundation grants, private donations of cash, services, or goods, etc.).

7.	Postage	January 1 - December 31, 2018	January 1 - September 30, 2019	Total
-----------	----------------	--	---	--------------

Type and amount of postage
match funds:

Cash:	\$0
In-kind:	\$0

Please describe any postage costs, indicate how the cash or in-kind value was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

Please describe the source(s) of the match (type of state or local funds, foundation grants, private donations of cash, services, or goods, etc.).

N. Match

8.	Printing & Copying	January 1 - December 31, 2018	January 1 - September 30, 2019	Total
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Type and amount of printing and copying match funds:

Cash:	\$0
In-kind:	\$0

Please describe any printing & copying costs, indicate how the cash or in-kind value was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

Please describe the source(s) of the match (type of state or local funds, foundation grants, private donations of cash, services, or goods, etc.).

9.	Communication	January 1 - December 31, 2018	January 1 - September 30, 2019	Total
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Type and amount of communication match funds:

Cash:	\$0
In-kind:	\$0

Please describe any communication costs, indicate how the cash or in-kind value was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

Please describe the source(s) of the match (type of state or local funds, foundation grants, private donations of cash, services, or goods, etc.).

10.	Equipment Rental	January 1 - December 31, 2018	January 1 - September 30, 2019	Total
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Type and amount of equipment rental match funds:

Cash:	\$0
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N. Match

In-kind: \$0

Please describe any equipment rental costs, indicate how the cash or in-kind value was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

Please describe the source(s) of the match (type of state or local funds, foundation grants, private donations of cash, services, or goods, etc.).

11. Rent	January 1 - December 31, 2018	January 1 - September 30, 2019	Total
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Type and amount of rent match funds:

Cash: \$0

In-kind: \$0

Please describe any rent costs, indicate how the cash or in-kind value was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

Please describe the source(s) of the match (type of state or local funds, foundation grants, private donations of cash, services, or goods, etc.).

12. Emergency Services	January 1 - December 31, 2018	January 1 - September 30, 2019	Total
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Type and amount of emergency services match funds:

Cash: \$0

In-kind: \$0

Please describe any emergency services costs, indicate how the cash or in-kind value was determined, and provide an explanation for how these costs are necessary and beneficial to the project. Please describe the source(s) of the match (type of federal, state or local funds, foundation grants, private donations, etc.).

Please describe the source(s) of the match (type of state or local funds, foundation grants, private donations of cash, services, or goods, etc.).

N. Match

13. Capital Outlay	January 1 - December 31, 2018	January 1 - September 30, 2019	Total
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Type and amount of capital outlay
match funds:

Cash:	\$0
In-kind:	\$0

Please describe any capital outlay costs, indicate how the cash or in-kind value was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

Please describe the source(s) of the match (type of state or local funds, foundation grants, private donations of cash, services, or goods, etc.).

14. Indirect/De Minimis Costs	January 1 - December 31, 2018	January 1 - September 30, 2019	Total
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Type and amount of indirect cost
match funds:

Cash:	\$0
In-kind:	\$0

Please describe any indirect costs, indicate how the cash or in-kind value was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

Please describe the source(s) of the match (type of state or local funds, foundation grants, private donations of cash, services, or goods, etc.).

15. Administrative	January 1 - December 31, 2018	January 1 - September 30, 2019	Total
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Type and amount of administrative
match funds:

N. Match

Cash: \$0

In-kind: \$0

Please describe any administrative costs, indicate how the cash or in-kind value was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

Please describe the source(s) of the match (type of state or local funds, foundation grants, private donations of cash, services, or goods, etc.).

Other	January 1 - December 31, 2018	January 1 - September 30, 2019	Total
--------------	--	---	--------------

Type and amount of other match

funds:

Cash: \$0

In-kind: \$0

Please describe any other costs, indicate how the cash or in-kind value was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

Please describe the source(s) of the match (type of state or local funds, foundation grants, private donations of cash, services, or goods, etc.).

Type and amount of other match

funds:

Cash: \$0

In-kind: \$0

Please describe any other costs, indicate how the cash or in-kind value was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

Please describe the source(s) of the match (type of state or local funds, foundation grants, private donations of cash, services, or goods, etc.).

Type and amount of other match

funds:

N. Match

Cash: \$0
 In-kind: \$0

Please describe any other costs, indicate how the cash or in-kind value was determined, and provide an explanation for how these costs are necessary and beneficial to the project.

Please describe the source(s) of the match (type of state or local funds, foundation grants, private donations of cash, services, or goods, etc.).

\$0\$0\$0\$0\$0\$0

17. Total Match	January 1 - December 31, 2018	January 1 - September 30, 2019	Total
Cash:	\$2,100.00	\$2,100.00	\$4,200.00
In-kind:	\$0	\$0	\$0
Total:	\$2,100.00	\$2,100.00	\$4,200.00

O. Budget Summary

		January 1 - December 31, 2018					January 1 - September 30, 2019				
		Training	Legal Services	Mental Health Services	Emergency Services	Total	Training	Legal Services	Mental Health Services	Emergency Services	Total
1.	Total VOCA Grant Funds requested:	\$5,672.00	\$1,128.00	\$0	\$1,600.00	\$8,400.00	\$5,672.00	\$1,128.00	\$0	\$1,600.00	\$8,400.00

		Training	Legal Services	Mental Health Services	Emergency Services	Total
2.	Total Administrative Funds Allowable*:	\$1,134.40	\$225.60	\$0	\$320.00	\$1,680.00

* The calculation provided under "Total Administrative Funds Allowable" may need adjusting depending on the exact costs included in the proposed budget. Your Fund Coordinator may ask you to adjust administrative costs as necessary during the modification process.

3.	The 25% Cash and/or In-Kind Match required should equal:	Total Project \$4,200.00	\$4,230.00
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4. January 1 - December 31, 2018 Budget Summary

Personnel	2018 Training Grant Funds	2018 Legal Services Grant Funds	2018 Mental Health Grant Funds	2018 Emergency Services Grant Funds	2018 Total Grant Funds	2018 Program Income	2018 Cash Match	2018 In-Kind Match	2018 Total Project
Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$2,100.00	\$0	\$2,100.00

O. Budget Summary

Personnel Expenses Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Personnel Services & Supplies	2018 Training Grant Funds	2018 Legal Services Grant Funds	2018 Mental Health Grant Funds	2018 Emergency Services Grant Funds	2018 Total Grant Funds	2018 Program Income	2018 Cash Match	2018 Total Project	
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$300.00	\$0	\$0	\$0	\$300.00	\$0	\$0	\$300.00	
Training	\$5,372.00	\$0	\$0	\$0	\$5,372.00	\$0	\$0	\$5,372.00	
Office Supplies	\$0	\$878.00	\$0	\$0	\$878.00	\$0	\$0	\$878.00	
Postage	\$0	\$250.00	\$0	\$0	\$250.00	\$0	\$0	\$250.00	
Printing & Copying	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Communication	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Equipment Rental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Other Costs	2018 Training Grant Funds	2018 Legal Services Grant Funds	2018 Mental Health Grant Funds	2018 Emergency Services Grant Funds	2018 Total Grant Funds	2018 Program Income	2018 Cash Match	2018 Total Project	
Total	\$5,672.00	\$1,128.00	\$0	\$0	\$6,800.00	\$0	\$0	\$6,800.00	

O. Budget Summary

Rent	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Emergency Services	\$0	\$0	\$0	\$1,600.00	\$1,600.00	\$0	\$0	\$1,600.00
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect/De Minimis	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Administrative	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Services	\$0	\$0	\$0	\$1,600.00	\$1,600.00	\$0	\$0	\$1,600.00
Total	\$5,672.00	\$1,128.00	\$0	\$1,600.00	\$8,400.00	\$0	\$2,100.00	\$10,500.00
		\$0\$0	\$0					

5. January 1 - September 30, 2019 Budget Summary

	2019 Training Grant Funds	2019 Legal Services Grant Funds	2019 Mental Health Grant Funds	2019 Emergency Services Grant Funds	2019 Total Grant Funds	2019 Program Income	2019 Cash Match	2019 Total Project
Personnel Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$2,100.00	\$2,100.00
Personnel Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$2,100.00	\$2,100.00
Personnel Services & Supplies	2019 Training Grant Funds	2019 Legal Services Grant Funds	2019 Mental Health Grant Funds	2019 Emergency Services	2019 Total Grant Funds	2019 Program Income	2019 Cash Match	2019 Total Project

O. Budget Summary

	Grant Funds							
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$300.00	\$0	\$0	\$0	\$300.00	\$0	\$0	\$300.00
Training	\$5,372.00	\$0	\$0	\$0	\$5,372.00	\$0	\$0	\$5,372.00
Office Supplies	\$0	\$878.00	\$0	\$0	\$878.00	\$0	\$0	\$878.00
Postage	\$0	\$250.00	\$0	\$0	\$250.00	\$0	\$0	\$250.00
Printing & Copying	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Communication	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Rental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$5,672.00	\$1,128.00	\$0	\$0	\$6,800.00	\$0	\$0	\$6,800.00
Services & Supplies								
Other Costs	2019 Training Grant Funds	2019 Legal Services Grant Funds	2019 Mental Health Grant Funds	2019 Emergency Services Grant Funds	2019 Total Grant Funds	2019 Program Income	2019 Cash Match	2019 Total Project
Rent	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Emergency Services	\$0	\$0	\$0	\$1,600.00	\$1,600.00	\$0	\$0	\$1,600.00
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect/De Minimis	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Administrative	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

O. Budget Summary

ve								
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Services	\$0	\$0	\$0	\$1,600.00	\$1,600.00	\$0	\$0	\$1,600.00
Total	\$5,672.00	\$1,128.00	\$0	\$1,600.00	\$8,400.00	\$0	\$2,100.00	\$10,500.00
		\$0	\$0					

6. Total Project Budget Summary

Personnel	Total Training Grant Funds	Total Legal Services Grant Funds	Total Mental Health Grant Funds	Total Emergency Services Grant Funds	Total Grant Funds	Total Program Income	Total Cash Match	Total Project
Salary	\$0	\$0	\$0	\$0	\$0	\$0		\$4,200.00
Personnel Expenses	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0		\$4,200.00
Personnel Services & Supplies	Total Training Grant Funds	Total Legal Services Grant Funds	Total Mental Health Grant Funds	Total Emergency Services Grant Funds	Total Grant Funds	Total Program Income	Total Cash Match	Total Project
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Travel	\$600.00	\$0	\$0	\$0	\$600.00	\$0		\$600.00
Training	\$10,744.00	\$0	\$0	\$0	\$10,744.00	\$0		\$10,744.00
Office	\$0	\$1,756.00	\$0	\$0	\$1,756.00	\$0		\$1,756.00
Supplies								
Postage	\$0	\$500.00	\$0	\$0	\$500.00	\$0		\$500.00
Printing & Copying	\$0	\$0	\$0	\$0	\$0	\$0		\$0

O. Budget Summary

Other Costs	Total Training Grant Funds	Total Legal Services Grant Funds	Total Mental Health Grant Funds	Total Emergency Services Grant Funds	Total Grant Funds	Total Program Income	Total Cash Match	Total Project
Communication	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Rental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$11,344.00	\$2,256.00	\$0	\$0	\$13,600.00	\$0		\$13,600.00
Services & Supplies								
Rent	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Emergency Services	\$0	\$0	\$0	\$3,200.00	\$3,200.00	\$0	\$0	\$3,200.00
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect/De Minimis	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Administrative	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other	\$0	\$0	\$0	\$3,200.00	\$3,200.00	\$0		\$3,200.00
Total	\$11,344.00	\$2,256.00	\$0	\$3,200.00	\$16,800.00	\$0		\$21,000.00

CURRY COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM ROUTING SLIP

FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US

PROPOSED AGENDA ITEM TITLE: APPOINT COUNTY BUDGET OFFICER

TIMELY FILED Yes No

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 03/07/18 **DEPARTMENT:** FINANCE **TIME NEEDED:** 5 min

(^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))

MEMO ATTACHED Yes No

CONTACT PERSON: Louise Kallstrom **PHONE/EXT:** 3232 **TODAY’S DATE:** 3/2/18

BRIEF BACKGROUND OR NOTE: Louise Kallstrom as designated Budget Officer for Curry County to be approved by the Board of Commissioners

FILES ATTACHED:

- (1)
- (2)
- (3)

QUESTIONS:

- 1. Would this item be a departure from the Annual Budget if approved? Yes No
(If Yes, brief detail)
- 2. Does this agenda item impact any other County department? Yes No
(If Yes, brief detail)
- 3. Does Agenda Item impact County personnel resources? Yes No
(If Yes, brief detail) Road staff efforts to complete grant application and replace associated storm culverts

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

^aNote: Most signed documents are filed/recorded with the Clerk per standard process.

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

- 1. Confirmed Submitting Department’s finance-related responses Yes No N/A
Comment:
- 2. Confirmed Submitting Department’s personnel-related materials Yes No N/A
Comment:
- 3. If job description, Salary Committee reviewed: Yes No N/A
- 4. If hire order requires a Personnel Action Form (PAF)? Pending N/A No HR

PART IV – COUNTY ADMINISTRATOR REVIEW

APPROVED FOR _BOC MEETING Not Approved for BOC Agenda because

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No

(If Yes, brief detail)

ASSIGNED TO: ADMIN POLICY

PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL

COMMISSIONERS’ REQUEST TO ADD TO AGENDA:

Commissioner Sue Gold Yes No

Commissioner Thomas Huxley Yes No

Commissioner Court Boice Yes No

BEFORE THE BOARD OF COUNTY COMMISSIONERS

IN AND FOR THE COUNTY OF CURRY, OREGON

In the Matter of the)
Appointment of a Budget) ORDER NO. _____
Officer for Curry County)

WHEREAS, ORS 294.331 provides that the governing body of each municipal corporation shall designate one person to serve as budget officer; and

WHEREAS, ORS 294.331 states that the budget officer acts under the direction of the chief executive of the governing body, or if none the Board, and prepares or supervises the preparation of the budget document; and

WHEREAS, the job description for the County Accountant (Finance Director) states that this person "is designated as the County Budget Officer"; and

WHEREAS, Louise Kallstrom is the County Accountant;

NOW, THEREFORE, IT IS HEREBY ORDERED THAT Louise Kallstrom is appointed as Budget Officer for Curry County for purposes relating to the supervision and preparation of the budget document for Fiscal Year 2018-2019.

DATED this 7th day of March, 2018.

BOARD OF CURRY COUNTY COMMISSIONERS

Approved as to Form:

Sue Gold, Chair

Thomas Huxley, Vice Chair

John Huttli, County Counsel

Court Boice, Commissioner

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US

PROPOSED AGENDA ITEM TITLE: Minutes submitted for discussion and approval

TIMELY FILED Yes No

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 03-07-2018 **DEPARTMENT:** BOC **TIME NEEDED:** 30 min
(*Submit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))

MEMO ATTACHED Yes No

CONTACT PERSON: **PHONE/EXT:** **TODAY’S DATE:** 02-23-2018

BRIEF BACKGROUND OR NOTE: Per Louise Kallstrom, Auditors need all possible minutes since July 1, 2017 by March 31, 2018 to complete 2016-2017 FY audit. This item has partial minutes from that time period. Others to be submitted at March 21, 2018 meeting. Minutes have been available for comment from commissioners. At least one Commissioner received draft minutes by email.

FILES ATTACHED:

- (1) Oregon Attorney General Public Meetings Manual minutes legal description
- (2) Oregon Attorney General Public Meetings Manual Sample Minutes
- (3) Oregon Secretary of State Archivist Rule on Minutes Retention: Permanent
- (4) Curry County Board of Commissioner Draft Minutes for Approval
 Dates: 7/5/17 “Short form”
 10/18/17 “Long form”
 11/1/17 “Long form”

QUESTIONS:

- 1. Would this item be a departure from the Annual Budget if approved? Yes No
 (If Yes, brief detail)
- 2. Does this agenda item impact any other County department? Yes No
 (If Yes, brief detail)
- 3. Does Agenda Item impact County personnel resources? Yes No
 (If Yes, brief detail) Road staff efforts to complete grant application and replace associated storm culverts

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

***Note: Most signed documents are filed/recorded with the Clerk per standard process.**

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

- 1. Confirmed Submitting Department’s finance-related responses Yes No N/A
 Comment:
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 Comment:
- 3. If job description, Salary Committee reviewed: Yes No N/A
- 4. If hire order requires a Personnel Action Form (PAF)? Pending N/A No HR

PART IV – COUNTY ADMINISTRATOR REVIEW

APPROVED FOR 03/07/2018 BOC MEETING **Not Approved for BOC Agenda because** N/A

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No

(If Yes, brief detail) See attached authority for preparation and retention of minutes

ASSIGNED TO: OLD BUSINESS, ETC

PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL

COMMISSIONERS' REQUEST TO ADD TO AGENDA:

Commissioner Sue Gold Yes No

Commissioner Thomas Huxley Yes No

Commissioner Court Boice Yes No

7. Minutes and Recordkeeping

The Public Meetings Law requires that the governing body of a public body provide for sound, video or digital recording or written minutes of its meetings.

The record of a meeting, whether preserved in written minutes or a sound, video or digital recording, shall include at least the following information:

- Members present;
- Motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
- Results of all votes and, except for public bodies consisting of more than 25 members unless requested by a member of that body, the vote of each member by name;
- The substance of any discussion on any matter;
- And subject to the Public Records Law [exemptions], a reference to any document discussed at the meeting. (Such reference does not change the status of the document under the Public Records Law. ORS 192.650(3).)

Written minutes need not be a verbatim transcript and a sound, video or digital recording is not required to contain a full recording of the meeting, except as otherwise provided by law. Whatever means of recording used must give a “a true reflection of the matters discussed at the meeting and the views of the participants.” ORS 192.650(1). See p. K-10 for sample minutes.

The Public Meetings Law requires that written minutes or a sound, video or digital recording of a meeting be made available to the public “within a reasonable time after the meeting.” ORS 192.650(1). If written minutes are prepared, they cannot be withheld from the public merely because they will not be approved until the next meeting of the governing body. If minutes have not been approved, they may be so identified. In any event, any completed minutes or sound, video or digital recordings are public records subject to disclosure under the Public Records Law.

Consistent with the Public Records Law fee provision, discussed in Part I of this manual, a public body may charge a person a fee for preparing a transcript from a sound, video or digital recording.

We assume that a governing body generally should be able to make a sound, video or digital recording of a meeting available to the public within a few days following the meeting. However, we are told that a requirement that written minutes be available within a few days following a meeting is impractical even for a governing body with substantial staff, because such a body may meet in longer sessions and more often than other bodies, and consequently the preparation of minutes takes up to three weeks in the usual course of business. This practice arguably is within the “reasonable time” allowed by the statute, but a reviewing court may reach a different conclusion.

Or AG Pub Records Manual Appendix K-10 PUBLIC MEETINGS: SAMPLE PUBLIC MEETINGS MINUTES

Oregon State Dungeness Crab Commission
Minutes
Regular (Special or Emergency) Meeting October 4, 1987
Netarts, Oregon

Pursuant to notice made by press release to newspapers of general and local circulation throughout the state and mailed to persons on the mailing list of the Commission and the members of the Commission, a (regular/special/emergency) meeting of the Dungeness Crab Commission was held at the community hall in Netarts, Oregon.

Present were Chairman Abel Adams, and Commissioners Bertha Bales, Charles Carter and Donald David, the entire membership of the Commission.

The executive secretary of the Commission, Elmer Eaton, presented the Commission's agenda as follows:

- (1) Request to amend commercial limits of daily take of Dungeness crab from the estuaries and ocean waters of the State of Oregon.
- (2) Report of marine biologist Franklin on the effect of recent micro-organic growths in Siletz Bay on crab population.
- (3) Request to consider portions of Neahkahnie Bay off limits for sports crabbing.

Testimony on the commercial limits was received from George Grant representing commercial crabbing industry for an increase and Howard Hawes representing sportsmen.

After discussion, Commissioner David moved that the Commission give notice that it intended to amend the commercial daily limits by a 10 percent increase and that a public hearing be held to receive information, data, and views of interested persons.

Voting for the motion: Commissioners Bales, David and Chairman Adams;

Against: Commissioner Carter.

The motion having carried, the executive secretary was directed to prepare a notice of intention to amend a rule and have it published in the Secretary of State's Administrative Bulletin and to notify the press and the Commission's mailing list.

Marine Biologist Franklin reported that micro-organic growths have caused a 20 percent decrease in the crab population of Siletz Bay. Research at the Oregon State University Marine Biology Center indicates that it may be possible to develop an ecologically sound strain of micro-organism to combat the harmful growth. Commissioner Bales questioned Franklin as to the effects on the balance of life in the Siletz estuary. Franklin indicated that no sure prediction could be given at this time.

Commissioner Bales moved that Franklin consult with the Department of Environmental Quality and report back at the next regular meeting of the Commission.

The motion was carried unanimously.

A request to declare portions of Neahkahnie Bay off limits for sports crabbing was presented to the Commission. Supporting the request was George Grant representing the commercial crabbing industry. Mr. Grant testified that the extended take of sportsmen was decreasing the potential take of the commercial take. He indicated that the area was an excellent breeding ground and sportsmen were disturbing the young crabs, thereby endangering the population.

Opposing the request were Irving Instant, a marina operator on Neahkahnie Bay, and a representative of the Tillamook Chamber of Commerce, John Jackson, who disputed Mr. Grant's testimony. The Commission considered a written report prepared by the Department of Environmental Quality titled "The Effect of Sports Crabbing on Crab Populations," and dated June 15, 1987.

Commissioner David moved that Mr. Franklin investigate the claim and report back to the Commission at its next regular session.

The motion was carried unanimously.

The agenda matters having been dealt with, the Chairman stated that an application for the available position of Assistant Marine Biologist to the Commission had been received.

The Chairman then directed that the Commission go into executive session to consider the employment application. The Chairman identified ORS 192.660(2)(a) as authority for the executive session. Kenneth King, reporter for the Associated Press, requested to be present at the executive session.

At the conclusion of the executive session, there being no further business, the meeting was adjourned.

/s/ Elmer Eaton

Executive Secretary

Oregon Dungeness Crab Commission

October 4, 1987

Oregon Secretary of State Archives Division Minutes Retention Schedule – Permanent

(17) Meeting Records, Governing Body*: Records documenting the proceedings of any regularly scheduled, special, executive session, or emergency meeting of any governing body, as described in Oregon's Public Meetings Law (ORS 192.610 to 192.710), that is under agency jurisdiction. These typically consist of boards, commissions, advisory councils, task forces, and similar groups. Records may include minutes, agendas, exhibits, resolutions, staff reports, indexes, meeting packets, tape recordings, and related documentation and correspondence. SEE ALSO Meeting Records, Staff and Meeting Records, in this section and Board, Commission, and Committee in the County Court and Commissioners Records section. (**Minimum retention: (a) Minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in county records): Permanent** (b) Retain executive session minutes: 10 years (c) **Audio or visual recordings: 1 year after minutes prepared and approved** (d) Other records and exhibits not pertinent to minutes: 5 years)



**CURRY COUNTY BOARD OF COMMISSIONERS
GENERAL MEETING**

Wednesday, July 5, 2017 – 10:00 A.M.
Commissioners' Hearing Room, Courthouse Annex
94235 Moore Street, Gold Beach, Oregon
www.co.curry.or.us

AGENDA

*Items may be taken out of sequence to accommodate staff availability and the public.
For public comment, a completed speaker's slip must be submitted prior to start of the meeting.*

Present: Chair Tom Huxley, Vice Chair Sue Gold, Commissioner Court Boice, County Counsel John Huttel, and Minute Clerk John T. Jezuit

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE 10:00AM Huxley

2. AGENDA AMENDMENTS (5 min) 10:03A

A. Old Business Retain Prothman to Recruit County Accountant (10 min)

Huxley questioned **Payroll and Personnel Coordinator Julie Swift** about the number of viable candidates and if she had spoken to the Auditor.

Swift replied there are potentially viable candidates and had spoken with **Amanda McCleary-Moore Moss-Adams** on Friday, 6/30.

Motion by **Gold** Second by **Boice** to put on today's agenda **Carried Unanimously**

B. Executive Session ORS 192.660 (2) (d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations 10:06 Huttel

Motion by **Gold** Second by **Boice** to put on today's agenda **Carried Unanimously**

C. Administrative Actions Title III SRS Public Notice -- Request for Project Applications (5 min) 10:06
Boice expressed concern about the availability of Federal funds as there is a deadline.

Motion by **Boice** Second by **Gold** to put on today's agenda **Carried Unanimously**

Move Item 2A to Item 11; Item 2B to Item 13, with Adjourn Item 14; and Item 2C to Item 10C

1011 **Huxley** Wants to pull Item 6C from Consent Calendar for discussion.

1012 **Boice** Make it item 7A as we have officers here.

3. APPROVAL OF AGENDA

Motion by **Gold** Second by **Boice** to approve agenda as amended **Carried Unanimously**

4. ANNOUNCEMENTS (5 min) 10:13 Huxley

A. July 19, 2017 Board of Commissioners' Meeting at 10AM – Commissioners' Hearing Room

5. PUBLIC COMMENTS (3 minutes per person; 30 minute limit for all public comment) 10:14

Huxley We have 3 bicyclists and 1 other.

Huttl Met these young Americans on July 4, 2017. **Grace Pfeffer, Sara Belmer, and Savannah Lovelace**

Grace Pfeffer – Just graduated from college. Decided they want to do something about human trafficking.

Want to do something to cause world to ask why there's human trafficking. 48 girls will be housed in Texas. Create time to get girls to have a life after they have gone through. The goal is to reach \$3,000,000 <https://www.pedalthePacific.com/donate/> for contributions. We have blog and business cards.

1020**Dave Barnes** Speaking about dangers of hiring wrong administrator and encouraged the County to hire a good administrator as the County deserves it.

6. CONSENT CALENDAR Item Boice 7 C

A. Agreement - Curry County Sheriff's Dept. and Teamsters Local Union No. 223 (10 min)

B. Order Correcting Scrivener's Error in Order No. 20416 (5 min)

C. **Coos County Patrol & Probation Intergovernmental Agreement (IGA) (10 min) MOVED TO ITEM 10C, THEN MOVED TO 7A**

Motion by **Gold** Second by **Boice** to approve consent calendar items 6A and 6B **Carried Unanimously**

7. ADMINISTRATIVE ACTIONS/ACTIONS/APPOINTMENTS 10:25A Huxley

Captain Espinoza discussed the IGA and explained

- The IGA will allow Coos County to house 3 offenders.
- Is from July 5, 2017 to June 30, 2018.
- The rate \$99.37 per bed per day.
- Takes in account transportation.
- Offenders are seen as a minimal risk to the Curry County facility.

The Commissioners discussed the IGA - -

Gold

- questioned the number of beds available,
- the possibility of Curry County incurring medical charges and
- early release of inmates.

Huxley expressed significant concerns about the agreement, specifically,

- how many beds are available at the Coos County jail,
- what will revenue be used for,
- IGA does not grant Curry County immunity if a Curry inmate needs to be released due to this IGA, and
- reasonable ADA accommodations.

Huttl stated

All Commissioners' meetings are held in accessible locations. Auxiliary aids will be provided upon request with 48 hours advance notification. Please call 541.247.3296 if you have questions regarding this notice.

- the IGA has a mechanism in it to reduce risk to Curry County,
- ADA requirements are not any different than current requirements,
- early release and medical issues are better addressed under this IGA,
- we can terminate the IGA in 90 days, and
- the one thing we could include is standard risk language.

Boice stated

- the rate is the standard rate,
- agreed with **Huttl**, and
- he is very satisfied with the IGA.

Captain Espinoza responded

- Additional revenues would be used to modernize locks and upgrade surveillance system as monitoring systems are one of our biggest management issues. These items haven't been brought to the budget committee because we are running a bare bones budget.
- The early release mechanism was approved by BOC 3 years ago, and it is generally limited to those inmates who have no criminal history, committed a nuisance crime.
- Inmates are medically screened. If an inmate is unfit will be transported back or not transported at all.

1109 Move by **Boice** second by **Gold** to accept this agreement as presented. , **Boice Y; Gold, Y; Huxley, N** carried 2-1

A. [Subscription Agreement for Bargaining Unit from Oregon Teamster Employers Trust \(OTET\)](#) (5 min) 11:11

Gold observed the county is wasting money for people who do have own insurance and do not want this insurance and asked if we have this insurance until June 30, 2018?

Huttl responded the timing of contract is from July 1, 2017 to June 30, 2018. Wendy Abel-Hatzel, Abel Insurance, is looking for rates, which come out in January, 2018.

Boice stated the State legislature is looking at this issue

Huxley will be voting no due to issue with Oregon teamsters.

1113 Move by **Boice** second by **Gold** to accept this agreement as presented. **Boice Y; Gold, Y; Huxley, N** carried 2-1

B. [Subscription Agreement for Non-Represented Employees from OTET](#) (5 min) 11:16

Swift stated this is the same issue with non- union represented employees

1116 Move by **Boice** second by **Gold** to accept this agreement as presented. , **Boice Y; Gold, Y; Huxley, N** carried 2-1

C. [Second Reading Ordinance Adopting the revision of the Road Standards \(Curry County Code Article 3 – Roads\)](#) (5 min)

Huttl This is a 2nd reading and began reading the ordinance. (Ordinance number 17-02.)

Motion by **Gold** second by **Huxley** to read ordinance title only. **Gold, Y; Huxley, Y; Boice, N Carried 2-1**

Gold supports this ordinance as some roads are not accessible to fire trucks.

Boice stated he has not had enough time to read all that’s involved here, has concerns about fire trucks and developers, and still needs time to review.

1120 Move by **Gold** second by **Huxley** to approve Ordinance 17-02. , **Boice N; Gold, Y; Huxley, Y Carried 2-1**

8. PRESENTATIONS

None

9. PROCLAMATIONS/RESOLUTIONS/LEGISLATIVE ACTIONS

None

10. NEW BUSINESS

A. **Recruit and Hire an Interim County Administrator (10 min) 11:24A**

The Commissioners and Counsel discussed the issue.

Huxley stated he is scheduled to talk to Prothman this, July 5, 2018, afternoon

Gold

- related her experience on the school board where the interim superintendent helped smooth the transition to the permanent superintendent,
- stated she does not think we need to spend a lot of money recruiting an Interim County Administrator,
- hopes to open applications by end of July 2018,
- feels it could take up to a year to hire a viable permanent administrator,
- is looking for a vote today on hiring an interim county administrator and
- will come up with a job description

Boice stated he does not see urgency and will support this with a job description

Huttl

- offered to contact Association of Oregon Counties (AOC) and LOCO, specifically, Mike McArthur and Dan Bartlett to learn if those organizations could offer and assistance on the recruiting process
- wanted to know if Prothman is hired, will county be able to continue their own recruitment process as well, and
- will bring this back next time with clear parameters for what Board will be discussing.

B. **Adoption of an Existing Position Description - Emergency Management Coordinator (5 min)**

The Commissioners, Counsel, and **Swift** discussed the issue.

Swift stated the job description was written by **Don Kendall, Emergency Management**

Coordinator who is retiring, the job description does name the Sheriff nor the County Manager as supervisor is budget, and the position is budgeted in the General Fund

Huxley stated position was previously supervised by the Board

Huttl asked where was the position budgeted, stated the key question here is who supervises the position

Boice suggested Mike Murphy, a Langlois resident, the Emergency Management Coordinator here in the 2000's who is now working in Coos County, may be able to help Curry County

Gold wants to be pragmatic, agrees with Boice about a workshop, looking into an IGA with Coos County and continuing the discussion

Boice will take responsibility to get this on the agenda

11. OLD BUSINESS 12:01P

Item 2A Retain Prothman to Recruit County Accountant

Huxley do we want to pursue Prothman?

Gold Not really ready to do it yet.

12:02P Motion by **Boice**. Second by **Huxley** to allocate these funds for Prothman **Huxley, Aye; Boice, Aye; Gold, Nay Carried 2-1**

12. COMMISSIONER UPDATES/LIAISON & DEPARTMENT ACTIVITY REPORTS 12:05P

A. July 12, 2017 Board of Commissioners' Workshop at 10AM – Commissioners' Hearing Room

Huxley No workshop

Gold Solid Waste committee can then move to 10A in the hearing room

B. July 26, 2017 Board of Commissioner's Workshop at 10AM – Commissioners' Hearing Room

1207**Huttl** Emergency Management Coordinator & Wild Rivers Coast

Commissioner Comments 12:09P to 12:23P

Huxley Boice?

Boice

- Stated there is a fire prevention and awareness meeting at Gold Beach City Hall on Friday, July 7, 2017. It is just a general awareness of fire season. Would like to encourage public to come.
- Asked if anyone have time to write Governor Brown about predator control, especially around the airport, as there are diminishing state funds -- which will put a strain on rural counties
- **Senators Merkley and Wyden and Representative DeFazio** were able to get an additional \$2,000,000 for ports in Oregon for dredging. \$800,000 for Rogue River port.
- **Representative David Brock Smith** bill for Affordable work force housing legislation for constructing multifamily unit rental housing. Also Bill 3435 for road fund reserves loans that we could offer to our taxing districts.
- **Douglas County Commissioner Tim Freeman** flew to Washington DC to help pass legislation to create much needed jobs in rural forested counties. There are 2,500,000 acres of Bureau of Land Management (BLM) forest lands -- most is in rural western Oregon where federal lands are off limits to active forest management.
- Phone conferencing? Would help me on some of travel options

All Commissioners' meetings are held in accessible locations. Auxiliary aids will be provided upon request with 48 hours advance notification. Please call 541.247.3296 if you have questions regarding this notice.

Gold Membership for Oregon and California (O&C) counties. We have \$30,000 budgeted for both Association of Counties (AOC) & O&C counties for 2017-0218 Fiscal Year (FY).

Huxley

- A governing body can loan road funds to taxing districts?
- Point of info in talking to **Johnson** about workshop of April 28, 2018. Working with interested parties on some of the parcels on the list. Every single piece of property has to go through quite an elaborate process. No one can agree on their own to sell a piece of county property. We will need assistance of county counsel on this process for these agreements. Trying to really get things moving on disposing these properties.
- Brandt Media is working on cable flickering. And they are working with Dan Springer on the Vaddio. Also working on getting county speaker here that can accommodate 3 lines.

Huttl

- We're looking at an Executive Session. It will make sense to adjourn for lunch hour.
- Suggested using GoToMeetings and asking AOC if GoToMeeting will accommodate multiple call ins.

12:25P **Huxley** Lunch break come back at 1:30P, then Executive Session.

Gold not able to attend this afternoon due to personal matters.

1:31P **Huxley** back from Lunch

Huxley Motion to extend meeting by 1 hour **Boice** second **Huxley**. Carried 2-0

13. Executive Session at 1:32P

Huxley No decisions made during Executive Session

14. ADJOURN 2:19P

Dated this ____th day of _____, 2018.

CURRY COUNTY BOARD OF COMMISSIONERS

Approved as to form:

Sue Gold, Chair

John Huttl

Curry County Legal Counsel

All Commissioners' meetings are held in accessible locations. Auxiliary aids will be provided upon request with 48 hours advance notification. Please call 541.247.3296 if you have questions regarding this notice.

Thomas Huxley, Vice Chair

Court Boice, Commissioner

DRAFT



CURRY COUNTY BOARD OF COMMISSIONERS

GENERAL MEETING

Wednesday, October 18, 2017 – 10:00 A.M.
 Commissioners' Hearing Room, Courthouse Annex
 94235 Moore Street, Gold Beach, Oregon

www.co.curry.or.us

Curry County does not discriminate against individuals with disabilities and all public meetings are held in accessible locations. Auxiliary aids will be provided upon request with 48 hours advance notification. Please call 541.247.3296 if you have questions regarding this notice.

AGENDA

*Items may be taken out of sequence to accommodate staff availability and the public.
 For public comment, a completed speaker's slip must be submitted prior to start of the meeting.*

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE 10:01A Huxley

2. ADOPTION/AMENDMENT OF THE AGENDA (5 minutes) 10:01 to 10:21A

Huxley A couple of questions on public comment slips.

Huxley We have some for agenda items. Some are not. If not, address under Item 4.

Huxley Boice, any amendments?

Boice Allcare grant resolution 3C

Huxley Pull 3C from Consent Calendar and follow Consent Calendar

Hitt Request from a person to address Allcare Grant

Huxley Move 3C between 4 & 5

Boice 3D Quick clarification

Huxley Pull 3C 3D 3E. Will put between Item 4 and Item 5.

Boice Item 9A – no supporting documentation for this. No information included. Does not want today.

Huxley Boice, would you like the clarification now or when we get to that item?

Boice Need documentation

Huxley Hitt?

Hitt Normally when reading Agenda Routing Slip (AGRS), kind of have program understood. Needs to take more time to put myself into your shoes. We can do a better job of providing more background.

Boice No apology needed

Huxley Gold?

Gold Move on. Fine with **Boice** changes

Huxley Boice comments are absolutely well taken. Went through this earlier this week with **Hitt**. We either follow policy procedure. We do not need double standards. We have an AGRS policy. Should have been stopped without supporting docs. Can completely understand **Boice**'s comments

Boice Does not want to be so rigid that we become paralyzed. Just wants to offer that flexibility.

Huxley Policy is clear. **Hitt?**

Hitt Does not see mandatory requirement in policy to provide supporting docs. Working on a revised AGRS procedure. They should be before you by November 1, 2017 General Meeting. **Hitt** proposed changes provide more flexibility. Happy to follow whatever procedures Board of Commissioners (BOC) decides on. Granting some flexibility in procedures.

Boice Hitt Thanks. You've done a remarkable job.

Huxley Huttl Memo from November 8, 2016 and called out AGRS slip numbers. On additional comments. Go to 3A request, pull June 28, 2017 minutes. Not done. Not reviewed by **Hitt**. Requested those be pulled and submitted at next meeting. 4 different revisions floating around for May 3, 2017 minutes. Asks when those minutes are done for our view, minutes be E-Mailed to Commissioners to avoid checking hard drives every single day. To **Boice** comment, go to Presentations, Item 5. The notice and the attachments and what occurred. The date at least it was put on the AGRS was the date following the last date to submit. Should not have been put on the agenda. Told Jackson County representatives to come and share their opinions. What are we talking about? Taxes? Issues? Apparently calling in on the phone? It's a 2-way street there. It should not have been put on the agenda.

Boice Yes this was put together hastily. Not going to apologize for that. Putting it off another week or 2 -- We should, frankly, have been on this issue in August, 2017. There will be no Commissioner attending today, but 3 will be calling in. Very good information. Like to have the desk clear by 10:30A.

Huxley Gold OK?

Gold Fine Would like to get some information.

Boice Trying to learn all he possibly can

Huxley On 3E, asking for signature authority for chair. Move 3C, 3D, 3E to follow public comments.

Remove June 28, 2017 minutes

Huttl Supplemental at my work station.

Hitt Submitted Tuesday? **Community Development Director, Carolyn Johnson**

Johnson City of Brookings also submitting an application for a grant. They graciously provided a letter to Department of Land Conversation and Development (DLCD). Good idea to work together.

Gold Put on Consent Calendar?

Huxley Yes. Consensus to move Minutes of May 3, 2017 and June 28, 2017, Items 3C, 3D, and 3E out of the Consent Calendar? **Huttl**?

Huttl Have a letter from City of Brookings. On the agenda?

Boice That's not on the grant application for DLCD?

Hitt Submitted Tuesday. **Johnson**?

Johnson City of Brookings also submitting application to DLCD. They provided a letter of support to DLCD for County application.

Gold Fine with that. Can we put the letter on the Consent Calendar?

Boice Fine

3. CONSENT CALENDAR (Items in the Consent Calendar may be removed for separate discussion and/or action at the request of any Commissioner) (5 minutes)

A. Meeting Minutes May 3, 2017, June 28, 2017, and August 16, 2017

Minutes of August 16, 2017 approved

B. Approval of County Credit Card for County Administrator

Approved

C. AllCare Grant Resolution

Moved out of Consent Calendar

D. Amending Resolution R2017-8 (Establishing Procedures for processing Oregon Liquor Control Commissioner Permits (OLCC))

Moved out of Consent Calendar

E. Intergovernmental Agreement (IGA) Approval for 17-19 Biennial Community Corrections Grant in Aid Funding with the State of Oregon.

Moved out of Consent Calendar

F. Department of Land Conservation and Development DLCD Grant Support Letter

Approved

10:21A Motion by Gold 2nd by Boice to approve the Consent Calendar as amended. (Minutes of August 16, 2017, 3B, and 3F) **Carried Unanimously**

4. PUBLIC COMMENTS (3 minutes per person; 30 minute limit for all public comment) 10:22A to 10:32A

Huxley We have 3 public comments without item on agenda. Travel policy, Hamilton Lane, **David Barnes Hitt** Request or accommodation for **Mary Rowe** to be 1st. Do it sooner rather than later.

Boice We will have call in 7 minutes. Rather not keep people waiting who will call in. **Jackson County Commissioner Colleen Roberts** and **Coos County Commissioner Bob Main** calling in. Is that a possible option?

Huxley **Mary Rowe**? Was Agenda Item 3C pulled out of consent calendar.

Rowe Money given December 12, 2015. Housing needs. Believes \$30,000 should be kept by Curry for housing needs assessment. South Coast Development Corporation (SCDC) has done study. It covered Brookings and Harbor. Curry has relationship with SCDC. Study could be used as a model. **Gold Beach City Manager Jodi Fritts** said she is interested. **Terrie Richards, Port Orford City Manager** is too. On October 19, 2017, agenda for Port Orford. Also spoke to **Johnson** and **Hitt**. We have a tiny bit of a window. Currently no greater need than housing. Assessment must be done before developers getting financing. Recommends keep \$30,000 for Allcare funds. Spoke with **Josh Balloch** of AllCare. Would appreciate finding former **Commissioner Brown's** plan for housing needs assessment. Are matching grants an option?

Huxley one more public comments card. **Jim Johnson**?

J Johnson Not going to speak so much as to see if there's anything you wanted ask me about the showers? Any further questions? Went back to office this morning. Help focus about anything on the showers. What should happen to Allcare funds? Totally trust the 3 of you. You know what's best. Been 10 years since we developed the housing plans. Our Curry Coalition of Homeless. It is only about 10 months old. Hope we can move forward. We have a housing crisis. Some of our last shelters in the wild are gone or being torn up. Eagle's Nest no longer exists.

Boice As I understand the resolution, the money will be returned to Allcare less \$15,000. About \$83,000 going back to AllCare grant program. All the work we did will all go away. In favor of supporting of work we did. Gave a lot of heart and soul to it. Including your shower. Unless someone wants to correct me, that is my understanding.

10:32A **Huxley** See **Sergeant Denney**?

Denney Director of Probation. Have Intergovernmental Agreement (IGA) for state and grant fund. Have a break down, Have a letter from Local Public Safety Coordinating Council (LPSCC) recommending grants to Commissioners. Handed BOC documents. Can go over budget a little bit. We have myself, Director of Parole and Probation, 2 Parole and Probation deputies, **Mike Lang** and **Dona Dotson**. Administrative Assistant and also Probation Officer, Deputy **Vicki Scott**. We supervise of a case load of about 175 adult offenders. Funding about \$1,470,000 . We have additional grant funding justice reinvestment which will be \$215,000. Measure 57 \$57,000 grant fund for drug addicted property offenders. Supervision and services -- \$474,000 for Fiscal Year (FY). Jail operations -- Pay the jail \$215,000 per FY. Going to A & D treatment about \$17,500 for FY. A subsidy fund for inmates released from prison coming back into community about

\$5,000 for FY. Sex offender treatment \$6,000 per year. \$4,500 for electronic monitoring. Our justice reinvestment grant focuses on a program called Thinking for a Change and also housing assistance. If we receive justice reinvestment grant, we will have 5 rentals we are paying for. We could also fund the DA's Victim's Assistance Program, Wally's House, and Oasis Shelter. This year it would be \$21,524 to each program. See the breakdown below there. This year we're asking for no funds out of the general fund. Ask you sign grant so that he can get back to the State.

10:37A Motion by **Gold** 2nd by **Boice** to accept the grant and get it moving. **Carried Unanimously**

5. PRESENTATIONS (by phone) (10:30A)

Issues Concerning Marijuana Growing and Sales various County Representatives . – County Commissioner Court Boice (15 minutes) 10:37A to 11:10A

Boice Coos County Commissioner Main and **Jackson County Commissioner Roberts** not on call. **On Josephine County Commissioner Morgan** and **Community Development Director Schmelzer** are on call. This is becoming a huge issue. At Gold Beach city council meeting for 3.5 hours last night. They approved an additional dispensary and denied another.

Boice Testified before the City Council -- do a moratorium. So much going on with Federal Government and State trying to get control of illegal growers. In Josephine County, 2% of the population and 14% of the marijuana grow. A person represents 12 to 20 dispensaries throughout Oregon. Here he is in Curry County. His presentation. Accepted unanimously. Had wonderful testimony 2 months ago now. A juvenile representative asked the Board to get a moratorium on dispensaries. **Boice** read from newspaper article -- she warned availability of marijuana and alcohol is bad for Curry County. Cited a Duke University study. Lower IQ by 8 points. **Marcia Bernard** letter – just put the brakes on. Thinks Curry behind a little bit. Coos County is also acknowledging it is a bit behind. This is an issue Curry needs to get on top of immediately. **Morgan** (Charles adjusted volume.)

Morgan Learn as we go process. **Schmelzer** been part of it too. We allow agriculture grows in rural residential. We have 130 recreational grows registered. Rumored about 3,000 grows. Has caused outpouring of complaints about commercial operations and residential growing. Trying to come up with a way to come with rural residential counties. Would say majority are medical or not registered at all. Lack of enforcement from State has caused chaos. Last week we got our payment from State. Our payment for 18 was \$206,000 out of \$198,000,000 collected. Impacted is much greater than that. State not enforcing. Falls on County.

Boice Need an army of deputies to respond to complaints.

Morgan Was a parole officer and a 911 deputy. Used to have marijuana extraction team. These guys out in forest dealing with grows. Pulling plants out of ground. Now where do we find balance legal in state, not legal federally. Most part people trying to comply. Nobody enforcing medical or trafficking out of State. Created state marijuana enforcement team focus on trafficking. No focus on how over run the grows are. Neighbor had constructed a watch tower looking at the grows. The amount of employees are on guard with assault rifles. We shouldn't be living in marshal law

Boice Roberts are you with us? Knows **Roberts** is following our lead. What not follow federal law? Has happened so fast. Gone from medical to recreational to commercial and now industrial. Hard to believe some of the stories you are told. But it's true. **Schmelzer** still on? Curry County Pilot (newspaper) article today was almost breath taking.

Schmelzer Problems not with dispensaries. Tend to be properly planned. Require in downtown areas. Issues in Gold Beach not encounter her. Main drags have been tastefully done. Issue with production –

growing drying and packaging. We have 3,000 medical grows. 35 of 8,000 grows have regulations. Medical inspector has told us has not inspected single growth site in Josephine County. We've seen gross abuse of that program. Have story of people making \$2,000,000 and \$8,000,000. Has really effected crime and culture. If see marijuana grow, there's money in the house. Can't put into the bank. Makes them a target. Cultural thing for us. Had nice quiet neighborhood people living there 30 - 40 years. People are now leaving those communities.

Schmelzer Our manufacturers can't get qualified employees. Can't get them to pass drug tests. Can't get workers certain times of years. Affects real estate and manufacturing sector as well. People paying taxes are threatening to leave. Do not want to be anywhere where they can smell marijuana. It's a heavy crime issue. Cultural issues. Economic development side as far as business retention and attraction. Curry has had head in sand a little. When Josephine County cracks down, then those will move to Curry. Now Josephine County is looking at cracking down, they will move on. Need to be prepared on this

Boice Thank you. Would like to open up to **Gold & Huxley**.

Gold Schmelzer, what is your recommendation. What is Josephine going to do to take care of this issue?

Schmelzer 1st concern was tarp fences. State required 8 ft fence. We got cheap plastic fences to cover the crops. 1st year came up with simple regulations, setbacks, and fence regulations. Also green houses. We did lighting regulations. Did a ballot measure in May, 2017. Asked if County should consider a possible prohibition on the railroad land. 2/3 wanted County to do more about possible prohibition. As more complaints come in, we hopefully have our final draft. Discussing that this afternoon. 1st reading 2nd reading, then rules in place. To grow marijuana in rural residential, the lot has to be over 5 acres in size. Get rid of campers. Make sure there's ownership involved. Accountability. When owner lives on the land, it tends to be a better operation than absentee owner. Require land owner must be a producer. Looking at hours of operations. People coming in 24/7. Issues of shooting guns and vicious dogs. Noise and odor issues. We're not capping the size of grow. With new rules in effect on January 1, 2018, some of that will be addressed. For example with Oregon Liquor Control Commission (OLCC) recreational grow, get capped. Also medical has to go through OLCC. Looking at no access off of maintained roads unless person owns land there. Will solve issue of non-growers stuck footing bill to repair roads. OLCC says you can have 12 plants before can be regulated. More than 12, then you're commercial. Jackson allows 4 recreational and 6 medical. 6 if lot is more than 5. Anything beyond that, then considered commercial. Consider grandfathering. Discussion only green house or only outdoors. Can tell you more after this afternoon.

Gold How are you going to enforce all of this?

Schmelzer Have a fabulous code enforcement person here. Used to be a private investigator and used to serve paperwork on gangs. Started last August up to 735 formal filed complaint. Started with 73 complaints. Josephine County Commissioners approved hiring another code person. We feel that smidgen of money can help pay for deputy and attorney. With added staff will get more progress on our violations. If everyone applied for permits about \$1,000,000 added to revenues. That could help pay for added marijuana enforcement.

Gold Does state help with enforcement of this in financial aid?

Morgan They haven't so far. Rane Niedermeier, OLCC, up to now the focus of OLCC is getting people registered. Now changing to enforcement. Now have 3 investigators, increase in to 7. In Medford office. Will inspect and hold accountable. If not OLCC, will turn over to State Police to investigate.

Schmelzer That's why you need to beef up your own enforcement

Boice How many 3,000 of medical grows – how many are registered with Oregon Health Authority (OHA)?

Schmelzer 3,000 are registered. Just never inspected. We get a lot of complaints about medical. Not all registered, not all regulated. OHA has not been very cooperative. The legislature changed the law so that as of January 1, 2018, OHA is required to tell if grow is legitimate.

Morgan my understanding 1 person in every County will be given access to that data.

Boice Main are you on? **Cribbins** from Coos is still trying to call in. Can wind it up here. You've inspired us.

Gold no additional questions are this time.

Schmelzer We can send over E-Mail if move forward. You may not be in same boat. Time place manner. The things we find impacting. Influx of out of state migration. Out of state growers that are hiring people who have no connections to this community. Changing a pretty pro cannabis community.

Morgan Boice, we're willing to help. Just reach out to us.

Boice Been side tracked a little by Chetco Bar Fire.

Huxley any public comments on this is issue?

11:11A **Huxley** Public Comments on this issue **Gordon Clay** and **Marcia Bernard**

11:12A **Clay** No interest in doing marijuana ever. Do support 100% the sales and use of medical marijuana. Guided by Portugal. They do not any have illegal drugs. Amazing marijuana has created such a stir. In Oregon, 18 is the legal age limit on marijuana. No age limit on alcohol. It's a relaxed attitude in Curry about alcohol. Costs \$1,000,000's. Causes 1,000's of auto accidents. County does not have a no tolerance policy on alcohol. No school policy in Gold Beach allowing random drug policy. A 2012 survey showed 74% of 6th graders have never had a more than sip or 2 of alcohol. 20% of 11th graders are binge drinkers. Alcohol really easy to get. Use of marijuana has gone down since 2005 to 2010. Should be more concerned about use and abuse of alcohol. Has all that data here for your perusal.

11:16A **Huxley** One other **Marcia Bernard**?

11:16A **Bernard** Alcohol is a problem and marijuana is too. Article dated August 7, 2017. Devastation marijuana has done in Colorado. Marijuana related traffic deaths and emergency room visits. Marijuana black market has increased. Regulator indicted for corruption. True impact is just starting to be learned. Negative consequence will be felt for generations. Crimes relating to retailing businesses. Will give **Boice** a copy. Believes the whole area will be affected in many ways. The real state property values, tourism, children will be effected.

11:19A **Boice** Referenced your letter to the Pilot. A lot of people would have predicted what would happen to in Colorado. Thinks it was a good way to go to accepting medical marijuana as a good therapy for people that need it. It's gone way beyond. We're just getting started. Have had alcoholism in my family in past years. Feels responsible. Has 8 grand kids. 1 out of 5 become addicted. Don't drink. Thinks it's bad business. Consequences are right in front of our face. The Sheriffs, the schools, There's a generation that doesn't understand pot. We have to decide. My grandfather in the 30's ran and lost a precinct because of moonshiners there. The dangers of this right now.

11:22A **Bernard** Ask people to go to city council meeting and ask city to put a moratorium on these licenses.

11:22A **Huxley** Do you have a document for the record?

11:22A **Bernard** Will get that later.

11:23A **Huxley** Sheriff?

11:23A **Ward** We haven't seen a lot of problem here. Fought battle with cartels growing up in the mountains. Marijuana is here. It's here to stay. Not much we can do about it. Hands tied when start legalizing things. Haven't had dealing with dispensary in south county. It's the medical grows and the recreational grows that are out of control. We have more of a problem with the opioid epidemic. All drugs. All Josephine County has I-5 – big thoroughfare. We have 101. Tighter, more restrictive.

11:25A **Boice** Use 101 to get around I-5. Cheap heroin coming in from Mexico. Speaker several months.

11:26A **Ward** Sure it's coming in. Patrolled by State Police. We do not have resources.

11:26A **Karli Wright** If you have additional questions, come to me and talk to me about it. There's several grows right next to my house. Drove to Brookings today. There's a Best Bud sign on the way to Dutch Brothers. What kind of models do we want our towns to look like? If any questions, comments, data, please contact me.

11:28A **Boice** Just your dedication to kids. We're lucky to have you here. To try to send kids down a wise path.

11:28A **Huxley** Saw a hand? No other speaker comments. Will go to public comments **Dianne Daniels**

11:29A **Daniels** To read the **Daniels** letter, please click here

http://www.co.curry.or.us/Portals/0/2017_10_18%20Submitted%20PACKET.pdf pages 5 and 6. Or, please contact the BOC Office.

11:32A **Huxley** comments?

11:32A **Gold** No

11:33A **Boice** Will respond to **Daniels**'s letter. Will take a little time.

11:34A **Huxley** \$1,300 has nothing to do with gasoline.

11:34A **Boice** one meal in there?

11:35A **Huxley** No meals. **Jack Grasham**

11:35A **Grasham** Property at 97851 Hamilton Lane. House burnt down last Sunday. Read letter.

11:40A **Grasham** Showed pictures of house after it burned. Trash on property

11:41A **Boice** How close did fire come to other property?

11:42A **Gold** Mobile home community?

11:42A **Grasham** No.

11:42 A **Boice** 3 explosions? Mr **Bigelow**?

11:43A **Hitt** Unincorporated area. What are average size of lots. This lot?

11:43A **Grasham** Close to an acre.

11:43A **Gold** code enforcement officer is on the agenda.

11:43A **Grasham** Heard about code enforcement officer all last year.

11:44A **Gold** Totally in favor of code enforcement officer.

11:44A **Finley Cheshier**. Garage damaged by fire. This property has been a thoroughfare for drug use all hours of day and night. Human waste and garbage piled up on that place for 2 years. Elephant in room – meth amphetamine use. Doesn't think an electrical fire caused 3 explosions in there. There are children coming in there. Dangerous situation. There have been 5 or 6 people living in that garage for past 2 years. Problem will get worse and worse until something is done about it.

11:46A **Wendy Cheshier**. Neighbor of **Susie Hamilton**. She hijacked our water & electricity. All the people living in out building. She has 6 cats. None are vaccinated spayed nor wormed. She has no money. Feels being victimized by Susy and 100's of people who go in and out.

11:47A **Betty Mears**. After the blast, it was simultaneously 10 of people living there took off down the street. The people had to have done something in there. They ran 2 streets over to Bethany where they almost mowed a person down. They're saying electrical fire. Give me a break. It wasn't. We know what it was.

11:49A **Laurel Bigelow** (?) About 2:30 this morning there was a car I recognized from sound of muffler. They came back over at the house with flashlights. Very important to get this security or fenced or wall it off.

11:49A **Cheshier** The owner of the house behind, has security cameras set up. It's an ongoing problem.

11:50A **Huxley Gold**?

11:50 A **Gold** Sheriff can it be tested for meth/amphetamine?

11:50 A **Ward** Still interviewing some people. What has been told, there is no evidence they can tell it was meth/amphetamine. Did go there yesterday. Destroyed. All burnt to the ground. Don't know what

people could be looking for. There is somebody living in back portion. Heard a dog inside. Probably 4 or 5 people. We had community meetings about this about a year ago. We developed a plan to documenting plates. Stopping people. Never found anybody with drugs who said they bought drugs there. Did not have evidence to get a search warrant. Unfortunately it's to this point now.

11:53A **Gold** With no sewage, could county condemn it?

11:53 A **Hitt** Yes, but if declared a public safety hazard, it can be condemned.

11:54 A **Huttl** We have similar process on our books. Lot of steps to go through. Consideration by BOC. Would be by BOC direction.

11:54A **Boice** In talking to **Chief Brazil** nervous to go in to investigate. When seeing that much garbage around people are we marching to 3rd world status? We need code enforcement officer. We need 2. We need to find funding. Remarkable Josephine County has a woman that goes into, without being armed. We can train a couple of people through Sheriff's department. Have looked for different funding solutions, not property taxes. Haven't had a lot of help on that. If we don't get a handle on these kind of things, this room will be packed every commissioner meeting.

11:56 A **Huxley Grasham** you and I and **Johnson** have corresponded as far as where we were and history. Some funds were approved. Interviews. That didn't work. When **Hitt** began, we went over code enforcement. High priority. In part it's coincidental it's on agenda today. Strictly coincidental. \$30,000 very restricted type fund for restaurant. Building with illegal structure with state courts. To accept foundation for code enforcement. Believes that foundation laid legally. Dealt with Department of Environmental Quality (DEQ). Doesn't know what meetings **Hitt** had with **Johnson**. Not going to tell you in 2 weeks it's going to be fixed. We still finding out. We still need other things to do. Job description. Go under community development, which I support at this time. There are different sections of it. Environmental, restaurant, hopefully this will be catalyst to get something done. Codes are now in place. Same thing on Elk River. Almost identical. They go to where there is no enforcement. Soon as there are consequences. This will be final close call. Could have been far far worse. **Hitt**?

12:00P **Hitt** Totally agree with you. Have had a couple of conversation with **Ward** and **Johnson**. Certainly agree property owner have the right to enjoy your property without encroachment. Regarding garbage, nuisance activities. Code enforcement officer process – certified by state. Individual will be able to go out and issue citations. Ultimately if it's severe enough, come back to BOC, declare a public safety hazard and then possible leveling of the property. Committed to getting that going as soon as we can.

12:02 P **Huxley** Communication wise, how do you want that?

12:03 P **Huxley** One more general public comments **Dave Barnes**

12:04 P **Barnes Ward** said marijuana here to say. Since marijuana is legal in Colorado, opioid use has dropped. We have problems, but there are good sides to it. Woman who spoke about **Boice's** travel during the fire. Is there is a formal job description for the county commissioners? Do you have timesheets? Do you work 40 hours per week for the people of Curry County? Do we get to know what you do during that time? **Gold** did you go to fire meetings? **Huxley**, have you gone to fire meetings?

12:05 P **Huxley** Do elected officials have job description? No they do not. By statute all they have to do. Tried for years. What do we need to do to get job descriptions? It was basically the answer: there is no job description.

12:06 P **Barnes** Would you consider creating a job description for commissioners? What do you do to justify your position to be as Commissioners. What do you do for 40 hours per week on behalf of the citizens of Curry. I have a right to know. Appreciate information at next meeting. What do you considered your jobs to be? What do you think your jobs are up there?

12:08 P **Boice** When will this discussion carry on? **Gold** could I ask for your assistance here? The job description was poo-whoood.

12:08 P **Huxley** have recessed the meeting. Back at 1:15P

1:15P **Huxley** Back from lunch Break

1:16P **Huxley** Item 3 1:16P to 1:34P consent calendars. We're going to 5 minute recess. (Due to **Boice** interruption.) If it continues, will adjourn the meeting.

1:22 P **Huxley** Back live. We're going to not have further disruption of this meeting. We were to going to items moved out of consent calendar Item 3C Allcare Grant resolution **Hitt**?

1:23P **Hitt** Commissioners you have a resolution relating to Allcare Grant funding. Part of your packet. Reflecting history of grant. Resolved Board of Curry County Commissioners relinquishes the Allcare grant. Recommending Allcare fund those proposals that came to you. Also holding a reserve of at least \$15,000 of the original \$100,000 as matching funds for a possible Curry County housing study. **Rowe** touched on \$30,000. Cities of Gold Beach and Port Orford may be interested in participation of housing study. If you were to decide probably \$20,000 need to do rest of Curry County. We can change \$15,000 to \$20,000 if Curry and 2 cities agree.

1:26P **Gold** Better way to handle grant money going through Allcare.

1:26P **Hitt** As far as administration of grant --- complicated and cumbersome. Allcare will really have to monitor the spending of the funds over the years handle it. Cleaner quicker with Allcare handling grant.

1:27P **Gold** All the people that came before us?

1:27P **Hitt** We're recommending all people who have come before us be funded.

1:28P **Boice** At bottom of resolution says \$15,000 don't know which projects ones are recommended. It would only be about \$83,000.

1:28P **Huxley** Couple of comments. Allcare has not looked at any of the applications. Up to Allcare whether to approve or not. As far as returning, the original \$100,000 grant. Addressed in June 28, 2017, general meeting \$100,000 reduced to \$99,172.80. The expense of **Commission Brown**'s to travel to Florida, I believe, was approved. That would be amount that would be returned. **Boice**?

1:30P **Boice** These care providers want county's involvement. Want local input. Just a gap here. **Hitt** you weren't privy to the list. I'll get you that list.

1:31P **Huxley** We'll continue the meeting. Would entertain a motion to proceed with your recommendation.

1:32P Motion by **Gold** 2nd by **Huxley** to accept resolution for the Allcare grant with the corrections

1:34P **Carried 2 – 1 Gold & Huxley Yes. Boice No**

Gold Allcare would be ultimate entity to approve list. All were supposed to send apps to Allcare

Hitt October 3, 2017. Submitted electronic all apps.

Boice Does math add up?

Hitt They haven't awarded anything yet.

Huxley 3D 1:34P to 1:36P We will hear now. Amending resolution R2017-8 establishing procedures for processing Oregon Liquor Control Commission (OLCC) permits. **Hitt**?

Hitt Page 2 of resolution states any Commissioner available to signature. Would like to add County Administrator as designee for sign. Occasions arise when a commissioner not here.

Boice Thanks for clarification.

1:36P Motion by **Gold** 2nd by **Boice** to approve OLCC resolution **Carried Unanimously**

6. ADMINISTRATIVE ACTIONS/APPOINTMENTS (5 minutes) 1:38P to 1:48P

New Hire County Accountant Order D. Marshall (Finance Manager) – **David Marshall**

1:37P Motion by Boice 2nd by Gold to hire David Marshall as County Finance Director Vote at 1:47P **Carried Unanimously**

Hitt Marshall has extensive experience. Recommend your approval of **Marshall**

Gold Are we going to pay have to pay Prothman the \$7,500 finder's fee?

Huxley Not a finder's fee. Responsibility of customer that pays Prothman if you hire or don't hire.

Gold They'll ask us for their expenses?

Huxley Those costs have already be invoiced and paid. Same company for search for County Administrator

Gold So we will be paying \$7,500.

Boice 1st I've heard of this. **Marshall** made it clear he wasn't with Prothman.

Huxley Marshall made comment he did not want to apply under Prothman.

Hitt I'll follow up with Prothman if you grant me authority. Most recent conversation, he mentioned they asked him. Prothman said they do not have anything to do with Prothman.

Huxley Gold proposed not doing anything. Then another meeting we deiced to do something. Before profile was completed. County forwarded information to Prothman. Just a few weeks ago, I mentioned to you to see if we ever checked back to see. If we haven't we should.

Boice Your proposal to ask Board to support you. I'll contact them. We're caught in spot. Don't have the \$7,500.

Huxley We don't have it because they have it. It was in public. Jumped through hoops to put that together so we could locate an accountant.

Boice Not included in motion for Hitt to contact Prothman. Board consensus for **Hitt** to contact Prothman. Does Hitt have our support?

Huxley Read the (Prothman) contract first. Hitt we have an existing job description. It has that one partial sentence. Encourage review and revise. Remove partial sentence in the education. Or any satisfactory experience and training.

Boice We don't need vote on **Hitt** contacting Prothman?

Huxley No

7. PUBLIC HEARING

None

8. OLD BUSINESS/PENDING ACTIONS 1:48P to 2:25P

Huxley Hutt!

Brookings Head Start Workshop Summary Document. – **John Hutt!, County Counsel** (20 minutes)

Hutt! 2 different version of a pager packet to summarize meeting we had with the State. Either stop now or stop later. We could vote to terminated the grant activity right now. It would be reclassified as a planning grant. Infrastructure Finance Authority (IFA) would not get repay from County nor be held as black mark on the county. Or the BOC could vote to move ahead. 1 is to stop later, after appraisals are obtained. IFA contribution \$3,000 to any excess cost to obtaining appraisal. We would have opportunity to terminate the grant under heading of planning grant. No adverse consequence to the County. If we

did processed after point, then IFA will invoke their clause to get money back. Board can pick 2 versions. Previous said we will pay any outstanding invoices. CCD mentioned they do not have any. Both documents say more or less same thing. Just summary documents from meeting.

Huttl What does BOC want to do with this grant?

Huxley Huttl, Hitt, and myself met on October 10, 2017 at **Huxley's** request. We went through 2 1 page version. We went through corrections from those versions. **Huttl** corresponded back and forth with CCD. Still a disparity what's been disbursed. The total approved \$117,054 is what would be returned. Didn't see that number. Hand wrote it in. Also what was agreed at that meeting. It was agreed it was preference of both **Hitt & Huttl** was to continue use **Huttl's** draft. Was very surprised to see the others in here.

Gold If we proceed with the appraisal and inspection, at time re-assess, then we would owe nothing to IFA. Is that correct?

Huttl If we decide to stop at that time.

Huxley you would have a lot more information. If you decide, IFA will not forgive anything.

Gold But at least we would have a whole lot more information

Huxley You're in the hole \$117,054 So you consumed more non reimbursable time. If go forward \$117,054 in the hole. Has been my concerns.

Gold A lot of concerns have been addressed. Feel better about that. Not as nebulous.

Boice Agree with that. If this doesn't give us a black eye. Don't know what would. Grants are a tricky deal. We're still going to be together another year and 2 months. **Gold** just offered, there's been several questions that have been asked. The Board confirmed State not in any hurry. I sat in a meeting, will work with **Tracy Loomis** with CCD on where we stand with this building. Building 20 years newer. Excellent parking. Told by realtor would cost about \$600,000 but \$300,000 would be gifted by owner. I think it would be wise to research this. Don't know if it would be possible. It's been on the market 6 years.

Huxley There will be nobody compensated for running the project. No one in this county that I've seen that would be capable of running this project, even we had funding. No reimburse for any administration.

Boice Isn't that what we're paid to do? \$1,600,000 leave Curry County. Don't think we'll get another chance.

Huxley If someone has a grasp on what it takes to administer a project like this. Do you cut your losses at \$117,000 or cut at \$200,000 or \$175,000?

Boice Really measurable and noteworthy Will be asking **Huttl**. We are getting a handle on this. Started in March. We've come a long way since then. Asking **Huttl** if you have recommendation to the Board?

Huttl Recommendation was optimistic last time. Go forward with project. IFA has presented us with no cost, no risk option to get more information. **Huxley** States we have no one here to do it. **Gold** thinks and **Boice** as well we do have people in place to do this. **Huxley** states this will require quite a bit of grant administration on the part of the County. Make sure more clear that CCD will be doing grant administration work that had been done by County. It would be a policy if BOC wants to dedicate staff resources. Cost benefit policy decision to make.

Huxley Hitt?

Hitt Tough call for me as well. If I had been here before and have a better handle on staff resources than I do right now, I'd probably lean toward favorable. If BOC wants to go ahead, we'll do it. There will be a challenge.

Gold Hitt what's your recommendation leaning going through 1st step

Hitt No problem with going through 1st step.

Gold Then you can look at what kind of resources are we talking about.

Boice Huttl has brought to where we have clarity. Don't see it at compromise in staff time.

2:06P Motion by **Boice** 2nd by to let **Huttl** fulfill grant task As primary staff person to administer this grant. 2:13P **Withdrawn**

Gold Before we put on **Huttl**, he needs to agree to do this.

Huttl Don't need to do that to get to appraisal point.

Gold Don't move forward until we get appraisals

Huttl Then get into a construction management phase on a \$1,000,000 project. What you would do at stage, put it out to bid to general contract. Then responsibility is on that general contractor. Then County administrator riding herd on contractor.

Gold Oregon Coast Community Action (ORCCA), at it's own expense, would provide an onsite construction manager.

Huttl They're talking about a day to day representative, but not a County representative. ORCCA proposed. County person would interface with that person & contractor. Then bring back decision to Board. The idea from ORCCA this person would be our eyes an ear. That person would be kind of like a deputy and assistant to County person. Be valuable. Would not have a lot of responsibility.

Huxley If you ever run a project on site, you better have someone on site. Going out for quotes. All non reimbursed time.

Boice Huxley Why don't you run the project? You'd be very capable.

Boice Gold, willing to amend my motion subject to the appraisal you mentioned, would that help? Want to keep **Huttl** on project.

Gold Wants to re-evaluate after appraisal

2:14P Motion by **Gold** to get appraisal and building inspection after which we will evaluate the entire project. No second

2:17P Motion by **Gold** amended to get appraisals done and building inspection done with **Huttl & Hitt** keeping track of their time & report monthly. 2nd by **Boice**. Vote at 2:25P **Carried unanimously**

Boice Who reaches out?

Gold Huttl, are you willing to take care of those 2 tasks? Appraisal and inspections.

Huttl Part of reason for involvement. We did not have a County Administrator. **Hitt** said he has favorable working with IFA. My role is to assist County admin in execution of contract. The tasks need to be done. Building appraisal and inspection are 2 procurements. Another sub-component of that. Contract with ORCCA to contribute for pay of architect. We've had this conversation with CCD about what's their role in any procurement. CCD expects County to do most of the procurement work. We provide forms and go forward from there

Boice Huttl Has really done a good job on this.

Gold Amend the motion.

Huttl Gold, you can direct **Huttl & Hitt** to work together. To make sure we have both appraisal and inspection done.

Huxley Would ask in addition to that because Board has asked **Huttl** to keep track of time and job costing for these problem grants. Keeps mounting and mounting. Coasting \$1,000's.

Huttl Huxley, you voiced that.

Huxley BOC directed you to do that.

Huttl Didn't understand that to be consensus. That's something I want a motion on that.

Huxley There's job costing.

Gold Agree with **Huxley**.

Huxley when will this be done? **Hitt**?

Hitt Guess December as earliest.

Huttl We'll be coming back to you every month.

9. DISCUSSION/BOARD DIRECTION/DECISION

Huxley Gold?

A. Discussion of Disbursement of Public Records and the Policy Regarding this Issue. – **Sue Gold, County Commissioner** (10 minutes) 2:26P to 3:00P

Gold Brought up because of **Catherine Wiley** records brought up at last meeting re: **Wiley** travel. **Wiley?**

Boice No public comment slip?

Huxley This is on an agenda

Boice And they filled out a slip at 10A?

Huxley Yes

Boice More double standards

Huxley Or interruptions and disruptions of the meeting.

Wiley Wiley read letter. To see letter, click on this link

http://www.co.curry.or.us/Portals/0/2017_10_18%20Submitted%20PACKET.pdf then pages 18 and 19. Or, please contact the BOC office.

Wiley There are legal issues regarding county staff providing information here which should have been redacted. Any questions?

Boice The travel you did worthwhile? Pertain to Curry County

Wiley Absolutely

Boice Why was your travel in those days was more relevant than my travel nowadays? No encouragement from you for me staying in Motel 6. You have made a tremendous effort to challenge the travel of **Representative Smith** including the \$70 meal he helped me with. The money and support as **Ted Fitzgerald** said last General Meeting. **Gold** didn't get in program with FEMA. **Smith** had to travel. You had to travel. Do see a double standard. Thinks I have the support of the public, the trust of the public, and I think my efforts were very effective.

Huxley Boice a point of order please. This is not the subject.

Wiley I am a citizen who believes in transparency and accountability. Believes you made a statement during your campaign that **Huxley** and **Commissioner Brown** were investigating **Commissioner Smith's** travels. The bottom line is that travel policies are standard in any governmental entity. I advocated for a travel policy. Did not write it. Recommend there be an accountable, transparent, travel policies. Did not write it. Did not write the policy.

Huxley Boice we're getting off the subject. You're not required to answer anything, Ms **Wiley**.

Boice You were reimbursed by the County as volunteer?

Wiley I was not reimbursed by the County.

Huxley OK we need. **Gold?**

Gold When we have a grant coming to the County, this is not County money. The County disburses those funds. The County gave **Wiley** a check, but it did not come from the County.

Huxley Where the money came from in 2007 is not the topic here.

Wiley Had meeting with **Huttl & Hitt**. There are serious legal issues. What's required to be released in public records and what's prohibit. There were information not redacted. This information should raise concerns with the County. The County can be held liable for this as well as anyone who prints the material. It is against the law. Our government gets into trouble for not

being in compliance. And ensuring staff are in compliance and are knowledgeable and have in service training.

Gold What exactly was printed which should not have been printed or given out. ?

Wiley Personal address, bank account number, signature on checks. It's against the law. Also against the law to post false information. Not reimbursed \$1,000's ever. **Karlie Wright** was only person who could make those reservations. My primary concern is my rights were violated by the County.

Huxley Boice?

Boice The commission?

Wiley Commissions were set up at local level. A commission in each of 36 Oregon Counties. They have representatives to look at funds to look at how to distribute the funds. The money came through the Counties. Then it was up to the groups to distribute the money.

The Counties in Oregon are divided into small medium and large. 19 small counties. Each division had a representative to the state board for budgeting, for finance. There was a director. One issue with small counties were means by which funding was decided. Big counties got allocations by numbers. Unlike ours, we have fewer resources. Re-look at budget allocation to try to get increased balanced to the funding allocation, formulas at the state level.

Boice Still involved with Court Appointed Special Advocates (CASA)?

Wiley Yes. Some funding streams were very specific. Others were more broad. Our volunteer time was offset as in kind. \$20/hr for my time. None of our in County travel was reimbursed. The out of state travel was a required travel.

Boice \$11,000 & \$12,000 is invalid Will you make that information available to use?

Wiley In your packet

Gold Hutt & Hitt Are we real clear on our policy?

Hitt Our policy is not a good policy. We need to go over final delivery. Go through single person who can get kind of training they need. County clerk will now send out to department. Drafting a new policy. Will probably bring back to you in November.

Gold Will help us avoid any future liability issues.

Hitt Yes. Can't make a bullet proof policy.

Boice Brookings. Before anybody leaves. 6:30P to 8P. Having a solutions meeting. Presentation of Forest Service. Downstairs in the Elks Lodge.

Huxley Hitt I had talked to you. To this records request. I was not aware of this records request until after the meeting on October 4, 2017. Did not see them on materials submitted for meeting. The public records request. **Gold?**

Gold Not aware of it

Huxley Boice were you aware of public records request?

Boice No.

Huxley Andre Bey made records request. What was troubling these were 10 year old records. Note at the bottom. The only copies are of checks. I recommended policy. By statute the governing body not required to create records that do not exist. This request would have been declined. Not obligated to do anything. That's a concern.

Hitt That's another concern

Huxley statement "Does not include airfare. **Hitt** Can you take care of that?" **Boice** you knew a day or 2 before? Did you know **Fitzgerald** would provide this?

Boice Yes

Wiley Shelia Megson said she initiated the investigation.

Huxley Boice you were aware **Ted Fitzgerald** could have access to these records. There are clearly some serious things. There are some other documents I will share with **Wiley** separately.

Boice If this is legal, will not respond

Wiley There is no way I would recommend a travel policy if I had something in my closet.

B. Community Development Department Re-organization Discussion. - Carolyn Johnson
Community Development Director (7 minutes) 3:00P to 3:19P

Huxley Johnson? Hitt?

Hitt Johnson & I have been talking for some time about code enforcement. Based on some of the conversation

Johnson Hitt?

Hitt To reiterate from this morning's discussion Johnson and I have been talking for some time on issue of code enforcement. Planning permits are becoming more numerous. Staff is becoming stressed with level of permits. **Johnson** is proposing some changes in her department.

Johnson Board wants to pursue code enforcement, not just on building enforcement. But odor, trash. It's timely to have all of that moved into code enforcement. There is some history on this that's different than we have now. I took bulk of that information and wrapped that into a pretty decent description for the building department. It is time to go look for somebody. Money is budgeted for environmental services. It comes down to we here there's about \$25,000 to \$30,000 carry over. We're looking at ½ year at this point. Outlay for Fiscal Year (FY) 17-18 would not be huge this year \$17,000 to \$18,000. For next year FY 18-19 we can still be at \$25,000 to \$30,000 This will be a permanent position. Which means retirement, benefits, etc. Anticipate coming back to you maybe November 1, 2017? with a job description to authorize and appropriate money for this position.

Huxley Gold?

Gold We appropriated \$30,000 for this.

Johnson You have \$30,000 for the position. We would be looking at what you appropriated for environmental health. Looking at taking a piece of that.

Huxley Johnson you and I have talked about this. We had 2 different segments There were 4 or 5 categories. There was education of individuals. There was \$30,000 available from Curry Community Health (CCH) **Ken Dukek**. Also, go into general fund. \$10,000. It was a commitment from them. CCH for the FY if we were able to establish that position. \$10,000 could be used for any. Nuisance was a big one. We could get into some of that could be environmental. We have already commitments up to \$40,000 for the last half of 17-18FY.

Johnson My understanding as well. Per discussion with **Hitt** we do not have that money in hand.

Huxley Other mechanism?

Johnson CCH.

Huxley We're prepared to provide you with \$30,000 for environmental with cautions plus \$10,000 for any code enforcement that falls under 4 or 5 categories. Would happen if get code enforcement together.

Johnson We're getting close to getting that mechanism in place. There was \$30,000 budget year noted for Community Development Department. Not enough for this position. Advising BOC would need to come up with additional funding

Huxley For next FY?

Hitt We have to talk to **Ken Dukek**. The state makes so much available money every year to roughly \$180,000 environmental health.

Johnson From beginning of June to where we are now is \$29,981 available to use for a 1/2 year salary. Suggesting we use that \$25,000 but the Board would have to come up with balance of the cost of this position for remainder of budget year.

Hitt Not sure what stream from the State would be.

Huxley Pospishil was saying his code enforcement officer duties would be very restrictive -- land use only. Looking at something for part time funding and then build on that here.

Johnson Asking for green light to finalize job description. The OK to make that a full time position. Think you can get job description in a couple. Does BOC want full time person code enforcement (and some planning work for **Johnson**) Means BOC would be open to allocating whatever money they need to what we couldn't pull out of.

Gold Have received a number of calls about people dumping raw sewage into the environment causing other families to have problems. Thinks it's really needed for us.

Johnson There's a caveat for that. The Department of Environmental Quality (DEQ) responsible for squatter's damage to environment. Line between how far we go and how far we have to push them to go.

Huxley Elk River complaint filed?

Johnson We want to do the best we can

Gold We need to protect the citizens here.

Johnson What you have to do.

Gold Have to have all your ducks in a row.

Johnson Huttli has been very instrumental. Last piece

Huxley Asking for a motion

Johnson Looking for direction.

Hitt Fine with consensus

Huxley Then there is unanimous consensus.

10. ANNOUNCEMENTS/MEETING SCHEDULE (5 minutes) 3:19P

Huxley

A. October 25, 2017 Board of Commissioners' Workshop at 10:00AM – Commissioners' Hearing Room

B. November 1, 2017 Board of Commissioners' General Meeting at 10:00AM – Commissioners' Hearing Room

C. November 8, 2017 Board of Commissioners' Workshop at 10:00AM – Commissioners' Hearing Room

D. November 10, 2017 County Offices Closed in Observance of Veteran's Day

E. November 15, 2017 Board of Commissioners' General Meeting at 10:00AM – Commissioners' Hearing Room

11. INTERIM COUNTY ADMINISTRATOR ORAL REPORT (John Hitt, Interim County Administrator) (5 minutes) 3:20P to 3:31P

Huxley Hitt?

A. Management Team Meetings

Hitt Used to be once a month. In short will go to twice a month. You're scheduled to go to once a month. Want to go to twice. Have a commissioner there

Gold Give us a schedule?

Boice Can't see why 2 commissioners can be there.

Huttl Management are not public meetings. If we had majority of commissioners, by public record laws, have to keep minutes

B. 517 Railroad St Brookings

Still looking at all the things that have to be repaired have been repaired, other than getting IT in there. Looking for alternate sources of funding to get work down.

C. Housing Studies

D. Miscellaneous

Hitt Main St Gold Beach Redoing courthouse. Want to make sure you Commissioners are aware of that. Removing most of existing landscaping. As part of consistent street look

Gold They're taking care of all yes

Hitt Yes not county money involved.

Gold & Boice Fine with that

Struggling with in finance depart. May be a need to hire full-time temp basis to get books closed out from last year.

Gold Would it be better for **Kallstrom** to come in?

Hitt Yes that's what I'm looking at. **Kallstrom** has expressed a tentative interest.

Huxley Another option would be to try contacting some other municipality. We have some suggestions from contacting auditors.

Suggestion for office layout here. Not allow direct access from hallway. Come in through window

Jezuit or **Starbird** or **Hitt** come to window to let them in. **Huttl**?

Huxley It's inviting something you read about too often.

Hitt Can start the process to activating the "old" way.

Huxley Boice?

Boice Fine. Good.

Hitt Training for new website October 24 and October 26, 2017.

Huttl Where?

Hitt Blue room or own computer.

Hitt Just got a call during lunch hour. Governor coming to visit to talk about her responses to fire loss. Coming Sunday, October 22, 2017 at 11A at Brookings City Hall for elected officials. Then a 12:30P session in the Emergency Management Facility in Brookings. for government officials or those involved in the fire.

Boice Trying to convince Governor we need her help on a federal disaster declaration.

Huttl Any written component to this invite to flesh out details?

E. Community Development Department Activity Report (2 minutes)

F. Surveyor's Report for September, 2017 (2 minutes)

12. COMMISSIONER UPDATES (15 minutes) 3:32P

Huxley We have exceeded our revised meeting of 4 hours. Need consensus to continue for another 30 minutes. **Gold & Boice** Extend 15 minutes

A. Commissioner Boice 3:32P

Boice Letter to forest service to supervisor Rob Porter. Challenge with road closures. Making sure timber is salvaged. Claims process for homeowners who lost their homes. \

Huxley Letter sent to forest department

Boice Went to O & C meeting. The legal staff ruling on Board feet. The judge ruled to keep in Washington DC. That could possibly help us here in the county. Also with O & C Sequestration. 10 – 15 years BLM went from the formula from 50-50 to County get 25 and BLM gets 75%. Most of that money we designated for road construction. BLM not going to do that. Siskiyou National Monument. BLM has Interior Secretary Ryan Zinke requested President trim that by 17,000 acres. We want all 35,000 acres exempted from. Siskiyou monument which was President Obama's decision. Have friends who are there looking at the fire potential.

Commissioner Gold 3:38P

Curry Transfer and Recycling (CTR) As of December 31, 2017 China will no longer be buying. CTR was getting \$30/ton for recycle. Now have to pay \$35 to get rid of them. City of Brookings residents will be charged \$3.75 per month for recycle cart, eventually extending to urban growth boundaries. We had meeting several months asking for raises. The inflation index will be the same for all county residents. Everyone will get the same increase.

Looking at **Boice** brought this up last time. Wild Horses for Natural Fire Abatement. The population of horses have decreased from 2,000,000 to 350,000 has effect on amount of ground fuel grown in the forest. Wild horse consume about 30 lbs. If some of these could be placed in our forest as possible fuel abatement. What can we do as commissioners about this? Bill Simpson would be willing to come and giving us more information. We would send a letter of resolution to the governor, then governor will request BLM to do pilot program. Has information for everybody.

Boice Mentioned that last meeting. Put on white board. Thank you for research. The main thing we do not have the competition with the cows. Sent that information to all of the senators including Merkley and Wyden. And several people in the governor's office.

Gold This is just a recommendation

Boice We don't have seat at the table.

B. Commissioner Huxley 3:44P

Huxley Audio Video update. Some interruption in the Internet. It effected the streaming video. Had to do with. Talked to Dan Springer other evening. What suppression equipment we could use. We just purchased equipment several months ago. In the rack downstairs. What about voltage suppression. Thinks it was the computer locked up. Not a spike . Had to restart. Had nothing to do with power spikes. Nothing to do different with equipment. It might happen again. Nothing they would do different. Been authorized, purchased, in. hopefully the final credentials will be completed this month. Then we'll go from something 10 years to state of art.

13. ADJOURN 3:47P



**CURRY COUNTY BOARD OF COMMISSIONERS
GENERAL MEETING**

Wednesday November 1, 2017 – 10:00 A.M.
Commissioners’ Hearing Room, Courthouse Annex
94235 Moore Street, Gold Beach, Oregon
www.co.curry.or.us

Curry County does not discriminate against individuals with disabilities and all public meetings are held in accessible locations. Auxiliary aids will be provided upon request with 48 hours advance notification. Please call 541.247.3296 if you have questions regarding this notice.

AGENDA

*Items may be taken out of sequence to accommodate staff availability and the public.
For public comment, a completed speaker’s slip must be submitted prior to start of the meeting.*

Present: Chair **Huxley**, Vice Chair **Gold**, Commissioner **Boice**, Interim County Administrator **Hitt**,
County Counsel **Huttl**, Minute Clerk **Jezuit**
Absent: None

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE 10:00A Huxley

Any more speaker slips?
Speaker slip on agenda item, will wait until agenda item comes up.

**2. ADOPTION/AMENDMENT OF THE AGENDA (5 minutes)
10:03A Huxley Gold?**

Gold None
Boice 3A for a quick request and 3D a clarification
Huxley Gold?
Gold Fine **Huxley** Will move 3A and 3D to between 4 and 5.
Boice Have **Roadmaster Doug Robbins**. Would like **Robbins** come up and make a presentation.
Huxley Gold?
Huxley Hitt discussed?
Hitt Yes it was discussed
Gold Discuss as soon as possible
Huxley Hitt?
Hitt Yes Robbins did. Significant deviation from existing personnel rules.
Gold Put it as quickly as possible.
Huxley Do it right after Consent Calendar. **Hitt?**
A guiding principle -- Limit agenda to necessary items. The County Administrator needs to move forward with taking care of routine administrative matters. In course of next several months will be coming to you for formal approval. We have a couple of items not necessary items of business – that could be postponed That’s 8 and 9A. Does Board want to weigh in, have right to weigh in. 8 you’re asked to make a policy decision. General discussion items best left for Commissioner comments.
Boice You’re recommending these 2 be tabled. **Huxley** we have a lot of people who want to speak on at least one of these issues, likely number 8. -

Huxley I don't see speaker slips, but that's neither here nor there. **Gold?**

Gold Fine with **Hitt** recommendations. Postpone both items.

Huxley Will agree with that

Boice There is real perceived dysfunction of this Board. I've been silent so many times. Bring to Board for discussion today. A member of audience that has faithfully attended meeting after meeting in the last 3 years and he sees a breakdown. Going to ask the Board to reconsider that he and others have the opportunity to speak today. Think with public locked out of the Commissioner's office. With doors shut. I do not want those doors locked over there.

Motion **Gold** 2nd move to commissioner comments **Dies Lack of Second**

10:12A Motion **Gold** 2nd **Huxley** to table items 8 and 9A for now.

10:12A **David Barnes** comes to podium. Wish to file a formal complaint against **Huxley**.

Huxley You are out of order. We will recess because you are interrupting.

10:14 **Huxley** 5 minute recess for continued interruption of these public meetings.

10:19A **Huxley** Meeting resumed.

10:19A Motion to table vote: **Gold** Yes, **Boice** Nay. **Huxley** Yes **Carried 2 to 1**

Huxley Hitt any more?

Hitt No

Huxley Code enforcement officer **Huttl**?

Huttl Recently presentation and claim made public records being disclosed. Want to Executive Session to discuss public records disclosure.

Huxley Gold? Boice? Fine with that

Huxley 13 will be Executive Session. 14 will be adjourn. When we get to that **Huttl** will provide appropriate statute. **Huttl** Any other comments

Huttl Have more materials about travel policy.

10:21A Motion by Gold 2nd by **Boice** to approve agenda as amended including adding Executive Session **Carried Unanimously**

10:21A Motion by Gold 2nd by **Boice** to approve the amended Consent Calendar 3B and 3C **Carried Unanimously**

Huxley Roadmaster?

10:22A **Doug Robbins**. Have a gal in the department. Kim Alexander. Had breast cancer. Ran out of sick leave. Previously Roadmaster. He was able to donate time. Sick leave to Kim. After 3 ½ years cancer has come back. Lynn Cary retired and has 440 hours of sick leave. Would like to donate to Kim. Asking BOC

to allow Lynn to donate as much time as possible to Kim. Kim is a hard worker. Does not take advantage of sick leave.

Gold How long work here?

Robbins 6 years. Very dedicated lady.

Huxley Hitt Not knowing limit on policy that exists. Can we hear a motion to propose as much as policy allows.

Robbins Knows policy. Can donate 40 hours per year. Asking for way beyond 40 hours per year. Employee does have to have 240, before they can donate.

Huxley We could motion anything over 240 hours. **Huttl**?

Huttl Maximum donation is 40. Person receiving is limited to getting 40. Sounds like 40 is the focus. You'd like donor to give more than 40 and donee receive more than 40. Right?

Robbins Yes

Huxley What he's saying is the Board, several years ago made an exception.

Hitt Since he's retiring that's all payable. Is he aware it's payable? Employee is aware?

Robbins Yes. Have paper right here.

Huttl Just a suggestion, think that BOC could make a motion to direct staff to bring back an order that would allow donation. To maximum extend allowed by law. Not aware of a lot of limits.

Huxley Thinks that would be reasonable. Bring back by next meeting.

Huttl May be able to work on lunch recess. Sound like there's some urgency.

Huxley BOC OK?

Hitt Fine with that. There are reasons why organizations have limits. Donor doesn't have to make sacrifice. And done. I've been in situations where someone got a lot, then some time later, hours not available.

Huxley Might give as lead time to find out what happened

10:31A Motion by **Gold** 2nd by **Boice** to postpone the decision on this until we get legal background to do so later this afternoon. **Carried Unanimously**

Huttl Get piece of paper to Personnel and Payroll Coordinator **Julie Swift**. **Hitt** and myself will get back to you.

Boice Didn't discuss you leaving **Robbins**

Huxley Did we do the Consent Calendar?

3. CONSENT CALENDAR (Items in the Consent Calendar may be removed for separate discussion and/or action at the request of any Commissioner) (10 minutes) 10:32A

A. Order Approving Secure Rural Schools (SRS) Funding for Approved Title III Projects

10:54A **Huxley Boice**?

Boice On the Title III funds we have obligated, Coos Forest Protective Association, Harbor Rural Fire Protection District, Curry County Sheriff's Office. We have our 10 year fire plan here. Needs minor amendments and updating. We failed to leave enough fund maybe as much as \$10,000 to update this policy. If we approach Coos Forest Protective Association program. Cape Ferrelo, in terms of fire responsibility we have. Other areas we need to identify and work towards getting the citizens involved. We do need either through the Sheriff's office or Coos Forest Protective. We need to lobby a little bit to have some funds available to update our plan. Thinks they will . Overlooked

Huxley Are you proposing any changes or amendments.

Boice Asking for a consensus to approach and ask for their help on this. We have a new Emergency Manager coming on board. There has been more progress made in the Senate to make this process more flexible. We need to get on that right away

Gold Could that be part of new Emergency Manager duties of taking care of that plan? A lot of the plan needs to be updated.

Boice That's the point I'm making here. Going to be only 7 months away from next fire season

Gold Is that part of his job description to do that?

Boice Could be community effort. I think it starts with us.

Huxley Approving now and going back Any issue with going back to change part of that request.

Huttl If you look at order, it has a specified request. At the end balance of fund obligated to Sheriff. We can add update of fire plan. Could be an amendment in order. All it does is clarify last provision. New Emergency Manager and Sheriff work on that.

11:01A **Boice** 2nd **Gold** Motion to amend this order to including Sheriff and including Emergency Manager program. **Carried Unanimously**

B. Order Approving Contract with Brandt Media to Acquire and Install Public Education Government (PEG) Equipment

C. Order Approving Contract with Brandt Media to Provide PEG Production Services

D. Order Approving New Code Enforcement Officer Job Description

Huxley Boice?

Boice If we can find this person, Will be wearing an uniform? Is that under Community Development program. Has that been their responsibility? Or more of a law enforce capacity

Hitt Code enforcement typically fall under Community Development. Believes he/she function equally well. Sheriff expressed preference not to have that role.

Boice Part of job description was the capacity and ability to persuade in a gentle way. There's exposure. Back to the expansion of the marijuana industrial growing issues. Will be lobbying for a 2nd code Enforcement Officer. They need to be well trained and well compensated. We have to find the funds.

Huxley Slight change on code enforcement.

Hitt Johnson?

Johnson Waiting on change in range

11:06A Motion by **Gold** 2nd by that we approve job description of the Code Enforcement subject to the pay range being confirmed by LGPI and the County Administrator **Carried Unanimously**

Johnson Would really like Board to authorize job description

4. PUBLIC COMMENTS (3 minutes per person; 30 minute limit for all public comment)

10:34 **Huxley Gina Early**

Early Working on ordinance to prohibit sexual oriented establishment in community. This issue of concern may increase crime, pandering, sex assault, sex harass. These women have lack of basic human rights. Women live in fear. Have experience sex trafficking on I5 corridor. Understand industry and crime it will bring. Prohibit sexually oriented industry in Curry County. Basically, an outside party would like to establish a site in Harbor.

Huxley Boice?

Boice Awed with your courage. Do you have support? Thinks it's a little vague on where this is going. Most willing to help you and encourage you and want to extend gratitude. One question would be do you have security?

Early Support is from religious organizations. **Officer Melo** City of Brookings knows my story.

Boice I'll be happy to get in touch with them.

Early They will bring this issue up to their Board. Been invited to speak in Salem and meet with senators. Want to work on a local level first.

Gold Has this business applied for permit yet?

Early Not sure how far they are in this process. Shopping center.

Gold A lot of vacancies there.

Early If started, it would give him more clout being only one in Curry County.

Huxley Would at this point suggest **Boice** has reached out to you. Consider contacting Community Development Director **Johnson**. Do more research and come back with more info.

Gold Agree with that.

Huxley Hutt!

Hutt! We **Early** and I spoke on the phone and recommended **Early** come here. BOC wants to dedicate staff resources. Just wanted to make sure there is clarification. **Early** approached me, I will look for BOC direction.

Huxley Jan Barbas County codes

Barbas County code not available on website. Wants to express urgency on that matter. Was able to get questions answer. Make that a priority.

Huxley Finley Cheshier

Cheshier Bringing an update on burned out building Harbor. Shed has been cited as unsafe for human occupancy. People have been observed coming to property between 9P and 3A with headlights on. Young children have been seen going through rubble

Gold Would it be possible for you to take videos?

Cheshier Neighbors camera. Will check to see if they have

Boice Do not recommend going out in middle of the night.

Cheshier Also when wind blows kicks up ashes. The sooner it can be cleaned up the better.

Huxley Thank you for the update. Last slip from Connie Hunter PEG Usage

Hunter I'm speaking as private citizen. Good to PEG channel coming to fruition.

Huxley Barnes you have one on travel policy.

Barnes Make request for **Jezuit** and **Hitt**. Packets have become unwieldy. Only wants to read parts relevant to him. Could page of packet that item begins on be included on agenda? It would make things easier for everybody.

Huxley Hitt?

Hitt Jezuit can that be done?

Jezuit Yes quite easily done.

5. PRESENTATIONS

None

6. ADMINISTRATIVE ACTIONS/APPOINTMENTS 1:30 Huxley

A. Revision of County Agenda Routing Slip (AGRS) Policy and Form and Proposed Orders (15 minutes) – John Hitt, Interim County Administrator

Huxley Hitt?

Hitt Reading 17-01 duties of County Administrator Broad delegation. Board members County Administrator shall be responsible to BOC, responsible for preparing administrative regulations and policies. Preparing & managing Board agenda. In broad terms – both of these policy changes are given to County Administrator. These changes are to formalize these areas. Also give a defining role to County Administrator and graining County Administrator management role. Example, manager of department heads. As I manage road master, details, work assignments, how vehicles are used are up to Roadmaster.

AGRS very detailed, very precise, do this, do this, do this. Suggesting a broad viewpoint, let County Administrator worry about details. County Administrator role make sure you have important things on the agenda. Also you are presented with information with sufficient quality and accuracy to make decision. It should not be your purview on how info is provided to you. If you don't understand then it's on me to provide it. Exactly how I get there, whether I ask for information Monday afternoon or Friday morning is irrelevant as long as you get it in a timely manner. The details of how County Administrator gets there should be up to County Administrator.

Hitt Have specific policy which is much more general. More a guideline for rest of staff. Here's the guideline, rather than thou shalt thou shalt not, These kind of guidelines are not formal.

Apologizes for some typos. Would urge you to make whatever changes you want to see to leave as much Administrator authority with the County Administrator. One last comment – I tried to simply the form and make easier. In the guidelines that are proposed as far as coordinating with **Huttl** needs to be done prior to the AGRS. Be reviewed by **Huttl** and **Hitt**. If someone in another department wants to change some of our regulations, then coordinate with **Hitt** and **Huttl**, if needed.

Huxley Gold?

Gold Looking at whole thing. How you get there is kind of like solving a problem. Can get there is 50 different ways. All for it.

Huxley Has some questions. Gave you a copy. Go to page 1, AGRS 14.100 for all 3. Just a suggestion on this document, 3 different documents for exactly same things. Highlight dates and revisions. Part 2 submitting the AGRS you had addressed that the different departments would have to contact clerk, legal, finance and where located on the S drive. Biggest question was the time. No problem doing that it has review for Legal, Finance, and Clerk. Never a concern whether it was done or not. Speaking for myself, no concern whether it was reviewed or not. Responsible to have that done before submitted, could hold up the process. The reviews by clerk, finance, legal could take a week or 2. The week before we have to follow through, we have to have it prepared at the time. Then send to clerk, finance, legal. Just sees this as something that would just halt the progress of this going forward. Maybe legal would have to review after finance or finance would have to review after legal. Maybe there could review at the same.

Hitt Good points. Think the review done on AGRS. Part of my goal is to back up that whole process. If start on Wednesday, must write memo. As they start to write the memo, they need to go through that thought process. Send that now. Part of my goal is to push these things back. Must be submitted for approval

Gold If that's not done in a timely manner, then it will be put on the following agenda.

Huxley So that could be 2 weeks

Hitt Makes a compelling case to me.

Huxley It would have to be pretty much complete before sending it. We'd be looking at Thursday by Noon

Boice?

Boice Thinks it's terribly unrealistic. To have it that restrictive, potentially that is just not realistic to me. Appropriate Thursday window. Going back too far, don't think it's in best interest of public.

Huxley Gold?

Gold Go for it.

Hitt Did review all this with department heads and did not get any negative response or concerns. I think in many cases 2 weeks would be extreme. In this revised policy, they need to get together with me. That's why we have matrix on line. Make sure you get memo to me at least a day or 2 in advance. Thinking most of these cases can be done in a few days prior to Thursday.

Gold Doesn't think every item on the agenda will have to be scrutinized.

Huxley Boice?

Boice Just kind of a common psychological goal to be prepared on Tuesday

Huxley What do you expect.? A learning curve Finance, Legal, and Clerk. What are your expectations for the future. **Hutt!**

Hutt! Can describe how it is not. Legal and clerk review it. Goal is to publish by Friday. Clerk, Finance, and Legal can review. Usually what happens BOC office gets materials ready for review. All reviews happening with 24 to 48 hours, to think there's going to be a large delay is not borne out by what is happening now. There may be some pre-work before submitting to County Administrator. The required preview could still happen in that same time period. Sometimes people will come to me to say this is something I want to do, there's no urgency. There's legal review and then there's legal review. You may as a department or commission do some homework before that.

Huxley Gold?

Gold If you were thinking of putting forth a really big item on the agenda, it may take months.

Huxley This is going to BOC E-Mail address? Where's it's going to on 1st review? Right now we send to 1 place. But now we're saying we're going to send some things before that even occurs

Hitt I would handle it from that point. You could send to **Hitt** E-Mail or BOC, then **Hitt** would say think needs review by **Hutt!**

Huxley Just have to see how it works out.

Hitt Let me give an example. **Johnson** talks to **Hitt** before **Johnson** submits. All that discussion is done informally or with the S drive Matrix.

Huxley we'll see how it works. Adequate cover memo should include. Would suggest template.

Last on Part 3 on timing. We're back to all and supporting documents.

Hitt The cover memo in many cases would cover this.

Huxley Drop down. Have heard comments and suggestions to improve listing things. Did not see any clerk review or any Legal review.

Hitt Clerk as asked she not be included on this. Clerk did provide brief summary of requirements for items to be filed.

Huxley do we expect to receive something back from each one of these departments. Assumption is if we do not hear anything it's OK.

2:05P Motion by **Gold** to accept policy for the AGRS along with suggested amendments with changes. Second **Boice** Carried Unanimously

Huttl We're in a transformation time now. We're going from a Board order to County Administrator policy. Do not anticipate, in the future, the County Administrator would not need the Board to approve and changes to policy.

B. Revise Board Meetings and Workshops Policy - Chapter 14, Article II and Proposed Orders (15 minutes) – John Hitt, Interim County Administrator

2:06P **Huxley Hitt?**

Hitt Comments similar to ones just gave you on the AGRS. The current policy for setting Commissioner Board Meetings doesn't include role of County Administrator. Doesn't call out emergency meeting. Not necessary, but appropriate. This also clarifies who has authority to call Board meetings. Thought of this as a clarification of existing policy.

Boice This is very minor, under workshop portion, under definitions. Workshop 3rd line. Agenda Only other one I had – on the consent calendar that seemed a little restrictive. Explain all BOC meeting consent calendar

Hitt I think what you're referring to in the other policy where memo is required in special circumstance or normally is considered just routine.

Boice Remember now. Even recently we've had 8 to 10 items on Consent Calendar. Makes more sense to have full blanket approval.

Hitt Goal is to put as much as reasonably and appropriately can on the Consent Calendar

Gold Doesn't really make a difference on the number of items, it what matters is what type of item in in there. It's what is in the Consent Calendar things. We can also take out if we want to.

Huxley Had on your 1st page, cover memo. The last paragraph. Reference County Administrator to fulfill duties as per ordinance. Could you put in the ordinance number?

Hitt Yes

Huxley Next page article 2 under paperwork, last definition. Means 1 or more handouts/attachments. The expectation again is 1 or more pages of something?

Hitt Yes, again with exception of Consent Calendar

Huttl Does AGRS qualify as one?

Hitt No

Huxley OK so the memo would suffice. Paperwork shall normally attend. Paperwork doesn't attend. Support word be a better word.

Hitt Support is probably a better word there. Get rid of attend.

Huxley On this there are 3 5 week months. It says 1st and 3rd and 2nd & 4th. Any consideration given to the 5th?

Hitt No.

Huxley What is, next page 2 in lower corner, under C Workshops. Go down to C sub d all what is IAW?

Hitt In Accordance With

Huxley In E workshops shall normally be scheduled on 2nd or 4th. Read as one or the other.

Hitt Make or into an and/or.

Huxley Down towards 14.160 -- Necessary paperwork, minimum of a memo. On 14.165 #1 BOC at any public meeting reserves the right to amend its agenda to include Executive Session. What about putting authority in there?

Hitt Huttl? 192 something?

Huttl PRS 192.660

Gold Should that always be an agenda item? On Boards I've been on they usually put the Executive Session at the end.

Huttl Seen other people do that as well. Usually when we know enough in advance, we put it on there. Law allows to go to Executive Session as long as it's part of meeting that is noticed.

Huxley Didn't know that. Thought governing body had to give some notice.

2:19P Motion by **Gold** to approve the revised Board meetings and workshop policy as corrected.
Second **Boice** Carried Unanimously

Huxley Boice?

Boice Feels **Barnes** has right to speak. Item A. Asking board to change that policy

Huttl Think you would need a motion, a 2nd, and a vote because agenda revised by motion, second and a vote.

2:20P **Boice** Motion to put item 8 back on agenda. To allow **Barnes** to speak. **Motion dies for lack of second**

Barnes comes to podium.

Huxley Barnes you are out of order.

2:21P **Huxley** 5 minute recess because **Barnes** and **Boice** are out of order

2:27P **Huxley** we're back after recess.

(**Huttl** is speaking to **Barnes** in back of meeting room.)

2:28P **Huxley** We're back on record

7. PUBLIC HEARING (11:00AM or Later)

11:07A Huxley Johnson?

Continued Public Hearing - Curry County Comprehensive Plan and Zoning Ordinance Amendments Related to Natural Hazards and Proposed Order (45 minutes) – Carolyn Johnson, Community Development Director

Johnson Thanks folks for coming today. They were here on August 2, 2017. The comments received at the last meeting were fairly lengthy, informative, and very helpful. Since that August 2nd meeting the DLCD has advised the language presented you at that time was not mandated by the State. The language you saw is not something that is absolutely required. The County currently has regulations in place for people who live in places that are potentially impacted by natural hazards - landslide, liquefaction, coastal erosion wildfire, we have been using map that is 20 years. Department of Geology and Mineral Industries (DOGAMI) put together map for Curry to identify these hazards. At this point in time, I am recommending you deny the ordinance presented to you from last meeting (8/2/17) Current zoning code is adequate. Chapter 7 has adequate regulations at this time. That is just one piece of the puzzle, the other piece is the map itself. To walk you through -- when someone comes in with their application and where they live, we look at the 20 year old map. If the property is in an area where there's a potential natural hazard. Current regulations require a geologist to come in and give an assessment. If there no problems, then permit issued. If additional construction design features are required to build your home and those are not done, then no permit issued. Recourse is to go to court. What's in place now is workable. But going back to the map. The map we have is outdated. In area where there is a hazard

important for people to have accurate data to most recent material. One way to do that is have Board to approve a new map. That would be one way to move forward without have to go through. The map is still important. Have invited Bill Burns from DOGAMI to talk to you about how they have arrived at the science of the map and then allow public to ask question. After that's done, **Johnson** would like to talk to you some more. Bring map back at a future date. Have community meetings to see how this will affect their properties. Turn over to Bill Burns. Want to make sure folks in Blue Room can up and speak

11:14A Bill Burns, DOGAMI

Slide 1 Title slide

Slide 2 About DOGAMI

Slide 3 Curry County Landslides

Boice Sinkhole That was not a natural slide.

Burns Sometimes caused by us. Or are natural. Everything showing today has already been published on website.

Slide 4 Curry County Landslide likely. Goal is to reduce risks

Slide 5 Curry County Inventory map. Mapped using new technique.

Slide 6 Light Detection and Ranging (LiDAR) data. Uses laser technology. Very detailed image of what ground surface looks like. Can actually see the ground. Explained topographical map created by LiDAR

Huxley what are dimensions on contour lines?

Burns 3 feet

Slide 7 Just south of Port Orford

Slide 8 United States Geological Survey (USGS) topographical data

Slide 9 New LiDAR Data

Slide 10. Showed incorrectly mapped area form the 60's and 70's

Slide 11 what final map looks like

Slide 12 Landslides moved to the coast

Slide 13 Project Summary

Slide 14 Map Plates

Slide 15 Port Orford going south and Humbug Mountain

Slide 16 Proactive Steps Protect Communities

Slide 17 Questions

Boice Any specific examples in Curry County of somebody's house coming down a mountainside?

Burns Coastal erosion is another issue. Some overlap. Some times its landslide

Huxley Before getting starting, use handled mic to pass around to speakers.

Unidentified Speaker Have you mapped the whole state? Have you mapped Coos County? What have other Counties done in regard to these maps.?

Burns Not mapped whole state. Very expensive we do not get funds. Communities do a variety of things with these maps. A project working on right now is to review what is being done with his data. City of Salem has a very detailed set of rules and codes that go with maps.

Ed Thomas No question map rests on LiDAR.

Burns Yes

Thomas What other info?

Burns Inspection

Thomas Not that same as drilling down.

Burns Absolutely not. Recommend drilling

Thomas Has LiDAR been received into evidence in any court case as expert support.

Burns Do not know. Can't find any. It's extremely new technology.

Thomas to be received into evidence as to pass severe test. My research show experts are CJ van Weston and Robert Soeters. Van Weston's 2006 paper. Mr van Weston deals with LiDAR. High

accuracy DEMs at regular intervals. LiDAR is not the be all and end all. Not the terms you're using here. LiDAR is not the be all end all. If litigation results because of changing property values and LiDAR map results are not recognized, then there could be a problem for the County.

Burns Not a lawyer. Not ever heard of hazard mapping causing property values going down. Have you seen it happen? Has not seen property values go down because DOGAMI made map. The map shows past landslides.

Thomas Doesn't seem so difficult. To accept that if where you have your home is on a landslide area, your property value will go down.

Burns Haven't actually seen it.

Thomas Would you agree doing drilling would be more viable than LiDAR?

Burns Without LiDAR, hard to know where to drill.

Sandra Shibath Accuracy of where lines exist on the map and people were wondering if their property was in the area of the red lines. How do you map liquefaction?

Burns We provide data in GIS format. So you can look at lot.

Karl Nettgen Real Estate Broker. Want to get understanding. Layering can be skewed. Reinhart Creek. There are plenty of safe places to develop. This is another tool of science, a work in progress. There might be areas unmapped that are active. Do we know if landslide happened 5 years ago or 5,000 years ago. Just want County to recognize to be overly concerned. Don't put too much criteria on it LiDAR is not perfect.

Burns We do some scoring on how confident DOGAMI is.

Nettgen Be careful adopting things cause undue stress and harm to people when in fact it may no be accurate.

Burns You're right we do not have dates of when landslide started. What's really important is to see where they are. Landslides almost never slide down and become stable. Almost never happens. Certain people can take on a certain amount of risks. Doing a study drill here and have someone say you can build here, but in 10 years your house maybe torn apart. We just want people to have information

Nettgen A sea stack is on a rock.

Burns We're on the same page. The other part is the big earthquakes. Some movements will be 10 ft, 20 ft 30ft. Sometimes we think short term. Sometimes it can be longer. Good to have understanding and make an educated decision. Report reads it's a piece of science

Suzanne Ekter? You have an expert looking at this data and drawing by hand. How much of Curry County has gone through this process.

Burns Not much. Put up Slide 5. Did get some Federal Emergency Management Agency (FEMA) money to map areas inside Chetco Fire data.

Barnes What constitutes a landslide for you purposes?

Burns Difference between erosion and landslide. Erosion is individual particles. Land slide is a lump of particles.

Barnes Lives on Jerry's Flat Road. Rocks fall on road sometimes 1 or 2. Sometimes a dump truck full

Burns Rock falls are classified as landslides.

Steve Shannon in Brookings. Rebuild house 7 years ago. Existing maps require geological drilling. We had 2 surveys before we can build out house. Thinks using existing maps was perfectly fine.

Burns The old maps did not do a very good job of identifying where those hazards are. Showed Slide 10. Missed a completely obvious one.

Barbas You mentioned that landslide could occur because of various tremors or severe earthquakes.

There might some difference on how we want to treat earthquake risks than those that are more routine. Does LiDAR differentiate different type of risks?

Burns We do not know what triggered the majority of these. Rain, or man? Tough to think about earthquake potential. Thinks of it like risk reduction. Can solve issues by not building somewhere. That

may not work so well. If everyone works together. We can reduce risk. If we're all reducing risks that's better than putting our head in the sand. Not doing things unknowingly. If we all work in different ways we can do that.

Huxley Any further questions?

Hunter Mention Chetco Bar Fire Was there any mapping done of the Biscuit Fire burn scar?

Burns Not that **Burns** knows of. It's what we're trying to do with Chetco.

Hunter Are you going to continue to map more?

Burns Everything based on funds. It's all funding based. LiDAR data is very expensive. Getting money for a professional to go through and do this new mapping is too.

Nettgen Heard from a couple of sources. Has that data been completed?

Burns Has not been published. Until it's published we can consider it still draft.

Sandra Shibath In terms of liquefaction mapping is explained to the community.

Burns Would something like this be appreciated?

Sandra Shibath Absolutely.

Huxley Any other? **Boice**

Boice If we pass this order denying in repealing this comprehensive plan we will have spent a fortune. What have we accomplished in the past 10 months other than rules of decorum?

12:06P Motion by **Boice** Second by **Gold** to accept staff recommendation on this order and repeal and replace the comprehensive plan and deny. **Carried Unanimously**

Huxley I'm not following your comments. I think in the introduction **Johnson** said after presentation she

Boice Are we going to bump up against the 2 hour limit here?

Huxley Burns are you done with your presentation?

Huxley Burns are you done? **Gold**?

Gold Impressed with comments from audience.

Huxley Suggestion to come back with liquefaction is good

Johnson If you were to continue your discussion after lunch.

Hitt What is actual staff recommendation?

Johnson Adopt ordinance denying and # 2 accept DOGAMI #3 is to come back at a later on this map. That would entail public outreach meeting before bringing it back

Huttl Johnson 3 points. 1 action item. The other 2 are direction to staff.

Boice the 2nd and 3rd were not part of my motion. Doesn't want to spend any more money on this. Not now.

Huttl This was a continuation of a public hearing. Then **Huxley** close public hearing. Make sure there's no more public speaking.

12:05P **Huxley** close public comment

Johnson The 1 point has already been handled because you heard **Burns** presentation. The 2nd recommendation was to authorize us to bring this back at a future date with intervening public workshops in advance of coming to you.

Huxley Hitt?

Hitt The draft order in packet includes in part B come back to you later. **Johnson** correct After public outreach. Not sure was **Boice** motion was adopt proposed order

Huttl The proposed order is to deny both the natural hazard zoning and the maps. **Boice** you wanted to not deny the second one?

Boice Sounds like we had a consensus here. It was going to requirement additional research by the planning commission

Huttl By denying it now. 1 motion on the order and rest is direction to the staff. The question is do we adopt proposal presented in August, 2017 or not? **Johnson** said no. **Johnson, Hitt** and **Huttl** looking for what do we do next? Looking for Board direction. By denying both A & B today you are not precluding taking those next steps in the future.

Boice Clear understanding?

Johnson Denial of zoning and comprehensive plan. Is there consensus among Board to for me to come to you at a later date.

Huxley I would agree to that I read from this audience they would like to see further information.

Johnson Your other option is to not to authorize us to come back with maps. When these maps are completed by DOGAMI, we will verbally share there are other resources you can look at. If you choose not to go with recommendation 3, fine with that.

Huttl Folks in audience understand 2 things happening . **Johnson** gave 3 things. The 1st one is to adopt order which is to deny both. **Boice** only wants to deny 1. The testimony denying both makes sense. Then that's a vote, and we're done. The rest is direction to staff that's not in this order. A 2nd item to consider. That is a separate thing to talk about. **Boice** said stop now, not bring it back. **Boice** almost added an additional item. Are we going to adopt legislation today or not? Understand Community Development staff wants direction from Board. Would prefer vote on order in its entirety. Approve or deny. Staff recommendation is to deny in its entirety. Would like to vote on order. We heard from audience if you kill it, don't bring it back.

12:17P Motion by **Boice** to adopt order in its entirety (**Boice** read title of Order). **Gold** second **Carried Unanimously**

Gold Thinks all the information we have is valuable. If I were going to build, I would want to know the information. You can only get the exact information from drilling.

Boice Are you in favor **Gold** of \$1,000's we just spent on this?

Gold Not what I'm saying.

Boice Staff will show people what is available and up to date.

Huxley Prefer at this time would be to not give direction or close it off.

Boice Clarify?

Huxley Asking for direction to pursue interfacing with residents and going additional mapping.

Liquefaction Maps. Tsunami maps. No time line. To bring it back and not to say it's out of the question.

Johnson If Board decides not to direct, **Johnson** would come back to you at a future date. DOGAMI , when the time comes, has approved their liquefaction map. It would be a FYI. If people come in and want to develop this is he maps we have, but you can look at DOGAMI maps as well. **Johnson** thinks could be done just like that. Will let you know when liquefaction maps are done. If Board decides at that time to have County officially adopt the maps, can direct.

Gold Would like a representative from DOGAMI to show us those maps. The more information, the better.

Johnson Can do that in a workshop format.

Huxley BOC is agreement or consensus with that direction?

Gold Yes

Huxley Boice?

Boice To **Gold's** point we have some good files. Priorities are very important to me.

Huxley Boice will give consent?

Boice Yes

12:24P **Huxley** Lunch break will return at 1:30P

1:30P **Huxley** Back from Lunch break

8. OLD BUSINESS/PENDING ACTIONS

Report of Chair **Huxley** Breaking Rules of Decorum and Meetings, BOC (30 minutes) – Court **Boice** Commissioner

9. DISCUSSION/BOARD DIRECTION/DECISION

A. Curry Commissioner Office, Blocked Public Access? ... (20 minutes) – Court **Boice** Commissioner

B. Consideration to Refer to the Voters the Question of Road Fund Loans (15 minutes) – Thomas **Huxley**, Chairman Board of Commissioner (BOC)

2:29P **Huxley Huttli & Hitt ?**

Hitt Everyone is aware we have \$1,000,000's in County road fund reserves. A substantial amount of money. Some of the questions that have been raised is why a county with substantial road fund reserves may lend some of this out to other agencies. Example came to me -- Brookings Harbor Port District. We could loan them that money at less than 6%. If monies are loaned out and an emergency occurs, there are good arguments that can be made on both sides of the situation. Not sure of legal requirements. **Huttli?**

Huttli Was asked to draft up sample of ballot title. Broadly says County cannot loan road funds unless voters approve it. Received a courtesy call from **Representative David Brock Smith** subsection 3 of the statute monies may only be loaned under this agreement. **Smith** understanding, is that governing body (BOC) the statute, the explanation of title is erroneous. Legislative Counsel for State his opinion is voters decision would only be advisory.

Boice Advisory? Maybe I didn't see that.

Huttli Let's pretend it was not advisory from voters. If that became County ordinance. State Legislative Counsel who has authority over whom? Is it the voters have authority over BOC or BOC has authority over voters. Legislative Counsel replied they're equals. Legislative Counsel said if voters enact an ordinance. 2 or 3 commissioners can rescind the ordinance. Voters could bind the BOC if voters adopt a charter akin to a constitution which trumps legislation. It's kind of an abstract.

It would not bind a future commissioner. **Smith's** opinion is that it is BOC that decides. Therefore voters could only do an advisory. The only thing voters can do currently is advisory. Even if they could, a subsequent Board could over rule that. There is not case law on it.

Gold Bottom Line: Voters can be advisory. The Commissioners ultimately have to make the decision.

Huttl Yes, that is the position of the legislation sponsor, **Smith**. If you took contrary position the voters could subsequently prohibit the Board from loaning road funds by county adopted ordinance. Voters prefer to add to constitution because it's more binding. The bottom line there's arguments, even we would question to voters, there is a thread of legal support that subsequent Boards could overturn the voters.

Huxley Will add to that – we have numerous scenarios. You have in Oregon initiative process and right of referendum. **Huttl** got opinion they were co-equal. It was not passed with an emergency clause, the people on such passage have the right of referendum. If they vote in the affirmative, then that would overrule the ordinance. If it were an initiative on part of the people, they could create an ordinance by the subscribed number of voters. Half the states in the Union have that right. Half of them don't. The arguments back to the co-equal opinion that **Huttl** received, if people did that, that's a lot of work. I'll been involved in 2. In all cases the people can do that. The next BOC made up of different commissioner could negate or put aside that ordinance. The argument I have if majority of people voted the BOC would be foolish at best to not heed what the majority of voters wanted.

Boice Do not agree the responsibilities in the governing bodies are equal. From Counsel Johnson, only in BOC is executive branch. Nothing in HB3435 would it approve a vote from Governor does not go to the people when he/she have to make a hard decision. For south county emergency facility. Shocking to me. If we go to people, we will lose another minimum of 6 to 8 months. Thinks the majority of Curry County citizens expect us to make the tough decisions. The excess money we get on interest could go back to Sheriff's patrol. We are responsible to do executive part of our program. We have to make some tough judgement decision. This is a good business.

Huxley Gold?

Gold We have a pyramid of authority, at the top is citizens of Curry County, then BOC, then all departments.

Huttl What I picked up from **Boice**, look at HB 3435, after it goes abc you'll see a 2 in there, then 3 - money may only be loaned. The point that legislative counsel is making is legitimate point. Even if you can go to the voters for decisions, the courts have established a doctrine of whether a vote is a matter of administration or of legislation. HB 3435 describes executive or administrative action. If you're asking voters to approve something, courts do not allow approval of administrative items. Example - Marijuana ordinance. Voters can decide yes or no, then Board does ordinance about administrative. When look at bill, section 1 is enabling language. State law says can only use road funds for road fund purposes. These 3 counties, Curry, Yamhill, and Klamath, can use their road funds for these for these inter district loans. We're getting into some abstraction here. Thinks it is something that would have be addressed if Board wanted to go forward with this concept.

Boice Explain what that is again?

Huttl It's distinction if voter can choose on matters of legislation. Usually comes down to executive or Administrator vs legislative argument. When state legal counsel said this is a matter we can invest road funds. Typically seen as an administrative matter. These are arguments. Example -- Legislation is we shall impose a tax. How/what we do with that tax is the administration of that tax. HB3435 is an option to administrator the road funds. The counter to that without section 1, there's arguments on both sides of that issue. We had some citizens who wanted to adopt support of 2nd amendment. The ballot measure had too many pieces of Administrator in it. The more details such as article 3. It's more likely it's Administrator. Giving Board hurdles and hoops we have to go through.

Huxley Boice?

Boice Doesn't see it as that complicated. People in Brookings desperately want/need an emergency room. **Hitt** go ahead

Hitt It's \$1,000,000.

Boice It keepings coming down. What did you say **Hitt** there are \$33,000,000 in road fund reserve? We're talking \$2,000,000 maximum. There's a real urgency here.

Huxley The road fund and pretty much any County funds are in very liquid, low interest. We're talking something short term very liquid to long term in the lending scheme. It still would be my hope to request **Hitt** and **Huttl** proceed to the next step that would be required to put this on a ballot to a vote in March 2018. That would be my request. Ask for motion to go to next phase. **Hitt?**

Hitt With all due respect, I disagree with preceding. My personal philosophy of government is it wise or unwise to make a loan. Far best left to elected officials than voters. In general do not agree with concept of referring specific detailed government actions to the public. More importantly if voters say we do not want you to loan money, it would restrict us. When there's an urgent need for funding for one of County cities where there is an urgent need, this would restrict us. There needs to be some sideboards that go beyond what's in the State legislation. Very unwise to get into a long term agreement. For short term, 3, 4, 5 years loans and loans with a limited percent for dollar amount would be a nice to have in our tool kit to have for addressing future public needs. Think if you were to set down specific guidelines in an ordinance.

Huxley use of term ordinance. **Boice?**

Boice Would you categorize a short term loan as 3 or 4 years. Special election cost thousands. Still going to cost money.

Huxley No extra cost because it's regularly scheduled election.

Boice Doing an ordinance gives us a chance to go before the people. This is a very secure loan, especially on a short term basis. It's our responsibility here.

3:05P Motion by Boice to direct staff to really clarify what our ordinance would be.

Hitt If we were to bring a draft ordinance to you, we would also include an automatic referral to the voters. It would have to a yes or no to the voters. They either like proposal or not.

Boice Just clarify again by what you mean about automatic referral?

Hitt Ordinance can be passed that can be held in suspension and given to the voters. Do you like this ordinance yes or no?

Boice We would lose 6 months. Could have an emergency facility here in 6 months.

Gold Ginny Razo said they will not borrow one more penny. Talking about getting grants from Allcare. Rather than getting a loan.

Huxley Boice?

Boice Might be a direction to have an additional workshop. Understand they're leveraged. Really good things happening in the Curry Health Network. South County medical center has tremendous benefit for County.

Huxley Gold, I corresponded at length with their previous financial officer. They confirmed they did not have wherewithal to get any more loans. Did not have wherewithal to service the debt. Time will tell.

Gold Did ask Ms Razo about interest rates. They are paying as high as 10% on some of their loans.

Boice This is critical to our County. If we could get that one thing done. 60% of folks are exposed.

Huxley Looking at a workshop concept, then?

Gold Fine with that.

Huxley Hitt Details?

Hitt Will plan accordingly.

Boice is it true they are paying 10%?

Gold On one of their loans. They have a number of loans.

Boice Road department loan interest could help or patrol parts of County sitting without any. The rural parts of our County are exposed. Also an opportunity for us to bring our County together.

Huxley Made up of several bonds, goes back almost 10 years most of that is at 7%. Held back because not enough security/collateral. Most of the \$13,000,000 or \$14,000,000 is at 7% Can't change until 2020. We do have a workshop on Nov 8. Next would be

Hitt Day before Thanksgiving.

Boice would not want to put it off. Could we do it at 9A on Nov 8.

Gold No problem with that

9A workshop on Nov 8th

C. Order Approving Amended Travel Policy (20 minutes) – Thomas Huxley, Chairman Board of Commissioner (BOC)

3:15P **Huxley Huttli**?

Huttli Pass that down. Pass it all down. Those are the 2 exhibits. Derives from the discussion at a meeting where I was absent. My understanding is there wanted to be some amendments to allow for emergency, unexpected travel. Already there. There is a provision. County Accountant can do this. Why don't we fix this so that County Administrator will be part of it? Most of it is the same except where highlighted. The other thing made clear, County vehicles are County property. One of the delegations of authority for County Administrator is delegation of County property. County Administrator is charge of all the cars no matter who is driving them. The County Administrator can have a key check out procedure. Also says violations are enforceable under existing policy. Also has the unexpected expense part in there. They clarify unexpected or emergency expenses are already in there. It was updated to actually more reflect the County Administrator has enforcement authority.

3:20P **Gold** Move to approve the travel policy as amended. Second **Huxley** Carried 2-1 **Boice No**, **Huxley** Yes, **Gold** Yes at 3:28P

Gold Fixing typos, too.

Boice Use the Chevy Traverse to look at Chetco Bar Fire burn area 2 days ago. Only time used in it 3 months. The Taurus 07089 is a 10 year old car. Looks like year to date miles are 1974. This is from the road department.

Huttli Wasn't prepared to talk about contents of this form. Only for illustrative purposes, nothing substantive. Have no knowledge of odometer statements.

Huxley This is a typical monthly that goes out from road department to other departments. On an earlier form, some other departments showed up. These 2 vehicles are assigned to the Commissioners.

Boice Used up some allotment until what, June 30? if I need to travel in the County, will I be penalized?

Huxley Purpose of this is approve policy. For questions like that ask County Administrator.

Huttli In the abstract this does allow for unexpected travel. It's added in highlighted

Huxley What's highlighted is on page 6.

Huttl In the abstract, this specifies there could be enforcement taken if elected official violates travel policy

Boice Shall complete all forms. Can I get help on that? I just do not have the time. I'm going to state for the Board I need a car. When I stay, I stay at Best Westerns. I think after 10 months you would see I am quite frugal. The work is just beginning. I've taken the responsibility to make sure Board knows what my activities are. Really do not have any secrets. I have a job to do. It's a critical time.

Huxley One public speaker comment slip from **Barnes**

Barnes Gold You mentioned if we have rules, we must enforce. If you're going to enforce this rule, I ask that you enforce other rules as well.

10. ANNOUNCEMENTS/MEETING SCHEDULE (5 minutes)

A. Board Vacancies - - - 3:28P **Huxley**

- a. Curry County Budget Committee North County
- b. Curry County Public Transit Service District Budget Board
- c. Curry County Compensation Board

B. November 8, 2017 Board of Commissioners' Workshop at 10:00AM – Commissioners' Hearing Room at 9AM

C. November 10, 2017 County Offices Closed in Observance of Veteran's Day

D. November 15, 2017 Board of Commissioners' General Meeting at 10:00AM – Commissioners' Hearing Room

E. November 23, 2017 County Offices Closed for Thanksgiving Holiday

11. INTERIM COUNTY ADMINISTRATOR ORAL REPORT (John Hitt, Interim County Administrator) (5 minutes) 3:30P Huxley Hitt

A. Association of Counties (AOC) Annual Conference

Hitt Is 11/14 – 16. In Eugene. Wants to attend as much as he could.

Huttl The county lawyers group meets on Thursday. Don't have to leave until that afternoon. Could take **Hitt** place. May be running into a quorum.

Boice Hoping both of you can go.

Gold & Huxley will be here for the meeting on 11/15 **Boice**

B. New Website and Chetco Bar Fire Links

Hitt A practice website has been set up. Not quite live yet. Probably in 2 to 3 weeks. On current website Chetco Bar fire links

C. Recruitment of County Administrator Update

Hitt Recruit period ended 10/29. Communicate w/Prothman have 7 applicants. Want to review those applications. Bandon City Manager and set up time with to interview with you in December and select candidate in December to start in January.

D. Community Development Block Grant (CDBG) – Head Start/Brookings

Hitt We are in process **Brenda Starbird** to run down people who can do inspection Neither has occurred yet. The process is going a little slower than hoped. Hope to get inspection done and the appraisal. **Huttl**?

Huttl We are time tracking our time. Facilities and Maintenance Coordinator **Eric Hanson, Hitt, Huttl,** and Legal Assistant **Brenda Starbird.**

Boice What is topic here?

Huttl Next step.

Boice Been there 4 times. Getting less interested in rationale in remodeling that building.

Hitt Will take a lot of money to make a modern facility.

Boice On my own, will keep searching for a better option

E. Public Records Requests

Hitt Will defer comments to Executive Session

F. Miscellaneous

Hitt Close County offices day after Thanksgiving? Day after not a very productive day.

Gold Employee holidays?

Hitt Yes, basically adding a paid holiday.

Huxley Increasing the number of holidays?

Hitt Yes increasing. Doesn't make sense to have skeleton crew. Rather close up.

Gold Do we know financial ramifications? If zero, fine with that.

Huxley Doesn't think we can add an extra Holiday.

Huttl All of those holidays are in our personnel policy. Current one says if any deviation must be in writing. Doesn't think Board can verbally say yes bring something back.

Gold I'd rather have numbers.

Huttl **Julie Swift** is here with order for **Doug Robbins** request.

Hitt Will bring back day after thanks

Huxley Will not approve adding an extra holiday

Hitt Louise Kallstrom Has returned as temporary full time employee. **David Marshall** will start on the 13th. **Doug Robbins** has submitted resignation. Will be beginning process

Gold When is his last day?

Hitt In December

3:44P **Huxley Swift**

Swift Day after Thanksgiving has already been handled by additional paid holiday.

Gold How many show up?

Swift Hard to say. Could use vacation

Hitt My point not a lot of purpose to have people come and be non-productive.

Swift Read order to allow one employee to give sick time to another employee.

Swift When employee donates sick time. Money put into bank of sick time.

Huttl Is it anticipated? Law allows 12 weeks. They do not have enough vacation. What we're allowing another 6 weeks from the retiring employee.

Boice So you're OK?

Huttl Yes Saying **Hitt** and **Swift** recommend it. **Hitt**?

Hitt Kind of a split mind. Not opposed. When it's this large of a donation have a concern. It does set a precedent. Some people will use their sick leave.

Gold I've seen that happen before.

Huttl Only applies there are some limitations. They are already allowed by law to be away 12 weeks.

Gold When time is donated, do they have option to say who it's going to?

Swift Yes

Gold Most employees are well aware of those employees who abuse the policy.

Huxley Which comes first donated time comes 1st, the lump sum 6 week donation cannot come first. What happens if not used?

Swift They can receive only 80 hours donated and then the other 240 hours will kick in.

3:54P Motion by **Gold** to approve order as read. Second **Boice** Carried Unanimously

12. COMMISSIONER UPDATES (15 minutes)

A. Commissioner Boice 3:55P **Huxley Boice**?

Boice Has 4:15 conference call. We have serious job search for a Roadmaster. ODOT has a website. We need to really expedite that.

Boice Working with 2 different fire recovery groups. President Trump's comments on fire management changes. Have 2 handouts. Also had lengthy with Rogue Siskiyou National Forest District Supervisor Rob MacWhorter. We might be able to do some significant harvest. He's willing to make every effort to actually begin harvesting trees as early as mid-May. Perhaps 1st of June.

B. Commissioner Gold

In interest of brevity, have already said it today

C. Commissioner Huxley

Huxley Received an E-Mail last night, County Surveyor **Reily Smith** has passed Federal surveyor exam. Newest available credential for surveyors to work in certain federal lands. Studying for

months. 6 1/2 hour exam with various different sections. If don't pass one, don't pass exam. Congratulations.

Huxley Heard reference today of who filled out a public records request to speak and who didn't. There were some comments **Gold** about **Catherine Wiley** AGRS completion. Also some reference to **Connie Hunter** filled one out. Checked with **Jezuit. Hunter** did not fill out slip. Also on that same meeting. (10/18?) questioned only because of slip did see **Boice** either did not submit on time. Josephine County on marijuana a issue. It was late. Confirmed it was put in late. **Boice** said it wasn't. There was not AGRS submitted on time for that item. AGRS filled out afternoon (Thursday) by **Hitt. Boice?**

Boice Hitt Did you tell me you filled it out.

Hitt You and I had talked about it. Had some passing conversations on it. Sent E-Mail to you asking to fill out AGRS. **Boice** responded you did not have time to fill it out.

Boice In interest both of my agenda items were removed. Doesn't understand why. Shocking. Critical. Valid. Will pursue that for later one.

Huxley Do have documents.

4:04P Executive Session

4:21P **Huxley** Just came out of Executive Session. No decisions were made. The County wants to apologize to **Wiley** for the way some if her personal information was disclosed. **Hitt** Will write a letter. Will follow up with whatever corrective action and discipline is necessary. Take this very seriously. **Hitt** has already drafted changes to public record policy. We do very much do apologize to **Wiley** for what occurred.

Huttl Public records at next workshop as well?

Hitt If you want to do public records on workshop.

Huxley Would prefer workshop. Definitely pursuing revisions. **Hitt** is working on.

13. ADJOURN 4:24P Huxley

Approved this _____ day of _____, 2017.

Curry County Board of Commissioners

Thomas Huxley, Chair

Sue Gold, Vice Chair

Court Boice, Commissioner

Approved as to Form:

John Huttli, County Counsel

DRAFT

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US

PROPOSED AGENDA ITEM TITLE: Curry Co 4-H & Extension Service District Budget Officer Appointment.

TIMELY FILED Yes No

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 3/07/18 **DEPARTMENT:** **TIME NEEDED:** signatures only
(*Submit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))

MEMO ATTACHED Yes No If no memo, explain: **order for signatures attached**

CONTACT PERSON: Sheryl McDonald **PHONE/EXT:** 541-247-6672 **TODAY'S DATE:**
2/26/18 2/13/18

BRIEF BACKGROUND OR NOTE: (If no memo attached) appointment of budget officer, Frank Burris, to serve the 4-H and Extension Service District. (At the 2/21/18 General Meeting the Board requested the budget officer's name.)

FILES ATTACHED:

(1) Order appointing budget officer, Frank Burris, for 4-H & Extension Service District

(2)

(3)

QUESTIONS:

1. Would this item be a departure from the Annual Budget if approved? Yes No
(If Yes, brief detail)
2. Does this agenda item impact any other County department? Yes No
(If Yes, brief detail)
3. Does Agenda Item impact County personnel resources? Yes No
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other contact OSU Extension for document pick up-Sheryl McDonald

Phone: 541-247-6672

*Note: Most signed documents are filed/recorded with the Clerk per standard process.

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

1. Confirmed Submitting Department's finance-related responses Yes No N/A
Comment:
2. Confirmed Submitting Department's personnel-related materials Yes No N/A
Comment:
3. If job description, Salary Committee reviewed: Yes No N/A
4. If hire order requires a Personnel Action Form (PAF)? Pending N/A No HR

PART IV – COUNTY ADMINISTRATOR REVIEW

APPROVED FOR _____ BOC MEETING Not Approved for BOC Agenda because

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No
(If Yes, brief detail)

ASSIGNED TO: CONSENT

PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL

COMMISSIONERS' REQUEST TO ADD TO AGENDA:

Commissioner Sue Gold Yes No

Commissioner Thomas Huxley Yes No

Commissioner Court Boice Yes No

BEFORE THE BOARD OF COMMISSIONERS FOR CURRY COUNTY
STATE OF OREGON
ACTING AS THE GOVERNING BODY OF THE
CURRY COUNTY 4-H AND EXTENSION SERVICE DISTRICT

In the Matter of Appointing a Budget)
Officer for the Curry County 4-H and)
Extension Service District)

ORDER NO. _____

WHEREAS, the Curry County 4-H and Extension Service District was formed to provide agricultural educational extension services to the residents of Curry County, and

WHEREAS, the District collects property tax revenues for operational purposes and is subject to Local Budget Law, and

WHEREAS, the District contracts with Oregon State University to provide said services, and

WHEREAS, the County Leader of the Curry County OSU Extension Office, Frank Burris, is uniquely positioned to oversee the day-to-day operations of the District, including budget oversight and administrative functions, and

WHEREAS, the annual budget and any appropriations are approved solely by the District's Governing Body following the public processes mandated by Local Budget Law,

NOW, THEREFORE, BE IT RESOLVED that the County Leader of the Curry County OSU Extension Office, Frank Burris, as assigned by Oregon State University, is appointed to serve in the capacity of District Budget Officer for the Curry County 4-H and Extension Service District until such time as the District's governing body shall revoke or reassign this appointment.

DONE AND DATED THIS ____ DAY OF _____, 2018.

Board of County Commissioners for Curry
County, Oregon, acting as the Governing Body
of the Curry County 4-H and Extension Service District.

Court Boice

Thomas Huxley

Sue Gold

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC OFFICE@CO.CURRY.OR.US](mailto:BOC_OFFICE@CO.CURRY.OR.US)

PROPOSED AGENDA ITEM TITLE: Brookings Head Start Grant Status Update

TIMELY FILED Yes No

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 03/07/2018 **DEPARTMENT:** BOC **TIME NEEDED:** 30 mins

(^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))

MEMO ATTACHED Yes No See Brief Background Below

CONTACT PERSON: JHuttl **PHONE/EXT:** x3218 **TODAY'S DATE:** 03/01/2018

BRIEF BACKGROUND OR NOTE: We have been waiting for appraisal and commercial inspection. Both have come in. Appraised value \$370,000. This is above acquisition value in grant, and would require contribution from SWOCC of difference. Inspection revealed \$13,000 immediate electrical work and \$32,500 of additional work over 5 years. Future work to be borne by ORCCA after property transfer. Board to consider whether to proceed with grant.

FILES ATTACHED:

- (1) Appraisal cover sheet. Complete appraisal on file for review.
- (2) Commercial Building Inspection Results

QUESTIONS:

- 1. Would this item be a departure from the Annual Budget if approved? Yes No
(If Yes, brief detail) Unknown. Staff time is unallocated contribution.
- 2. Does this agenda item impact any other County department? Yes No
(If Yes, brief detail) BOC Admin, Legal and Facilities Maintenance Grant follow up
- 3. Does Agenda Item impact County personnel resources? Yes No
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

^aNote: Most signed documents are filed/recorded with the Clerk per standard process.

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

- 1. Confirmed Submitting Department's finance-related responses Yes No N/A
Comment:
- 2. Confirmed Submitting Department's personnel-related materials Yes No N/A
Comment:
- 3. If job description, Salary Committee reviewed: Yes No N/A
- 4. If hire order requires a Personnel Action Form (PAF)? Pending N/A No HR

PART IV – COUNTY ADMINISTRATOR REVIEW

APPROVED FOR _03/07/2018_ BOC MEETING **Not Approved for BOC Agenda because**

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No

(If Yes, brief detail) Depending on direction either commits county to future grant duties or not

ASSIGNED TO: OLD BUSINESS, ETC

PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL

COMMISSIONERS' REQUEST TO ADD TO AGENDA:

Commissioner Sue Gold Yes No

Commissioner Thomas Huxley Yes No

Commissioner Court Boice Yes No

Part I. – Introduction
A-1. Title Page

**SELF-CONTAINED REPORT
OF
The Former SWOCC Brookings Campus Head Start School Building
& Parking Lot**

**LOCATED AT
420 Redwood Street & 427 Pine Street
Brookings, Oregon 97415
(Map and Tax Lots 41-13-05CB-9700 & 9901)**

**PREPARED FOR
John Hutt
Curry County Counsel
Curry County Oregon
94235 Moore Street, Ste. 123
Gold Beach, Oregon 97444**

**PREPARED BY
Jeffrey L. Marineau, MAI
Marineau and Associates
P. O. Box 1017
Coos Bay, Oregon 97420**

Effective Date: December 1, 2017

Our File #: CYB-456

Marineau and Associates

real estate appraisers and consultants

P.O. BOX 1017 • 510 HIGHLAND AVENUE • COOS BAY, OREGON 97420-0221
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JEFFREY L. MARINEAU, MAI
DAVID S. OLSON
JASON K. BOAZ
ROY N. METZGER, CBA
FRED J. MARINEAU (1919-1996)

A-2. Letter of Transmittal

John HuttI

December 20, 2017

Curry County Oregon Counsel
94235 Moore Street, Ste. 123
Gold Beach, Oregon 97444

RE: Valuation of the former SWOCC Brookings
Campus Head Start School Building & Parking Lot
(Map and Tax Lots 41-13-05CB-9700 & 9901).

Dear John,

Pursuant to your request, an appraisal has been performed on the former SWOCC Brookings Campus Head Start School Building & Parking Lot (Map and Tax Lots 41-13-05CB-9700 & 9901) in Brookings, Oregon. The subject property was inspected on December 1, 2017 and this is the date of value. The appraisal was made for purposes of a proposed acquisition of the entire parcel and bundle of rights for the proposed conversion to Brookings Head Start. The objective of this appraisal is to estimate the market value of the subject property. The primary contact person for this report is John HuttI, Curry County Counsel of Curry County Oregon. The value will be, as of the day of inspection, December 1, 2017.

The subject property is located within the Residential (R-1-6) Zoning District and is appraised as a school type property, as currently used. The apparent legal access is assumed from Pine Street, Redwood Street and an alley, which divides the parking lot from the main buildings.

The report has been written in self-contained form at the request of the client with supporting data and analyzes in compliance with the guidelines of Uniform Appraisal Standards for Federal Land Acquisition (UASFLA), also known as the Yellow Book, USPAP, Uniform Standards of Professional Appraisal Practice, the regulations as formulated in FIRREA, and the Uniform Act (PL 91-646).

The Sales Comparison Approach is utilized in this report. After careful consideration of all available information and analyzing all factors pertinent to the fee simple valuation of the subject real property, as defined in this report, the estimated market value, as of December 1, 2017, is estimated to be **THREE HUNDRED SEVENTY THOUSAND DOLLARS**. No personalty, equipment or business value is included in this real property valuation.

MARKET VALUE CONCLUSION

\$370,000

Your attention is directed to the attached report for property and market descriptions, date of presentation, and reasonable assumptions that are offered in support of the previous stated conclusions of market value; subject to the included Statement of Limiting Conditions. A copy of the appraiser's Certification is also included herein.

Thank you for the opportunity of providing you with this service. Please contact this office at the referenced address if you have any questions or comments concerning this appraisal report.

Sincerely,



Jeffrey L. Marineau, MAI



PROPERTY CONDITION ASSESSMENT

Curry County
420 Alder Street • Brookings, OR 97415

Prepared by:
Wild Rivers Inspections, LLC
PO Box 7767
Brookings, OR 97415





15957 Highway 101S, Suite 6
PO Box 7767
Brookings, OR 97415
541-469-9513

February 4, 2018

Curry County
John Hitt
94235 Moore St.
Gold Beach OR 97444

Re: Property Condition Assessment

Dear Mr. Hitt,

Wild Rivers Inspections, LLC is pleased to present the attached report of a Property Condition Assessment for the property located at 420 Alder Street in Brookings, OR.

The work was authorized by John Hitt on January 8, 2018. The onsite visit was completed on January 26, 2018. We appreciate the opportunity to provide you with this service. Please contact us with any questions you may have.

Sincerely,
Wild Rivers Inspections, LLC

Oni Shaw
LLC Member

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1.0 SUMMARY

This is a property condition assessment report of the property at 420 Alder Street, Brookings, OR. In some records, this property is referenced as 420 Redwood Spur.

This is a commercial building which formally housed a college satellite office and is currently occupied by a South Coast Head Start program. The structure contains a number of open areas, an office area, a kitchen and a staff room.

Information provided by the client indicated the building was constructed in 1989. A history of construction permits was not conducted. Additional information regarding building and modification dates may be available from the Authorities Having Jurisdiction, such as the city, county or state.

The report has been prepared by Wild Rivers Inspections, LLC, on behalf of our client, Curry County.

This report has been prepared to assist the client in decisions and planning for current and future expected repairs and maintenance.

The site inspection was carried out on January 26, 2018. Our inspection was limited to components that were safely accessible and readily visible.

1.1 Overall Condition and Level of Maintenance

This building appears to have been generally well maintained with some areas of deferred maintenance. Maintenance and improvement costs are not expected to be great.

The priority improvements should be some areas of deferred maintenance such as exterior grading, painting, and interior maintenance such as light fixtures and heating system repairs. The improvements suggested in this report are not unusual for buildings of this size and age with this weather exposure.

1.2 Site

The parking area was small but serviceable. The parking areas appeared to be adequately lighted. Drainage appeared to be directed towards the structure in some areas and warrants attention to assure adequate drainage. Some areas of deterioration were observed at structures such as the exterior sign and exterior steps. Trip hazards should be addressed for safety.

1.3 Structure

Areas of deteriorated siding and trim were observed. Peeling and aging paint is in need of renewal. A poorly constructed awning at the rear may increase maintenance expense over time. Some deterioration in the eave areas was observed.

Erosion under the slab foundation was observed at the right side of the building warranting further assessment and repair.

The attic areas appeared serviceable. Some signs of deterioration of the roof decking were observed which may provide adequate functionality until such time as roof repairs or maintenance is needed in the future. The insulation was disturbed in a number of locations with some areas of missing insulation. Adding/improving insulation may result in energy cost savings. Animal activity was observed in the attic which may be old, although damaged screen at vents may allow ongoing entry by pests.

1.4 Electrical

The electrical system warrants review by an electrical contractor due to wiring observed at the panels which are labeled to not use. An older style distribution panel was observed that has a history of reported failures and replacement is often recommended by electricians or required by insurance carriers. A number of damaged and non-functioning lighting fixtures were observed throughout the building.

1.5 Plumbing

No significant leaks were observed in either the supply or waste lines. Minor leaks as seen at hose bibs should be repaired. At time of repair, all plumbing lines and any affected materials should be assessed with repairs as needed.

The materials used for plumbing lines included galvanized steel and cast iron. The need for replacement should be anticipated although the timeframe over which such replacement may be needed is uncertain. No signs of deterioration or leak were observed.

The discharge line for the Temperature Pressure Relief Valve at the water heater was directed to a sink. Although a simple and not-costly correction, the current condition could present a safety hazard and should be remedied.

Minor repairs were needed at the bathrooms.

1.6 Heating, Ventilation and Air Conditioning (HVAC)

Heating is provided by baseboard and wall heaters. Not all units were functional and some damaged components were observed. A cost analysis of installing a more efficient system vs repair and operating costs for the existing system should be performed.

1.7 Roofing

The roof was in overall serviceable condition with some areas of maintenance needed such as debris removal and isolated repairs. Ponding was observed on a low pitch section of roof which may be determined to be inconsequential, but should be reviewed by a roofing contractor.

1.8 Interiors

The interior components were in generally serviceable condition. Some ceiling staining was observed which may be the result of prior roof leaks as the areas appeared dry. Damaged and missing ceiling tiles were observed.

Staining was observed between window panes which may indicate leaking seals. Although the windows will continue to be weather tight, window repair/replacement may be desirable for cosmetic reasons. Over time the windows will continue to become more opaque.

Staining and damage of the kitchen floor was observed. The flooring material appeared to be intact.

1.9 Summary of Recommended Repairs

The following table summarizes recommendations made in this report. A 5-year time frame has been considered. Costs are provided for recommendations expected to exceed \$2,000. Other minor recommendations can be found in the tables at the end of each building system section.

Component	Cost	Immed.	Year 1	Year 2	Year 3	Year 4	Year 5
Site							
Correct exterior drainage	6000		6000				
Structure							
Exterior Maintenance	16,000		16,000				
Roof decking repairs	4500						4500
Insulation repairs	16,000	Discretionary					
Electric							
Review and repair of electrical system	13,000	13,000					
Plumbing							
Repair/replace cast iron and galvanized lines	6000						6000
HVAC							
Install ductless system	21,000	Discretionary					
Interior							
Replace fogged windows	15,000	Discretionary					

2.0 INTRODUCTION

2.1 Inspection Authorization and Scope

Wild Rivers Inspections was contacted in October 2017 by Brenda Starbird regarding conducting an inspection on the property at 420 Alder Street in Brookings, OR. On November 2, 2017, Eric Hanson requested an inspection of the property. Wild Rivers Inspections submitted a proposal to the county on November 9, 2017 which was accepted on January 24, 2018.

As per the request of Mr. John Huttli and in accordance with our proposal of November 2, 2017, a visual inspection was performed to identify the existing conditions of the following building components:

- Structure
- Exterior Components
- Interior Components
- Attic Conditions
- Foundation Conditions

The structure included within the scope was the main building on the lot which was occupied by South Coast Head Start.

The following services and/or inspections were not selected by the client for inclusion in this assessment:

- Accessibility Inspection Report
- Building Code and Fire Code Violation Inquiries
- Fire Safety Inspection
- Phase 1 Environmental Site Assessment.

This report provides recommendations, preliminary cost estimates and priorities for:

- Remedying major deficiencies or observed safety conditions;
- Updating aging major components; and
- Undertaking further detailed investigations.

The recommendations are for remedial actions that are considered to be beyond the normal maintenance of the building. Costs are provided for recommendations expected to exceed \$2,000 for a single item or component, or \$10,000 for multiple systems or components in aggregate. The costs are only intended to provide an order of magnitude, and do not include any engineering design or construction management fees. Contractors should be contacted for exact quotations.

This report is intended for the exclusive use of our client. Use of the information contained within this report by any other party is not intended and, therefore, we accept no responsibility for such use.

This report is considered to be preliminary in nature. Before any major repairs are undertaken, we recommend that a specialist perform a detailed condition survey and develop a plan of action.

The site inspection was carried out on January 26, 2018. Our inspection was limited to components that were safely accessible and readily visible.

The inspection includes a visual review of the building interior and exterior, attic and exterior of foundation.

The following defined terms are used to describe the condition of the components and systems reviewed:

Satisfactory – Performing its intended function; no major deficiencies noted.

Serviceable – Performing its intended function but has visible defects or is aging. It will require minor or moderate repair.

Fair – While performing its intended function, has visible defects or is aging and will require moderate or major repairs in the short term.

Poor – Not performing its intended function and is at or beyond its useful life. Component requires major repair or replacement.

“Minor”, “moderate”, and “major” are relative terms and are not meant to imply a specific level.

Only the items specifically addressed in this report were examined. No comment is offered on building code compliance.

The weather at the time of the inspection was overcast with outdoor temperatures approximately 50-60°F.

2.2 Building Description

This was a single-building, one-story structure. The building was wood framed. Exterior siding materials were predominantly wood shingle. The front of the building faced west-southwest. Parking was at the front of the building. The main access to the building was at the front with other accesses at the left and right sides. The roof was predominantly covered by laminated asphalt shingles with an area of single-ply roofing covering a low pitch area over the kitchen entry. The foundation was poured concrete slab construction.

2.3 Documents Review

No documents were provided during the Property Condition Assessment. Recommend obtaining any and all documents available, including plans, architectural or other drawings, mechanical layouts and schematics, maintenance records, permits and any other documents retaining to the building history.

3.0 SITE

3.1 Description

The property was located in a predominantly mixed area adjacent to other commercial buildings and residential areas. The building was on a moderate slope. Drainage appeared to be adequate.

There was limited parking at the front of the building. There was one designated disabled parking space which was poorly marked. There is open parking for approximately 5 to 10 vehicles depending on configuration. No parking spaces were marked with the exception of the designated disabled space.

There was a concrete walkway at the front of the building.

No fire hydrants were observed in close proximity to the building. Consult with the local fire jurisdiction regarding hydrant locations serving this building.

3.2 Observation and Discussion

3.2.1 The pavement and walkway surfaces appeared to be in generally serviceable condition. Marking of the parking area may increase parking capacity as it was unclear whether parking was intended to be perpendicular, angled or parallel to the roadway. The pavement surface should be maintained to prolong service life.



Parking area



Designated disabled space

3.2.2 Lighting was observed in the parking area and entrances to the building. The exterior lighting was not tested for operation and may be controlled by timers or sensors.



Exterior lighting



Exterior lighting



Exterior lighting

3.2.3 Drainage appeared to be directed towards the structure in some areas. The existence of subsurface drainage was not determined. Adjusting grade and verifying the existence of subsurface drainage will help minimize water collection at the edge of the foundation.



Drainage directed towards front of building



Drainage directed towards left side of building

3.2.4 The walkways appeared to be serviceable. No trip hazards were observed.

3.2.5 The steps to the seating area at the front of the building were uneven. This may present a trip hazard.

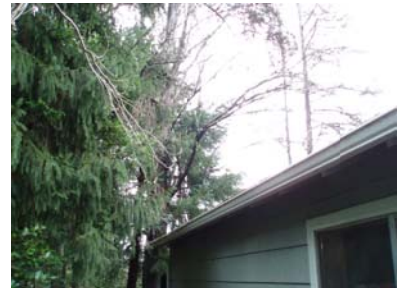


Uneven steps at approach to seating area

3.2.6 Vegetation was growing over or against the building in a number of areas. Trimming vegetation and providing adequate clearance between vegetation and structure will extend the life of the building materials.



Example of vegetation growing against building



Example of vegetation growing over building

3.2.7 The base of the sign post was deteriorated. The location of the sign by the entryway may present a safety hazard if the post were to fail. Repair or replace.



Example of deteriorated sign post

3.2.8 The steps at the left side of the building were eroded beneath the concrete. Fill and grade as needed to prevent further erosion. The handrail ends were exposed in a manner that may catch on clothing or carried items creating a trip hazard. Terminating the handrail at the post may help prevent accidents.



Erosion under steps



Example of handrail extending beyond post

3.2.9 Tree stumps were observed in the fenced area that appeared to be a play area. Recommend removal to help minimize trip hazards.



Tree stump in fenced yard

3.3 Recommendations, Costs and Priorities

	Recommendation	Cost	Time Frame
3.3.1	Marking/stripping parking area	Minor	Discretionary
3.3.2	Correct drainage at exterior	\$5000 - \$7000	1 year
3.3.3	Install even steps or ramp to seating area at front of building	Minor	Discretionary
3.3.4	Trim vegetation at exterior of building	Minor	1 year
3.3.5	Repair deteriorated sign	Minor	Immediate
3.3.6	Repair voids under concrete steps	Minor	1 year
3.3.7	Remove tree stumps and other trip hazards	Minor	Immediate

4.0 STRUCTURE

4.1 Description

The foundation appeared to be poured concrete slab throughout. No under-structure access was located.

The framing was wood. Framing components were concealed by interior and exterior finishes in a number of areas. Framing members were visible in the attic. The exterior materials were wood shingle and wood trim.

The roof framing appeared to be wood trusses and rafters with plywood decking. Fiberglass batt insulation was observed in a number of locations.

4.2 Observations and Discussion

4.2.1 Exteriors

4.2.1.1 The exterior materials were in generally serviceable condition with areas in need of maintenance or repair. Isolated areas of deteriorated siding and trim were observed at a number of locations. Deteriorated trim was observed at the front of the building. The siding was in contact with the ground at some locations. Corroded fasteners were observed at the front of the building. Some areas of repair were observed. General painting and caulking is needed at a number of areas.



Example of damaged siding at rear



Example of deteriorated siding at rear



Example of deteriorated siding where in contact with ground



Example of corroded fasteners



Example of deteriorated trim



Example of deteriorated siding at right side



Example of deteriorated paint



Example of siding repair area



Example of deteriorated paint

4.2.1.2 There was an awning over the left rear door which was attached in a temporary manner. The awning framing was attached on top of the siding with no flashing. Over time, this will result in accelerated deterioration of the siding and may result in structural damage in the area of the door. If an awning is desired at this location, a structure installed per construction standards should replace the present structure.



Awning over left rear door

4.2.1.3 There was deterioration in the eave and soffit areas as seen at the left side of the building. Repair to help prevent further deterioration.



Example of deterioration at eave



Example of deterioration at soffit

4.2.2 Foundation Slab

4.2.2.1 In slab construction, most of the slab is not visible or accessible for inspection due to floor coverings, furnishings and other items. Limited inspection of the slab is performed based on the visible portions of the exterior edge.

4.2.2.2 Minor cracks were observed which are not unusual in slab construction and are not typically considered to be a structural concern. Changes in crack location or size, and the occurrence of any differential movement should be monitored and assessed further if observed. Sealing of the cracks may help prevent moisture or pest entry and would provide a reference for determining the occurrence of future change or movement..



Example of common concrete crack

4.2.2.2 There was erosion or undermining observed at the right side of the building. Stored items prevented access to the area. Recommend further assessment to determine cause of undermining with any corrective action taken that may be needed to help provide foundational support as intended.



Erosion or undermining at slab

4.2.3 Attics

4.2.3.1 The attic area was accessed through a ceiling scuttle. The framing was constructed of rafters and trusses. The roof decking was plywood. Fiberglass batt insulation was installed. The materials appeared to be in serviceable condition with exceptions as noted.



Attic access



Interior view of attic



Interior view of attic

4.2.3.2 There was staining at the roof decking. The areas appeared dry at the time of inspection. No determination was made regarding whether the staining was due to a current or prior condition. Deterioration of the roof decking was observed towards the rear of the building. Caution should be used when walking the roof for safety and to help prevent roof covering damage. Repair may be deferred until such time as roof covering maintenance is needed.



Example of staining at roof decking



Damaged area of roof decking

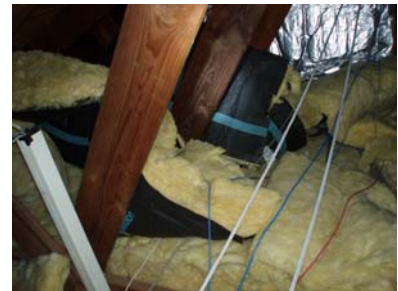
4.2.3.3 Insulation was displaced and packed down in a number of areas. Some areas of missing insulation were observed. Repair of insulation, with adding insulation to area where missing, may result in increased comfort and efficiency. Consult with utility company regarding potential cost savings over time.



Example of missing insulation



Example of missing insulation



Displaced, piled insulation

4.2.3.4 Signs of animal activity such as rodents or bats were observed based on droppings present in the attic. Damaged vent screens were observed which may allow pest entry. Recommend evaluation by pest control company to determine whether activity is current and need for cleaning, repair or preventative measures.



Damaged vent screen



Droppings indicating animal activity



Damaged vent screen

4.3 Recommendations, Costs and Priorities

	Recommendation	Cost	Time Frame
4.3.1	Exterior maintenance including scrape, seal, caulk and paint exterior	\$12,000 - \$20,000	1 year
4.3.2	Install properly constructed awning	Minor	1 year
4.3.3	Repair eave and soffit areas	Minor	1 year
4.3.4	Further assessment of erosion at slab to determine course of action if needed	Minor	Immediate
4.3.5	Roof decking repair	\$3000 - \$6000	Variable – At time of roof repair or replacement
4.3.6	Remove, repair, replace and install attic insulation as needed	\$12,000 - \$18,000	Discretionary
4.3.7	Assessment by pest control company regarding animal activity	Minor	Immediate

5.0 ELECTRICAL

5.1 Description

The electrical service appeared to be 240 volt, 400 amp service. There were two panels located in the staff kitchen area. Both disconnects must be shut off to disconnect all power.

5.2 Observations and Discussion

5.2.1 The panels were not well marked to identify circuits served. Clear identification of circuits should be provided for convenience and safety. Copper single and multi-strand wiring was observed which appeared to be installed in a generally satisfactory manner with exception as noted. A number of breakers were in the "off" position.

5.2.2 A number of breakers were marked "DO NOT USE*****". Wires were connected to these breakers which may result in energizing unknown wiring in the event of accidental switching of the breakers. Recommend evaluation of the electrical system by a qualified electrical contractor with identification of all circuits and removal or disabling of any unneeded circuits for safety.



Double pole circuits at left marked "DO NOT USE"

5.2.3 Two circuits at the right panel were connected to one breaker which did not appear listed to accept two wires. Recommend correction for safety.



Two wires connected to 5th breaker from top

5.2.4 There was a Federal Pacific Stab-Lok panel located in the rear room. A sign covering the breakers indicated “Please do not touch the breakers.” Stab-Lok panels are reported to have a history of “higher than normal” failure rate. Recommend replacing panel for safety.



FPE Stab-Lok panel

5.2.5 The electric service wires were observed to be passing through trees. Consult with utility company regarding responsibility for maintenance and protection of the service lines.



Electric service passing through trees

5.2.6 A number of damaged lighting fixtures were observed throughout the building. Missing bulbs were noted. Missing covers were observed. Repair or replace as needed.



Example of missing bulbs



Example of missing bulbs/covers



Example of damaged fixture

5.3 Recommendations, Costs and Priorities

	Recommendation	Cost	Time Frame
5.3.1	Review of electrical system by qualified electrical contractor with corrections or repairs as needed.	\$10,000 - \$16,000	Immediate
5.3.2	Repair/replace damaged fixture	Minor	Immediate

6.0 PLUMBING

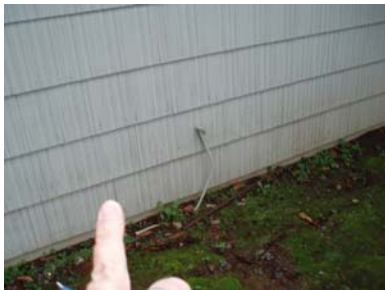
6.1 Description

The plumbing supply lines observed were copper and PEX. Observed drain/waste/vent lines were plastic, galvanized and cast iron. A 50 gallon water heater was observed. The water heater appeared to be approximately 13 years old. The average estimated life of a water heater is often cited at 8-13 years. Routine maintenance of plumbing and fixtures was needed at the bathrooms.

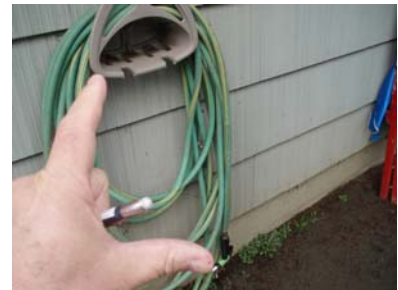
6.2 Observations and Discussion

6.2.1 Galvanized and cast iron plumbing lines typically deteriorate from the interior and may not show signs of failure until leaking is occurring or is imminent. These materials have not been routinely used for a number of years, and it is usually presumed these materials are nearing the end of their useful life. Replacement of these lines should be anticipated within the next few years although the lines may last for significantly longer.

6.2.2 A hose bib was observed at the front of the building which did not function. Hose bibs were observed at the left and right sides of the building which leaked at the handle. Repair as needed.



Inoperable hose bib



Example of leaking hose bib

6.2.3 The water heater Temperature Pressure Relief Valve (TPRV) drained to the sink in the staff kitchen and the drip pan drained to the floor. The purpose of the TPRV drain line is to discharge potentially high temperature water/steam under pressure and should be directed to a safe location, such as the drip pan or exterior. Recommend proper installation for safety. The purpose of the drip pan is to help prevent damage in the event of a leak. The pan should drain to the exterior.



Water heater TPRV drains to sink



Drip pan drains to floor

6.2.4 The toilet tank lid at the staff bathroom was broken. The sink faucet at the staff bathroom continued to drip in the off position. There was no door on one bathroom. The sink in a bathroom was loose at the wall. Recommend maintenance and repair of these items as needed. Recommend installation of the missing bathroom door for privacy.



Cracked toilet tank lid at staff bathroom



No door at bathroom



Sink loose on wall

6.3 Recommendations, Costs and Priorities

	Recommendation	Cost	Time Frame
6.3.1	Replace galvanized and cast iron plumbing lines	\$5,000 - \$7,000	5 years
6.3.2	Repair hose bibs	Minor	Immediate
6.3.3	Correct water heater TPRV and drip pan drains	Minor	Immediate
6.3.4	Maintenance and repair at bathrooms	Minor	Immediate

7.0 HVAC

7.1 Description

The heat sources observed were electric baseboard and wall heaters. Not all heaters appeared functional.

7.2 Observations and Discussion

7.2.1 Electric baseboard heaters were located behind cabinetry and furnishings as seen in the office area. A damaged thermostat was observed as seen in the office area. No heat was observed in the large central room. Functional baseboard heat was observed in the rear room and the kitchen office. No controls were located for the baseboard heat at the large front room. The wall heater in the staff kitchen did not respond to operating controls. Recommend repair of the existing heating appliances to function as intended. Consideration should be given to installing a more energy efficient heating options such as a ductless system. Consult with a qualified HVAC contractor regarding costs and payback periods.

7.3 Recommendations, Costs and Priorities

	Recommendation	Cost	Time Frame
7.3.1	Repair existing heating system components	Minor	Immediate
7.3.2	Install ductless heating – cost will vary based on requirements to provide adequate coverage for size and layout of the building	\$12,000 - \$30,000	Discretionary

8.0 ROOF

8.1 Description

The roof coverings were dimensional (laminated) asphalt shingles with a single ply membrane over the low-pitched section of roof. Roof vents and plumbing vents were observed.

8.2 Observations and Discussion

8.2.1 The roof is in need of general routine maintenance. Some debris was observed on the roof surface which will retain moisture and may shorten the life expectancy of the roofing materials. A torn ridge shingle was observed which should be replaced. Some moss growth was observed which is to be expected and should be addressed periodically with removal/prevention measures. Debris was observed in the gutters which will affect roof drainage. Gutter damage and leaking gutter seams were observed. Downspout drainage should be directed so as not to collect at the base of the foundation.



General roof view



Debris in gutters



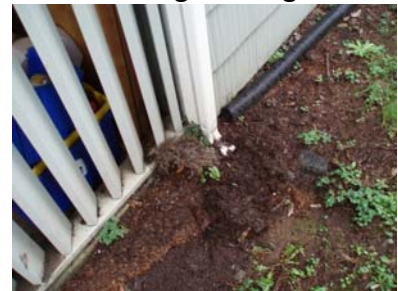
Damaged shingle



Moss and debris on roof



Eroded line on ground sign of overflowing gutter



Downspout drainage should be directed from foundation



Example of damaged gutter/leaking seam

8.2.2 Ponding was observed on the single-ply area of low pitched roofing. Ponding that lasts more than one or two days is typically recommended to be addressed by most roofing contractors. The area of ponding observed appeared likely to last longer than this time, although the area of ponding appeared relatively small and may not result in consequence. Consult with a qualified roofing contractor regarding acceptability of this amount of ponding and options to improve drainage if needed.



Low pitched, single-ply roof



Area of ponding

8.3 Recommendations, Costs and Priorities

	Recommendation	Cost	Time Frame
8.3.1	Routine maintenance: Cleaning, repairing damaged shingles, moss removal, gutter cleaning and repair	Minor	Ongoing maintenance
8.3.2	Consult with roofer regarding ponding area on low pitched roof	Minor	Immediate

9.0 INTERIORS

9.1 Description

The walls were predominantly sheetrock and paneling. The ceilings were predominantly tiles with some areas of sheetrock. Floors were vinyl and carpet. Windows were predominantly metal framed, insulated, horizontal sliding and fixed pane construction. Furniture and fixtures prevented observation of some area of the interior, particularly areas of the floor and walls.

9.2 Observations and Discussion

9.2.1 Damaged/missing ceiling tiles were observed in the office area and the rear room. Stained tiles were observed in a number of locations. The areas of staining appeared dry and may be the result of a prior condition. Repair as needed.



Example of damaged ceiling tile



Example of missing ceiling tile



Example of ceiling stains



Example of ceiling stains



Example of ceiling stains

9.2.2 Staining was observed between the window panes at a number of windows in the front room. Others may exist. A number of windows were sticking or unopenable. Damaged screens were observed. Repair or replace as needed.



Example of staining between panes

9.2.3 Staining and damage was observed at the kitchen floor covering. Repair or replace as needed.



Example of staining/damage at flooring

9.3 Recommendations, Costs and Priorities

	Recommendation	Cost	Time Frame
9.3.1	Repair/replace ceiling tiles	Minor	Discretionary
9.3.2	Replace fogged windows	\$10,000 - \$20,000	Discretionary
9.3.3	Repair or replace vinyl flooring in kitchen	Minor	Discretionary

10.0 CLOSING COMMENTS

This report provides you with an overview of the condition of the major components included in the scope of inspection of this property. If you have any questions, please do not hesitate to contact us.

We appreciate your using Wild Rivers Inspections for your Property Condition Assessment.

Sincerely,

Oni Shaw, Inspector

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US

PROPOSED AGENDA ITEM TITLE: Commissioner Gold Continued Concerns of Sutter Coast's High charges

TIMELY FILED Yes No

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 03/07/2018 **DEPARTMENT:** BOC **TIME NEEDED:** 5 minutes
(*Submit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))

MEMO ATTACHED Yes No

CONTACT PERSON: Sue Gold **PHONE/EXT:** 3260 **TODAY'S DATE:** 3/1/18

BRIEF BACKGROUND OR NOTE: The attached letter was submitted at the Feb 7, 2018 General Meeting. The Commissioners were asked to review.

FILES ATTACHED:

- (1) Letter
- (2)
- (3)

QUESTIONS:

1. Would this item be a departure from the Annual Budget if approved? Yes No
(If Yes, brief detail)
2. Does this agenda item impact any other County department? Yes No
(If Yes, brief detail)
3. Does Agenda Item impact County personnel resources? Yes No
(If Yes, brief detail) Road staff efforts to complete grant application and replace associated storm culverts

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

*Note: Most signed documents are filed/recorded with the Clerk per standard process.

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

1. Confirmed Submitting Department's finance-related responses Yes No N/A
Comment:
2. Confirmed Submitting Department's personnel-related materials Yes No N/A
Comment:
3. If job description, Salary Committee reviewed: Yes No N/A
4. If hire order requires a Personnel Action Form (PAF)? Pending N/A No HR

PART IV – COUNTY ADMINISTRATOR REVIEW

APPROVED FOR _____ BOC MEETING Not Approved for BOC Agenda because

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No
(If Yes, brief detail)

ASSIGNED TO: OLD BUSINESS, ETC

PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL

COMMISSIONERS' REQUEST TO ADD TO AGENDA:

Commissioner Sue Gold Yes No

Commissioner Thomas Huxley Yes No

Commissioner Court Boice

Yes No



**Curry County
Board of Commissioners**

Sue Gold, *Chair*
Thomas Huxley, *Vice Chair*
Court Boice, *Commissioner*

94235 Moore Street/Suite #122
Gold Beach, OR 97444
541-247-3296, 541-247-2718 Fax
800-243-1996 www.co.curry.or.us

March 7, 2018

Re: Continued Concerns of Sutter Coast's High Charges

To Whom It May Concern --

1. I wrote a letter on 6/28/17 to address concerns about Sutter overcharges- especially those of EmCare (Sutter's current Emergency Room Provider)
2. One of the reasons that this letter was withdrawn was because it was perceived that there was not enough data to support the statements that Sutter was overcharging for services. Del Norte Health District has been gathering evidence of these overcharges for many months and will be glad to share that evidence if necessary with the Commissioners.
3. Carlos Priestly, a Sutter Coast administrator, attended our BOC meeting and advocated for rescinding the letter that I proposed.
4. Sutter also promised the Del Norte Health District that this issue regarding the EmCare contract would be remediated during the renewal period in January. At the last Del Norte Health District meeting Priestly indicated that EmCare will still be providing ER services and that Sutter has no specific deadline for correcting the situation regarding costly out of network charges.
5. Del Norte Board of Supervisors wrote a letter indicating their concerns for the current situation.
6. As Commissioners, we have an obligation to protect the interests of the citizens of Curry County and we should be advocating for effective and affordable healthcare because approximately 1/3 of all Sutter's business comes from Curry County.
7. I propose that I write another letter to Sutter expressing our concerns based on approval of County Counsel and the Board.

Curry County Board of Commissioners Chair Sue Gold

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC OFFICE@CO.CURRY.OR.US](mailto:BOC_OFFICE@CO.CURRY.OR.US)

PROPOSED AGENDA ITEM TITLE: BOC Letter Supporting HB 4007 – Rural Oregon Affordable Housing

TIMELY FILED Yes No Approved to add by Interim Administrator Hitt

AGENDA DATE^a: DEPARTMENT: TIME NEEDED: 10 min

(^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))

MEMO ATTACHED Yes No

CONTACT PERSON: Court Boice **PHONE/EXT:** 3229 **TODAY’S DATE:** 3-2-18

BRIEF BACKGROUND OR NOTE:

FILES ATTACHED:

- (1) Letter
- (2) 2018 HB 4007 Engrossed
- (3)

QUESTIONS:

1. Would this item be a departure from the Annual Budget if approved? Yes No
(If Yes, brief detail)
2. Does this agenda item impact any other County department? Yes No
(If Yes, brief detail)
3. Does Agenda Item impact County personnel resources? Yes No
(If Yes, brief detail) Road staff efforts to complete grant application and replace associated storm culverts

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

***Note: Most signed documents are filed/recorded with the Clerk per standard process.**

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

1. Confirmed Submitting Department’s finance-related responses Yes No N/A
Comment:
2. Confirmed Submitting Department’s personnel-related materials Yes No N/A
Comment:
3. If job description, Salary Committee reviewed: Yes No N/A
4. If hire order requires a Personnel Action Form (PAF)? Pending N/A No HR

PART IV – COUNTY ADMINISTRATOR REVIEW

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No

(If Yes, brief detail)

ASSIGNED TO: OLD BUSINESS, ETC

PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL

COMMISSIONERS’ REQUEST TO ADD TO AGENDA:

Commissioner Sue Gold Yes No

Commissioner Thomas Huxley Yes No

Commissioner Court Boice Yes No



Curry County Commissioners

94235 Moore Street, Ste. 122

Gold Beach, OR 97444

Ph.: (541) 247.3229

March 7, 2018

**Honorable David Brock Smith
Oregon State Representative
900 Court Street N East, H-379
Salem, Oregon 97301**

RE: House Bill 4007 – Rural Oregon Affordable Housing

Dear Representative Brock Smith;

We are writing to encourage your help with HB 4007. We appreciate and know you have been well informed, generally supportive of this potential legislation, and have over the years worked consistently on our Southwest Oregon Housing Shortage. As you have indicated in past discussions with Commissioner Boice, we believe that assisting first time home buyers through a savings account program would be a good step toward helping to solve the housing shorting particularly in Curry County.

As you also know – Housing units are greatly needed both for Home buyers and renters. It is difficult to match the “supply and demand” with the generally low income levels we have here.

Due to lack of homes and of course other cultural issues, this problem also ultimately evolves into a rising homelessness concern. This greatly affects our middle income families which are reflected within our society and over time a lower standard of living for everyone.

We need and there is a high level of demand for new homes in the \$ 200 to \$ 300 K range. Thanks for all great work and help in the Oregon Legislature. We likewise appreciate your help in this important matter.

Curry County Commissioners

B-Engrossed
House Bill 4007

Ordered by the House February 26
Including House Amendments dated February 19 and February 26

Introduced and printed pursuant to House Rule 12.00. Pre-session filed (at the request of House Interim Committee on Human Services and Housing)

SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure.

Permits individual to create first-time home buyer savings account with financial institution to pay or reimburse account holder's eligible costs for first-time purchase of single family residence.

Allows subtraction from account holder's federal taxable income of amounts contributed to first-time home buyer savings account during each tax year. Exempts from taxation amount of interest and other income earned on account. Establishes amount and time limitations on subtractions and exemptions from taxable income. Provides that withdrawals for purposes other than approved purposes are taxable income to account holder.

Applies to tax years beginning on or after January 1, 2019, and before January 1, [2025] **2027**.

Increases amount of fees charged and collected by county clerks to record or file certain real property documents and transferred to Housing and Community Services Department accounts for housing-related programs. Exempts county tax collectors from paying certain fees.

Takes effect on 91st day following adjournment sine die.

A BILL FOR AN ACT

1
2 Relating to housing; creating new provisions; amending ORS 205.323, 306.815 and 458.655; prescrib-
3 ing an effective date; and providing for revenue raising that requires approval by a three-fifths
4 majority.

5 **Be It Enacted by the People of the State of Oregon:**

6 **SECTION 1. The Legislative Assembly finds that saving for a down payment and closing**
7 **costs for the purchase of a first home is challenging in the present economy. The first-time**
8 **home buyer savings account program will provide opportunities for Oregon residents to save**
9 **funds for first-time home ownership and will provide Oregonians with meaningful incentives**
10 **to save for the purchase of a first home.**

11 **SECTION 2. As used in sections 1 to 10 of this 2018 Act:**

12 (1) "Account holder" means a first-time home buyer who establishes a first-time home
13 buyer savings account.

14 (2) "Allowable closing costs" means disbursements listed in a settlement statement for
15 the purchase of a single family residence by an account holder.

16 (3) "Eligible costs" means the down payment and allowable closing costs for the purchase
17 of a single family residence by an account holder.

18 (4) "Financial institution" means a bank, a trust company, a commercial bank, a national
19 bank, a savings bank, a savings and loan, a thrift institution, a credit union, an insurance
20 company, a mutual fund, an investment firm or a similar entity authorized to do business
21 in this state.

22 (5) "First-time home buyer" means an individual who is a resident of this state and has

NOTE: Matter in **boldfaced** type in an amended section is new; matter *[italic and bracketed]* is existing law to be omitted.
New sections are in **boldfaced** type.

1 not owned or purchased, either individually or jointly, a single family residence during a pe-
2 riod of three years prior to the date of the purchase of a single family residence.

3 (6) “First-time home buyer savings account” or “account” means an account established
4 as a first-time home buyer savings account by written agreement between an account holder
5 and a financial institution and that the account holder designates as a first-time home buyer
6 savings account on the account holder’s Oregon income tax return for the purpose of paying
7 or reimbursing eligible costs for the purchase of a single family residence in this state by the
8 account holder.

9 (7) “Resident of this state” has the meaning given that term in ORS 316.027.

10 (8) “Settlement statement” means the statement of receipts and disbursements for a
11 transaction related to real estate, including a statement prescribed under the Real Estate
12 Settlement Procedures Act of 1974, 12 U.S.C. 2601 et seq., and regulations thereunder.

13 (9) “Single family residence” means a residence intended for occupation by a single family
14 unit that is owned and occupied by an account holder as the account holder’s principal resi-
15 dence. “Single family residence” includes a manufactured home, residential trailer, mobile
16 home or condominium unit.

17 (10) “Taxable income” has the meaning given that term in ORS 316.022.

18 **SECTION 3.** (1) An individual may create a first-time home buyer savings account with
19 a financial institution to be used to pay or reimburse the account holder’s eligible costs re-
20 lated to the purchase of a single family residence by entering into a first-time home buyer
21 savings account agreement with the financial institution.

22 (2) An individual may jointly own a first-time home buyer savings account with another
23 person if the joint account holders are both first-time home buyers and file a joint income
24 tax return.

25 (3) An individual may not be the account holder of more than one first-time home buyer
26 savings account.

27 (4) Only cash may be contributed to a first-time home buyer savings account. Subject to
28 the limitations of section 4 (4) of this 2018 Act, persons other than the account holder may
29 contribute funds to a first-time home buyer savings account. There is no limitation on the
30 amount of contributions that may be made to or retained in a first-time home buyer savings
31 account.

32 (5) The account holder may not use funds held in a first-time home buyer savings ac-
33 count to pay expenses of administering the account, except that the financial institution that
34 administers the account may deduct a service fee from the account.

35 (6) An account holder may withdraw all or part of the funds from a first-time home buyer
36 savings account and deposit the funds in a new first-time home buyer savings account held
37 by a different financial institution or the same financial institution.

38 (7) No financial institution is required to offer first-time home buyer savings accounts
39 to customers of the institution.

40 **SECTION 4.** (1) Subject to section 6 of this 2018 Act, and in addition to the other mod-
41 ifications to federal taxable income contained in ORS chapter 316, there shall be subtracted
42 from federal taxable income the amount of funds contributed to an account holder’s first-
43 time home buyer savings account established under sections 1 to 10 of this 2018 Act during
44 the tax year, not to exceed \$5,000 for an account holder who files an individual income tax
45 return or \$10,000 for joint account holders who file a joint income tax return.

1 (2) Funds contributed to a first-time home buyer savings account and earnings, including
2 interest and other income, on the principal in the account during the tax year are exempt
3 from taxation until withdrawn by the taxpayer, subject to subsection (3) of this section.

4 (3) An account holder may claim the subtraction and exemption under subsections (1)
5 and (2) of this section:

6 (a) For a period not to exceed 10 years;

7 (b) For an aggregate total amount of principal and earnings not to exceed \$50,000 during
8 the 10-year period; and

9 (c) Only if the principal and earnings of the account remain in the account until a with-
10 drawal is made for eligible costs related to the purchase of a single family residence by the
11 account holder except as provided in section 3 (6) of this 2018 Act.

12 (4) A person other than the account holder who deposits funds in a first-time home buyer
13 savings account is not entitled to the subtraction and exemption provided for in this section.

14 **SECTION 5.** Sections 6 and 7 of this 2018 Act are added to and made a part of ORS
15 chapter 316.

16 **SECTION 6.** (1) The limits applicable to a subtraction from federal taxable income and
17 an exemption allowed under section 4 of this 2018 Act are:

18 (a) \$10,000 if reported on a joint income tax return, or \$5,000 for all others, if the federal
19 adjusted gross income of the taxpayer for the tax year is less than \$149,000 or, if reported
20 on other than a joint return, less than \$104,000.

21 (b) \$8,000 if reported on a joint income tax return, or \$4,000 for all others, if the federal
22 adjusted gross income of the taxpayer for the tax year is \$149,000 or more and less than
23 \$158,000 or, if reported on other than a joint return, \$104,000 or more and less than \$111,000.

24 (c) \$6,000 if reported on a joint income tax return, or \$3,000 for all others, if the federal
25 adjusted gross income of the taxpayer for the tax year is \$158,000 or more and less than
26 \$167,000 or, if reported on other than a joint return, \$111,000 or more and less than \$117,000.

27 (d) \$4,000 if reported on a joint income tax return, or \$2,000 for all others, if the federal
28 adjusted gross income of the taxpayer for the tax year is \$167,000 or more and less than
29 \$176,000 or, if reported on other than a joint return, \$117,000 or more and less than \$123,000.

30 (e) \$2,000 if reported on a joint income tax return, or \$1,000 for all others, if the federal
31 adjusted gross income of the taxpayer for the tax year is \$176,000 or more and less than
32 \$187,000 or, if reported on other than a joint return, \$123,000 or more and less than \$131,000.

33 (2) If the federal adjusted gross income of the taxpayer for the tax year is \$187,000 or
34 more if reported on a joint income tax return, or \$131,000 or more if reported on other than
35 a joint income tax return, the limit is zero and the taxpayer is not allowed a subtraction
36 from federal taxable income or an exemption under section 4 of this 2018 Act.

37 (3) The Department of Revenue by rule may adjust the limits applicable in the current
38 tax year to the subtractions and exemptions specified in subsection (1) of this section so that
39 the limits reflect the percentage change in the U.S. City Average Consumer Price Index, as
40 published by the Bureau of Labor Statistics of the United States Department of Labor, dur-
41 ing the tax year.

42 **SECTION 7.** (1) There shall be added to federal taxable income the amount of funds a
43 taxpayer withdraws from a first-time home buyer savings account established under section
44 3 of this 2018 Act, if:

45 (a) Those funds were used for a purpose other than eligible costs as defined in section 2

1 of this 2018 Act;

2 (b) In this tax year or a previous tax year, those funds were subtracted or exempted from
3 federal taxable income under section 4 of this 2018 Act; and

4 (c) Those funds were not deposited into another first-time home buyer savings account
5 held by the taxpayer.

6 (2) There shall be added to federal taxable income the amount of funds a taxpayer holds
7 in a first-time home buyer savings account not expended on eligible costs by December 31
8 of the last year of the 10-year period described under section 4 (3) of this 2018 Act if in a
9 previous tax year those funds were subtracted or exempted from federal taxable income un-
10 der section 4 of this 2018 Act.

11 **SECTION 8.** The Department of Revenue shall create a means for designating the sub-
12 traction to which an account holder is entitled under sections 4 and 6 of this 2018 Act in the
13 individual state income tax return form required to be filed under ORS chapter 316.

14 **SECTION 9.** (1) On or before January 31 of each year, a financial institution at which an
15 account holder has created a first-time home buyer savings account shall provide to the ac-
16 count holder a certificate containing the following information:

17 (a) The date when the account was created;

18 (b) The name of the account holder;

19 (c) The amount of funds contributed to the account during the tax year;

20 (d) The amount of funds withdrawn from the account during the tax year; and

21 (e) Any other information as required by rules adopted by the Department of Revenue.

22 (2) A financial institution is not required to:

23 (a) Track the use of moneys withdrawn from a first-time home buyer savings account;
24 or

25 (b) Allocate funds in a first-time home buyer savings account among joint account hold-
26 ers.

27 (3) A financial institution is not responsible or liable for:

28 (a) Determining or ensuring that an account satisfies the requirements to be a first-time
29 home buyer savings account;

30 (b) Determining or ensuring that funds in a first-time home buyer savings account are
31 used for eligible costs; or

32 (c) Reporting or remitting taxes or penalties related to the use of a first-time home buyer
33 savings account.

34 (4) Upon being furnished proof of the death of the account holder and such other infor-
35 mation required by the contract governing the first-time home buyer savings account, a fi-
36 nancial institution shall distribute the principal and accumulated interest or other income
37 in the first-time home buyer savings account in accordance with the terms of the contract
38 governing the account.

39 **SECTION 10.** The Department of Revenue may adopt rules to implement and administer
40 sections 1 to 10 of this 2018 Act.

41 **SECTION 11.** (1) Notwithstanding ORS 315.037, sections 1 to 10 of this 2018 Act apply to
42 tax years beginning on or after January 1, 2019, and before January 1, 2027.

43 (2) Notwithstanding subsection (1) of this section, funds contributed to a first-time home
44 buyer savings account established under sections 1 to 10 of this 2018 Act before January 1,
45 2027, shall continue to be exempt from taxation for the period and on the terms for which

1 **the exemption was granted under sections 1 to 10 of this 2018 Act.**

2 **SECTION 12.** ORS 205.323 is amended to read:

3 205.323. (1) In addition to and not in lieu of the fees charged and collected under ORS 205.320
4 and other fees, the county clerk shall charge and collect the following fees for the recording or fil-
5 ing of any instrument described in ORS 205.130:

- 6 (a) A fee of \$1, to be credited as provided in subsection (4)(a) of this section;
- 7 (b) A fee of \$10, to be credited as provided in subsection (4)(b) of this section; and
- 8 (c) A fee of [~~\$20~~] **\$60**, to be credited as provided in subsection (4)(c) of this section.

9 (2) Subsection (1) of this section does not apply to the recording or filing of the following:

10 (a) Instruments that are otherwise exempt from recording or filing fees under any provision of
11 law;

12 (b) Any satisfaction of judgment or certificate of satisfaction of judgment; or

13 (c) Internal county government instruments not otherwise charged a recording or filing fee.

14 (3) Subsection (1)(c) of this section does not apply to the recording or filing of:

15 (a) Instruments required under ORS 517.210 to maintain mining claims;

16 (b) Warrants issued by the Employment Department pursuant to ORS 657.396, 657.642 and
17 657.646; or

18 (c) A certified copy of a judgment, a lien record abstract as described in ORS 18.170 or a sat-
19 isfaction of a judgment, including a judgment noticed by recordation of a lien record abstract.

20 (4) Of the amounts charged and collected under this section:

21 (a) The recording or filing fee charged and collected under subsection (1)(a) of this section must
22 be deposited and credited to the Oregon Land Information System Fund established under ORS
23 306.132.

24 (b) The recording or filing fee charged and collected under subsection (1)(b) of this section shall
25 be credited as follows:

26 (A) Five percent of the fee must be credited for the benefit of the county;

27 (B) Five percent of the fee must be credited for the benefit of the county clerk for the purposes
28 described in ORS 205.320 (2); and

29 (C) 90 percent of the fee must be credited to and deposited in the County Assessment and Tax-
30 ation Fund created under ORS 294.187.

31 (c) The recording or filing fee charged and collected under subsection (1)(c) of this section must
32 be credited to and deposited in the County Assessment and Taxation Fund created under ORS
33 294.187.

34 (5) The Department of Revenue [*is*] **and county tax collectors are** exempt from paying the fee
35 under subsection (1)(c) of this section.

36 **SECTION 13.** ORS 306.815 is amended to read:

37 306.815. (1) A city, county, district or other political subdivision or municipal corporation of this
38 state shall not impose, by ordinance or other law, a tax or fee upon the transfer of a fee estate in
39 real property, or measured by the consideration paid or received upon transfer of a fee estate in real
40 property.

41 (2) A tax or fee upon the transfer of a fee estate in real property does not include any fee or
42 charge that becomes due or payable at the time of transfer of a fee estate in real property, unless
43 that fee or charge is imposed upon the right, privilege or act of transferring title to real property.

44 (3) Subsection (1) of this section does not apply to any fee established under ORS 203.148.

45 (4) Subsection (1) of this section does not apply to any tax if the ordinance or other law im-

1 posing the tax is in effect and operative on March 31, 1997.

2 (5) Subsection (1) of this section does not apply to any tax or fee that is imposed upon the
3 transfer of a fee estate in real property if the fee that is imposed under ORS 205.323, for the re-
4 cording or filing of the instrument conveying the real property being transferred, is less than [§32]
5 **\$107.**

6 **SECTION 14.** ORS 458.655 is amended to read:

7 458.655. (1) The Home Ownership Assistance Account shall be administered by the Housing and
8 Community Services Department to expand this state's supply of homeownership housing for [*low*
9 *and very low income*] families and individuals **who the Oregon Housing Stability Council deter-**
10 **mines, based on information from the United States Department of Housing and Urban De-**
11 **velopment, have income that is not more than 100 percent of median family income**, including,
12 but not limited to, persons over 65 years of age, persons with disabilities, minorities, veterans and
13 farmworkers. An amount equal to 25 percent of moneys deposited in the account pursuant to ORS
14 294.187 is dedicated for expenditure to expand this state's supply of homeownership housing for low
15 and very low income veterans and families of veterans. The [*Oregon Housing Stability*] council shall
16 have a policy of distributing funds statewide while concentrating funds in those areas of this state
17 with the greatest need, as determined by the council, for low and very low income homeownership
18 housing. However, the council's policy of distributing funds may differ from the distribution policy
19 for the Housing Development and Guarantee Account.

20 (2) Funds in the Home Ownership Assistance Account shall be granted to organizations that
21 both sponsor and manage low income homeownership programs, including lease-to-own programs, for
22 the construction of new homeownership housing or for the acquisition or rehabilitation of existing
23 structures for homeownership housing for persons of low or very low income, or both.

24 (3) The council shall develop a policy for disbursing grants for any or all of the following pur-
25 poses:

26 (a) To aid low income homeownership programs, including program administration, in purchas-
27 ing land, providing assistance with down payment costs, or providing homeownership training and
28 qualification services or any combination thereof. Funds in the Home Ownership Assistance Account
29 may not be used by an organization to pay for its general operations or to pay for more than 25
30 percent of construction or rehabilitation costs.

31 (b) To match public and private moneys available from other sources for purposes of the pro-
32 vision of low or very low income homeownership housing.

33 (c) To administer the Home Ownership Assistance Account as provided for in the legislatively
34 approved budget, as that term is defined in ORS 291.002, for the **Housing and Community Services**
35 Department.

36 (4) The council, in developing policy under subsection (3) of this section, shall give preference
37 in making grants to those entities that propose to:

38 (a) Provide the greatest number of low and very low income homeownership housing units con-
39 structed, acquired or rehabilitated for the amount of account money expended by matching account
40 funds with other grant, loan or eligible in-kind contributions;

41 (b) Ensure the longest use for the units as low or very low income homeownership housing units,
42 such as by including some form of equity recapture, land trust or shared equity provisions, as de-
43 termined by the council;

44 (c) Include social services for occupants and proposed occupants of the proposed housing[,] in-
45 cluding, but not limited to, programs that address home health care, mental health care, alcohol and

1 drug treatment and post-treatment care, child care, homeownership training, mortgage qualification
2 service, credit repair and case management; and

3 (d) Support a comprehensive strategy to reverse the decreasing rates of homeownership among
4 minorities, giving priority to activities that support adopted comprehensive community plans that
5 incorporate recognized best practices or demonstrate proven success in increasing homeownership
6 for minorities.

7 **SECTION 15. The amendments to ORS 458.655 by section 14 of this 2018 Act apply to**
8 **moneys deposited in the Home Ownership Assistance Account on or after July 1, 2018.**

9 **SECTION 16. This 2018 Act takes effect on the 91st day after the date on which the 2018**
10 **regular session of the Seventy-ninth Legislative Assembly adjourns sine die.**

11

**CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 1-5-2018**

PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC OFFICE@CO.CURRY.OR.US](mailto:BOC_OFFICE@CO.CURRY.OR.US)

PROPOSED AGENDA ITEM TITLE: Executive Session to Consider Employment of County Officer ORS 192.660(2)(a)(f)(h)

TIMELY FILED Yes No If No, justification to include with next BOC Meeting

AGENDA DATE^a: 03/07/2018 **DEPARTMENT:** BOC **TIME NEEDED:** 30 min
(*Submit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))

MEMO ATTACHED Yes No

CONTACT PERSON: JHuttl **PHONE/EXT:** 3218 **TODAY’S DATE:** 03/01/2018

BRIEF BACKGROUND OR NOTE: Exec Session to deliberate County Administrator candidates.

FILES ATTACHED:

- (1) None. Confidential Material Submitted Separately
- (2)
- (3)

QUESTIONS:

- 1. Would this item be a departure from the Annual Budget if approved? Yes No
(If Yes, brief detail)
- 2. Does this agenda item impact any other County department? Yes No
(If Yes, brief detail)
- 3. Does Agenda Item impact County personnel resources? Yes No
(If Yes, brief detail) Road staff efforts to complete grant application and replace associated storm culverts

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

*Note: Most signed documents are filed/recorded with the Clerk per standard process.

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

- 1. Confirmed Submitting Department’s finance-related responses Yes No N/A
Comment:
- 2. Confirmed Submitting Department’s personnel-related materials Yes No N/A
Comment:
- 3. If job description, Salary Committee reviewed: Yes No N/A
- 4. If hire order requires a Personnel Action Form (PAF)? Pending N/A No HR

PART IV – COUNTY ADMINISTRATOR REVIEW

APPROVED FOR 03/072018 BOC MEETING Not Approved for BOC Agenda because

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No

(If Yes, brief detail) Executive Session to Deliberate Candidates

ASSIGNED TO:

PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL

COMMISSIONERS’ REQUEST TO ADD TO AGENDA:

Commissioner Sue Gold Yes No

Commissioner Thomas Huxley Yes No

Commissioner Court Boice Yes No