



CURRY COUNTY BOARD OF COMMISSIONERS

GENERAL MEETING

Wednesday, June 01, 2016 – 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.*

- 1. CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- 2. AGENDA AMENDMENTS**
- 3. APPROVAL OF AGENDA**
- 4. PRESENTATIONS TO THE BOARD**
 - a. Personnel Actions Done by Appointing Authority – Personnel (5min)
 - b. Permanent Protection for the Oregon Redwoods – Wild and Scenic Rivers Executive Director(20min)
- 5. PUBLIC COMMENTS**
- 6. NEW BUSINESS**
- 7. OLD BUSINESS**
 - a. Discussion: Economic Development Department Budget Deficit FY 15/16 – Commissioner Huxley (30min)
- 8. PROCLAMATIONS/RESOLUTIONS/ LEGISLATIVE ACTIONS**
 - a. Division Processing for Two or More Land Uses and/or Comprehensive Plan and/or Zoning Ordinance Amendments – Community Development (18min)
- 9. ADMINISTRATIVE ACTIONS/ APPOINTMENTS**
 - a. Curry County Citizen Involvement Committee (CIC) Appointments – Community Development (8min)
 - b. OHA Agreement #148007-7 for the Financing of Public Health Services in Curry County – Curry Community Health (5min)
 - c. Agreement with Oregon State Marine Board and Curry County Parks for the FY 16-17 Maintenance Assistance Program (MAP) – Parks (5min)

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.

- d. Agreement for Equipment Repair & Maintenance Services with Wedderburn Sanitary District – Roads (2min)
- e. Formal Contract for Disaster Relief for the December 2015 Storm – Roads (3min)
- f. Intergovernmental Service Agreement with DOR for Map Maintenance Services – Assessor (5min)
- g. Order Approving Application to Conduct Outdoor Mass Gathering (Cape Blanco Country Music Festival) – Counsel (5min)
- h. Deed Record for Port Orford Landfill SW Permit 0210 – Counsel (5min)

10. CONSENT CALENDAR (2min)

- a. Minutes 01-13-2016 Board of Commissioners Workshop
- b. Minutes 01-19-2016 Board of Commissioners Workshop
- c. Minutes 03-09-2016 Board of Commissioners Workshop
- d. Minutes 03-16-2016 Board of Commissioners General Meeting
- e. Minutes 12-17-2015 Board of Commissioners General Meeting

11. COMMISSIONER UPDATES/ LIAISON & STAFF REPORTS

12. EXECUTIVE SESSION

13. ADJOURN

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 03-02-2016

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

AGENDA ITEM TITLE: Personnel Actions done by Appointing Authority

AGENDA DATE^a: 6/1/16 **DEPARTMENT:** Personnel **TIME NEEDED:** 5 minutes

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

CONTACT PERSON: Julie Swift **PHONE/EXT:** 3233 **TODAY'S DATE:** 5/24/16

BRIEF BACKGROUND OR NOTE^b: Presentation to the Board per Personnel Rules change April 2016

^bIndicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Discussion/Decision

- (1) Exhibit A
- (2)

Are there originals in route (paper copies with pre-existing signatures) Yes No

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. If Land Transaction, filed with the clerk? Yes No N/A

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

- File with County Clerk
- Send Printed Copy to:
- Email a Digital Copy to:
- Other

Name:
Address:
City/State/Zip:

Phone:

Due date to send: / /

Email:

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

PART II – COUNTY CLERK REVIEW

EVALUATION CRITERIA:

CLERK ASSESSMENT: Does this agenda item meet filing/recording standards? Yes No N/A
(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

1. Confirmed Submitting Department's finance-related responses Yes No
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 an UA, is it approved? Yes No Pending N/A

PART IV – COUNTY COUNSEL REVIEW

AGENDA ASSIGNMENT TYPE: Presentations

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No
(If Yes, brief detail) Internal requirement for departments to present new hires to Board

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

- Commissioner Susan Brown Yes No
- Commissioner Thomas Huxley Yes No
- Commissioner David Brock Smith Yes No

Not applicable to Sheriff's Department since they do not have a liaison



OFFICE OF THE SHERIFF

Sheriff John Ward

94235 MOORE STREET, SUITE 311

29808 Colvin Street (Physical)

GOLD BEACH, OR 97444

(541) 247-3242 (800) 543-8471

FAX: 541-247-6893

April 7, 2016

Donald Miller
1120 Fified St. C1
Brookings, Oregon 97415

Dear Donald,

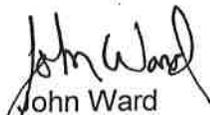
This is to confirm my offer and your acceptance of a full-time position as a Patrol Deputy for Curry County Sheriff's Office effective April 20, 2016. Your starting salary will be \$3,784.00 per month (Salary Range S-1, Step C) plus any incentive pay that you may qualify for as outlined in the current union contract. You will have a twelve-month probationary period and upon a satisfactory performance evaluation at that time, you may receive a step increase according to union contract. You will be joining the Teamsters Union (Local #223), and under their program you will receive health insurance benefits.

Curry County requires a drug test for all new employees. This offer is conditional upon the passage of that test and completion of your background investigation. We will schedule an appointment at a convenient time for you, and we will be responsible for payment of charges associated with that testing.

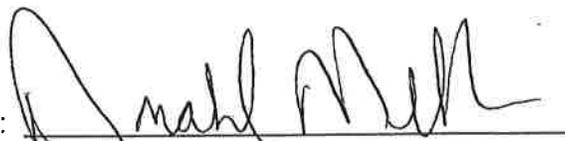
At 9:00am on April 20, 2016, you will need to report to the Curry County Sheriff's Office and meet with the Personnel Department to complete the necessary payroll records (about 30 minutes). You will receive a "New Employee Packet," which includes the necessary forms for personnel and payroll records, as well as information on your benefit package.

I welcome you to the Curry County Sheriff's Office and look forward to working with you. If you have any questions regarding this letter, please feel free to contact me or Lieutenant Mike Espinoza at the office number listed above.

Congratulations and welcome to the team.


John Ward
Sheriff, Curry County

I hereby accept the job offer outlined above:

 4-7-16
Donald Miller Date



From the desk of
SHERIFF JOHN WARD
CURRY COUNTY, OREGON

APR 07 2016

94235 MOORE STREET, SUITE 311(Mailing)
29808 Colvin Street (Physical)
GOLD BEACH, OR 97444
(541) 247-3221 - FAX: 541-247-6893
wardj@co.curry.or.us

Julie Swift – Payroll and Personnel Coordinator
94235 Moore St. Suite #125
Gold Beach, Oregon, 97444

Dear Julie,

Please accept this letter as my intent to promote Lieutenant Mike Espinoza to Captain of the Curry County Sheriff's Office. As you are aware, the Captain position has been open for the past several years. During this budget year process, we have had to reorganize staffing for operational needs of our office so therefore I decided to add a much needed 911 Dispatch position by repurposing the Lieutenant position. In doing so, due to the heavy work load this not only gives us a better staffing in 911 Dispatch but it will help eliminate some overtime cost and give us double coverage during peak busy times. Also I will point out that this will create an overall cost savings through several divisions.

Please make the promotion effective Friday 04-08-16. Currently as the Lieutenant, Mike Espinoza is at Salary Range E-13 Step E.5 @ \$5754.00/mo. As Captain, Mike Espinoza should be classified as Salary Range E-15 Step D @ \$6011.00/mo.

Attached is the job description for Captain.

Thank you for all you do.

John Ward, Sheriff
Curry County, Oregon



OFFICE OF THE SHERIFF

Sheriff John Ward

94235 MOORE STREET, SUITE 311

29808 Colvin Street (Physical)

GOLD BEACH, OR 97444

(541) 247-3242 (800) 543-8471

FAX: 541-247-6893

April 22, 2016

Jennifer Dreiszus - **CRANDELL**
99385 Stateline Lane,
Harbor, Or. 97415

Dear Jennifer,

This is to confirm my offer and your acceptance of a full-time position as a Corrections Deputy for Curry County Sheriff's Office effective May 9, 2016. Your starting salary will be \$3,223.00 per month (Salary Range S-7, Step A) plus any incentive pay that you may qualify for as outlined in the current union contract. You will have a twelve-month probationary period and upon a satisfactory performance evaluation at that time, you may receive a step increase according to union contract. You will be joining the Teamsters Union (Local #223), and under their program you will receive health insurance benefits.

Curry County requires a drug test for all new employees. This offer is conditional upon the passage of that test and completion of your background investigation. We will schedule an appointment at a convenient time for you, and will be responsible for payment of charges associated with that testing.

At 8:00am on May 9, 2016, you will need to report to the Curry County Sheriff's Office and meet with the Personnel Department to complete the necessary payroll records (about 30 minutes). You will receive a "New Employee Packet," which includes the necessary forms for personnel and payroll records, as well as information on your benefit package.

I welcome you to the Curry County Sheriff's Office and look forward to working with you. If you have any questions regarding this letter, please feel free to contact me or Sergeant Joel Hensley at the office number listed above.

Congratulations and welcome to the team.

John Ward
Sheriff, Curry County

I hereby accept the job offer outlined above:


Jennifer Dreiszus

04/22/16
Date



OFFICE OF THE SHERIFF

Sheriff John Ward

94235 MOORE STREET, SUITE 311

29808 Colvin Street (Physical)

GOLD BEACH, OR 97444

(541) 247-3242 (800) 543-8471

FAX: 541-247-6893

May 3, 2016

Roddy Daniel Grace
12309 Whitcomb Dr. #2,
Milwaukie, Or. 97222

Dear Roddy,

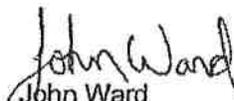
This is to confirm my offer and your acceptance of a full-time position as a Corrections Deputy for Curry County Sheriff's Office effective May 18, 2016. Your starting salary will be \$3,223.00 per month (Salary Range S-7, Step A) plus any incentive pay that you may qualify for as outlined in the current union contract. You will have a twelve-month probationary period and upon a satisfactory performance evaluation at that time, you may receive a step increase according to union contract. You will be joining the Teamsters Union (Local #223), and under their program you will receive health insurance benefits.

Curry County requires a drug test for all new employees. This offer is conditional upon the passage of that test and completion of your background investigation. We will schedule an appointment at a convenient time for you, and will be responsible for payment of charges associated with that testing.

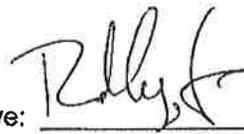
At 8:00am on May 18, 2016, you will need to report to the Curry County Sheriff's Office and meet with the Personnel Department to complete the necessary payroll records (about 30 minutes). You will receive a "New Employee Packet," which includes the necessary forms for personnel and payroll records, as well as information on your benefit package.

I welcome you to the Curry County Sheriff's Office and look forward to working with you. If you have any questions regarding this letter, please feel free to contact me or Sergeant Joel Hensley at the office number listed above.

Congratulations and welcome to the team.


John Ward
Sheriff, Curry County

I hereby accept the job offer outlined above:


Roddy Grace

5-5-2016
Date



OFFICE OF THE SHERIFF

Sheriff John Ward

94235 MOORE STREET, SUITE 311
29808 Colvin Street (Physical)
GOLD BEACH, OR 97444
(541) 247-3242 (800) 543-8471
FAX: 541-247-6893

May 10, 2016

Robert Helme
1221 Rowland Lane,
Brookings, Or. 97415

Dear Robert,

This is to confirm my offer and your acceptance of a full-time position as a Corrections Deputy for Curry County Sheriff's Office effective May 22, 2016. Your starting salary will be \$3,223.00 per month (Salary Range S-7, Step A) plus any incentive pay that you may qualify for as outlined in the current union contract. You will have a twelve-month probationary period and upon a satisfactory performance evaluation at that time, you may receive a step increase according to union contract. You will be joining the Teamsters Union (Local #223), and under their program you will receive health insurance benefits.

Curry County requires a drug test for all new employees. This offer is conditional upon the passage of that test and completion of your background investigation. We will schedule an appointment at a convenient time for you, and will be responsible for payment of charges associated with that testing.

At 8:00am on May 22, 2016, you will need to report to the Curry County Sheriff's Office for orientation then the following day, May 23, 2016 you will meet with the Personnel Department to complete the necessary payroll records (about 30 minutes). You will receive a "New Employee Packet," which includes the necessary forms for personnel and payroll records, as well as information on your benefit package.

I welcome you to the Curry County Sheriff's Office and look forward to working with you. If you have any questions regarding this letter, please feel free to contact me or Sergeant Joel Hensley at the office number listed above.

Congratulations and welcome to the team.


John Ward
Sheriff, Curry County

I hereby accept the job offer outlined above:

 5/10/16
Robert Helme Date

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 03-02-2016

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

AGENDA ITEM TITLE: Permanent Protection for the Oregon Redwoods

AGENDA DATE^a: 06-01-16 **DEPARTMENT:** **TIME NEEDED:** 20min

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

CONTACT PERSON: Alyssa Babin **PHONE/EXT:** 469-5331 **TODAY'S DATE:** 5-25-16

BRIEF BACKGROUND OR NOTE^b: Save the Redwoods League and Wild and Scenic Rivers is Seeking Protection for the small percentage of redwoods that still remain in the Oregon area

^bIndicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE: Proclamation**

- (1)Map, Scientists Letter, Senators and Representative Letter
- (2)Request for Support and Proclamation by the Curry County Board of Commissioners

Are there originals in route (paper copies with pre-existing signatures) **Yes** **No**

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. If Land Transaction, filed with the clerk? **Yes** **No** **N/A**

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:

Due date to send: / /

Email:

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

PART II – COUNTY CLERK REVIEW

EVALUATION CRITERIA:

CLERK ASSESSMENT: Does this agenda item meet filing/recording standards? **Yes** **No** **N/A**
(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

- 1. Confirmed Submitting Department's finance-related responses **Yes** **No**
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 an UA, is it approved? **Yes** **No** **Pending** **N/A**

PART IV – COUNTY COUNSEL REVIEW

AGENDA ASSIGNMENT TYPE: Presentations

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

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Susan Brown **Yes** **No**

Commissioner Thomas Huxley **Yes** **No**

Commissioner David Brock Smith **Yes** **No**

Not applicable to Sheriff's Department since they do not have a liaison



September 29, 2015

Senator Ron Wyden
United States Senate
Washington, DC 20510

Senator Jeff Merkley
United States Senate
Washington, DC 20510

Representative Peter DeFazio
U.S. House of Representatives
Washington, DC 20515

Dear Senators Wyden and Merkley and Rep. DeFazio

We write to ask your leadership in permanently protecting the northernmost portion of the coast redwood (*Sequoia sempervirens*) forest found in and near the Rogue River-Siskiyou National Forest in southern Oregon. The coast redwood range extends some 450 miles along the Pacific Coast from just south of Big Sur to the lower Chetco River in the north. Before extensive logging of western forests occurred during over the last two centuries, magnificent ancient coast redwood forests covered approximately two million acres. Today, most of the tallest forest on Earth has been harvested and only 5% of the original old-growth coast redwood forest remains.

While almost all of the remaining coast redwood forests are in California, the species extends into Oregon. Important genetic diversity is often found at the edges of a species range, and given climate change, permanent protection of the Oregon redwoods is especially important for the long-term conservation of the species.

The mission of Save the Redwoods League is to protect and restore redwood forests and connect people with their peace and beauty, so these wonders of the natural world flourish. For nearly a century the League has been in the forefront of the conservation of redwoods, including the giant sequoias found in California's Sierra Nevada.

Most primeval coast redwood forests are protected in some 50 units of the National Park System, California State Parks System or as regional parks. In California, where coast redwoods are found on National Forest lands, they are all located in an area in far northern California which is protected by an Act of Congress (Smith River National Recreation Area).

The Oregon coast redwood forest has no permanent protection. There is only short-term administrative protection under the Northwest Forest Plan of the Rogue River-Siskiyou National Forest.

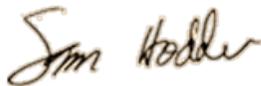
Save the Redwoods League respectfully requests and recommends that you introduce legislation that would conserve and protect the Oregon coastal redwoods in perpetuity. Permanent protection would prevent degradation of residual ancient forest and allow for the eventual restoration of the redwood forest while also providing for enhanced public access and enjoyment of Oregon's redwood forest.

The coast redwood ecosystem is being affected by climate change. The League's Redwoods and Climate Change Initiative has engaged scientists from the University of California - Berkeley and Humboldt State University. Their results show that the northern end of the coast redwood range is thriving and tree growth has never been recorded at a higher rate, especially at the northern end of the coast redwood range. Congressional protection of the Oregon coastal redwoods will ensure that the coast redwood forest will gain a conservation stronghold in an area predicted by experts to have optimal climate and growing conditions for this iconic forest type in the decades ahead. Further, this protection will safeguard a genetic resource that may help the species and the ecosystem adapt to future climate change.

Thank you for your consideration. Save the Redwoods League stands ready to support your efforts to conserve the Oregon portion of this iconic species and ecosystem for this and future generations.

Sincerely,

Save the Redwoods League

A handwritten signature in dark ink that reads "Sam Hodder". The signature is written in a cursive, flowing style.

By: Sam Hodder
President and Chief Executive Officer

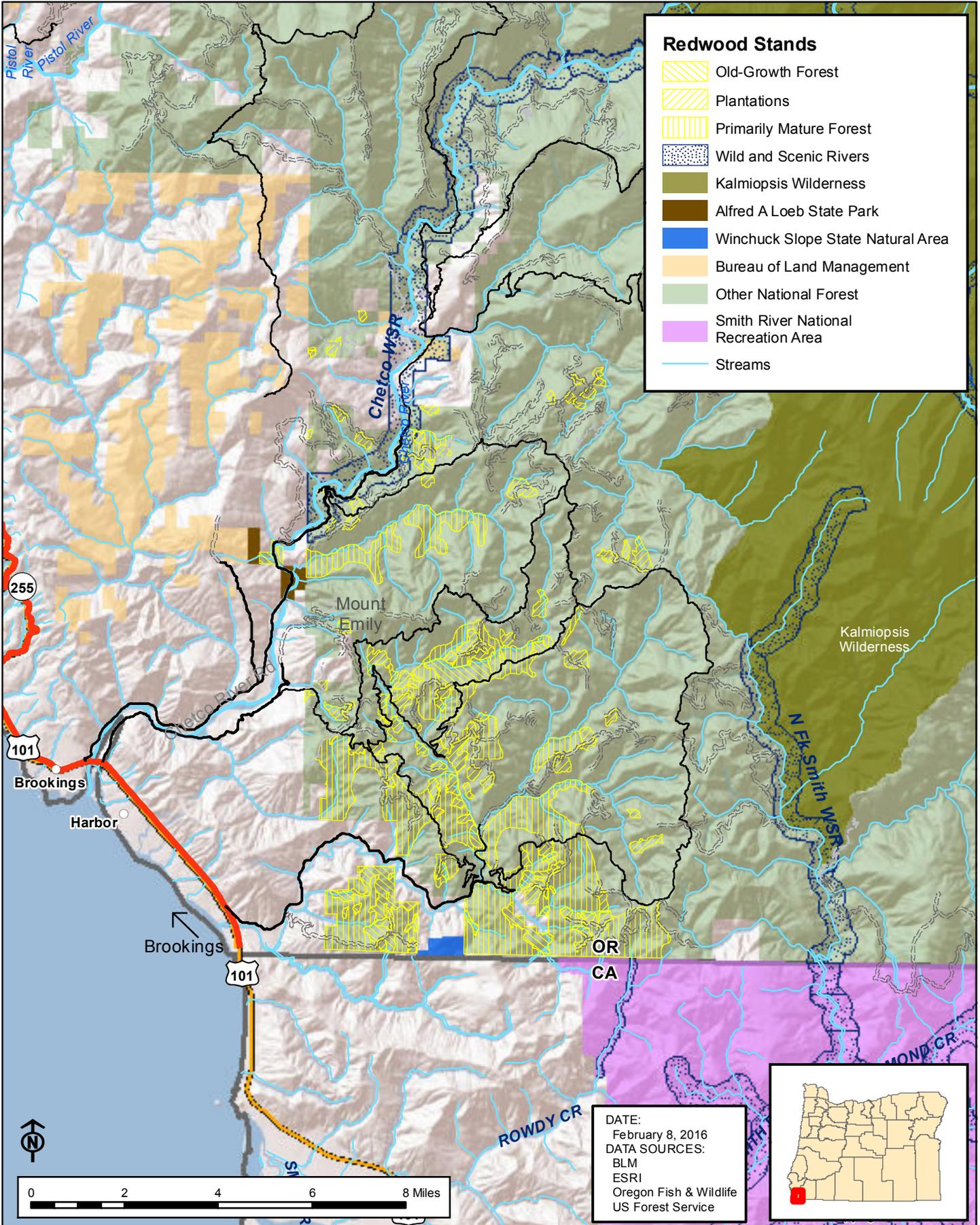
Enclosure



Photo Caption: Oregon Redwoods Trail - Peavine ridge, Winchuck River Drainage, Siskiyou National Forest



Oregon Redwoods



Thursday, May 26, 2016

Commissioner Thomas Huxley, Chair
Commissioner Susan Brown, Vice-Chair
Commissioner David Brock Smith
Board of Commissioners of Curry County
94235 Moore Street, Suite 122
Gold Beach, OR 97444

Re: Scientist support for permanent national protection of coast redwoods in Oregon

As scientists with expertise in natural resource management and ecology, we write to request your leadership in securing the conservation and restoration of the most northern extent of coast redwoods (*Sequoia sempervirens*), which are found in southwest Oregon. Coast redwood stands, which only occur in a narrow band along the Pacific Coast, from the Los Padre National Forest near Monterey, California to the Rogue River-Siskiyou National Forest near Brookings, Oregon, are among the nation's most cherished forests and are visited by millions of tourists.

Before Europeans arrived, old-growth coast redwood flourished. Today only about five percent of the historical old growth remains.¹ Coast redwoods are threatened by logging (especially, but not exclusively on nonfederal lands); sudden oak death (an emerging infectious disease); exclusion of fire; illegal sawing-off of redwood burls; and illegal growing of marijuana in redwood stands. Climate change likely has played a role in recent changes to redwood forests, but the mechanism is not entirely understood. For instance, while coastal fog associated with redwood forests has declined some 33 percent over the past century², individual redwoods in the northern part of their range are experiencing increased growth rates³. But with climate change expected to accelerate in the coming decades, disruption of redwood plant assemblages can be expected at the southern end of the

¹ Noss R. F. 2000. The Redwood Forest: History, Ecology, and Conservation of the Coast Redwoods. Island Press, Washington, DC. Also see - <http://www.geosinstitute.org/climatewise-program/completed-projects/1042-managing-coast-redwoods-for-resilience-in-a-changing-climate.html>

² Johnstone J.A., and T.E. Dawson. 2010. Climatic context and ecological implications of summer fog decline in the coast redwood region. *Proceedings of the National Academy of Sciences of the United States of America*, 107, 4533–4538.

³ Carroll, A. L., et al. 2014. Millennium-scale crossdating and interannual climate sensitivities of standing California redwoods. *PLoS One* 9: e102545.

species' distribution⁴. The margins of a species range are especially important to conservation of genetic diversity, because that is where redwood may evolve unique adaptations that are more resilient to a changing climate. Because climate projections show more stable conditions for redwoods in Oregon through mid-century, redwoods may persist and even extend their range further northward into Oregon if protected from other environmental threats.

Based on preliminary mapping estimates, portions of the Rogue River-Siskiyou National Forest and adjacent federal public lands within the upper Winchuck and lower Chetco watersheds of Curry County, Oregon, contain disjunct populations of redwoods totaling between 14,000 and 20,000 acres spread over an area of nearly 50,000 acres. The age of old-growth stands in this area is about 300 years with individual redwoods occurring that are much older, perhaps 800 years or more. The largest known Oregon redwood is more than 17 feet in diameter at breast height.

Redwood in these Oregon watersheds is a keystone species providing shade and shelter for aquatic species (including logs in streams) and nesting habitat for the federally threatened marbled murrelet and northern spotted owl. Both watersheds are important spawning and rearing habitat for fall Chinook salmon, Klamath Mountains Province steelhead, Southern Oregon/Northern California coho salmon, searun cutthroat trout, resident cutthroat trout, and rainbow trout. There are also research natural areas, botanical areas, late-successional reserves and key watersheds, group recreation sites, trails, campgrounds, and an historical World War II site that would benefit from permanent protection.

Oregon's remarkable redwoods are part of the Wild Rivers Coast natural inheritance that many families have come to enjoy as part of their vacation plans. Protecting and restoring these redwoods through formal establishment of a combination of National Recreation Area with Wilderness and Wild and Scenic River or other federal protections authorized by Congress would be a flagship accomplishment of your congressional service. A National Recreation Area with a strong mandate for conservation and science-based management would further contribute to a sustainable outdoor recreation economy in Curry County for the enjoyment of this and future generations. Most of the remaining redwood forests in California are permanently protected with state and national designations. We believe that this should also be the case for the Oregon Redwoods.

Sincerely (affiliations listed for identification purposes only),

Dominick A. DellaSala, Ph.D.
Chief Scientist
Geos Institute, Ashland, OR

Reed F. Noss, Ph.D.
Provost's Distinguished Research Professor
University of Central Florida, Orlando, FL

⁴ Fernandez, M., et al. 2015. Back to the future: using historical climate variation to project near-term shifts in habitat suitable for coast redwood. *Global Change Biology* (2015), doi:10.1111/gcb.13027; DellaSala, D.A., et al. 2015. Climate change may trigger broad shifts in North America's Pacific coastal rainforests. Reference Module in Earth Systems and Environmental Sciences <http://dx.doi.org/10.1016/B978-0-12-409548-9.09367-2>

Erik S. Jules, Ph.D.
Humboldt State University
Arcata, CA

Carlos Carroll, Ph.D.
Klamath Center for Conservation Research
Orleans, CA

Dennis Murphy, Ph.D.
Biology Department
University of Nevada, Reno

Susan B. Harrison, Ph.D.
Professor
University of California, Davis

Paul Alaback, Ph.D.
Professor Emeritus Forest Ecology
University of Montana, Missoula

Brett Adams, Ph.D.
Associate Professor of Biology
Utah State University
Logan, UT

C. Bailey, Ph.D.
Professor of Biology
New Mexico State University
Las Cruces, NM

John Alcock, Ph.D.
Regents Professor Emeritus
Arizona State University
Tempe, AZ

Richard Baker, Ph.D.
Professor Emeritus
Earth and Env. Science, Univ. of Iowa
Iowa City, IA

James Amon, Ph.D.
Professor Emeritus
Wright State University
Dayton, OH

Michael Baranski, Ph.D.
Professor of Biology and Env. Science
Catawba College
Salisbury, NC

William Anderson, Ph.D.
Professor Emeritus
Grice Marine Biological Laboratory
Charleston, SC

Linda Sue Barnes, Ph.D.
Prof. Emeritus of Botany
Methodist University
Wade, NC

W. Scott Armbruster, Ph.D.
Principal Research Scientist
University of Alaska Fairbanks
Fairbanks, AK

Paul Bartelt, Ph.D.
Professor of Biology
Waldorf College
Forest City, IA

Peter Bahls, M.S.
Executive Director, Salmon Biologist
Northwest Watershed Institute
Port Townsend, WA

Andrew Barton, Ph.D.
Professor of Biology
University of Maine, Farmington
Farmington, ME

Carol Baskauf, Ph.D.
Professor of Biology
Austin Peay State University
Clarksville, TN

Richard Bierregaard, Ph.D.
Research Associate
The Academy of Natural Science of
Drexel University
Wynnewood, PA

Harvey Blankespoor, Ph.D.
Professor Emeritus of Biology
Hope College
Holland, MI

James Blauth, Ph.D.
Professor of Biology
University of Redlands
Redlands, CA

Jim Boone, Ph.D.
Senior Scientist
Desert Wildlife Consultants, LLC
Las Vegas, NV

Richard Bradley, Ph.D.
Associate Professor
Ohio State University
Delaware, OH

Jeffrey Beane, B.S.
Collections Manager, Herpetology
North Carolina State Museum
Raleigh, NC

Elizabeth Beck, M.S.
Edmonton, Alberta

Craig Benkman, Ph.D.
Professor of Zoology & Physiology
University of Wyoming
Laramie, WY

John Bremer, M.B.A.
Washington Native Plant Society
Bellingham, WA

Jon Brodziak, Ph.D.
Fisheries Scientist
Natl. Marine Fisheries Service
Honolulu, HI

William Bromer, Ph.D.
Professor of Biology and Env.Science
University of St. Francis
Joliet, IL

Peter Brussard, Ph.D.
Professor Emeritus
University of Nevada, Reno
Reno, NV

Emily Burns, Ph.D.
Director of Science
Save the Redwoods League
San Francisco, CA

Tom Cade, Ph.D.
Professor Emeritus of Zoology
Cornell University
Ithaca, NY

Alan Cady, Ph.D.
Professor of Biology
Miami University
Middletown, OH

Ken Carloni, Ph.D.
Prof. of Biology, Science Dept. Chair
Umpqua Community College
Roseburg, OR

Gary Carnefix, M.S.
Aquatic Ecologist
Carnefix Ecological Consulting
Helena, MT

Patrick Crist, Ph.D.
Director of Conservation Planning and
Ecosystem Management
NatureServe
Broomfield, CO

Paul Dayton, Ph.D.
Professor Emeritus of Ecology
Univ. of California, San Diego
Solana Beach, CA

Alan Dickman, Ph.D.
Research Associate Professor, Biology
and Environment
University of Oregon
Eugene, OR

Kai Chan, Ph.D.
Assoc. Prof. & Canada Research Chair
University of British Columbia
Vancouver, British Columbia

Donald Charles, Ph.D.
Professor
The Academy of Natural Science of
Drexel University
Huntingdon Valley, PA

Malcolm Cleaveland, Ph.D.
Professor Emeritus of Geosciences
University of Arkansas
Fayetteville, AR

Ericha Courtright, M.S.
Information Technology Specialist
USDA Agricultural Research Service
Las Cruces, NM

Dana Dolsen, M.S.
Scientist
Nat. Res. Planning & Research Inst.
Moscow, ID

Craig Downer, M.S.
Wildlife Ecologist
Andean Tapir Fund
Minden, NV

Bryan Drew, Ph.D.
Assistant Professor
Univ. of Nebraska, Kearney
Kearney, NE

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Univ. of Washington Herbarium
Seattle, WA

Gerald Estberg, Ph.D.
Emeritus Professor of Physics
University of San Diego
Port Angeles, WA

Jonathan Evans, Ph.D.
Professor of Biology
University of the South
Sewanee, TN

Daniel Fisher, Ph.D.
Professor
University of Michigan
Ann Arbor, MI

Douglas Frederick, Ph.D.
Professor of Forestry
North Carolina State University
Raleigh, NC

Lee Frelich, Ph.D.
Director, Center for Forest Ecology
University of Minnesota
St. Paul, MN

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University of Oregon
Eugene, OR

Barrie Gilbert, Ph.D.
Senior Scientist
Utah State University (retired)
Logan, UT

Christopher Frissell, Ph.D.
Principal Scientist
Frissell & Raven Hydrobiological and
Landscape Science
Polson, MT

Jed Fuhrman, Ph.D.
McCulloch-Crosby Chair of Marine Bio.
University of Southern California
Los Angeles, CA

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University of Mary Washington
Fredericksburg, VA

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Corvallis, OR

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Ph.D. student
George Mason University
Silver Spring, MD

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Senior Professor of Biology, Emeritus
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Coral Gables, FL

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Ferris State University
Big Rapids, MI

Jon Grinnell, Ph.D.
F.M. Uhler Chair in Biology
Gustavus Adolphus College
Saint Peter, MN

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Olofson Environmental, Inc.
Berkeley, CA

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and Ecology
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Coastal Carolina University
Conway, SC

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Fisheries Ecosystem Modeler
Lusby, MD

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Fayette Krause, Ph.D.
WA Land Steward, The Nature
Conservancy (ret.)
Pt. Townsend, WA

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Columbia River Inter-Tribal Fish
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East Lansing, MI

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Cincinnati, OH

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Ornithologist
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R. O. Lawton Distinguished Professor
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Tallahassee, FL

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Ecosystem Management Consultants
Center Sandwich, NH

Mike Vandeman, Ph.D.
San Ramon, CA
Marlene Wagner, M.S.
Ph.D. Candidate
Simon Fraser University
Petersburg, AK

David Wake, Ph.D.
Professor of Integrative Biology
University of California, Berkeley
Berkeley, CA

Thursday, May 26, 2016

Commissioner Thomas Huxley, Chair
Commissioner Susan Brown, Vice-Chair
Commissioner David Brock Smith
Board of Commissioners of Curry County
94235 Moore Street, Suite 122
Gold Beach, OR 97444

Dear Curry County Commissioners,

As local business owners and stakeholders in Curry County, we write you to ask your support in securing permanent protection for the Oregon Redwoods.

We in Curry County are proud that the northernmost extent of the coast Redwood species is found on and near the Rogue River-Siskiyou National Forest in the upper Winchuck River watershed and in watersheds of Redwood, Big Redwood Creek, Emily, Little Emily and Mill Creek which all flow into the lower Chetco Wild and Scenic River.

In Oregon and California, most redwoods were long ago logged. Almost all of the old growth redwoods that remain in California are permanently protected in national, state, and regional parks. Also magnificent and awe-inspiring, Oregon's redwoods are not afforded comparable and enduring protection, but they should be.

The natural resources of Curry County are vital to the growing outdoor recreation economy, of which we are a part. People come visit our county to enjoy the weather, the water and the wild. The Wild Rogue, Grassy Knob, Copper Salmon, Kalmiopsis and Oregon Islands Wildernesses and the Chetco, Rogue and Elk Wild and Scenic Rivers are all important attractions for tourists as well as vital habitat for fish and wildlife.

Protecting the Redwoods would expand and diversify Curry County's struggling economy. Putting the Oregon Redwoods on the map would result in a huge increase in visitation to the area, with people who now speed through our County on their way south stopping to enjoy the "Banana Belt."

The Oregon Redwoods are a vital part of our community and we ask you to please help us protect them. You can support this project by verbally resolving support and directing counsel to draw up a proclamation for signatures.

Sincerely,

Alyssa Babin, Executive Director, Wild and Scenic Rivers, Brookings, Oregon

Spencer Reynolds, Semi Aquatic, Brookings, Oregon

Logan Calcote, Southern Oregon Surf Company, Brookings, Oregon

Kate Davies and Tim Hartzell, TK Construction Company LLC, Brookings, Oregon

John Babin, BabinLaw PC, Brookings, Oregon

Andrew Orahoske, Attorney, Brookings, Oregon

Harvey Young, Fishhawk River Company, Brookings, Oregon

Dennis Leary, Fisherman, Brookings, Oregon

Cliff and Roxanne Bennett, Chet's Garden Center, Brookings, Oregon

Coreen Smith, First Rise Baking Company, Brookings, Oregon

Berman Sealcoating, Inc., Brookings, Oregon

Bruce Nishioka, Attorney, Brookings, Oregon

Chris Keusink, Attorney, Gold Beach, Oregon

League of Women Voters of Curry County, Gold Beach, Oregon

Azalea Park Foundation, Brookings, Oregon

Wild Rivers Music Festival, Brookings, Oregon

Alex Carr-Frederick, Chetco Brewing Company, Brookings, Oregon

Curry Coast Community Radio, Brookings, Oregon

Sky Marie McDonald, Wild Rivers Dance Conservatory, Brookings, Oregon

Scott Clapson, Community Organizer, Brookings, Oregon

Connie Hunter, Veterans Advocate, Brookings, Oregon

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 03-02-2016

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

AGENDA ITEM TITLE: Discussion: Economic Development Dept. Budget Deficit FY 15/16

AGENDA DATE^a: 6-1-2016 **DEPARTMENT:** Commissioners **TIME NEEDED:** 30 min

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

CONTACT PERSON: Tom Huxley **PHONE/EXT:** 3213 **TODAY'S DATE:** 5/25/2016

BRIEF BACKGROUND OR NOTE^b: Solutions to resolve the current FY 2015/2016 deficit via loan etc. Additional required checks & balances to implement to eliminate future similar incidents.

^bIndicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE:** Discussion/Decision

- (1) Examples may follow in supplemental folder
- (2)

Are there originals in route (paper copies with pre-existing signatures) Yes No

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. If Land Transaction, filed with the clerk? Yes No N/A

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:

Due date to send: / /

Email:

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

PART II – COUNTY CLERK REVIEW

EVALUATION CRITERIA:

CLERK ASSESSMENT: Does this agenda item meet filing/recording standards? Yes No N/A

(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

- 1. Confirmed Submitting Department's finance-related responses Yes No
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 an UA, is it approved? Yes No Pending N/A

PART IV – COUNTY COUNSEL REVIEW

AGENDA ASSIGNMENT TYPE: (Select)

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

(If Yes, brief detail) action needed to address fund imbalance

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Susan Brown Yes No

Commissioner Thomas Huxley Yes No

Commissioner David Brock Smith Yes No

Not applicable to Sheriff's Department since they do not have a liaison

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 03-02-2016

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

AGENDA ITEM TITLE: Community Development Department/Planning Division Processing for two or more proposed land uses and/or Comprehensive Plan and/or Zoning Ordinance amendments.

AGENDA DATE^a: 06.01.2016 **DEPARTMENT:** Community Development **TIME NEEDED:** 18 minutes

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

CONTACT PERSON: Carolyn Johnson **PHONE/EXT:** 541-247-3228 **TODAY'S DATE:** 05.25.2016

BRIEF BACKGROUND OR NOTE^b: Consider adoption of a Resolution to create a process whereby two or more Administrative Land Use Decisions or Comprehensive Plan/Zoning Ordinance amendments related to a single project would be processed by the Community Development Department/Planning Division on a time and materials basis.

^bIndicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE:** Resolution

- (1) Staff report and one exhibit
- (2)

Are there originals in route (paper copies with pre-existing signatures) Yes No

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. If Land Transaction, filed with the clerk? Yes No N/A

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name: Carolyn Johnson via outlook e-mail

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other Terry Mock <tmock@arctrees.org>

Phone:

Due date to send: 05 /25 / 2016

Email:

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

PART II – COUNTY CLERK REVIEW

EVALUATION CRITERIA:

CLERK ASSESSMENT: Does this agenda item meet filing/recording standards? Yes No N/A
(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

- 1. Confirmed Submitting Department's finance-related responses Yes No
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 an UA, is it approved? Yes No Pending N/A

PART IV – COUNTY COUNSEL REVIEW

AGENDA ASSIGNMENT TYPE: (Select)

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

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Susan Brown **Yes** **No**

Commissioner Thomas Huxley **Yes** **No**

Commissioner David Brock Smith **Yes** **No**

Not applicable to Sheriff's Department since they do not have a liaison



BOARD OF COMMISSIONERS AGENDA REPORT

Meeting Date: June 1, 2016

Prepared by: Carolyn Johnson, Planning Director

Subject: Community Development Department/Planning Division Processing for two or more proposed land uses and/or Comprehensive Plan and/or Zoning Ordinance amendments.

Recommendation:

Consider adoption of a Resolution (attachment 1) to create a process whereby two or more Administrative Land Use Decisions or Comprehensive Plan/Zoning Ordinance amendments related to a single project would be processed by the Community Development Department/Planning Division on a time and materials basis.

Background:

Staff processing of planning development permits includes:

- 1) Arrangement and participation in a pre-application conference engaging the property owner and DLCD,
- 2) In-take of the application,
- 3) Communicating with the applicant and his/her representatives and any individuals representing technical aspects of the application,
- 4) Communication with other agencies regarding their area of authority related to the application (fire districts, DEQ, etc.),
- 5) Reviewing the proposal for completeness and working with the applicant to get all needed information,
- 6) Preparing and mailing a notice advising surrounding properties of the application,
- 7) Preparing a staff report identifying if/how a proposal complies with the County's requirements and project conditions identifying County Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance requirements of the project,
- 8) Responding to calls / inquiries from individuals interested in the project and
- 9) Preparation and issuance of the development permit.

On occasion the Planning Director may forward the application to the Planning Commission for action if it appears that there are matters of concern that warrant a public hearing. Preparing for a public hearing involves steps 1-6 and 8 above and preparing an additional staff report for the Planning Commission, posting a legal ad for a Planning Commission hearing, sending out a public hearing notice to interested parties, securing a clerk to take Planning Commission meeting minutes, setting up a meeting

room, holding the meeting, breaking down the meeting room, preparing meeting minutes and finalizing the project permit for the applicant. If a permit is appealed to the Board of Commissioners (Board) or the application also entails a comprehensive plan or zoning ordinance amendment, the entire process is repeated but with the Board.

Processing of Comprehensive Plan and Zoning Ordinance amendments involves much of the same preliminary work as processing of development proposals, but these types of applications begin with the Planning Commission and conclude with the Board of Commissioners. As described above, a good deal of work goes into the processing of development and code amendment applications.

Discussion:

In years past the Planning Director has required that a Conditional Use Permit fee be required for each individual land use proposed for a project. For instance, an application on a large property that could accommodate two land uses would require a permit fee for each use. It is unclear how much time would be spent to process the individual Conditional Use Permits. There could be an economy of scale as processing would move forward regardless of the number of uses, however the intensity of uses could require an expanded review that could take more time than the value of a single application fee. More than one land use proposed on a subject site is not unlike a Master Plan of Development or a Destination Resort evaluation, and each of these types of permits operate on an actual cost basis entailing using the currently required fee for an application as a deposit. Staff tracks the time and materials spent on each application; if the cost of processing an application is less than the deposit, the County issues a refund to the applicant. If the cost of processing exceeds a deposit, the applicant would be responsible for providing additional funds for services or the processing ceases.¹

Finally, staff has been approached by one property owner regarding processing multiple Conditional Use Permits for a single property. Mr. Terry Mock is desirous of processing applications for development of his Ocean Mountain Ranch property. Were the time and materials process noted herein be in place, it would be utilized by the Community Development Department to process any future application(s) for the subject project. Should the Board decline to adopt the attached Resolution, two or more proposed land use and/or comprehensive plan/zoning ordinance amendment on any single property, would be subject to the application fees on a per use or per amendment basis as outlined in Resolution 2015-15.

¹ The processing alternative discussed in this report was recently adopted in February 2016 when the Board took a look at Community Development Department/Planning Division Land Division fees (property line adjustments, determination of a discrete parcel, tentative and final partition, subdivision and Planned Unit Development review permits.) The Board directed that the current Land Division fees remain in place but that each application fee related to Land Division applications be utilized as a deposit against staff time, services and materials.

Administrative Land Use Decision by Planning Director

2) County staff shall track their time and cost of materials and services related to processing Comprehensive Plan/Zoning category applications noted above utilizing the actual cost criteria specified in Resolution 2015-25 notes 1 and 2. Processing the application, staff time and other actual costs such as the use of consulting services for processing, copying, mailing, and noticing will be measured against the deposit provided by the applicant and the billing rate for any additional staff at a rate commensurate with their position. Should the time and cost of processing be less than the deposit, the balance shall be refunded to the applicant. Should the time and cost of processing exceed the deposit, the applicant shall continue to provide funds for processing or processing will cease. The applicant shall be responsible for all processing costs related to the application.

3) The Planning Director shall establish an accounting procedure to ensure integrity of the deposit handling system. The Planning Director shall develop a form of agreement wherein applicants in the process agree to the deposit process established herein.

Dated this 1st day of June, 2016.

BOARD OF CURRY COUNTY COMMISSIONERS

Tom Huxley, Chair

Approved as to Form:

Susan Brown, Vice Chair

John Huttl
Curry County Counsel

David Brock Smith, Commissioner

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 03-02-2016

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

AGENDA ITEM TITLE: Curry County Citizen Involvement Committee (CIC) Appointments

AGENDA DATE^a: 06.01.2016 **DEPARTMENT:** Comm Dev **TIME NEEDED:** 8 min

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

CONTACT PERSON: Carolyn Johnson **PHONE/EXT:** 541-247-3228 **TODAY'S DATE:** 05.24.2016

BRIEF BACKGROUND OR NOTE^b: On 05.18.2016 the BOC determined additional advertising was needed for the CIC. Three applications have been received at the writing of this routing slip. Interested parties include John Bischoff, Carl King and Kevin McHugh. Their applications are included in the staff report related to this matter. Also included in the report is an Order for Board consideration pending selection of the Committee.

^bIndicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE:** Order

- (1) Staff report and two exhibits
(2)

Are there originals in route (paper copies with pre-existing signatures) Yes No

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. If Land Transaction, filed with the clerk? Yes No N/A

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name: CIC appointees

Send Printed Copy to:

Address: as noted on applications

Email a Digital Copy to:

City/State/Zip:

Other Original applications & copy of Order - file in Administration Department in the CIC file.

Phone:

Due date to send: 05 /25 / 2016

Email:

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

PART II – COUNTY CLERK REVIEW

EVALUATION CRITERIA:

CLERK ASSESSMENT: Does this agenda item meet filing/recording standards? Yes No N/A

(If No, brief detail) This order does not have names. I see you have to approve appointments first.

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

1. Confirmed Submitting Department's finance-related responses Yes No
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 an UA, is it approved? Yes No Pending N/A

PART IV – COUNTY COUNSEL REVIEW

AGENDA ASSIGNMENT TYPE: (Select)

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

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Susan Brown Yes No
Commissioner Thomas Huxley Yes No

Commissioner David Brock Smith **Yes** **No**

Not applicable to Sheriff's Department since they do not have a liaison



BOARD OF COMMISSIONERS AGENDA REPORT

Meeting Date: June 1, 2016

Prepared by: Carolyn Johnson, Planning Director

Subject: Curry County Citizen Involvement Committee (CIC) Appointments

Recommendation: Adopt Board Order (Exhibit 1) appointing CIC members

On May 18, 2016 the BOC determined that additional advertising was needed for the CIC. Pursuant to Resolution and Order 20315, adopted by the BOC on May 18, 2016, one member of the CIC is to be a Planning Commissioner. Additionally membership is to reflect representation from the north, south and central areas of the County.

As of the writing of this report, applications have been received for the Curry County Citizen Involvement Committee (CIC) from Messer's' John Bischoff, Carl King and Kevin McHugh. Mr. Bischoff lives in the south county. Mr. King lives in the central portion of the county. Mr. McHugh lives in north county and fulfills the Order 20315 requirement for a Planning Commissioner on the Committee. These applications can be found on Exhibit 2. Any other applications received by the due date of this report will be included at the end of Exhibit 2.

The attached Order (Exhibit 1) is for Board consideration pending selection of the Committee. Note that the names of the new CIC members are left blank and will be filled in upon Board selection of the Committee and approval of the Order.



Application for Volunteer Boards, Commissions, Councils, Committees or Task Forces

Board of Curry County Commissioners
 94235 Moore Street, Suite 122
 Gold Beach, OR 97444
 Phone: 541-247-3296 Fax: 541-247-2718 Email: BOC_Office@co.curry.or.us

Please complete both sides of this form. Information submitted as part of this application is available and shall be considered public information as it pertains to Oregon Public Records.

NOTE: A separate application may be required for each Board, Commission, Council, Committee or Task Force for which you are applying.

Please print or type clearly

Name: JOHN BISCHOFF Date: 4-30-16

Please indicate which Board, Commission, Council, Committee or Task Force on which you are interested in serving.

<input type="checkbox"/> Ambulance Service Area Advisory Committee	<input type="checkbox"/> Fair Board
<input type="checkbox"/> Board of Property Tax Appeals	<input type="checkbox"/> Farm Board of Review
<input type="checkbox"/> Brookings Airport Advisory Committee	<input type="checkbox"/> Local Public Safety Coordinating Council
<input type="checkbox"/> Budget Committee	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Building Codes Appeal Board	<input type="checkbox"/> Public Services Financial Advisory Committee
<input checked="" type="checkbox"/> CCD Business Development Corporation	<input type="checkbox"/> RSVP Advisory Board
<input type="checkbox"/> Citizen Involvement Committee	<input type="checkbox"/> Solid Waste Advisory Committee
<input type="checkbox"/> Compensation Board	<input type="checkbox"/> Veteran's Advisory Council
<input type="checkbox"/> Coos Curry Housing Authority	
<input type="checkbox"/> Other	

Are you currently serving on a Board, Commission, Council, Committee or Task Force for Curry County?

Yes No If Yes, list which committee(s):
CIC

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force?
FORMER PLANNING DIRECTOR FOR CITY OF BROOKINGS
PREVIOUS MEMBER PUBLIC SERVICES FINANCIAL ADVISORY COMMITTEE

What community topics concern you that relate to this Board, Commission, Council, Committee or Task Force?
PLANNING IN CURRY COUNTY
COUNTY'S FINANCIAL CONDITION

Describe your previous experience in this appointed position or a similar position: CIC INCUMBENT

Other volunteer activities: ON BOARD OF DIRECTORS OF CAPE
FERRERO RURAL FIRE DIST.
CURRY COUNTY SEARCH & RESCUE

Does your schedule allow you to attend daytime meetings?

Yes No

Does your schedule allow you to attend evening meetings?

Yes No

Does your schedule limit the days you could attend meetings?

Yes No

If Yes, please explain _____

Have you ever been convicted of a crime?

Yes No

If Yes, please explain _____

Signature

John C. Beschoff

Date

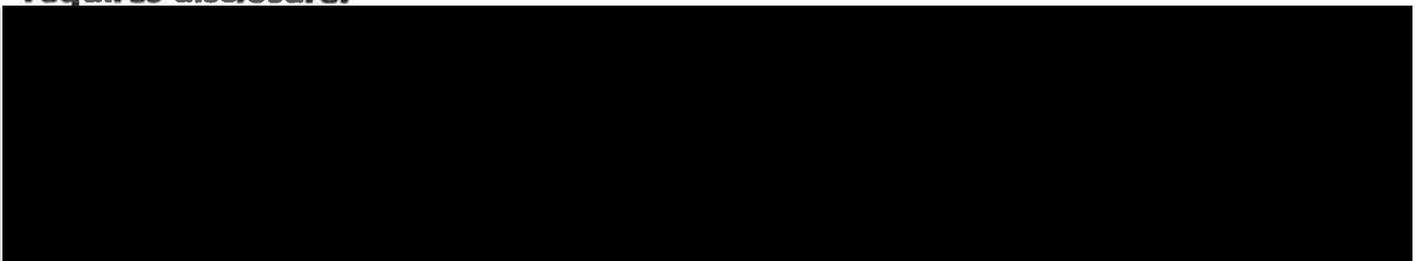
4-30-16

My signature above indicates my desire to serve Curry County in a voluntary capacity as a member of one of its Boards, Commissions, Councils, Committees or Task Forces. I understand that there is no financial compensation for serving.

Thank you for your application.

Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at www.co.curry.or.us.

Per HB3557 the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.





Application for Volunteer Boards, Commissions, Councils, Committees or Task Forces

RECEIVED

Board of Curry County Commissioners
94235 Moore Street, Suite 122
Gold Beach, OR 97444
Phone: 541-247-3296 Fax: 541-247-2718 Email: BOC_Office@co.curry.or.us

APR 26 2016
Board of Commissioners
Curry County, Oregon

Please complete both sides of this form. Information submitted as part of this application is available and shall be considered public information as it pertains to Oregon Public Records.

NOTE: A separate application may be required for each Board, Commission, Council, Committee or Task Force for which you are applying.

Please print or type clearly

Name: Carl King Date: 4/26/16

Please indicate which Board, Commission, Council, Committee or Task Force on which you are interested in serving.

Table with 2 columns listing various committees and boards such as Ambulance Service Area Advisory Committee, Board of Property Tax Appeals, etc., with checkboxes for selection.

Are you currently serving on a Board, Commission, Council, Committee or Task Force for Curry County?

Yes No If Yes, list which committee(s): Budget Committee

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? See prior applications for this committee

What community topics concern you that relate to this Board, Commission, Council, Committee or Task Force? Land use regulations; housing needs; business promotion needs

Describe your previous experience in this appointed position or a similar position: Several years in this committee

Other volunteer activities:

See prior application

Does your schedule allow you to attend daytime meetings?

Yes No

Does your schedule allow you to attend evening meetings?

Yes No

Does your schedule limit the days you could attend meetings?

Yes No

If Yes, please explain

Have you ever been convicted of a crime?

Yes No

If Yes, please explain

Carl King

Signature

4/26/16

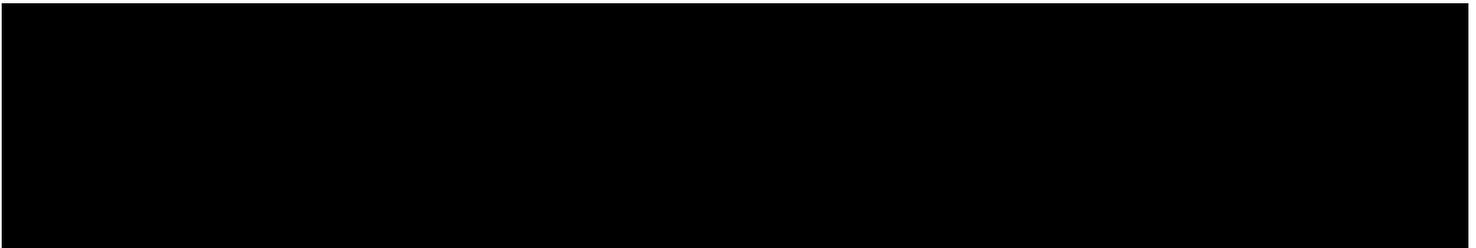
Date

My signature above indicates my desire to serve Curry County in a voluntary capacity as a member of one of its Boards, Commissions, Councils, Committees or Task Forces. I understand that there is no financial compensation for serving.

Thank you for your application.

Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at www.co.curry.or.us.

Per HB3557 the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.





Application for Volunteer Boards, Commissions, Councils, Committees or Task Forces

Board of Curry County Commissioners
 94235 Moore Street, Suite 122
 Gold Beach, OR 97444
 Phone: 541-247-3296 Fax: 541-247-2718 Email: BOC_Office@co.curry.or.us

Please complete both sides of this form. Information submitted as part of this application is available and shall be considered public information as it pertains to Oregon Public Records.

NOTE: A separate application may be required for each Board, Commission, Council, Committee or Task Force for which you are applying.

Please print or type clearly

Name: Kevin McHugh **Date:** April 25, 2016

Please indicate which Board, Commission, Council, Committee or Task Force on which you are interested in serving.

<input type="checkbox"/> Ambulance Service Area Advisory Committee	<input type="checkbox"/> Fair Board
<input type="checkbox"/> Board of Property Tax Appeals	<input type="checkbox"/> Farm Board of Review
<input type="checkbox"/> Brookings Airport Advisory Committee	<input type="checkbox"/> Local Public Safety Coordinating Council
<input type="checkbox"/> Budget Committee	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Building Codes Appeal Board	<input type="checkbox"/> Public Services Financial Advisory Committee
<input type="checkbox"/> CCD Business Development Corporation	<input type="checkbox"/> RSVP Advisory Board
<input checked="" type="checkbox"/> Citizen Involvement Committee	<input type="checkbox"/> Solid Waste Advisory Committee
<input checked="" type="checkbox"/> Compensation Board	<input type="checkbox"/> Veteran's Advisory Council
<input type="checkbox"/> Coos Curry Housing Authority	
<input type="checkbox"/> Other	

Are you currently serving on a Board, Commission, Council, Committee or Task Force for Curry County?

Yes No If Yes, list which committee(s):

Curry County Planning Commission

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? I am currently serving on the Curry County Planning Commission and the City of Port Orford Planning

Commission. I held several planning and zoning appointments in Pima County, Arizona spanning more than 20 years.

I offer extensive experience with Zoning Codes and the application of Zoning Ordinances to the CIC.

What community topics concern you that relate to this Board, Commission, Council, Committee or Task Force? _____

(1) Community outreach to disseminate Planning decisions and to help understand County Zoning procedures,

(2) Ensuring county residents are active in the planning and zoning process and have access to necessary information.

Describe your previous experience in this appointed position or a similar position: In Pima County, Arizona, I served

I decided variances, conditional use permits, and revisions comprehensive plans. I do similar work in Curry County.

Other volunteer activities: _____

Does your schedule allow you to attend daytime meetings? Yes No

Does your schedule allow you to attend evening meetings? Yes No

Does your schedule limit the days you could attend meetings? Yes No

If Yes, please explain N/A

Have you ever been convicted of a crime? Yes No

If Yes, please explain N/A

/s/ Kevin B. McHugh



April 25, 2016

Signature

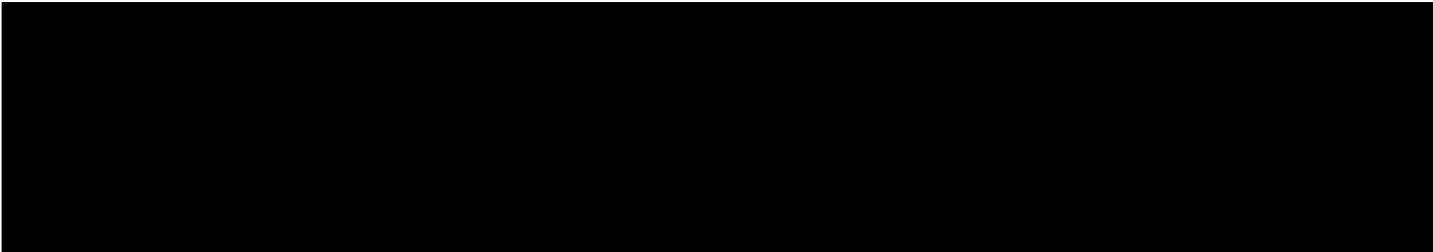
Date

My signature above indicates my desire to serve Curry County in a voluntary capacity as a member of one of its Boards, Commissions, Councils, Committees or Task Forces. I understand that there is no financial compensation for serving.

Thank you for your application.

Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at www.co.curry.or.us.

Per HB3557 the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.



BEFORE THE BOARD OF COUNTY COMMISSIONERS

IN AND FOR THE COUNTY OF CURRY, OREGON

In the Matter Appointments)
to the Curry County Citizen) ORDER NO. _____
Involvement Committee)

WHEREAS, _____, _____, _____ have each applied for and indicated their willingness to serve as a member of the Curry County Citizen Involvement Committee.

WHEREAS, consistent with Resolution and Order 20315, _____ represents the central portion of Curry County; _____ is a Curry County Planning Commissioner and represents the _____ portion of Curry County; and _____ represents the southerly portion of the Curry County.

NOW, THEREFORE, IT IS HEREBY ORDERED that _____, _____, _____ are each appointed to the Curry County Citizen Involvement Committee with the terms of each to expire on June 1, 2019.

DATED this 1st day of June, 2016.

CURRY COUNTY BOARD OF COMMISSIONERS

Approved as to form:

Thomas Huxley, Chair

John Hutt
Curry County Legal Counsel

Susan Brown, Vice Chair

David Brock Smith, Commissioner

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 03-02-2016

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

AGENDA ITEM TITLE: OHA Agreement #148007-7 for the financing of Public Health Services in Curry County with signature authority to the BOC Chair

AGENDA DATE^a: 6/1/16 **DEPARTMENT:** CCH **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)

CONTACT PERSON: Ken Dukek **PHONE/EXT:** 3738012 **TODAY'S DATE:** 5/19/16

BRIEF BACKGROUND OR NOTE^b:

^bIndicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Agreement

- (1)OHA Agreement #148007-7
- (2)

Are there originals in route (paper copies with pre-existing signatures) **Yes** **No**

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. If Land Transaction, filed with the clerk? **Yes** **No** **N/A**

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 Return to CCH - Ken Dukek or Carole Cooke

Phone:

Due date to send: / /

Email:

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

PART II – COUNTY CLERK REVIEW

EVALUATION CRITERIA:

CLERK ASSESSMENT: Does this agenda item meet filing/recording standards? **Yes** **No** **N/A**
(If No, brief detail) Please try not to use dark colors for shading cells.

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

1. Confirmed Submitting Department's finance-related responses **Yes** **No**
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 an UA, is it approved? **Yes** **No** **Pending** **N/A**

PART IV – COUNTY COUNSEL REVIEW

AGENDA ASSIGNMENT TYPE: (Select)

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

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Susan Brown **Yes** **No**

Commissioner Thomas Huxley **Yes** **No**

Commissioner David Brock Smith **Yes** **No**

Not applicable to Sheriff's Department since they do not have a liaison

Agreement #148007

**SEVENTH AMENDMENT TO OREGON HEALTH AUTHORITY
2015-2017 AGREEMENT FOR THE
FINANCING OF PUBLIC HEALTH SERVICES**

In compliance with the Americans with Disabilities Act, this document is available in alternate formats such as Braille, large print, audio recordings, Web-based communications and other electronic formats. To request an alternate format, please send an e-mail to dhs-oha.publicationrequest@state.or.us or call 503-378-3486 (voice) or 503-378-3523 (TTY) to arrange for the alternative format.

This Seventh Amendment to Oregon Health Authority 2015-2017 Agreement for the Financing of Public Health Services, effective July 1, 2015 (as amended the "Agreement"), is between the State of Oregon acting by and through its Oregon Health Authority ("OHA"), Curry County ("County"), and Curry Community Health, an Oregon non-profit public benefit corporation ("LPHA"), the entity County has contracted with, pursuant to ORS 431.375(2), to act as the local public health authority in the County.

RECITALS

WHEREAS, OHA, County and LPHA wish to modify the set of Program Element Descriptions set forth in Exhibit B of the Agreement.

WHEREAS, OHA, County and LPHA wish to modify the Financial Assistance Award set forth in Exhibit C of the Agreement.

NOW, THEREFORE, in consideration of the premises, covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows

AGREEMENT

1. Exhibit B "Program Element Descriptions" is modified as follows:
Program Element #09 "Public Health Emergency Preparedness Program (PHEP) Ebola Supplement 2" is hereby superseded and replaced in its entirety by Exhibit 1 "Program Element #09: Public Health Emergency Preparedness Program (PHEP) Ebola Supplement 2" attached hereto and hereby incorporated into the Agreement by this reference.
2. Section 1 of Exhibit C entitled "Financial Assistance Award" of the Agreement is hereby superseded and replaced in its entirety by Exhibit 2 attached hereto and incorporated herein by this reference. Exhibit 2 must be read in conjunction with Section 4 of Exhibit C, entitled "Explanation of Financial Assistance Award" of the Agreement.
3. County represents and warrants to OHA that the representations and warranties of County set forth in Section 2 of Exhibit E of the Agreement are true and correct on the date hereof with the same effect as if made on the date hereof.
4. LPHA represents and warrants to OHA that the representations and warranties of LPHA set forth in Section 2 of Exhibit E of the Agreement are true and correct on the date hereof with the same effect as if made on the date hereof.
5. Capitalized words and phrases used but not defined herein shall have the meanings ascribed thereto in the Agreement.

6. Except as amended hereby, all terms and conditions of the Agreement remain in full force and effect.
7. This Amendment may be executed in any number of counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.
8. This Amendment becomes effective on the date of the last signature below.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates set forth below their respective signatures.

9. Signatures.

STATE OF OREGON ACTING BY AND THROUGH ITS OREGON HEALTH AUTHORITY (OHA)

By: _____
 Name: /for/ Lillian Shirley, BSN, MPH, MPA
 Title: Public Health Director
 Date: _____

CURRY COUNTY (COUNTY)

By: _____
 Name: _____
 Title: _____
 Date: _____

CURRY COMMUNITY HEALTH (LPHA)

By: _____
 Name: _____
 Title: _____
 Date: _____

DEPARTMENT OF JUSTICE – APPROVED FOR LEGAL SUFFICIENCY

Amendment form group-approved by D. Kevin Carlson, Senior Assistant Attorney General, by email on October 2, 2015. A copy of the emailed approval is on file at OCP.

OHA PUBLIC HEALTH ADMINISTRATION

Reviewed by: _____
 Name: Karen Slothower (or designee)
 Title: Program Support Manager
 Date: _____

OFFICE OF CONTRACTS & PROCUREMENT

By: _____
 Name: Tammy L. Hurst, OPBC, OCAC
 Title: Contract Specialist
 Date: _____

Exhibit 1 to Amendment 7 to Agreement #148007

Program Element #09: Public Health Emergency Preparedness Program (PHEP) Ebola Supplement 2

1. Description and Purpose.

- a. Funds provided under this Agreement to Local Public Health Authorities (LPHA) for Program Element (PE) 09 Public Health Emergency Preparedness Program (PHEP) Ebola Supplement 2 may only be used in accordance with, and subject to, the requirements and limitations set forth in this PE 09.
- b. PHEP Ebola Supplement 2 funding is targeted to address one or more of the following Public Health Preparedness Capabilities:
 - (1) Community Preparedness (Capability 1),
 - (2) Public Health Surveillance and Epidemiological Investigation (Capability 12),
 - (3) Public Health Laboratory Testing (Capability 13),
 - (4) Non-Pharmaceutical Interventions (Capability 11),
 - (5) Responder (Worker) Safety and Health (Capability 14),
 - (6) Emergency Public Information and Warning (Capability 4),
 - (7) Information Sharing (Capability 6), and
 - (8) Medical Surge (Capability 10).

2. Definitions Relevant to PHEP and Ebola Supplement 2.

- a. Budget Period: Budget Period is defined as the intervals of time into which a multi-year project period is divided for budgetary/funding purposes. For purposes of this Program Element, Budget Period is July 1, 2015 through June 30, 2016. The funding period for the PHEP Ebola Supplement is 27 months. (Fiscal Year (FY) 2015 (04/15-06/15), FY 2016 (07/15-06/16), and FY 2017 (07/16-06/17)).
- b. CDC: the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention.
- c. CDC Public Health Capabilities: as described online at:
<http://www.cdc.gov/phpr/capabilities/>
- d. Health Security, Preparedness and Response (HSPR): A state level program that is a joint effort with the Conference of Local Health Officials (CLHO) and Native American tribes to develop plans and procedures to prepare Oregon to respond to, mitigate, and recover from public health emergencies.
- e. Public Health Emergency Preparedness (PHEP): local public health systems designed to better prepare Oregon to respond to, mitigate, and recover from, public health emergencies.

3. General Requirements. All of LPHA's PHEP Ebola Supplement 2 services and activities supported in whole or in part with funds provided under this Agreement and particularly as described in this Program Element Description shall be delivered or conducted in accordance with the following requirements and to the satisfaction of OHA:

- a. Non-Supplantation. Funds provided under this Agreement for this Program Element shall not be used to supplant state, local, other non-federal, or other federal funds.

- b. Use of Funds. Funds awarded to LPHA under this Agreement for this Program Element may only be used for activities related to the CDC Public Health Preparedness Capabilities (Community Preparedness, Public Health Surveillance and Epidemiological Investigation, Public Health Laboratory Testing, Non-Pharmaceutical Interventions, Responder Safety and Health, Emergency Public Information and Warning/Information Sharing, and Medical Surge) in accordance with an approved Budget using the template set forth as Attachment 1 to this Program Element Description. Modifications to the budget totaling \$5,000 or more require submission of a revised budget to the HSPR liaison and receive final approval by OHA HSPR.
 - c. Conflict between Documents. In the event of any conflict or inconsistency between the provisions of the PHEP Ebola Supplement 2 work plan or budget (as set forth in Attachments 1 and 2) and the provisions of this Agreement, this Agreement shall control.
 - d. Work Plan. LPHA shall implement its Ebola Supplemental Fund activities in accordance with its HSPR approved work plan using the example set forth in Attachment 2 to this Program Element. Dependent upon extenuating circumstances, modifications to this work plan may only be made with HSPR agreement and approval. Proposed work plan will be due on or before August 1. Final approved work plan will be due on or before September 1
4. **Work Plan.** PHEP work plans must be written with clear and measurable objectives with timelines and include:
- a. At least three broad program goals that address gaps and guide work plan activities. These can be the same as those outlined in Program Element (PE) #12 “Public Health Emergency Preparedness (PHEP)” as related to Ebola or other infectious diseases.
 - b. Any of the following:
 - i. Planning activities in support of any of the 8 CDC PHP Capabilities listed in 1(b).
 - ii. Training and Education in support of any of the 8 CDC PHP Capabilities listed in 1(b).
 - iii. Exercises in support of any of the 8 CDC PHP Capabilities listed in 1(b).
 - iv. Community Education and Outreach and Partner Collaboration in support of any of the 8 CDC PHP Capabilities listed in 1(b).
 - v. Administrative and Fiscal activities in support of any of the 8 CDC PHP Capabilities listed in 1(b).
5. **Budget and Expense Reporting.**
- a. Proposed Budget for Award Period (July 1, 2015 – June 30, 2016). Using the Proposed Budget Template set forth as Attachment 1, Part 1 to this PE 09 (also available through the HSPR liaison) and incorporated herein by this reference, LPHA shall provide to OHA **by September 1, 2015**, a budget, based on actual award amounts, detailing LPHA’s expected costs to operate its PHEP Ebola Supplement 2 program during the FY 16 award period.
 - b. Actual Expense to Budget for FY 16 Award Period. Using the Actual Expense to Budget Template set forth as Attachment 1, Part 2 to this PE 09 (also available through the HSPR liaison) and incorporated herein by this reference, LPHA shall provide to OHA **by September 15, 2016** the actual expenses for operation of its PHEP Ebola Supplement 2 program during the FY 16 award period.
 - c. Formats other than the proposed budget and expense to budget templates set forth in Attachment 1 to this PE will not satisfy the reporting requirements of this Program Element Description.
 - d. All capital equipment purchases of \$5,000 or more using PHEP Ebola Supplemental 2 funds will be identified under the “Capital Equipment” line item category.

ATTACHMENT 1
TO PROGRAM ELEMENT #09 - PART 1: PROPOSED BUDGET TEMPLATE
PE 09 Preparedness Program Ebola Supplement 2 FY 2016

_____ County

July 1, 2015 - June 30, 2016

	Proposed		Actual	12 Mos Total
PERSONNEL			Subtotal	\$0.00
	Annual Salary	% FTE		
<i>(Position Title and Name)</i>	\$0	0.00%		\$0
Brief description of activities, for example, This position has primary responsibility for _____ County PHEP activities.				
	\$0	0.00%		\$0
	\$0	0.00%		\$0
Fringe Benefits @ ()% of describe rate or method				\$0
TRAVEL				\$0
Total In-State Travel: (describe travel to include meals, registration, lodging and mileage)	\$0			\$0
Out-of-State Travel: (describe travel to include location, mode of transportation with cost, meals, registration, lodging and incidentals along with number of travelers)	\$0			\$0
CAPITAL EQUIPMENT (individual items that cost \$5,000 or more)				\$0
				\$0
				\$0
SUPPLIES, MATERIALS and SERVICES (office, printing, phones, IT support, etc.)				\$0
	\$0			\$0
	\$0			\$0
CONTRACTUAL (list each Contract separately and provide a brief description)				\$0
				\$0
				\$0
OTHER				\$0
	\$0			\$0
	\$0			\$0
	\$0			\$0
TOTAL DIRECT CHARGES				\$0
TOTAL INDIRECT CHARGES @ ____% of Direct Expenses:	\$0			\$0
TOTAL BUDGET:			\$0	

Date, Name and phone number of person who prepared budget

ATTACHMENT 1
TO PROGRAM ELEMENT #09 - PART 2: ACTUAL EXPENSE TO BUDGET TEMPLATE
PE 09 Preparedness Program Ebola Supplement 2 FY 2016

_____ County

Period of the Report July 1, 2015-June 30, 2016)

	Budget	Expense to date	Variance
PERSONNEL			
Salary (Administrative & Support Staff)	\$0		\$0
Fringe Benefits	\$0		\$0
TRAVEL			
In-State Travel:	\$0		\$0
Out-of-State Travel:	\$0		\$0
CAPITAL EQUIPMENT			
-	\$0		\$0
SUPPLIES			
	\$0		\$0
CONTRACTUAL			
	\$0		\$0
OTHER			
	\$0		\$0
TOTAL DIRECT	\$0	\$0	\$0
TOTAL INDIRECT	\$0		\$0
TOTAL:			
	\$0	\$0	\$0

Date, name and phone number of person who prepared expense to budget report

Notes:

ATTACHMENT 2
TO PROGRAM ELEMENT #09

Part 1 - Work Plan Instructions
Oregon HSPR Public Health Emergency Preparedness Program

FOR GRANT CYCLE: JULY 1, 2015 – JUNE 30, 2016

DUE DATE

Proposed work plan will be due on or before August 1. Final approved work plan will be due on or before September 1.

REVIEW PROCESS

Your approved work plan will be reviewed with your PHEP liaison.

WORKPLAN CATEGORIES: Only complete those categories that you plan to address with the Ebola Supplemental Funds

GOALS: At least three broad program goals that address gaps and guide work plan activities will be developed. These can be the same as the PE12 goals in relation to Ebola.

TRAINING AND EDUCATION: List all preparedness trainings, workshops conducted or attended by preparedness staff.

DRILLS and EXERCISES: List all drills you plan to conduct in accordance with your three-year training and exercise plan. For an exercise to qualify under this requirement the exercise must a.) Be part of a progressive strategy, b.) Involve public health staff in the planning process, and c.) Involve more than one county public health staff and/or related partners as active participants. A real incident involving a coordinated public health response may qualify as an exercise.

PLANNING: List all plans, procedures, updates, and revisions that need to be conducted this year in accordance with your planning cycle. You should also review all after action reports completed during the previous grant year to identify planning activities that should be conducted this year.

OUTREACH AND PARTNER COLLABORATION: In addition to prefilled requirements, list all meetings regularly attended and/or led by public health preparedness program staff.

COMMUNITY EDUCATION: List any community outreach activities you plan conduct that that enhance community preparedness or resiliency.

COLUMN DESCRIPTION EXAMPLE:

CDC Cap. #s	Planning Objective	Planned Activity	Date Completed	Actual Outcome	Notes
12	By October 15, 2015, LPHA increases CD health capacity by increasing the Health Officer's hours in order to capture subject matter expertise and leadership around ID.	Build staffing plan and increase hours for Health Officer around CD duties and ID planning.	10/15/15	Increased by 5 hours a month, subject matter expertise around CD and ID planning efforts as well as increased ability to respond to ID and CD events.	

CDC CAPABILITY: Indicate the target capability number(s) addressed by this activity.

OBJECTIVE: Use clear and measurable objectives with identified time frames to describe what the LPHA will complete during the grant year.

PLANNED ACTIVITY: Describe the planned activity. Where activity is pre-filled you may customize, the language to describe your planned activity more clearly.

DATE COMPLETED: When updating the work plan, record date of the completed activities and/or objective.

ACTUAL OUTCOMES: To be filled in after activity is conducted. Describe what is actually achieved and/or the products created from this activity.

NOTES: For additional explanation.

INCIDENTS AND RESPONSE ACTIVITIES: Explain what incidents and response activities that occurred during the FY16 grant cycle. If an OERS Number was assigned, please include the number. Identify the outcomes from the incident and response activities, include date(s) of the incident and action taken.

UNPLANNED ACTIVITY: Explain what activities or events occurred that was not described when work plan was first approved. Please identify outcomes for the unplanned activity, include date(s) of occurrence and actions taken.

Part 2 - Work Plan Template
Oregon HSPR Public Health Emergency Preparedness Program
 _____ **Public Health Preparedness Program**
Ebola Supplemental 2

Goal 1:
 Goal 2:
 Goal 3:

Ongoing and Goal Related Ebola Supplemental 2 Work

Training and Education

CDC Cap. #s	Objectives	Planned Activities	Date Completed	Actual Outcome	Notes

Drills and Exercises

CDC Cap. #s	Objectives	Planned Activities	Date Completed	Actual Outcomes	Notes

Planning

CDC Cap. #s	Objectives	Planned Activities	Date Completed	Actual Outcomes	Notes

Outreach and Partner Collaboration

CDC Cap. #s	Objectives	Planned Activities	Date Completed	Actual Outcome	Notes

Community Education

CDC Cap. #s	Objectives	Planned Activities	Date Completed	Actual Outcome	Notes

INCIDENT AND RESPONSE ACTIVITIES

CDC Cap. #s	Incident Name/OERS #	Date(s)	Outcomes	Notes

UNPLANNED ACTIVITY

CDC Cap. #s	Activity	Date(s)	Outcomes	Notes

CDC Cap. #s	FISCAL/ADMINISTRATIVE	Due Dates	Notes
CDC Cap. #s	TRAINING and EDUCATION	Due Date	Notes
CDC Cap. #s	DRILLS AND EXERCISES	Due Date	Notes
CDC Cap. #s	PLANNING	Due Date	Notes
CDC Cap. #s	OUTREACH AND PARTNER COLLABORATION	Due Date	Notes
CDC Cap. #s	COMMUNITY EDUCATION	Due Date	Notes

**Exhibit 2 to Amendment 7 to Agreement #148007
FINANCIAL ASSISTANCE AWARD**

State of Oregon Oregon Health Authority Public Health Division			Page 1 of 2
1) Grantee Name: Curry Community Health Street: 94235 Moore St., Suite 121 City: Gold Beach State: OR Zip Code: 97444		2) Issue Date April 20, 2016	This Action Amendment FY2016
		3) Award Period From July 1, 2015 Through June 30, 2016	
4) OHA Public Health Funds Approved			
Program	Previous Award	Increase/ (Decrease)	Grant Award
PE 01 State Support for Public Health	25,117	0	25,117
PE 03 TB Case Management	404	0	404
PE 09 PHEP – EBOLA	10,572	0	10,572
PE 12 Public Health Emergency Preparedness	68,993	0	68,993
PE 13 Tobacco Prevention & Education	58,125	0	58,125
PE 27 Prescription Drug Overdose Prevention	79,580	0	79,580 (j)
PE 40 Women, Infants and Children FAMILY HEALTH SERVICES	89,500	0	89,500 (b,c,f)
PE 41 Reproductive Health Program FAMILY HEALTH SERVICES	11,529	0	11,529 (d,e,k)
PE 42 MCH/Child & Adolescent Health -- General Fund FAMILY HEALTH SERVICES	3,740	0	3,740 (a)
PE 42 MCH-TitleV -- Child & Adolescent Health FAMILY HEALTH SERVICES	5,023	0	5,023 (a)
PE 42 MCH-TitleV -- Flexible Funds FAMILY HEALTH SERVICES	11,720	0	11,720 (a)
PE 42 MCH/Perinatal Health -- General Fund FAMILY HEALTH SERVICES	1,994	0	1,994 (a)
5) FOOTNOTES:			
<p>a) Funds will not be shifted between categories or fund types. The same program may be funded by more than one fund type, however, federal funds may not be used as match for other federal funds (such as Medicaid).</p> <p>b) July -September grant is \$23,154 ; and includes \$4,631 of minimum Nutrition Education: and \$1,062 for Breastfeeding Promotion.</p> <p>c) October-June grant is \$66,347 ; and includes \$13,269 of minimum Nutrition Education amount and \$3,187 for Breastfeeding Promotion.</p> <p>d) \$810 reflects the phase-out of the Title V supplement for Reproductive Health. Title V funding in support of Reproductive Health is for the period July 1, 2015 through December 31, 2015.</p> <p>e) \$9,514 represents Title X funding which may change due to availability of funds and funding calculation based on clients served in FY2014.</p> <p>f) \$ 1,038 increase is at the funding rate of \$2 per participant. This is done according to the certified caseload effective July 1st, 2015.</p>			
6) Capital Outlay Requested in This Action:			
Prior approval is required for Capital Outlay. Capital Outlay is defined as an expenditure for equipment with a purchase price in excess of \$5,000 and a life expectancy greater than one year.			
PROGRAM	ITEM DESCRIPTION	COST	PROG. APPROV

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 03-02-2016

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

AGENDA ITEM TITLE: Agreement with Oregon State Marine Board and Curry County Parks for the FY 16-17 Maintenance Assistance Program (MAP), with signature authority to Department Liason Commissioner

AGENDA DATE^a: June 1, 2016 **DEPARTMENT:** Parks **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)

CONTACT PERSON: Jay Trost **PHONE/EXT:** 3235 **TODAY'S DATE:** May 23, 2016

BRIEF BACKGROUND OR NOTE^b: PLEASE PRINT 2 COPIES FOR SIGNATURE

^bIndicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Agreement

(1)MAP Agreement

(2)

Are there originals in route (paper copies with pre-existing signatures) **Yes** **No**

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. If Land Transaction, filed with the clerk? **Yes** **No** **N/A**

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name: Penny Hudgens

Send Printed Copy to:

Address: Juvenile Department

Email a Digital Copy to:

City/State/Zip:

Other Send both signed originals to:

Phone: 3236

Due date to send: 6 / 1 / 2016

Email: hudgenpm@co.curry.or.us

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

PART II – COUNTY CLERK REVIEW

EVALUATION CRITERIA:

CLERK ASSESSMENT: Does this agenda item meet filing/recording standards? **Yes** **No** **N/A**

(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

1. Confirmed Submitting Department's finance-related responses **Yes** **No**
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 an UA, is it approved? **Yes** **No** **Pending** **N/A**

PART IV – COUNTY COUNSEL REVIEW

AGENDA ASSIGNMENT TYPE: **Administrative Actions**

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

(If Yes, brief detail) Commits County to spend funds for specified activities

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Susan Brown **Yes** **No**

Commissioner Thomas Huxley **Yes** **No**

Commissioner David Brock Smith **Yes** **No**

Not applicable to Sheriff's Department since they do not have a liaison

**CURRY COUNTY
ALLOCATION CERTIFICATION AGREEMENT
MAINTENANCE ASSISTANCE PROGRAM (MAP) 2016-17**

This Maintenance Assistance Program (MAP) Allocation Certification Agreement is entered into by and between the State of Oregon, acting by and through the Oregon State Marine Board, hereinafter called "OSMB" and Curry County, hereinafter called the "Recipient." In accordance with OAR 250-14-004, the parties agree to the following:

- I. The Recipient certifies that:
 - A. A budget has been adopted which includes the MAP allocation amount of **\$3,300.00** state funds for the fiscal year period of July 1, 2016 to June 30, 2017; and
 - B. The attached list of facilities and site elements, "Attachment A," is maintained by the Recipient; and
 - C. MAP funds will be spent only to maintain improved marine facilities identified on "Attachment A," in accordance with MAP procedures and policies; and
 - D. During the season of use identified on "Attachment A" the facilities will be open and maintained for public use; and
 - E. That the amount of any user fee, identified on "Attachment A," that is presently charged or will be charged during the fiscal year, include the highest of any entrance, day use, launch ramp, parking, transient moorage, or other fees paid, excluding annual passes or donations, and no fee will be charged for any vessel waste disposal system or floating restroom; and
 - F. OSMB will have access to all eligible boating facilities and maintenance expenditure and performance records upon request and the Recipient will cooperate during any audit; and
 - G. MAP funds will not exceed sixty-percent of the overall maintenance cost of eligible boating facilities; and
 - H. A minimum of **\$2,200.00** matching resources will be provided. Matching funds do not include any cash or in-kind activities expended on campgrounds, marinas, fuel stations, trails, picnic shelters, swim areas, or other large day-use components. The percentage of shared use has been documented for areas such as restrooms and parking that serve eligible marine facilities and other park uses.
 - I. MAP funds are principally targeted for labor, supplies, or contract services that will be expended at the eligible marine facilities. Expenditures for program administration, supervision, or other general service assessments will be limited to a maximum of fifteen-percent.
 - J. MAP funds will not be expended for capital construction projects or used as match to other grants.
 - K. The Recipient agrees that the MAP Program is designed to supplement funds expended at eligible marine facilities and the intent is to assist in improving the quality of maintenance at the facilities identified on "Attachment A."
 - L. The Recipient shall immediately notify OSMB of any changes in operation or maintenance to include fees, season of use, or public access and the Recipient agrees to reimburse OSMB any MAP funds deemed an overpayment as a result of the changes.

- M. The Recipient agrees to reimburse OSMB any excess MAP funds not expended within the fiscal year that exceed the ten-percent maximum carry forward amount.
- N. The Recipient agrees to provide at the end of each fiscal year an expenditure report for maintenance and operations outlining labor, supplies, materials and services for all facilities identified on "Attachment A" and a performance report for any vessel waste collection systems and/or floating restrooms.

II. OSMB certifies that:

- A. It is authorized by ORS 830.150(2)(a) to provide MAP funds for annual maintenance of improved boating facilities .
- B. It has sufficient MAP funds available within its current biennial budget and has authorized expenditure of MAP funds to the Recipient for the eligible marine facilities identified on "Attachment A."

The Recipient, by the signature of its authorized representative below, hereby acknowledges that it has read the agreement, understands it, and agrees to be bound by its terms and conditions.

OSMB: State of Oregon, acting by and through its Oregon State Marine Board

RECIPIENT:
Curry County

By: _____
(Signature)

By: _____
(Signature)

By: Scott Brewen
(Printed Name)

By: _____
(Printed Name)

Title: Director

Title: _____

Date: _____

Date: _____

Attachment A

Maintenance Assistance Program 2016-2017

Sponsor Curry County

Site Name		Use Fee: <input type="text" value="\$2.00"/>			Fee Reduction: <input type="text" value="0%"/>		
Funding Source	MAP	Size / Quantity	Points Possible	Seasons of Use*	Months of Use	Seasonal Point Value	Fee Adjusted Point Value
Flush Restroom			12	PSO	12	\$1,200.00	\$1,200.00
Vegetation Maintenance			6	PSO	12	\$600.00	\$600.00
Garbage Can or Dumpster			6	PSO	12	\$600.00	\$600.00
Parking, Square Feet		6,000	3	PSO	12	\$300.00	\$300.00
Hard Surface Ramp, 1 Lane			6	PSO	12	\$600.00	\$600.00
MAP Allocation for 5 site elements at Boice Cope Park						Allocation Subtotal:	\$3,300.00
*Seasons of Use: P=Peak, S=Shoulder, O=Off; Minus (-) denotes partial season						Fee Adjustment:	\$0.00
						MAP Grant:	\$3,300.00
Total Grant for Curry County (1 site)						Total Allocation:	\$3,300.00

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 03-02-2016

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

AGENDA ITEM TITLE: Agreement - Equipment Repair & Maintenance Services with Wedderburn Sanitary District

AGENDA DATE^a: 6/1/2016 **DEPARTMENT:** Roads **TIME NEEDED:** 2min.

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

CONTACT PERSON: Doug **PHONE/EXT:** 3393 **TODAY'S DATE:** 5/17/2016

BRIEF BACKGROUND OR NOTE^b: This Agreement is with the Wedderburn Sanitary district for the County to provide repair and preventative maintenance services on the Districts vehicles. Repairs shall occur at County's Road Department facility at Hunter Creek Road in Gold Beach. County will perform repairs and services at its current rate of \$60.00/Hr. in the shop and \$84.00/Hr. in the field.

^bIndicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Agreement

- (1) Intergovernmental Agreement
- (2)

Are there originals in route (paper copies with pre-existing signatures) Yes No

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. If Land Transaction, filed with the clerk? Yes No N/A

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name: Road Dept.

Send Printed Copy to:

Address: 28425 Hunter Creek Rd.

Email a Digital Copy to:

City/State/Zip: Gold Beach, OR 97444

Other

Phone:

Due date to send: 6 / 10 / 2016

Email:

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

PART II – COUNTY CLERK REVIEW

EVALUATION CRITERIA:

CLERK ASSESSMENT: Does this agenda item meet filing/recording standards? Yes No N/A

(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

1. Confirmed Submitting Department's finance-related responses Yes No
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 an UA, is it approved? Yes No Pending N/A

PART IV – COUNTY COUNSEL REVIEW

AGENDA ASSIGNMENT TYPE: (Select)

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

(If Yes, brief detail)

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Susan Brown Yes No

Commissioner Thomas Huxley Yes No

Commissioner David Brock Smith Yes No

Not applicable to Sheriff's Department since they do not have a liaison

RECORDING COVER SHEET (Please print or type)
 THIS COVER SHEET HAS BEEN PREPARED BY THE PERSON PRESENTING THE ATTACHED INSTRUMENT FOR RECORDING. ANY ERRORS IN THIS COVER SHEET DO NOT AFFECT THE TRANSACTION(S) CONTAINED IN THE INSTRUMENT ITSELF. ORS 205.234

*This space reserved for use by
 Recording Office*

AFTER RECORDING RETURN TO: ORS 205.234(1)(c)

Wedderburn Sanitary District
 PO Box 6
 Wedderburn, OR 97491 541-290-4106

1. TITLES(S) OF THE TRANSACTION(S) ORS 205.234(1)(a) INTERGOVERNMENTAL AGREEMENT Equipment Repair & Maintenance Services Curry County			
2. FIRST PARTY Curry County	NAME(S) Doug Robbins		ORS 205.234(1)(b)
3. SECOND PARTY Wedderburn Sanitary District	NAME(S) Leland Bellet		ORS 205.234(1)(b)
4. TRUE and ACTUAL CONSIDERATION Amount in dollars or other value/property ORS 205.234(1)(d) \$ _____ <input type="checkbox"/> Other Value <input type="checkbox"/> Other Property Other value/property is Whole <input type="checkbox"/> or Part <input type="checkbox"/> of the consideration	5. SEND TAX STATEMENTS TO: ORS 205.234(1)(e) _____ _____ _____		
6. SATISFACTION of ORDER or WARRANT Check one if applicable: ORS 205.234(1)(f) <input type="checkbox"/> FULL <input type="checkbox"/> PARTIAL	7. The amount of the monetary obligation imposed by the order or warrant: ORS 205.234(1)(f) \$ _____		
8. If this instrument is being Re-Recorded, complete the following statement: ORS 205.244(2) Re-recorded at the request of _____ to correct _____ _____ previously recorded in Book/Volume _____ and Page _____, or as Fee Number _____.			

INTERGOVERNMENTAL AGREEMENT
Equipment Repair & Maintenance Services
Curry County

THIS AGREEMENT is made and entered into by and between CURRY COUNTY, a political subdivision of the State of Oregon, acting by and through its Road Department, hereinafter referred to as “County”; and WEDDERBURN SANITARY DISTRICT, a special district in the State of Oregon, hereinafter referred to as “District”, collectively referred to as the “Parties”.

RECITALS

1. By the authority granted in ORS 190.010, a unit of local government may enter into a written agreement with any other unit of local government for the performance of any or all functions and activities that a party to the agreement, its officers, or agents have the authority to perform.

NOW THEREFORE, the premises being in general as stated in the foregoing recitals, it is agreed by and between the parties hereto as follows:

TERMS OF AGREEMENT

1. Under such authority, District wishes to retain the services of County to perform equipment repair and maintenance services under the terms and conditions described in “Exhibit A”, attached hereto and by this reference made a part hereof.
2. The term of this agreement shall begin on the date all required signatures are obtained. This agreement shall remain in place unless cancelled by either Party.
3. This Agreement may be modified by mutual consent of both Parties and upon execution of an amendment to this Agreement, stating said modifications.

COUNTY OBLIGATIONS

1. County shall perform the work described in Exhibit A on an as-needed basis, as requested by District’s Supervisor of Operations or assigned designee.
2. In the event County determines that it is unable to reasonably perform equipment repair and service work on a specific request, County shall inform District’s Supervisor of Operations or approved designee.
3. County shall present invoices for 100 percent of actual costs incurred by County on behalf of the work performed for District. Invoices shall be

presented for periods of not less than one-month duration, based on actual expenses incurred in accordance with Exhibit A.

4. County shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including without limitation, the provisions of ORS 279B.220, 279B.230, 279B.235 and 279B.270 incorporated herein by reference and made a part thereof; Without limiting the generality of the foregoing, County expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
5. County shall perform the service under this Agreement as an independent contractor and shall be exclusively responsible for all costs and expenses related to its employment of individuals to perform the work under this Agreement including, but not limited to, retirement contributions, workers compensation, unemployment taxes, and state and federal income tax withholdings.
6. All employers, including County, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. County shall ensure that each of its subcontractors complies with these requirements.

DISTRICT OBLIGATIONS

1. District certifies, at the time this Agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this Agreement with District's current appropriation or limitation of the current budget.
2. On an as-needed basis, District Supervisor of Operations or assigned designee shall initiate requests for equipment repair and services.
3. District's contact, address and phone number are Leland Bellet, Supervisor of Operations, Wedderburn Sanitary District, PO Box 6, Wedderburn, OR 97491; 541-290-4106. If contact changes District shall notify County.

GENERAL PROVISIONS

1. This Agreement may be terminated by either party upon 30 days' notice, in writing and delivered by certified mail or in person.

EXHIBIT A
EQUIPMENT REPAIR & SERVICES

1. Upon request from the District, County shall provide repair and preventative maintenance services on District equipment and vehicles. Said repairs shall occur at County's repair facility located at 28425 Hunter Creek Road, Gold Beach, OR 97444.
2. County shall perform preventative maintenance and repair on District equipment and vehicles in accordance with industry standards.
3. County reserves the right to refuse to perform requested equipment repairs and services, as described in Paragraphs 1 and 2 above, when County deems said work is unable to be reasonably performed. In the event County determines that it is unable to reasonably perform said work, County shall inform District's Supervisor of Operations or assigned designee, within 48 hours of the request for the work.

COMPENSATION

Terms of this Agreement include payment from District to County for services rendered on the following basis:

1. County shall perform equipment and vehicle repair services at its current shop labor rate. The current rate is Sixty Dollars (\$60.00) per hour for services performed in the shop and the rate for field repairs is Eighty-four Dollars (\$84.00) per hour. The rate is adjusted annually on July 1st. Parts shall be billed at actual cost.
2. Subcontracted repair costs shall be actual, plus direct labor costs for transportation to and from the vendor.

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 03-02-2016

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

AGENDA ITEM TITLE: Formal Contract for Disaster Relief - December 2015 Storm

AGENDA DATE^a: 6/1/2016 **DEPARTMENT:** Roads **TIME NEEDED:** 3min.

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

CONTACT PERSON: Doug **PHONE/EXT:** 3393 **TODAY'S DATE:** 5/18/2016

BRIEF BACKGROUND OR NOTE^b: In December 2015 as many as 23 county roads had significant damage. The Road Deptment has been working with FEMA to assess damages and estimate cost to bring the roads back to predisater condition. In order for the County to receive federal disaster relief funds it must enter into a contract with the State of Oregon Military Department, Office of Emergency Management. The contract must be signed by an elected official. I would recommend that the County Chair, Commissioner Huxley have signatory authority to sign the contracts.

^bIndicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Contract

- (1)3 Contracts to be signed
- (2)

Are there originals in route (paper copies with pre-existing signatures) **Yes** **No**

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. If Land Transaction, filed with the clerk? **Yes** **No** **N/A**

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name: Office of Emergency Management

Send Printed Copy to:

Address: Po Box 14370

Email a Digital Copy to:

City/State/Zip: Salem, OR 97309-5062

CFDA: 97-036

Other

Phone:

Due date to send: 06 /03 / 2016

Email:

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

PART II – COUNTY CLERK REVIEW

EVALUATION CRITERIA:

CLERK ASSESSMENT: Does this agenda item meet filing/recording standards? **Yes** **No** **N/A**

(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

1. Confirmed Submitting Department's finance-related responses **Yes** **No**
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 an UA, is it approved? **Yes** **No** **Pending** **N/A**

PART IV – COUNTY COUNSEL REVIEW

AGENDA ASSIGNMENT TYPE: Adminstrative Actions

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

(If Yes, brief detail) Agreement required to trigger funding for disaster relief

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Susan Brown **Yes** **No**

Commissioner Thomas Huxley **Yes** **No**

Commissioner David Brock Smith **Yes** **No**

Not applicable to Sheriff's Department since they do not have a liaison



Oregon

Kate Brown, Governor

Military Department
Office of Emergency Management
PO Box 14370
Salem, OR 97309-5062
Phone: (503) 378-2911
Fax: (503) 373-7833
TTY: (503) 373-7857

April 19, 2016

Douglas Robbins
Curry County Road Dept
28425 Hunter Creek Rd
Gold Beach OR 97444

RE: FEMA-DR-4258-OR
PA 015-99015

Dear Mr. Robbins:

Enclosed are three copies of the formal contract that will need to be signed by your jurisdiction in order to receive federal disaster relief funding for Public Assistance for DR-4258-OR. This contract is a follow-up to the Request for Public Assistance that your agency has filed with FEMA, and is the official contract by which you will be receiving your disaster assistance.

We would ask that you return these contract copies to our agency as soon as possible as they will need to be signed by both parties before any funding can be processed. The contract will need to be signed by someone with the authority to obligate your jurisdiction (such as an elected official or chief financial officer). Be sure to fill in the information needed on Page 11. After both parties have signed the contracts, a copy with original signatures will be returned to you for your records.

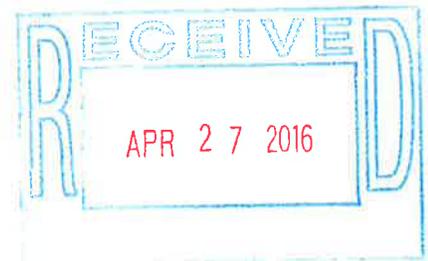
In the near future, you will receive a packet including Project Work Sheets (PW), Project Completion and Certification forms (P4 forms), Project Application Summary (P2 forms) and Payment Request Forms. In addition, you may receive a Statement of Documentation and Final Inspection Report. This report is only necessary with large projects (over \$121,800) that are not 100% complete at the time the PW was written. Please keep these forms for future use.

If you have any questions, please contact me at (503) 378-2911 ext. 22222.

Sincerely,

Denise Choin
Fiscal Coordinator

Enclosures



STATE OF OREGON
OFFICE OF EMERGENCY MANAGEMENT
INFRASTRUCTURE CONTRACT 4258-DR-OR

1.0 PARTIES TO THIS AGREEMENT

This Agreement is made and entered into by and between the State of Oregon, by and through the Oregon Military Department, Office of Emergency Management, hereinafter referred to as "OEM" and the Curry County Road Dept, a political subdivision of the State of Oregon, hereinafter referred to as the "SUBRECIPIENT". This Agreement shall be effective upon execution by the parties and receipt of any approvals required by law and shall terminate on the earlier of: (i) as provided in Section 17 of this Agreement, (ii) the end of the Agreement Period specified below or (iii) June 30, 2026.

WHEREAS the President of the United States has declared that a major disaster exists in the State of Oregon based on damage resulting from the Severe Winter Storms, Straight-line winds, Flooding, Landslides and Mudslides from December 6-23, 2015 and

WHEREAS OEM is authorized by the 2016 FEMA-State Agreement for the 2015 Severe Winter Storms, Straight-line Winds, Flooding, Landslides, and Mudslides to execute on behalf of the State of Oregon all necessary documents for public assistance, including approval of sub-grants and certification of claims;

THEREFORE, the Parties mutually agree to the following:

2.0 PURPOSE

Federal funding is provided by the Federal Emergency Management Agency (FEMA) and is administered by OEM. Under the authority of Presidential Major Disaster Declaration FEMA 4258-DR-OR ("FEMA Declaration"), OEM is reimbursing the SUBRECIPIENT for those eligible costs and activities necessary for the repair and restoration of public facilities damaged during the period of December 6-23, 2015, in the manner described herein and in accordance with the completed Project Worksheets sheets submitted by SUBRECIPIENT and approved by FEMA and OEM. The parties understand and agree that after the project(s) described in a Project Worksheet is reviewed and approved by FEMA and OEM and determined to be eligible for funding under the FEMA Declaration in terms of an eligible SUBRECIPIENT, project and amount, then the amount(s) set forth in the Project Worksheet will be transferred from FEMA to OEM for disbursement on a reimbursement basis as set forth in this Agreement. For any project(s) that SUBRECIPIENT seeks reimbursement for under the FEMA Declaration, SUBRECIPIENT shall obtain a completed, executed and approved Project Worksheet substantially in the form of the attached Exhibit B.

3.0 TIME OF PERFORMANCE

Activities payable under this Agreement and to be performed by the SUBRECIPIENT under this Agreement shall be those activities which occurred on or subsequent to the incident period defined in the FEMA-State Agreement and shall terminate upon completion of the project(s) approved by federal and state officials, including completion of close out and audit, all as detailed in the applicable FEMA application and Project Worksheet. This period shall be referred to as the "Agreement Period."

4.0 CLOSE-OUT

It shall be the responsibility of OEM to issue close-out instructions to the SUBRECIPIENT upon completion of the project(s).

5.0 FUNDING

OEM will administer the disaster assistance program and reimburse any eligible costs for eligible projects to the SUBRECIPIENT which are identified under the auspices of the Presidential Major Disaster Declaration FEMA-4258-DR-OR and in the Project Worksheet. It is understood that no final dollar figure is committed to at the time that this Agreement is executed, but that financial commitments will be made as Project Worksheets are completed in the field and projects are authorized by state and federal officials. Each Project Worksheet that is completed, signed by FEMA and SUBRECIPIENT, and approved by OEM will constitute a new agreement that consists of the terms and conditions set forth in this Agreement and the completed Project Worksheet. OEM's obligation to disburse funds under this Agreement is contingent upon receipt of sufficient funds under the FEMA Declaration and sufficient appropriation, limitation, allotment or other expenditure authorization to make the disbursement.

The parties understand that FEMA will contribute 75 percent of the eligible project costs identified in the Project Worksheet for any eligible project, that a Subrecipient allowance may be made at the end of a project, subject to FEMA approval of documentation submitted by OEM and as provided for in subsection 3 of Section 6.0 of this Agreement, and that no state funds are obligated for contribution under this Agreement.

The SUBRECIPIENT will commit and is responsible for providing the required 25 percent match to any eligible project costs identified in the Project Worksheet.

6.0 PAYMENTS

OEM, using funds granted for the purposes of the Presidential Major Disaster Declaration from FEMA and allocated by FEMA pursuant to the applicable Project Worksheet, shall issue payments to the SUBRECIPIENT as follows:

1. Small Projects:
 - a) Small Projects are eligible for funding up to an amount designated by FEMA as provided in 44 CFR 206.205(a). For FEMA-4258-DR-OR, that amount is \$121,800.
 - b) Payments are made for all small projects to the SUBRECIPIENT upon submission of a State of Oregon Disaster Assistance Payment Request to OEM, and the subsequent approval by OEM.
2. Large Projects
 - a) Large Projects are eligible for funding in excess of the amount allowed for Large Projects, as provided in 44 CFR 206.205(b).
 - b) Partial Payments: Partial payment of funds for costs already incurred on large projects may be made to the SUBRECIPIENT upon submission of a State of Oregon Disaster Assistance Payment Request, with appropriate supporting documentation, to OEM, upon approval by OEM.
 - c) Final Payment: Final payment will be made upon submission by the SUBRECIPIENT of CERTIFICATION OF LARGE PROJECT COST, completion of project(s), completion of all final inspections by OEM, and

final approval by FEMA. Final payment may also be conditioned upon a financial review, if determined necessary by OEM or FEMA. Adjustments to the final payment may be made following any audits conducted by the Oregon Secretary of State's Audits Division or the United States Inspector General's Office.

All payment requests shall be made on a State of Oregon Disaster Assistance Payment Request Form to OEM, which references the appropriate Project Worksheet (PW), and appropriate documentation as required.

3. Funding shall not exceed the total federal contributions eligible for the repair and restoration costs under this Presidential Major Disaster Declaration FEMA-4258-DR-OR and the amount(s) approved in the applicable PW. On Large Projects, OEM reserves the right to make any inspection prior to release of any payment or at any time during the duration of this Agreement.

7.0 RECORDS MAINTENANCE

The SUBRECIPIENT shall maintain books, records, documents, and other evidence and accounting procedures and practices, which sufficiently and properly reflect all direct costs of any nature expended in the performance of this Agreement. These records shall be subject at all reasonable times to inspection, review, or audit by OEM personnel, other personnel duly authorized by OEM, the Secretary of State's Audits Division or the United States Inspector General. The SUBRECIPIENT will retain all books, records, documents, and other material relevant to this Agreement for six years after date of final payment, or an extended period as established by FEMA in 2 CFR § 200.333.

8.0 PROPERTY/EQUIPMENT MANAGEMENT AND RECORDS CONTROL AND RETENTION OF RECORDS and REPORTING

1. Property/Equipment Management and Records Control. The Subrecipient agrees to comply with all requirements set forth in 2 CFR §200.333 for the active tracking and monitoring of property/equipment. Procedures for managing property/equipment, whether acquired in whole or in part with grant funds, until disposition takes place, will, at a minimum, meet the requirements set forth in 2 CFR §200.313, 314 and 329, and the following requirements:
 - a. All property/equipment purchased under this agreement, whether by the Subrecipient or a subcontractor, will be recorded and maintained in the Subrecipient's property/equipment inventory system.
 - b. The Subrecipient shall maintain property/equipment records that include: a description of the property/equipment, the manufacturer's serial number, model number, or other identification number, the source of the property/equipment, including the, Project Worksheet number, Catalog of Federal Domestic Assistance (CFDA) number, who holds title; the acquisition date; the cost of the property/equipment and the percentage of Federal participation in the cost, the location, use and condition of the property/equipment, and any ultimate disposition data including the date of disposition and sale price of the property/equipment.

- c. A physical inventory of the property/equipment must be taken and the results reconciled with the property/equipment records, at least once every two years.
 - d. A control system must be developed to ensure adequate safeguards to prevent loss, damage or theft of the property/equipment. Any loss, damage or theft shall be investigated.
 - e. Adequate maintenance procedures must be developed to keep the property/equipment in good condition.
 - f. If the Subrecipient is authorized to sell the property/equipment, proper sales procedures must be established to ensure the highest possible return.
 - g. The Subrecipient shall pass on property/equipment management requirements that meet or exceed the requirements outlined above for all subcontractors, consultants and the Subrecipients who receive pass-through funding from this grant agreement.
2. Retention of Property/Equipment Records. Records for property/equipment shall be retained for a period of six years from the date of the disposition or replacement or transfer at the discretion of the awarding agency. Title to all property/equipment and supplies purchased with funds made available under the FEMA Public Assistance program shall vest in the Subrecipient agency that purchased the property/equipment, except as may be provided in 2 CFR §200.313.

9.0 AUDITS

If Subrecipient expends \$750,000 or more from all federal funding sources during its fiscal year, Subrecipient must submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of Government and Accountability Office's (GAO) Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and the requirements of Subpart F of 2 C.F.R. Part 200.f. The SUBRECIPIENT is to procure, at its own cost, audit services based on the following guidelines:

As applicable, the SUBRECIPIENT must ensure the audit is performed in accordance with Generally Accepted Accounting Principles and Generally Accepted Government Auditing Standards developed by the Comptroller General; and all state and federal laws and regulations governing the program.

The SUBRECIPIENT must prepare a Schedule of Financial Assistance for federal funds that includes: Grantor name (OEM), program name, federal catalog number (CFDA-97.036), total award amount, beginning balance, current year revenues, current year expenditures and ending balance. With the submission and completion of each Project Worksheet OEM is required by 2 CFR 200.331 (pursuant to FEMA Public Assistance Program Interim Guidance on 2 C.F.R. Part 200) to complete the information set forth in Exhibit A to this Agreement. SUBRECIPIENT shall submit with each Project Worksheet any information requested by OEM that is necessary to accurately complete Exhibit A.

The SUBRECIPIENT shall maintain records and accounts in such a way as to facilitate OEM's audit requirements, and shall ensure that Subcontractors also maintain records which are auditable. The SUBRECIPIENT is responsible for any audit exceptions incurred by itself or by its Subcontractors. OEM reserves the right to recover from the SUBRECIPIENT disallowed costs resulting from the final audit.

The SUBRECIPIENT shall send the audit report to OEM's Project Administrator as soon as it is available, but no later than nine months after the end of the SUBRECIPIENT's fiscal year in which SUBRECIPIENT receives any funds under this Agreement. Responses to previous management findings and disallowed or questioned costs shall be included with the audit report. The SUBRECIPIENT will respond to OEM's requests for information or corrective action concerning audit issues within 30 days of the request.

The SUBRECIPIENT shall include these requirements in any subcontracts.

10.0 RECOVERY OF FUNDS

In the event that the SUBRECIPIENT fails to complete the project(s), fails to expend or is overpaid federal funds in accordance with federal or state disaster assistance laws or programs, or is found by audit or investigation to owe funds to the State or to FEMA, OEM reserves the right to recapture funds in accordance with federal or state laws and requirements. Repayment by the SUBRECIPIENT of funds under this recovery provision shall occur within 30 days of demand. In the event that OEM is required to initiate legal proceedings to enforce this recovery provision, OEM shall be entitled to its costs thereof, including reasonable attorney fees.

The SUBRECIPIENT shall be responsible for pursuing recovery of monies paid under this Agreement in providing disaster assistance against any party that might be liable, and further the SUBRECIPIENT shall cooperate in a reasonable manner with the State and the United States in efforts to recover expenditures under this Agreement.

In the event the SUBRECIPIENT obtains recovery from a responsible party, the SUBRECIPIENT shall first be reimbursed its reasonable costs of litigation from such recovered funds. The SUBRECIPIENT shall pay to the state the proportionate federal share of all project funds recovered in excess of costs of litigation.

11.0 CONFLICT OF INTEREST

The SUBRECIPIENT will prohibit any employee, governing body, contractor, subcontractor or organization from participating if the employee or entity has an actual or potential conflict of interest that a public official would have under ORS Chapter 244. In addition, SUBRECIPIENT must disclose in a timely manner and in writing to OEM, all violations of Federal criminal law involving fraud, bribery, or gratuity potentially affecting the funds provided under this Agreement as provided in 2 CFR § 200.113.

12.0 POLITICAL ACTIVITY

No portion of the funds provided herein shall be used for any partisan political activity or to further the election or defeat of any candidate for public office or influence the approval or defeat of any ballot measure.

13.0 ASSIGNMENT

This Agreement, and any claim arising under this Agreement, is not assignable or delegable by the SUBRECIPIENT either in whole or in part.

14.0 SUBCONTRACTS FOR ENGINEERING SERVICES

In the event that the SUBRECIPIENT subcontracts for engineering services, the SUBRECIPIENT shall require that the engineering firm be covered by errors and omissions insurance in an amount not less than the amount of the firm's subcontract. If the firm is unable to obtain errors and omissions insurance, the firm shall post a bond with the SUBRECIPIENT for the benefit of the SUBRECIPIENT of not less than the amount of its subcontract. Such insurance or bond shall remain in effect for the entire term of the subcontract. The subcontract shall provide that cancellation or lapse of the bond or insurance during the term of the subcontract shall constitute a material breach of the subcontract and cause for subcontract termination. The SUBRECIPIENT shall cause the subcontractor to provide it with a 30 day notice of cancellation issued by the insurance company.

15.0 APPEALS

Consistent with the Code of Federal Regulations, 44 CFR 206.206, the SUBRECIPIENT may appeal any determination previously made related to the federal assistance for the SUBRECIPIENT. The SUBRECIPIENT's appeal shall be made in writing and submitted to OEM within 60 days after receipt of notice of the action which is being appealed. The appeal shall contain documented justification supporting the SUBRECIPIENT's position.

Upon receipt of a SUBRECIPIENT's appeal, OEM will review the material submitted, make such additional investigations as necessary, and shall forward the appeal with a written recommendation to FEMA within 60 days. Within 90 days following receipt of the appeal, FEMA shall advise OEM, in writing, as to the disposition of the appeal or the need for additional information. If the decision is to grant the appeal, then FEMA will take the appropriate implementing action.

16.0 GOVERNING LAW AND VENUE

This Agreement shall be governed and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between OEM and SUBRECIPIENT that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon provided, however, if the Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively with the United States District Court for the District of Oregon.

SUBRECIPIENT, BY EXECUTION OF THIS AGREEMENT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS.

17.0 TERMINATION

1. Except as otherwise provided in this Agreement, either party may terminate this Agreement (which includes the applicable Project Worksheet(s)) upon giving thirty (30) days written notice to the other party. In the event of termination of this

Agreement, each party shall be liable only for project costs and allowable expenses incurred by the other party, prior to the effective date of termination.

2. OEM may terminate all or part of this Agreement or may change the project specifications set forth in a Project Worksheet if there is a reduction in federal funds which are the basis for this Agreement, and OEM approves the reduction.
3. OEM may terminate this Agreement, in whole or in part, immediately upon written notice to SUBRECIPIENT, or at such later date as OEM may establish in such notice, if SUBRECIPIENT commits any material breach or default of any covenant, warranty, obligation or certification under this Agreement. In its notice, OEM may permit SUBRECIPIENT an opportunity to cure the breach, default or Failure in such time and on such terms as OEM may specify in such notice.

18.0 WAIVERS

The failure of OEM to exercise, and any delay in exercising, any right, power, or privilege under this Agreement shall not operate as a waiver thereof, nor shall any single or partial exercise of any right, power, or privilege under this Agreement preclude any further exercise thereof or the exercise of any other such right, power or privilege. The remedies provided herein are cumulative and not exclusive of any remedies provided by law.

19.0 INDEMNIFICATION

To the extent permitted by any constitutional and statutory limitations applicable to SUBRECIPIENT, including, but not limited to, provisions relating to debt limits, tort claims limits and workers' compensation, the SUBRECIPIENT shall, as required by ORS 401.145(2), indemnify, defend, save and hold harmless the United States and its agencies, officers, employees, agents and members, and the State of Oregon and its agencies, officers, employees, agents and members, from and against all claims, damages, losses, expenses, suits or actions of any nature arising out of or resulting from the activities of SUBRECIPIENT, its agencies, officers, employees, agents, members, contractors or subcontractors under this Agreement.

20.0 SUBRECIPIENT ASSURANCES

SUBRECIPIENT represents and warrants to OEM as follows:

1. SUBRECIPIENT is political subdivision of the State of Oregon. SUBRECIPIENT has full power, authority and legal right to execute and deliver this Agreement and incur and perform its obligations hereunder.
2. This Agreement has been duly authorized, executed and delivered on behalf of Subrecipient and constitutes the legal, valid and binding obligation of Subrecipient, enforceable in accordance with its terms.
3. The SUBRECIPIENT hereby assures and certifies that it will comply with all applicable state and federal laws and regulations, including, but not limited to, the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 USC §§ 5121-5206 (Public Law 93-288, as amended; hereafter "Stafford Act"); 44 CFR Parts 7, 17, 18 and 206, and Subchapters B, C and D; 2 CFR Part 200 (including Appendix II); the Oregon State Public Assistance Administrative Plan DR4258; Wages, Hours and Records Laws (ORS Chapter 652) Conditions

of Employment Laws (ORS Chapter 643) and Unemployment Insurance Laws (ORS Chapter 657).

4. The emergency or disaster relief work for which federal assistance is requested herein does not or will not duplicate benefits received for the same loss from any other source.
5. The SUBRECIPIENT will operate and maintain the facilities being restored using funds provided under this Agreement in accordance with the minimum standards as may be required or prescribed by the applicable federal, state and local agencies for the maintenance and operation of such facilities.
6. The SUBRECIPIENT will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards, and will evaluate the hazards in areas in which the proceeds of the grant are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices. SUBRECIPIENT will, prior to the start of any construction activity, ensure that all applicable federal, state and local permits and clearances are obtained including FEMA compliance with the National Environmental Policy Act, the National Historic Preservation Act, the Endangered Species Act and all other federal and state environmental laws.
7. The SUBRECIPIENT will not enter into a contract with a contractor who is on the General Services Administration (GSA) List of Parties Excluded from Federal Procurement or Non-procurement Programs.
8. The SUBRECIPIENT will comply with minimum wage and maximum hours provision of the Federal Fair Labor Standards Act.
9. The SUBRECIPIENT shall comply with all applicable federal and state non-discrimination laws, regulations, and policies. No person shall, on the grounds of age, race, color, sex, religion, national origin, marital status, or disability (physical or mental) be denied the benefits of, or otherwise be subjected to discrimination under any project, program, or activity, funded, in whole or in part, under this Agreement (as required by Executive Orders 11246, 11375, 41 CFR Part 60-1.4(b), the provisions of which are incorporated herein by reference). A violation of this provision is a material breach and cause for termination under Section 17.0 of this Agreement.
10. The SUBRECIPIENT shall utilize certified minority-owned and women-owned businesses (MWBE's) to the maximum extent possible in the performance of this Agreement.
11. Reserved
12. The SUBRECIPIENT and its contractors, subcontractors and other employers providing work, labor or materials as a result of the application are subject employers under the Oregon Workers' Compensation Law. All employers, including SUBRECIPIENT, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126. Contractor shall ensure that each of its

Subcontractors complies with these requirements. This shall include Employer's Liability Insurance with coverage limits of not less than \$100,000 for each accident.

13. Reserved

14. Reserved

15. Subrecipients will comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5).

16. Notice of awarding agency requirements and regulations pertaining to reporting.
– Reporting requirements: The Subrecipient will submit a Quarterly Project Status Report (OEM Form) on all Large projects to OEM on a 3-month interval. OEM will submit quarterly progress reports to FEMA that will contain the status of all large projects that have not received final payment. The first quarterly report will be submitted on a quarterly schedule mutually agreed upon between FEMA and OEM. Quarterly reports after that date will be due in OEM by July 15, October 15, January 15 and April 15.

17. Subrecipient will comply with all applicable standards, orders or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Air Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

18. Subrecipient shall comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conversation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

21.0 OWNERSHIP OF PROJECT/CAPITAL FACILITIES

OEM makes no claim to any capital facilities or real property improved or constructed with funds under this Agreement, and by this grant of funds does not and will not acquire any ownership interest or title to such property of the SUBRECIPIENT.

22.0 ACKNOWLEDGMENTS

The SUBRECIPIENT shall include language which acknowledges the funding contribution of the Federal Emergency Management Agency (FEMA) to the project in any release or other publication developed or modified for, or referring to the project.

23.0 INSURANCE

The SUBRECIPIENT will comply with the insurance requirements of the Stafford Act, as amended, and obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired or constructed with this assistance.

24.0 SEVERABILITY

If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions and applications of this Agreement shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.

25.0 HEADINGS

The section headings in this Agreement are included for convenience only, do not give full notice of the terms of any portion of this Agreement and are not relevant to the interpretation of any provision of this Agreement.

26.0 AGREEMENT ADMINISTRATION

The Parties' representatives for purposes of this Agreement are:

For SUBRECIPIENT:

NAME
TITLE
ADDRESS
CITY
Phone:
Fax:

For OEM:

Clint Fella
Alternate Governor's Authorized Representative
Office of Emergency Management
P. O. Box 14370
Salem, OR 97309-5062
Phone: (503)378-2911, ext 22227
Fax: 503-373-7833

Notices under this Agreement shall be given in writing by personal delivery, facsimile, email or by regular or certified mail to the person identified in this Section, or to such other person or at such other address as either party may hereafter indicate pursuant to this section. Any notice delivered personally shall be deemed received upon delivery. Notice by facsimile shall be deemed given when receipt of the transmission is generated by the transmitting machine. Notice by email is deemed received upon a return email or other acknowledgment of receipt by the receiver, and notice by certified or registered mail is deemed received on the date the receipt is signed or delivery is refused by the addressee.

27.0 ENTIRE AGREEMENT

This Agreement, when combined with one or more completed Project Worksheets, sets forth the entire agreement between the parties with respect to the subject matter hereof. Except for the completion of Project Worksheets, any additional terms and conditions imposed by the Federal Emergency Management Agency or OEM will be incorporated into a written amendment to this Agreement. Commitments, warranties, representations and understandings or agreements not contained, or referred to, in this Agreement with

completed Project Worksheets or written amendment hereto shall not be binding on either party. Except as may be expressly provided herein, no alteration of any of the terms or conditions of this Agreement will be effective without the written consent of both parties.

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

Clint Fella, Alternate GAR
Office of Emergency Management
Date:

Subrecipient Signature
Printed Name:
Title:
Date:

APPROVED
FOR LEGAL SUFFICIENCY

SUBRECIPIENT - PLEASE PRINT THE
FOLLOWING TO EXPEDITE PROCESSING

Cynthia Byrnes
Assistant Attorney General
By Email
DATE:

Federal Tax ID No. (TIN): 93-6002291

DUNS #: 054973953

Organization: Curry County

Address: 28425 Hunter Cr. Road
Gold Beach, OR 97444

Phone: 541-247-7097

Office of Emergency Management
P. O. Box 14370
Salem, OR 97309-5062
CFDA: 97-036

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 03-02-2016

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

AGENDA ITEM TITLE: Intergovernmental Service Agreement between DOR and Curry County for Map Maintenance services.

AGENDA DATE^a: 6-1-16 **DEPARTMENT:** Assessment & Taxation **TIME NEEDED:**

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

CONTACT PERSON: Jim Kolen **PHONE/EXT:** 3257 **TODAY'S DATE:** 05/25/16

BRIEF BACKGROUND OR NOTE^b: This is an agreement contract between Department of Revenue and Curry County as Contract #3518-16 for map maintenance and other cadastral services for fiscal year July 1, 2016 to June 30, 2017.

^bIndicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE:** Contract

- (1) Intergovernmental Services Agreement Contract #3518-16
- (2)

Are there originals in route (paper copies with pre-existing signatures) Yes No

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) Many other depts/entities rely on this data.
- 3. If Land Transaction, filed with the clerk? Yes No N/A

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 Send Jim Kolen original to submit to DOR.

Phone:

Due date to send: / /

Email:

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

PART II – COUNTY CLERK REVIEW

EVALUATION CRITERIA:

CLERK ASSESSMENT: Does this agenda item meet filing/recording standards? Yes No N/A
(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

- 1. Confirmed Submitting Department's finance-related responses Yes No
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 an UA, is it approved? Yes No Pending N/A

PART IV – COUNTY COUNSEL REVIEW

AGENDA ASSIGNMENT TYPE: (Select)

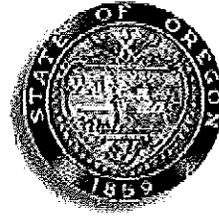
LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No
(If Yes, brief detail)

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Susan Brown Yes No
Commissioner Thomas Huxley Yes No
Commissioner David Brock Smith Yes No

Not applicable to Sheriff's Department since they do not have a liaison



TO:	Brenda Alfano Oregon Department of Revenue 955 Center St. NE Salem, OR 97301-2555 Voice: (503) 945-8404 Fax: (503) 945-8382
FROM:	
Phone:	
Fax:	
Date:	
Pages including this cover page:	
SUBJECT:	Contract# 3518-16 for 2016 Mapping Maintenance Services

I (signature) _____, (title) _____, received a copy of the Oregon Department of Revenue (Agency) Contract #3518-16, between Curry County and Agency via e-mail from Brenda Alfano on May 25, 2016. I certify by signature that I signed the Contract on _____, 2016 without change from the electronically transmitted document. A copy of the signature page from this Contract containing my signature and dated _____, 2016, is included with this facsimile/email transmission.

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 03-02-2016

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

AGENDA ITEM TITLE: Order Approving Application to Conduct Outdoor Mass Gathering (Cape Blanco Country Music Festival)

AGENDA DATE^a: 2016-06-01 **DEPARTMENT:** Counsel **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)

CONTACT PERSON: J. Huttl **PHONE/EXT:** 3218 **TODAY'S DATE:** 05-26-16

BRIEF BACKGROUND OR NOTE^b: This order finalizes the previously approved Mass Gathering Application for Boots n Beach (Cape Blanco Country Music Festival, July 28-31-2016)

^bIndicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Order

- (1) Order
- (2) Cape Blanco Country Music Festival Application.
- (3) Permit

Are there originals in route (paper copies with pre-existing signatures) Yes No

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. If Land Transaction, filed with the clerk? Yes No N/A

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name: Anne Hankins

Send Printed Copy to:

Address: (don't have-will want original)

Email a Digital Copy to:

City/State/Zip:

Other Referral Agencies: Sheriff/Roads/FD's Etc...

Phone:

Due date to send: / /

Email: anne@countrymusicconcerts.com

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

PART II – COUNTY CLERK REVIEW

EVALUATION CRITERIA:

CLERK ASSESSMENT: Does this agenda item meet filing/recording standards? Yes No N/A
(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

1. Confirmed Submitting Department's finance-related responses Yes No
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 an UA, is it approved? Yes No Pending N/A

PART IV – COUNTY COUNSEL REVIEW

AGENDA ASSIGNMENT TYPE: Administrative Actions

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No
(If Yes, brief detail) Directs issuance of permit required by law to conduct mass gathering

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Susan Brown Yes No

Commissioner Thomas Huxley Yes No

Commissioner David Brock Smith Yes No

Not applicable to Sheriff's Department since they do not have a liaison

Cape Blanco Country Music Festival

PROMOTER: BootsNBeach, LLC
EVENT: Cape Blanco Country Music Festival
DATES OF EVENT: July 28 – 31, 2016

RECEIVED
FEB 18 2016
Board of Commissioners
Curry County, Oregon

ASSEMBLY PLAN

Cape Blanco Country Music Festival is a 4-day outdoor country music concert event scheduled July 28 – 31, 2016. The event is held on private property owned by the Puhl family. The location of the property is about 6 miles north of Port Orford, Oregon off of Highway 101 on Cape Blanco Road. The property is located on the north side of Cape Blanco Road approximately .8 miles west of Hwy 101. The festival site is on approximately 340 acres and includes property owned by the McKenzie family directly across Cape Blanco Road to the south of the Puhl family site.

- **ACCESS**

The primary entrance/exit from Highway 101 is Cape Blanco Road to the entrance of the Puhl and McKenzie family properties. This entrance/exit is a maintained two lane paved road that is the primary access for Festival Campers, Vendors, and Suppliers to the Festival site.

There are three separate entrances into the Puhl property allowing for separation of production, patron and vendor traffic.

Access to the camping and GA parking located on the McKenzie property is through an improved gravel road and three additional ODOT approved temporary entrances to Cape Blanco Hwy.

The property can be accessed from the North, (North Bend, Coos Bay, Coquille and Myrtle Point) from the South via Highway 101 (Port Orford, Gold Beach, Brookings and Crescent City).

GUEST SERVICES "CHECK IN" AND PACKETS

Festival patrons/attendees will be initially greeted by "Guest Services" check in. "Guest Services" with volunteer staff will be set up inside the site entrances. Multiple lanes of traffic will be created adjacent to "Guest Services" to relieve the influx of traffic off of Cape Blanco Road and mitigate the potential for back up to Hwy 101. "Guest Services" will greet each concert guest and ticket holder providing them with a packet (includes map of venue, map of camping/parking, and informational booklet with concert and camping rules) and directing them to their appropriate destination.

FESTIVAL ATTENDANCE

BootsNBeach, LLC, is anticipating the attendance for the 2016 Cape Blanco Country Music Festival to be 20 thousand daily attendees. BootsNBeach, LLC will cap overnight RV/TENT camping guests at less than 12,000 total guests on the site.

COMMUNICATION

BootsNBeach, LLC will implement two-way radio communications with the Operations Director, Director of Event Planning, Parking, RV/TENT Team Leader, Security, Fire Protection and Rescue Services for the 2016 Cape Blanco Country Music Festival. Security and Paramedics will have designated radio channels and the ability to communicate with Management Staff, Site Leaders, and Camp Hosts. Team Leaders will be responsible for monitoring their respective assigned radio frequency. Information placards providing a list of assigned channels (frequencies) and supervisor cell numbers will be provided to those Team Leaders and Supervisors carrying radios. The festival Command Center (see Public Safety Plan) will monitor all communications to assure that incidents and emergency needs are responded to in an appropriate manner. 911 traffic shall be monitored by the Sheriff Command center which will operate during peak evening hours and by pagers held by the Paramedics during off-peak hours.

PARAMEDICS AND FIRST AID

A primary first-aid tent staffed with licensed paramedics, at least two Oregon physicians and two nurses (as per oars 333-039-0040) will be set up inside the concert venue and available to all concert attendees. The first aid tent will be clearly signed with a FIRST AID sign in red. While the concert venue is open, licensed paramedics are available to treat all first aid needs on site. When the concert venue is closed, paramedics, physicians and nurses will be available to respond to medical emergencies, as needed on the Festival Site on a 24-hour basis during the festival. There will be a minimum of twenty (20) patient beds as temporary holding facilities as per oars 333-039-0040. Communication will be maintained at all times between festival staff, security and the emergency medical staff by radio and through the Com center. The medical staff will remain on site 24 hours a day during the duration of the festival, from 5pm Thursday of the event each year through 12:00pm on Monday following the event each year. Two ambulances will be on site for emergencies the duration of the event. Paramedics and responding transport will be provided with site maps indicating all camping areas so that they can respond to the appropriate camp site or area within the Festival grounds in a timely manner.

Cape Blanco Country Music Festival

PROMOTER: BootsNBeach, LLC
EVENT: Cape Blanco Country Music Festival
DATES OF EVENT: July 28 – 31, 2016

DAILY PARKING PLAN

The 2016 Cape Blanco Country Music Festival will cap its daily attendance at 21,500 ticket holders and guests.

The Cape Blanco Country Music Festival will cap its overnight camping guests at less than 12,000 ticket holders and guests with 8,000 available parking spaces to include; General Admission and Handicap Parking.

Using these totals and using oars 333-039-00055 guidelines in regards to parking spaces, the CBCMF will provide the following daily and overnight spaces to our attendees:

Daily Parking (20,000 guests):

8,000 daily parking spaces are – (10 x 20 ft each)

3000 overnight RV/Tent spaces.

****All traffic lanes including lanes in camping area on the festival property are a minimum 30 feet in width.****

Entrance Gates – Entrance gate positions serve as the primary line of defense against unauthorized alcohol and potential weapons entering the venue. As such, bags will be checked and patrons wanded. During peak periods up to 9 entrance lines will be staffed at the GA entrance. Gate staffing will include a wander and two bag checkers for each line to assure that patrons are processed quickly and with a minimum of delay. Water will be available to those showing need.

Handicap entrance will be a one line fully staffed entrance. Again complimentary water will be made available for those awaiting entrance. The handicap seating shall be easily accessible to the entrance and for those who need assistance three golf carts with drivers will shuttle to the seating area. Shuttles available during specific hours posted at the entrance.

Vendor entrance will be staffed by an observer/checker that will observe and request inspection of questionable packages or containers. This staff person will also observe the vendors for intoxication and do random checking of bags to assure compliance of the no alcohol rule for vendors. No unauthorized patrons or personnel shall be allowed through the vendor gate. If for any reason, the vendor gate staff needs to leave post or if there is an incident a crowd rover team will be temporarily called to assure the integrity of the gate.

Each emergency exit is clearly marked “Emergency” signs and is maintained by the festival’s contracted security Company.

MEDICAL SUPPORT

The safety of all who participate either as patrons, volunteers and staff at the Cape Blanco Country Music Festival are of great concern to BootsNBeach, LLC. Therefore to support the work of the paramedics and responders who assist at the Festival, BootsNBeach, LLC will contract with medical providers to provide on-site rehab and treatment. This will include state licensed medical staff (two physicians and two nurses as per oars 333-039-0040); with facilities and equipment necessary to treat on-site many that might have been transported for conditions such as dehydration and sun exposure.

LIGHTING

Lighting for the festival grounds will be provided by light towers. Approximately 60 light towers will be place on the exterior of the venue property to ensure property safety and lighting to our ticket holders in the camping and parking areas. Approximately 16 light towers will be placed around and inside the performance venue to provide safety and lighting to our ticket holders inside the concert venue.

CAMPING

Open campfires are strictly prohibited on the festival grounds. All RV and Tent campers are required to use propane camping gear and/or propane BBQ’s. **There will be a strictly enforced No Alcohol Policy for the camping areas.**

DESIGNATED SMOKING AREAS

There are three (3) designated smoking areas inside the venue that are clearly marked. Two smoking areas are inside the Beer and Wine area(s), and the third smoking area is located in the craft and artisan village area of the venue.

To comply with all of the mandated State of Oregon fire rules and regulations, Cape Blanco Country Music Festival is utilizing the general fire safety (Fair and Festival) policy outline provided by the State Fire Marshall’s office. BootsNBeach, LLC maintains a close working relationship with the State Fire Marshall to comply with all of these regulations, which pertains to all parties and aspects of this festival.

APR 1 1 2016

Service Agreement
Between
Sixes Volunteer Fire Department
And
BootsNBeach, LLC

In agreement between Sixes Volunteer Fire Department and BootsNBeach, LLC pertaining to the country music festival to be held July 28th through July 31st, 2016, the following contract is made:

Sixes Volunteer Fire Department will:

- 1. Provide a class A fire truck and 4 staff, on standby for Cape Blanco Country Music Festival.
- 2. Equipment and personnel to be available should need arise from noon Thursday July 28th through noon Monday August 1st, 2016 to serve as first responders.

BootsNBeach, LLC will:

- 1. Pay \$1200 daily for the above equipment and staff.
- 2. Provide Sixes Volunteer Fire Department 12 GA tickets.
- 3. Display a fire safety message to be shown on festival jumbotrons recognizing the Sixes Volunteer Fire Department.

Changes to this agreement may be made with the consent of both parties.

Signed
For Sixes Volunteer Fire Department

Signed
For BootsNBeach, LLC

See page 2

Cape Blanco Country Music Festival

PROMOTER: BootsNBeach, LLC
EVENT: Cape Blanco Country Music Festival
DATES OF EVENT: July 28 – 31, 2016

PUBLIC SAFETY PLAN

CONTACT: John Ward, Curry County Sheriff – (541) 247-3221

Cape Blanco Country Music Festival is a 4 day outdoor country music concert event. The event is held on private property owned by the McKenzie and Puhl families. The location of the property is 6 miles north of Port Orford, Oregon off of Highway 101 on Cape Blanco Road.

PRIMARY EVENT CONTACTS:

Anne Hankins, President - BootsNBeach, LLC	541-521-2457
Don Leber, Marketing Advertising Director – Bi Mart Corporation	541-554-7104
Tim Flowerday, Director of Operations – BootsNBeach, LLC	541-908-0169
Mike Dunn, Operations Coordinator – Cape Blanco Country Music Festival	541-521-5034
Karama Billick, Director of Event Planning – BootsNBeach, LLC.	541-953-2134
Taelor Hankins, Event Director – Cape Blanco Country Music Festival	541-517-7056

- **ACCESS**

The primary entrance/exit from Highway 101 is Cape Blanco Road to the entrance of the Puhl and McKenzie family properties. This entrance/exit is a maintained two paved road that is the primary access for Festival Campers, Vendors, and Suppliers to the Festival site.

There are three separate entrances into the Puhl property allowing for separation of production, patron and vendor traffic.

Access to the camping and GA parking located on the McKenzie property is through an improved gravel road.

The Paramedic team will be provided with maps of the venue and camping areas to assist in their ability to respond quickly to emergencies. This team will arrive on-site with the proper personnel and equipment to provide triage as needed until rescue units can arrive. Two on-site ambulances will be present.

CURRY COUNTY SHERIFF

To assure the safety of the public, BootsNBeach, LLC. will be supplementing security staffing by negotiating with the Curry County Sheriff, for staff to assist in assuring quiet times are observed, quick response to incidents requiring the intervention of law enforcement and a reassuring presence to families and patrons attending the Cape Blanco Country Music Festival.

There shall be a minimum of two officers 24 hours per day, with an increase to four officers during the peak hours of 7:00PM to 2AM. The role of this team shall be to create a “presence” that reassures the public of their safety and deters potential problems, while assisting in the enforcement of quiet time. The Sheriff team will also assist the security staff with incident response that requires action beyond the capabilities of the security staff to assure continued public safety. It shall be the responsibility of the security staff to assure excellent communications with the Sheriff Team.

SECURITY STAFFING

- **Venue**

Venue Perimeter – The venue perimeter shall be patrolled by rovers with a rover stationed at each unique venue line. It is important to have a rover not patrolling a line that is broken by a change of direction of venue perimeter as he/she will not have visual capability during parts of their shift.

Crowd Control – Teams of rovers within the crowd, each team responsible for a venue block not to exceed a potential participant count of 1500 people. In a venue of 21,500 this would mean 15 teams. The team concept is necessary so that one can engage while another continues observation.

Crowd control shall additionally include 6 rovers in plain clothes working the whole venue. These rovers will have the ability to communicate to the team within a designated area for quick response to incidents.

Front of stage and catwalk will be staffed by people with a commanding presence, yet they will be expected to have a high degree of tolerance and the ability to defuse a situation without appearing overtly physically threatening or heavy handed. Numbers here depend upon the performance artist and his/her demeanor and stage presence.

Hospitality, artist tents, and meet & greet tent presence will be an unobtrusive team presence. This team will only respond to overt actions by individuals and at the request of the performance artist. They will see themselves more as ambassadors for the venue than an enforcement presence.

which is on-site 24 hours a day, will assist security by providing enforcement each evening until quiet time is achieved. This team will also assist on-site security with public safety enforcement issues should they arise. It shall be the responsibility of the on-site security to maintain excellent communications with the Sheriff team so that all issues are logged and addressed in the appropriate manner to assure the peace and safety of all patrons.

Should an issue arise where the on-site team for a particular area is unable to contain the issue without assistance, in addition to the Sheriff team, the on-site team for the area will maintain communications with other areas and venue teams so that additional assistance and in-fill occurs, so no area is left unattended at any time.

- **Communications**

Communications are crucial to the success of the implementation of a security/public safety program that works effectively for CBCMF. To assure that adequate communications are maintained there will be two com centers for the event.

The first com and primary center will be located adjacent to the Sheriff Command. The second com center will be located in the center of the campground/RV areas. Both shall have a staff person 24 hours a day with a cell phone with speed dial to the sheriff teams, the operations manager, the other com center, and the overall security lead, and back up batteries. The phone shall not be allowed to go dead. If necessary to assure communications work properly, satellite phones will be rented.

Each com center will have a radio and two back up batteries with channels that connect directly to other com center, operations manager and security lead. Each Sheriff team will be provided a pre-programmed cell phone and back up battery with all necessary staff and security numbers, as well as a security radio so that they can monitor situations during their shifts.

Each com center will be staffed by a person who has the ability to respond quickly to situations and who can make sure that adjustments in staffing are made quickly to assure that no area is left unstaffed or unsupported. It shall be the further responsibility of each com center staff person to log and document all incidents, communications with sheriffs, or changes in staffing.

- **Daily**

The health of any plan or organization is dependent upon ability to adjust to needs and changing conditions. In order to evaluate the success and implementation of this security/public safety program BootsNBeach, LLC will meet with staff, security leads and a representative from the Sheriff's team each day prior to opening of the venue. This will allow CBCMF to make the adjustments necessary to assure the continued success of the plan and the safety of our patrons.

SAFETY LIGHTING

Lighting for the festival grounds will be provided by light. Approximately 60 light towers will be placed on the exterior of the venue property to ensure property safety and lighting to our ticket holders in the camping and

NOISE LIMITATIONS

Daily performances will be scheduled on concert stages beginning at approximately 11:00am. The final performance of each day will end at 11:00pm. All sound checks conducted during the festival will be between the hours of 8am and 11:00am.

Sound levels shall not exceed 55 d.b.a. at a distance greater than 1000 feet of the property boundary in which the event is held. The event property being designated by the Full Site map attached to this permit application.

ATTENDANCE AND PARKING

The EVENT will cap festival attendance at 21,500 ticket holders. Overnight RV and Tent campers will be capped at less than 12000 people. The event will provide 8000 daily 10 ft. X 20 ft. parking spaces. For overnight campers, the event will cap RV/TENT campsites at 3000 available spaces.

SMOKING

Smoking will be allowed in the concert venue in designated smoking areas.

Cape Blanco Country Music Festival

PROMOTER: BootsNBeach, LLC.
EVENT: Cape Blanco Country Music Festival
DATES OF EVENT: July 28 – 31, 2016

SANITATION PLAN

The Cape Blanco Country Music Festival will secure the services of a **licensed sanitation provider** (Bucks Sanitary Services) for the **Cape Blanco Country Music Festival** to provide all portable toilet, handicapped toilet, hand washing, gray water food service disposal, camping and solid waste facilities necessary to serve the proposed amount of guests and ticket holders at this event.

POTABLE WATER

Potable and drinking water is available on-site at the festival water station located adjacent to the entrance gate leading into the primary festival property and at a water station inside the festival venue in the service corridor for the food vendors. **(Water analysis reports to be attached within 30 days prior to event)** Food vendors needing potable water will have access to the water station inside the festival venue and as a fail-safe will have access to the festival water storage tank. As per Oregon Health Authority Regulations the site will have adequate water reserves for the number of attendees attending the festival. Water on the festival site will include one tested well with capacity of at least 11 gallons per minute (15,840 gallons per day), water reserves in the holding tanks of RV campers (assuming a 45 gallon tank (most large motor homes have 100 gallon capacity) $2000 \times 45 = 90,000$ gallons, and bottled water in sufficient supply to assure that should the need arise there will be a minimum of 10 gallons of water per person per day. This exceeds the 5 gallon minimum required as per oars 333-039-0015. It should be noted that there is also several ponds and two water trucks on site as back up. Food vendors can also provide their own water source under the supervision and regulation of the Curry Community Health. Hand washing units are provided in the event food vendor area to maintain sanitary food service conditions. Food vendors also have access to (8) 150-gallon disposal tanks for all gray water and grease disposal. RV campers will have access to a potable water service company for the refilling of potable water tanks on RVs.

TRASH CARTS

Garbage Containers: 200-50 gallon units (Dispersed throughout site) – emptied on a regular rotation throughout each festival day into containers as stated above with a capacity of 200 cubic yards on-site exceeding oars requirement of 1 cubic yard per 125 people

Recycle Units: 50 (Dispersed throughout venue)

Cape Blanco Country Music Festival

Alcohol and Quiet Time Policy

- No alcohol permitted in non-licensed areas.
- No alcohol is allowed outside of the beer gardens inside the venue concert gates.
- No alcohol is allowed in the camping areas and parties with alcohol in the camping areas are prohibited.
- No alcohol is allowed in the parking areas and parties with alcohol in these areas are prohibited.
- Drinking by minors is prohibited.
- Minors may not drink alcoholic beverages on the ranch.
- Quiet Time will be enforced at midnight, in the campgrounds and main venue.
- Our third stage, which is an acoustic indoor stage, will operate from 11PM until 2AM to serve those who wish continued activity. In this way we will be able to contain those who would disrupt those enjoying quiet time.

As always, it is the responsibility of the Festival to provide a safe, family event as well as stay within the guidelines of Curry County Code for observing quiet hours.

Safety Measures, Quiet Time and Alcohol Policy will be enforced by CBCMF Security and the Curry County Deputies. Unfortunately, Festival-goers that choose to disregard the rules for alcohol consumption and reasonable behavior will lose their privilege to camp or be on the property.

IV. IDENTIFICATION:

CBCMF President: Anne Hankins
(541) 521-2457
anne@countrymusicconcerts.com

CBCMF: Cape Blanco Country Music Festival
Taelor Dunn (541) 517-7056

Liaison Officer (LO): (TBD) an employee designated by CBCMF

Operational Commander (OC): (TBD) designated individual of Curry County Deputies

Head of Security: Peter O'Rourke
(541) 953-7297

Operations Manager: Mike Dunn (541) 521-5034

Site Operations Coordinator: Mike Dunn (541) 521-5034

Site Personnel Lead Person: Mike Dunn (541) 521-5034

Contracted electrical distribution personnel:
Mike Dunn (541) 521-5034

Bi-Mart Representative: Don Leber, Bi-Mart
(541) 554-7104
don.leber@bimart.com

Pape Representative: Pat Walsh, VOX PRPA
(541) 513-1236
pat@voxprpa.com

A. GENERAL EMERGENCY SITUATION RESPONSE PLAN:

1. Any Security Staff becoming aware of a potential **untoward** incident or **emergency situation** must provide a situation report (SITREP) to the LO immediately, preferably by radio. The SITREP will include (Who, What, When, Where, Why):
 - a) **Who:** Number of people involved, age if it can be determined, etc...
 - b) **What:** Type of incident (fight, drunk person, fire, etc...)
 - c) **When:** Is the situation ongoing or has it been resolved already? How long has it been ongoing?
 - d) **Where:** Location of incident (specific section, parking area, camping, etc...)
 - e) **Why:** Any and all information deemed essential to the effective management of the situation.
2. On receipt of a SITREP, CBCMF (LO) will conduct an assessment in conjunction with the Head of the Security and OC to determine if the circumstances do, in fact, amount to a potential emergency situation. If assessed as such, the Emergency Situation Response Plan will be implemented. Otherwise CBCMF will manage the incident as an untoward incident.
3. CBCMF will halt any performances if deemed necessary after assessment. Only the CBCMF President or the LO may halt a performance.
4. Although there are natural breaks in the performances, any unplanned stoppage could indicate a possible emergency situation and create a public panic.
5. In the event a performance stoppage is necessary, CBCMF will instruct the Public Address System Controller to make the following announcement: "*COULD WE PLEASE ASK THE CROWD TO BE PATIENT. THERE WILL BE A SHORT DELAY*". Additional announcements will be directed or made by the CBCMF President, the LO or the OC. No other party may direct or make an announcement on the public address system.
6. Radio traffic, unless essential, will be restricted to that between the initial caller and CBCMF's LO and/or the OC. Any deviation from this protocol will be instigated by CBCMF.
7. CBCMF will consult with the LO and OC to determine the appropriate action plan required responding to the prevailing circumstances.
8. The Action Plan will then be relayed by radio to Deputies and Security Staff.
9. If evacuation of part or all of the Festival Site is required, Security Staff and Deputies will prevent re-entry without specific permission from CBCMF. Reentry determination will be a combined decision of the CBCMF President, the LO and the OC.
10. CBCMF will advise Security Staff of their appropriate Post-Emergency Situation reporting procedure.

C. CONTINGENCY FOR FIRE HAZARDS, BOMB THREATS, SUSPICIOUS PACKAGES / VEHICLES:

The following three issues are considered emergency situations. The Deputies will take the lead in dealing with all of these situations. The following information has been given to the Security Staff regarding these hazards, however the Security Staff will respond at the direction of the OC with information passed through the LO. Deputies should be aware of these general guidelines; however, they should act in accordance with their normal established procedures with the information that is passed through the LO by way of a situation report. It is recommended that as per Homeland Security guidelines the event and the Sheriff department will in advance of the event contact the local FBI field office and request the assistance of the Special Events Coordinator in assessing potential threats.

1. Fire Hazards:

- a) The risk of fire in the vicinity of the Event is always present, particularly in the following key locations:
 - i) Mobile catering facility areas
 - ii) Generator locations
 - iii) Camping areas (camp fires/grilling/etc...)
- b) Security Staff and Site Personnel will be deployed in high-risk areas and have access to relevant equipment. The Fire Marshall has sanctioned all equipment for use. Although properly equipped, Security Staff and Site Personnel should only tackle a fire provided it will not endanger life and only once the immediate area has been evacuated. It is essential that, even if extinguished, all fires are reported to the Fire Department Staff on-site.
- c) Where possible, site personnel will close off only a limited area of the site to avoid mass crowd migration.
- d) All public vehicle movement will be suspended on site to keep access clear for emergency vehicles.
- e) Extra Security Staff will be deployed in specific areas to ensure pedestrians do not obstruct emergency vehicle access.

2. Bomb Threats:

CBCMF and the Security Staff must be aware of the potential, however negligible, of bomb threats and the ensuing actions that must be taken. Bomb threats may be received by any agency. In the event a bomb threat is received, the LO and OC must be informed immediately via a SITREP. The OC, with assistance of the LO, will be responsible for the coordination of the response to a bomb threat in accordance with agreed Curry County procedures.

D. STAGE EMERGENCY PLAN STEPS FOR WEATHER EVENTS:

1. CBCMF, Head of Security, the LO, and a designated representative from the Deputy's staff will meet each morning. A part of that meeting will include a review the current weather forecast. Should the forecast warn of a potential weather event, the weather will be monitored hourly and the following steps taken:
 - I. **Stage Back-drop**
 - a. @ 16 mph – all stage personnel notified
 - b. @ 20 mph – all stage personnel put on stand-by
 - c. @ 32 mph – stage personnel will lower back-drop
 - II. **Stage Main Roof Grid**
 - a. @ 16 mph – all stage personnel notified
 - b. @ 20 mph – all stage personnel put on stand-by
 - c. @ 30 mph - all stage personnel shall be evacuated from roof grid, spot towers, or other elevated positions within temporary structures on the site
 - III. **Stage Sound Bay Scrim**
 - a. @ 20 mph – all stage personnel notified
 - b. @ 30 mph – all stage personnel put on stand-by
 - c. @ 40 mph – stage personnel will take down scrim
2. If sustained wind speed or wind gusts reach 40 mph, all personnel, performers, technicians, and guests must clear the stage and roof area. All video walls, and large speaker clusters shall be lowered to the ground and secured. If lowering of the video walls is not possible then walls shall be located in the closed position (on mainstage). A safety perimeter of 100 yards will be established around the stage on all sides. This includes the dressing room trailers and the green room tent. The audience will be put on alert to prepare to evacuate the area as well.
 - a. CBCMF will utilize the Public Address system to broadcast clear and concise instructions to the crowd to move in accordance with the Action Plan.
 - b. Public co-operation should be requested and some reasoning behind the need to move explained.
 - c. Security Staff and Deputies should actively encourage the crowd to move in accordance with the public address announcement. They must attempt to reassure and calm the crowd. In the event of a failure of the public address system, Security Staff and Deputies will communicate information using portable loudhailers or megaphones.
3. If wind speeds reach 50 mph, all personnel including stage hands, stage managers, and riggers shall evacuate the stage area. The decision to lower the roof will be made by one of the Brown United Stage Company designated persons and he/she will make the decision along with CBCMF. If it is determined the audience must be cleared from the area, the Site Personnel, Security and Deputy Staff will perform this task as per the Evacuation Plan.

However, the safety of all crew must be taken into account at all times. In the event of a fire, no one will be allowed to re-enter the area until the all-clear has been given by the fire department.

- 8) Once the situation is under control, the OC in conjunction with the LO and the CBCMF President will determine if the event can continue or if an entire evacuation will be necessary.
 - a) Should the event be allowed to continue and people are readmitted. All festival security precautions shall be fully applied to assure that the incident does not allow or create a possibility of the introduction of firearms, potential terrorists or bombs upon readmission.
 - b) If the event is stopped altogether and an entire evacuation is deemed necessary, site personnel will begin the process of evacuating the event site. Site personnel, in conjunction with security staff and designated deputy officials will begin the process of traffic management to facilitate evacuation of the site.
 - c) If an emergency situation happens during the night, Deputy Officials on site will determine if evacuation would be more suitable during daylight hours, keeping in mind that many site workers will not be present during the overnight hours.
 - d) Each field will be cleared one at a time, starting with the main GA parking field. Exit will follow the established traffic control plan for the festival (attached).
- 9) A de-brief will be conducted after the event with the deputy and relevant authorities and will include all designated CBCMF staff deemed necessary by the President or Operations Manager. Both the Bi-Mart and Pape representatives are invited to participate in all after action de-briefs.
- 10) CBCMF designated personnel will provide press releases as necessary and schedule interviews when convenient to the designated staff. No press will be allowed on the premises during the evacuation process.
- 11) All situations, both emergency and non-emergency, require notification of both the Bi-Mart and the Pape representatives listed above in paragraph IV of this document. Although notification of said representatives is a requirement, press releases or other communications to external media are restricted to designated CBCMF personnel.

**Attachment: Homeland Security Publication -
Protective Measures Guide for the U.S. Outdoor Venues Industry**

Homeland Security

Protective Measures Guide for the U.S. Outdoor Venues Industry

June 2011

Prepared by:

Commercial Facilities Sector-Specific Agency
Sector-Specific Agency Executive Management Office
Office of Infrastructure Protection
National Protection and Programs Directorate
Department of Homeland Security

The Office of Infrastructure Protection (IP) is a component within the National Protection and Programs Directorate. IP leads the coordinated national program to reduce risks to the nation's critical infrastructure posed by acts of terrorism, and to strengthen national preparedness, timely response, and rapid recovery in the event of an attack, natural disaster, or other emergency. Visit www.dhs.gov/criticalinfrastructure.

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Section 1 - Outdoor Venues Profile

- Identifies key vulnerabilities associated with different types of outdoor venues or activities.

Section 2 - Terrorist Objectives

- Discusses motivations behind terrorist attacks.

Section 3 - Threats and Hazards

- Identifies scenarios that could impact an outdoor venue and provides real-life examples of incidents.

Section 4 - Protective Measures

- Provides a compendium of non regulatory protective measures.

Appendices to this guide identify additional tools and resources in the form of posters, checklists, documents, training opportunities, Federal programs, and Web sites that may further assist an owner or operator in assessing vulnerabilities and developing appropriate protective programs.

Please note the following with regard to the suggested protective measures in this guide:

- This guide is not a complete source of information on protecting outdoor venues. Owners, operators, and security personnel should leverage the full range of resources available, as well as the specific nature of the threats, when responding to changes in threat condition levels.
- The protective measures outlined in this document are presented for guidance purposes only. They are not a requirement under any regulation or legislation.
- Not all suggested protective measures will be relevant or applicable to all specific outdoor venues because of the wide variety in types, sizes, and locations of venues. The ability to implement them at any specific outdoor venue will vary considerably.

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Theme parks and amusement parks usually cover a considerable land area and, as a result, have an extensive perimeter. Wide pedestrian walkways allow easy access to rides and attractions within the site. Service roads, parking areas, and public access roads typically allow vehicle access to points near the theme park's rides, attractions, and perimeter. Larger parks may operate trams, shuttle buses, monorails, or other corporate-owned transportation systems. Some parks may be located adjacent to public transportation hubs.

A variety of structures including rides, restaurants, shops, entertainment halls and stages, and service buildings are usually present. Rides and attractions often incorporate physical and/or psychological experiences utilizing heights, sounds, and sights. Theme parks may also incorporate hotels and meeting facilities, and entertainment districts that include shops, arcades, movie theaters, shows, and restaurants.

These may be on the same or adjacent grounds. Larger parks may be nationally or internationally known and have icons which patrons associate with the park.

Theme parks may also incorporate hotels and meeting facilities, and entertainment districts that include shops, arcades, movie theaters, shows, and restaurants.



Fairgrounds most typically refer to a permanent space that hosts fairs, most often a state fair, as well as other activities. Fairgrounds may have amusement park-style rides at scheduled times during the year. They may involve temporary structures, such as tents, tables, and booths, and they can include exhibits of everything from crafts to livestock. In addition to large open spaces, the grounds may include barns, administration buildings, theaters, exhibition and convention halls, stadiums, sports fields, and museums.

Although summer is traditionally the high season for parks and fairgrounds, some parks are finding new sources of revenue by extending their seasons into autumn. Other parks may be open year round. Exhibition halls, theaters, stadiums, sports fields, and other buildings at fairgrounds are used year round.

1.1.2 Outdoor Gatherings

Outdoor gatherings can occur on downtown city streets, regional parks, and other outdoor venues. They include celebrations, concerts, demonstrations, fairs, festivals, flea markets, parades, protests, and rallies. They can be local, regional, or national events.

At some large outdoor public gatherings, such as rallies or concerts, individuals are typically concentrated in a particular location.



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- **Large congregations of people:** Outdoor gatherings have large congregations of people, often over a wide area. Parks and fairgrounds have many places where large crowds gather (e.g., waiting for admittance to rides, ticket lines), which can provide an opportunity for adversaries to inflict a large number of casualties.
- **Multiple locations to place explosives or hazardous agents:** Large outdoor public gatherings are congested, often noisy, and frequently disorganized. A determined adversary can take advantage of this environment to hide a package containing dangerous materials or discharge a weapon or explosive. Parks and fairgrounds are complex facilities with many trash containers, restrooms, shops, theaters, etc., that offer locations where explosives or hazardous agents could be placed unobtrusively and may be difficult to find quickly.
- **Operating with a staff of temporary employees and volunteers:** The use of part-time or temporary employees, as well as the large number of volunteers at many outdoor gatherings, may limit the ability of event sponsors to conduct background screening for all staff. In addition, seasonal staff and high staff turnover provide challenges in providing training on security measures.
- **Evacuation difficulties:** Rapid evacuation of park patrons in the event of an incident can be difficult due to restricted entry/exit points over a large area, the presence of large numbers of children, and difficulty in communicating evacuation instructions over the expanse of the park. There are few places to take shelter when hazardous weather, including lightning, requires that patrons to evacuate or take shelter. Patrons may not be able to clearly hear instructions over a public address system in an outdoor setting over a noisy crowd. In the case of open fairs and festivals, a public address system may not be present.
- **Access to peripheral areas:** There are limited controls on vehicles traveling into and through areas contiguous to large public gatherings. For parades, vehicles are sometimes allowed to cross the parade route during breaks.

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an ongoing psychological impact that expands the economic losses of a facility as a result of the reputational harm suffered. Just as significantly, inflicting psychological trauma upon segments of the consumer population is an objective for many terrorists, as it curtails participation in activities that terrorists oppose. It is important for owners and operators to understand terrorist motivations and objectives that that may lead to attacks against the Nation's critical infrastructure, including outdoor venues, so they may take appropriate protective measures to reduce risk and increase resilience at their facilities and gatherings.

3.1 Manmade Hazards

These attack methods are the manner and means an adversary may use to cause harm to a target. Terrorists have a variety of weapons and tactics available to achieve their objectives, and they have demonstrated an ability to plan and conduct complex, simultaneous attacks against multiple targets. Individuals, a small team, or larger groups acting in a coordinated fashion can carry out an attack. Possible manmade hazards are outlined below.

3.1.1 Improvised Explosive Devices

An improvised explosive device (IED), or homemade bomb, can be constructed of commonly available materials, construction explosives such as dynamite, or stolen military-grade explosives. An IED can be carried into a venue by an individual (e.g., a suicide bomber) or can be deposited in an unnoticed location for detonation by a timer or by remote control.

For example, an abandoned backpack containing a bomb and heavy shrapnel was discovered by city workers on the parade route prior to a Martin Luther King Jr., Day Unity March in Spokane, Washington, in January 2011, and a Michigan golf course was evacuated when three tennis-ball sized devices were found on the course in June 2010.

3.1.2 Vehicle-Borne Improvised Explosive Devices



Vehicle-borne IEDs (VBIEDs) are improvised explosive devices that are loaded into a car or truck or onto a motorcycle. The vehicle can be parked close to the targeted venue, placed where large numbers of people gather adjacent to the venue perimeter, or driven through barriers and then detonated. VBIEDs are much larger and more dangerous than IEDs because they allow for a higher quantity of explosives to be delivered. VBIEDs are a common means of attack throughout the world. Surveillance by the terrorist(s) often precedes IED and VBIED attacks.

VBIEDs are used commonly as a weapon of choice by terrorists. A VBIED was deployed against the Alfred P. Murrah Federal Building in Oklahoma City in April 1995. The Oklahoma blast claimed 168 lives, including 19 children under the age of 6, and injured more than 680 people. The blast destroyed or damaged 324 buildings within a sixteen-block radius, destroyed or burned 86 cars, and shattered glass in 258 nearby buildings. The bomb was estimated to have caused at least \$652 million worth of damage. Two more recent examples of the attempt to use a VBIED involve outdoor venues. In May 2010, an attempt was made to detonate a crudely made gasoline and propane bomb in a Nissan Pathfinder on a busy Saturday night in Times Square. The bomb did not explode, and a street vendor who spotted smoke coming from the vehicle alerted the police, who cleared the area. In November 2010, a man was arrested by the FBI in Portland, Oregon, after he attempted to detonate what he believed to be an explosives-laden van that was parked near a tree-lighting ceremony in Portland's Pioneer Courthouse Square. The arrest was the culmination of a long-term undercover operation.

3.1.6 Aircraft Attack

Terrorist can and have previously demonstrated the ability to leverage aircraft of any size to deliver attackers, explosives, or hazardous materials to a target area or facility. The aircraft themselves can also be used as a weapon.

There are two significant examples of this attack methodology in recent history. Most notably are the September 11, 2001 attacks on the Pentagon and the World Trade Center in New York City. Another example occurred in February, 2010 when a pilot furious with the Internal Revenue Service crashed his small plane into an Austin, Texas, seven-story office building. Nearly 200 Federal tax employees were employed in that building.

3.1.7 Maritime Attack

Ships and boats of various sizes can be used to deliver attackers, explosives, or hazardous materials. The vessel itself also can be used as a weapon. On October 12, 2000, The USS Cole suffered a suicide attack against while it was harbored and refueling in the Yemeni port of Aden. Seventeen American sailors were killed, and 39 were injured. This event was the deadliest attack against a United States Navy vessel since 1987. The terrorist organization al-Qa'ida claimed responsibility for the attack.

3.1.8 Cyber Attack

Malicious and non malicious actors can infiltrate data processing, transfer, storage, communications, security and surveillance systems to cause economic and operational damage and exploit proprietary information. Attackers can alter, steal, or render information unusable. Information systems can be attacked with the intent of overloading the equipment (e.g., denial-of-service attacks). Attacks on information systems may also result in disruption to, or misinformation about, facilities, mechanical systems such as rides, and emergency communications, potentially endangering patrons or employees. Symantec Corp. reported that, in 2009, 75 percent of organizations suffered a cyber attack and lost an average of \$2 million annually. The report is based on a survey of respondents from a wide variety of industries from 27 countries including 300 U.S. organizations.

3.1.9 Sabotage (Including Insider Threat)

The disruption, damage, or destruction of a venue through sabotage, and the introduction of hazardous materials into the facility are of concern. Sabotage can be perpetrated by employees or by outsiders. Employees may pose a greater threat because they have special knowledge of, and access to the venue. A disgruntled employee can easily undermine even the best security plan.

3.1.10 Small Arms Attack (Including Active Shooter)

Small arms, including automatic rifles, grenade launchers, shoulder-fired missiles, or other such weaponry, can be used to target people (e.g., shooting of civilians) or venues (e.g., standoff assault from outside a perimeter fence). An active shooter is an armed individual who uses deadly force on other persons and continues to do so while having unrestricted

3.3.2 Pandemic

A pandemic is a sudden outbreak of an infectious disease that spreads through human populations across a large region. Over the last few years there have been rising concerns over the likelihood of a pandemic. In June 2009, the World Health Organization announced that the H1N1 virus had met the definitional threshold of a pandemic. In 2009, Mayfest in Fort Worth, Texas, was cancelled because of concern over the spread of the H1N1 virus. The cancellation cost the organizer half a million dollars.

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government agencies with regard to what measures to implement, how extensive they should be, and how long they should be carried out in order to maximize security while staying within the bounds of available resources.

To assist in the decision making process, a risk-based protective posture is recommended. DHS recognizes three factors to calculate risk:

- **Threat:** A natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment and/or property. The probability of a manmade threat is determined by examining the intent of an adversary vs. the capability of an adversary.
- **Vulnerability:** Physical feature or operational attribute that renders an entity open to exploitation or susceptible to a given hazard.
- **Consequence:** Effect of an event, incident, or occurrence. The consequence is determined by multiple factors that include, but are not limited to, the loss of life, physical damage to a facility, the economic impact, and the psychosocial impact of an event.

Each outdoor venue should conduct its own risk assessment and tailor its plans according to the risk at its facility. Risk assessments are discussed in greater detail in Section 4.1. Owners and operators of outdoor venues are also encouraged to have a scalable approach to managing risk. The capability to increase protective measures based upon the threats to their property at any given time, and ensuring each increase in the protective posture includes applying every action recommended in the lower risk postures as well, should be considered in the development of this scalable approach.

“Venue owners and operators need to coordinate and cooperate with local law enforcement, emergency responders, and Federal, State, local, tribal, and territorial government agencies with regard to what measures to implement, how extensive they should be, and how long they should be carried out in order to maximize security while staying within the bounds of available resources.”

The protective measures described in this chapter are designed to provide information and assistance to outdoor venue owners and managers, in making decisions on managing risk. When implementing protective measures, owners and operators should make use of additional resources from local law enforcement and emergency management agencies, in addition to the security resources listed in the appendices.

The protective measures described in this chapter are grouped into the following categories:

- Planning and Preparedness
- Incident Management
- Personnel
- Access Control
- Credentialing
- Signage and Notification

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- Connect with Local Emergency Planning Committees that exist in accordance with the provisions of the Community Right to Know Act of 1986 or reach out to the local emergency management agency to take advantage of its knowledge base, networks in the community, and planning efforts.
- Share maps of the venue layout (e.g., blue prints, location of stages, buildings, rides, emergency access routes, first aid stations, concession areas) with local police, fire, and emergency management agencies. In addition, share relevant information, including interior layouts of dark rides, locations of hazardous materials, and locations of fire hydrants. Restrict access to this venue data to these public safety agencies and determine how sensitive information will be handled in their agencies.

Assessments

- Work with local law enforcement and the local FBI field office to conduct a threat analysis, vulnerability assessment, consequence analysis, risk assessment, and security audit of the venue. Ensure that all information obtained by these efforts is kept confidential and that access is restricted.
- Consider the following to determine the most likely threats to the outdoor venue:
 - Determine whether there is a history of a threat type in the area or within the industry, and whether there are trends regarding outdoor venues that will affect the likelihood of an incident.
 - Evaluate the visibility or symbolic importance of the venue and determine whether an adversary would seek to attack based on the symbolic importance (e.g., a theme park is nationally and internationally known; a large outdoor gathering is scheduled on a date of significance; or the nature of the gathering, participants, or location are significant or controversial).
 - Identify and assess other activities and operations (e.g., airports, chemical plants, government buildings, pipelines, rail lines) in the vicinity to determine whether an incident at a nearby facility or infrastructure could pose a hazard to the outdoor venue. Exchange contact information with managers of such facilities and maintain a list of contacts.
 - Determine whether there are crime trends including gang activity that could affect the likelihood of an incident at the venue.
 - Identify adversarial groups and their threat capabilities.
 - Identify the most logical venue threats (e.g., bomb, person with firearms, chemical/biological agent, and suspicious package).
 - Identify dignitaries or other high profile attendees who may be the target of specific threats.
 - Identify particular activities, such as a concert, and areas (e.g., podium, viewing stand, or rides) that may be subject to a specific threat or have enhanced visibility (e.g., may be televised).

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- Work with the local emergency management agency to address procedures for dealing with people with special needs during an emergency. Consider FEMA's *Comprehensive Preparedness Guide 301: Interim Emergency Planning Guide for Special Needs Populations*² as a resource.
 - Establish procedures for event delays and for shutting down the venue and evacuating the grounds in the event that a threat is deemed too serious to continue the event or operation of the venue. Consider the local transportation system (e.g., mass transit, streets, and highways) in evacuation planning. Consider roadway traffic patterns and whether people can get out and emergency responders can get in.
 - Develop procedures to shelter in place if buildings and other suitable structures are available.
 - Develop procedures to address readmission of guests if the need to evacuate is temporary.
- Establish a threat response protocol for when the venue is open to the public and during off-hours:
 - Identify persons internal and external to the facility to be notified and the order in which they should be notified. Ensure the notification list is current.
 - Develop procedures for dealing with hoaxes and false alarms so they will not impact venue activities.
 - Work with the local emergency medical services for recommendations on how to handle medical emergencies. Consider the following:
 - First aid stations, triage, and transport sites.
 - Emergency routes in and out of the facility.
 - Procedures on what employees are supposed to do in a medical emergency.
 - Identify the chain-of-command relative to responding to manmade or natural incidents and roles, responsibilities, and phone numbers for the decision makers. The authority includes actions such as halting activities at the venue, evacuating the area, or coordinating shelter-in-place, if there are buildings on the premises or nearby.
 - Develop flow charts showing the means of communicating decisions and information from the top decisionmaker down to the attendees. Describe primary and backup communication systems such as phones, radios, jumbo screens, and public address systems.
 - Develop audio and video scripts such as public address announcements for specific emergency announcements, including but not limited to natural disasters, weather, bomb threats, and other incidents.

² Comprehensive Preparedness Guide 301: Interim Emergency Planning Guide for Special Needs Populations, http://www.diversitypreparedness.org/Topic/Subtopic/Record-Detail/18/audienceld_15869/resourceId_17720/, accessed February 21, 2011.

4.2 Incident Management

In the event the venue needs to respond to an incident, prepare by considering the following measures:



- Review, test, and update all plans, including security plans and the emergency response plan.
 - Maintain a record of security-related incidents. Review regularly to identify patterns or trends. Implement procedures for capturing lessons learned and revising response plans after an incident.
 - Maintain a list of specialized responders with phone numbers and other information. Include persons who speak foreign languages, crane and high-reach equipment companies, and other emergency responders.
-
- Review incident command procedure for responding to an event with local law enforcement, emergency responders, and other government agencies.
 - Establish an emergency operations center or emergency command center that can be used to manage safety and security aspects of the venue and to coordinate resources during an incident.
 - Determine who will staff the emergency operations center. Staffing may include: Security Director, potential Incident Commander(s), police, fire fighter/EMS personnel, venue management (operations and security), and private security. Ensure that everyone working within the emergency command center understands the protocol and resulting chain of command for handing an issue over to the appropriate government/public safety department.
 - Check the status of all emergency response equipment and supplies on a regular basis. Have emergency supplies located in areas where employees can have ready access to them. Regularly inspect and replace items such as batteries, flashlights/glow sticks, bull horns, emergency vests, and battery operated radios.
 - Develop a list of personnel who are approved to enter the venue after an incident and assist with recovery activities.
 - Review procedures for evacuation and shelter-in-place (for venues that have suitable buildings).

In the event of a credible threat to your venue, geographic area, or industry:

- Review and implement actions specified in the security and emergency response plans. Adjust as necessary to deal with the specific incident conditions.
- Activate the venue's emergency operations center.
- Add and preposition emergency response personnel and equipment to locations that would enable rapid response to an incident.

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- Instructions for maintaining alertness to surveillance activities that could be an indicator of potential terrorist attack (e.g., persons parking, standing, or loitering in the same area over a multiple-day period; significant interest being taken near parking areas, entrances, and areas where trams or buses discharge passengers; and persons questioning venue employees about venue operations and security routines).
- Contact and notification protocols for suspicious situations and emergencies.
- Caution in providing venue information to outsiders.
- Procedures to provide for the safety of employees during a security incident including searches, emergencies, and evacuations.
- Appropriate actions in the event of a bomb threat. Provide checklists and training to employees answering the phone for dealing with phone threats. An example of a Bomb Threat Checklist is provided in Appendix B.



- Train all employees on suspicious activity reporting. Consider incorporating information from the DHS “If You See Something, Say Something” initiative into training. This campaign is intended to raise public awareness of potential indicators of acts of terrorism, crime, and other threats to the homeland. The nationwide campaign emphasizes the importance of reporting suspicious activity to the proper law enforcement authorities.
- Maintain up-to-date security training with refresher courses. Maintain records of employee training that has been completed.
- Review personnel files of recently terminated employees to determine whether they pose a security risk.

Contractors, Vendors, Temporary Employees

- Provide security information and training to contractors, vendors, and temporary employees at the venue. Advise them to be alert to suspicious activity or items, and instruct them on how to report such incidents. Provide instructions outlined in the preceding section for employees on response procedures, as appropriate.
- Require contractors, vendors, concessionaires, and temporary employment agencies to certify that their personnel meet the security and background standards that are required by their contracts.

Volunteers

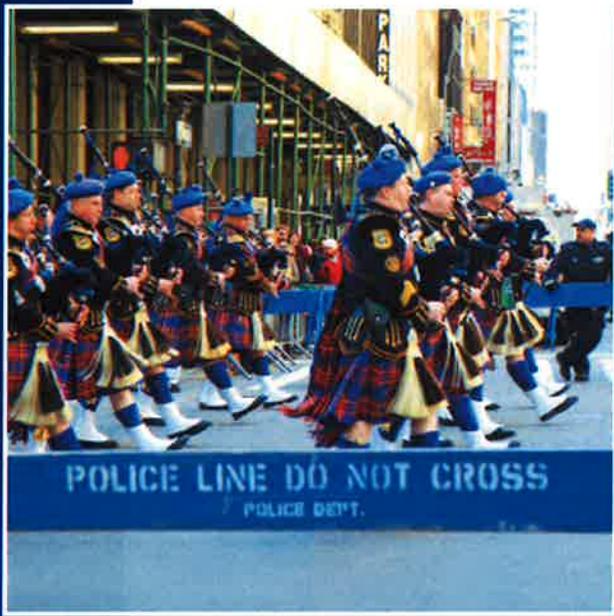
- Provide security information and training to volunteers. Advise them to be alert to suspicious activity or items and gang signs and symbols, and train them on how to report such incidents.
- Consider asking the local police to provide a security awareness training overview to volunteers, as well as employees and contractors.

4.4 Access Control

Access control measures can pertain to the physical access to an outdoor venue by guests, employees, contractors, vendors, temporary employees, volunteers, vehicles, and mail and other deliveries. Measures will vary considerably by the type of venue. Fixed outdoor venues with an established perimeter such as fences and gates will have more options to control access than an open street or public park.

General Measures

- Define the perimeter and areas within the venue that require access control for pedestrians and vehicles.



- Identify especially sensitive or critical areas (e.g., control rooms, communications centers, computer server rooms, shipping areas, mail rooms, fuel or chemical storage tanks, utility service areas, mechanical equipment for rides, staging areas, entertainment stages, food storage areas, viewing stands for dignitaries) that require special access controls. Where possible, locate sensitive equipment and assets in the interior of the venue.
- Maintain the minimum number of access points needed to meet operational and safety requirements. Where necessary, design layered access points that provide multiple opportunities to permit or deny entry. Evaluate and select access control measures for each access point.

- Identify an area extending out from the venue perimeter that can be used to further restrict access to the venue when necessary. Coordinate with local law enforcement on access control measures that can be used in this area.
- Coordinate with local agencies to establish emergency access lanes for fire, police, and EMS personnel. Allow emergency services vehicles to be parked near entrance points and near critical assets or areas to ensure timely response to an incident.
- Keep crowds at access points to a manageable size. Use pedestrian railings to ensure orderly control of crowds at entrances to the venue, ticket counters, and areas within the venue where large numbers of people gather (e.g., entrances to rides and entertainment stages).
- Use rope lines to open up or close off selected areas to pedestrians, as needed.



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Employees, Contractors, Vendors, Temporary Employees, and Volunteers

- Issue identification badges to employees (see Section 4.5 Credentialing). Require all employees, contractors, vendors, temporary employees, and volunteers to display badges at all times. Collect identification badges at the end of their service.
- Practice the response of employees to any person without a badge in a restricted area of the venue. As necessary, issue special employee badges to authorize access to sensitive areas. Utilize an electronic access tracking system to log entry and exit from the venue and/or sensitive areas.
- Escort all non employees when they are in sensitive or critical areas.
- Assess the need for checking personal items, such as bags, when coming into or leaving the venue property.

Buildings, Rooms, Shipping/Receiving Areas, Storage Facilities, Utility Access



- Provide adequate door and window locks, barred entryways, fencing and gate locks, timed closure devices, and other access controls to buildings, rooms, elevators, shipping/receiving areas, storage tanks and bins, utility access points such as manholes and HVAC systems, hazardous materials (e.g., fuels, chemicals), and other areas where access is to be limited. Add intrusion detection systems and alarms as appropriate.
- Utilize higher security controls such as card swipe locks in sensitive or critical areas of venues that have buildings and other permanent facilities. Maintain audit trail of those accessing these areas.

- Provide additional security to buildings and other assets that are on the site perimeter where they may be more open to attempts at unauthorized entry.
- Implement key control procedures. Track holders of all keys. Secure master keys. Require that terminating employees and contractors who have completed their work return all keys.

In the event of a credible threat to your venue, geographic area, or industry:

- Escort all delivery vehicles to the area within the venue where the delivery is made.
- Tow illegally parked vehicles.
- Reduce the number of access points for pedestrians and vehicles. Increase the security (additional guards and inspections) at each open access point.
- Restrict access by non employees (contractors, vendors, visitors) to those needed to support critical activities. Delay non-essential contractor work. Escort essential vendors and contractors while on the premises.
- Review available threat information and consult with law enforcement authorities to determine if the venue should be closed.

4.6 Signage and Notification

Signage and notification are essential to convey important information to guests visiting outdoor venues. The signage protective measures described below should be considered for use by outdoor venues:



- Publicize rules and basic visitor information ahead of time. Provide information on venue entrances, prohibited items, location of parking areas, and public transportation routes accessible to the venue. In addition, publicize whether hand carried items such as purses and backpacks) are subject to inspection. Make this information available on the venue's Web site, in radio announcements, on tickets, and in newspaper advertisements so that attendees can plan their visit and are not surprised when items such as coolers or backpacks are not allowed at the venue.
- Ensure signage in parking areas identifies items (e.g., backpacks, glass containers, coolers) that visitors may not carry into the venue.
- Ensure signage clearly marks what types of access is allowed through a particular area of the venue. Signage is also recommended for directing delivery trucks to their appropriate destination and checkpoint.
- Post signage relating to emergency ingress and egress routes, first-aid stations, and shelters.
- Use signage (e.g., electronic signage, posters on easels) to instruct visitors on what to do in the event of severe weather.
- Establish a "Security Awareness Campaign" through information provided on the venue's Web site, mailings, and signage on the grounds to encourage patrons and workers to report suspicious activity to the nearest venue staff, security officer, or law enforcement officer.

4.7 Barriers

The use of physical barriers and controls can serve a variety of purposes at an outdoor venue. Barriers can designate a space or provide legal boundaries for a property, control the entry and traffic flow of both pedestrians and vehicles, provide a standoff distance from explosives, and potentially deter hostile surveillance and unauthorized access. Barriers can be temporary or permanent, natural (e.g., rivers, waterways, steep terrain, and plants) or manmade (e.g., fencing, walls, bollards, planters, and concrete barriers). In open areas adjacent to roadways, barriers are critical to protecting crowds from vehicular traffic.



Venue Perimeter Barriers

- Evaluate the need for perimeter barriers around the venue. Consider natural features such as hills, woods, waterways that could either enhance or inhibit security at the facility. For outdoor events in an open area, consider temporary railings and fences.

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In the event of a credible threat to your venue, geographic area, or industry:

- Deploy temporary barriers (e.g., bollards, Jersey barriers, heavy vehicles, and equipment) to increase standoff distances and provide additional access control.
- Deploy temporary barriers to slow the flow of traffic into the venue.

4.8 Communication and Notification

Communication protective measures for an outdoor venue can encompass equipment, protocols, and information sharing, including the following:

General Measures

- Develop a communication and notification plan that covers voice, data, and video transfer of information related to safety and security. Provide a simple and straightforward means for people to communicate the presence of a potential threat or an emergency.

Communications Equipment



- Ensure there are systems (e.g., public address, cell phones, pagers, etc.) that provide a timely means to communicate with all people at the venue including employees, security personnel, emergency response teams, and patrons in order to notify and instruct what to do in an emergency situation. There must be reliable, secure communications such as handheld two-way radios between the emergency operations center and the employees operating the public address system and video screens in order for the emergency command center to authorize and direct the broadcast of emergency scripts and messages.
- Provide redundant communication channels (e.g., telephone, radio, pager, public address system) that can be used in the event that one channel is disabled.
- Ensure that there are procedures and equipment for communicating with local law enforcement and emergency responders. Test systems regularly and train employees in the use of the communication systems.
- Have emergency communication equipment such as special cell phones, emergency radios) available for use in the event that all primary channels are unavailable.
- Coordinate with communication service providers (e.g., telecommunications companies) on plans and procedures for restoring service in the event of a disruption.

Communications Protocols

- Develop a notification protocol that outlines who should be contacted in emergencies. Designate who is to contact whom within the venue and within outside organizations.

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- Monitor work being done adjacent to the venue (e.g., road construction, utility equipment servicing) for signs of unusual activities (e.g., planting packages near assets or gathering places).
- Ensure security personnel regularly inspect the site perimeter, parking lots, equipment, trash containers, and sensitive or critical areas for signs of security issues. Even if there are roving patrols of the venue, individuals may need to be assigned to stages or other special areas where there is equipment to prevent theft or tampering.
- Train security staff to identify surveillance techniques including identifying activities such as suspicious loitering or taking photos of utility systems.
- Coordinate with the local police department on the use of trained and certified dogs to check for explosives or other dangerous items.



- Assess the need for surveillance cameras to provide coverage for the perimeter, sensitive and critical areas, vehicle roadways, parking lots, and the buffer zone around the venue. Consider video surveillance equipment (e.g., closed-circuit television (CCTV), lighting). Provide coverage for the perimeter, sensitive and critical assets in the venue, vehicle roadways and parking lots, and building entrances. Include coverage of buffer zone around the venue.

- If surveillance cameras are used, train personnel to interpret video and identify potential security-related events. Review recordings regularly for unusual activities or patterns. If appropriate, provide video feed to local law enforcement. Inspect and test all video equipment regularly.
- Mount digital security cameras on high structures within the venue. These can be used to assist security on the ground in finding a customer who is trying to avoid security or to find a lost child.
- Monitor people entering and leaving the venue. Train monitors to detect suspicious behavior (e.g., unusually bulky clothing that might conceal weapons or unusual packages).
- Monitor the activities of contractors, delivery personnel, and vendors while they are at the facility for unusual behavior.
- Inspect packages and backpacks carried by people entering sensitive or critical areas, including employees, vendors, and visitors.

Vehicles

- Monitor all vehicles approaching an entrance or gathering of people for signs of threatening or suspicious behavior (e.g., unusually high speed, vehicles riding particularly low, vehicles emitting a chemical odor, occupants keeping the windows open even in cold or inclement weather). Prepare to take defensive action against vehicles exhibiting such behavior (e.g., engage barriers, deploy security vehicles).
- Use random inspections or inspection of all vehicles, as appropriate.

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- Install and maintain up-to-date cybersecurity techniques (e.g., firewalls, virus protection, spyware protection encryption, user authentication) and software patches. Monitor computer systems regularly to detect any patterns of probing, hacking, or intrusions.
- Regularly test computer security measures such as audits and penetration testing.
- Identify any critical communications, industrial control (such as access control, HVAC, water distribution systems), and information technology systems that support critical venue operations and implement cybersecurity defensive technologies to protect them from unauthorized access.
- Control physical access to IT equipment (e.g., computer rooms, payment systems, surveillance systems, and areas where control systems that operate rides and other operations are housed). Install locks and access controls to allow only authorized personnel to enter. Provide communication capabilities to allow rapid reporting of incidents.
- Ensure that vendors practice up-to-date cybersecurity techniques (e.g., firewalls, user authentication). Monitor control and payment systems regularly to detect patterns of hacking or intrusion.
- Carefully validate the credentials of all contractors and vendors given access to computer systems and ensure that access to systems is on a need-to-know basis.
- Develop a recovery and restoration plan to return computer and control systems to full functionality after an incident. Test these plans and procedures.
- Test all applications that involve the handling of sensitive information for potential vulnerability to compromise.
- Review the venue's Web site to ensure it does not contain any sensitive information such as staff contact information, proprietary information, financial information, host or customers details, technical specifications, and chemical and biological data. Ensure that the Web site is protected with up-to-date security software.

4.11 Infrastructure Interdependencies



Theme parks, amusement parks, and fairgrounds are complex entities that must rely on utilities and other infrastructure to continue their day-to-day operations. For outdoor gatherings that occur only once or a few times a year, infrastructure to support the event may have to be put in place especially for the event (e.g., portable toilets, generators). The following protective measures relate to the protection of utilities, including electric power, natural gas, water, telecommunications, and others:

- Ensure that the venue has adequate utility service capacity to meet normal and emergency needs. Identify all utility service points that support the outdoor venue.

4.12 Food and Beverage Services

Outdoor venues incorporate a wide range of food and beverage services, including restaurants and open air concession stands. In some cases, food may be the central theme of a festival. Consider the following measures for food service operations:



Planning

- Coordinate with the local health department to assess food security procedures and operations. For outdoor gatherings that take place only once or a few times a year, coordinate with the health department during the planning stage. The U.S. Department of Health and Human Services Food and Drug Administration's (FDA) *Guidance for Industry: Retail Food Stores and Food Service Establishments: Food Security Preventive Measures Guidance*⁵ is a resource for planning and implementing food security measures.
- Ensure that all food service operations, including those of concessionaires, have the appropriate permits and licenses.
- Install portable hand-washing stations.

Training

- Incorporate food security awareness into staff training, including information on how to prevent, detect, and respond to tampering or other malicious, criminal, or terrorist actions or threats. Include temporary, contract, and volunteer staff in training. Ensure that concessionaires are trained in methods to prevent and identify food contamination and that they meet all required certifications. The FDA's *Employee's FIRST*⁶, is an FDA initiative that food industry managers can include in their ongoing food defense training programs. (See Appendix D: Additional Resources – Web Sites).

Incoming Products

- Use only known and appropriately licensed or permitted sources for incoming products, where applicable.
- Inform suppliers, distributors, and transporters about FDA's *Guidance for Industry: Food Producers, Processors, and Transporters: Food Security Preventive Measures Guidance*⁷.
- Establish food and beverage delivery schedules. Do not accept unexplained or unscheduled deliveries (see section 4.9). Investigate delayed or missed shipments.
- Record food and beverage deliveries with the date, time, vehicle registration number, and company name; obtain identification information from the person(s) making deliveries.

⁵ US Food and Drug Administration, www.fda.gov/Food/GuidanceComplianceRegulatoryInformation/GuidanceDocuments/FoodDefenseandEmergencyResponse/ucm082751.htm, accessed February 21, 2011.

⁶ U.S. Food and Drug Administration, www.fda.gov/Food/FoodDefense/Training/ucm135038.htm, accessed February 21, 2011.

⁷ U.S. Food and Drug Administration, www.fda.gov/Food/FoodDefense/FoodSecurity/default.htm.

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- Coordinate with the National Weather Service to stay up-to-date with natural hazard conditions that could adversely impact operations or force a shut down or evacuation of the venue. The FEMA Emergency Management Institute Course, “Anticipating Hazardous Weather & Community Risk (IS-271),”⁹ provides guidance to emergency managers to anticipate and prepare for hazardous weather through familiarization with NWS products and development of partnerships with the NWS in advance of any threat. IAVM offers a specialized training class and a Webinar on severe weather planning. Information is available on the IAVM Web site.¹⁰
- If the venue uses a National Oceanic and Atmospheric Administration (NOAA) radio or lightning detection equipment/software, ensure that personnel have the appropriate training and are monitoring it for hazardous weather conditions.
- Consider working with a private weather company to provide fee-for-forecast services, including e-mail, and pager notification.
- Evaluate the need for lightning detection equipment.
- Evaluate the need for sirens.
- Post instructions on the venue’s Web site, on placards in the parking area, and within the venue explaining what to do in the event of lightning or other severe weather.

⁹ FEMA Emergency Management Institute, IS-271 Anticipating Hazardous Weather & Community Risk, <http://training.fema.gov/EMIWeb/IS/is271.asp>, accessed February 21, 2011.

¹⁰ IAVM Web page, www.iavm.org/, accessed February 21, 2011.

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MOA	Memoranda of Agreement
MOU	Memoranda of Understanding
NDMS	National Disaster Medical System
NIPP	National Infrastructure Protection Plan
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OPSEC	Operations Security
PPE	Personal Protective Equipment
RMS	Risk Management Series
SOP	Standard Operating Procedure
SSA	Sector-Specific Agency
VBIED	Vehicle-Borne Improvised Explosive Device
VIP	Very Important Person

to admission control points. They can be constructed from a variety of materials, and may be designed to prevent some types of movement while permitting others (such as bollards that block motor vehicles while enabling pedestrians to pass through). Barriers can be placed to direct passenger flow and deter access to isolated or hidden locations.⁸

Biological Attack. A biological attack is the intentional release of a pathogen (disease causing agent) or biotoxin (poisonous substance produced by a living organism) against humans, plants, or animals. An attack against people could be used to cause illness, death, fear, societal disruption, and economic damage. An attack on agricultural plants and animals would primarily cause economic damage, loss of confidence in the food supply, and possible loss of life. It is useful to distinguish between two kinds of biological agents:

- Transmissible agents that spread from person to person (e.g., smallpox, Ebola) or animal to animal (e.g., foot and mouth disease).
- Agents that may cause adverse effects in exposed individuals but that do not make those individuals contagious to others (e.g., anthrax, botulinum toxin).⁹

Bomb Threat. The communication through the use of mail, e-mail, telephone, telegram, or other instrument of commerce; the willful making of any threat; or the malicious conveyance of false information knowing the same to be false which concerns an attempt

⁸ U.S. Department of Transportation, Transit Security Design Considerations, <http://www.globalsecurity.org/security/library/report/2004/transit-security-design-appd.htm>, accessed February 2011.

⁹ U.S. Department of Homeland Security, Biological Attack: What Is It?, http://www.dhs.gov/files/publications/gc_1245181954420.shtm, accessed February 22, 2011.

being made, or to be made; to kill, injure, intimidate any individual; or unlawfully to damage or destroy any building, vehicle, or other real or personal property by means of an explosive.¹⁰

Capability. Means to accomplish a mission, function, or objective.¹¹

Chemical Attack. Spreading of chemicals with the intent to do harm. The Chemical Weapons Convention defines a chemical weapon as “any toxic chemical or its precursor that can cause death, injury, temporary incapacitation, or sensory irritation through its chemical action.”¹²

Computer Virus. A program that spreads by first infecting files or the system areas of a computer or network router’s hard drive and then making copies of itself. Some viruses are harmless, others may damage data files, and some may destroy files. Viruses used to be spread when people shared floppy disks and other portable media. Now viruses are primarily spread through email messages.¹³

Consequence. Effect of an event, incident, or occurrence.¹⁴

Countermeasure. Action, measure, or device that reduces an identified risk.¹⁵

¹⁰ University of Tennessee-Martin, Bomb Threat Information, <http://www.utm.edu/alerts/bomb.php>, accessed February 22, 2011.

¹¹ U.S. Department of Homeland Security, Risk Lexicon, <http://www.dhs.gov/xlibrary/assets/dhs-risk-lexicon-2010.pdf>, accessed February 22, 2011.

¹² The Federal Bureau of Investigation (FBI), Potential Terrorist Attack Methods, <http://info.publicintelligence.net/PotentialTerroristAttackMethods.pdf>, Accessed February 22, 2011.

¹³ U.S. Department of Homeland Security, Computer Emergency Readiness Team (US-CERT), Virus Basics, http://www.us-cert.gov/reading_room/virus.html, accessed February 22, 2011.

¹⁴ U.S. Department of Homeland Security, Risk Lexicon, <http://www.dhs.gov/xlibrary/assets/dhs-risk-lexicon-2010.pdf>, accessed February 22, 2011.

¹⁵ U.S. Department of Homeland Security, Risk Lexicon, <http://www.dhs.gov/xlibrary/assets/dhs-risk-lexicon-2010.pdf>, accessed February 22, 2011.

protect against, respond to, recover from, or mitigate against threatened or actual natural disasters, acts of terrorism, or other manmade disasters.²²

Emergency Operations Center (EOC).

The physical location in which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary workplace or may be located in a more central or permanently established workplace, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (i.e., fire, law enforcement, and medical services), by jurisdiction (i.e., Federal, State, regional, tribal, city, county), or some combination thereof.²³

Emergency Plan. The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.²⁴

Evaluation. Process of examining, measuring and/or judging how well an entity, procedure, or action has met or is meeting stated objectives.²⁵

Function. Service, process, capability, or operation performed by an asset, system, network, or geographic area.²⁶

Fusion Center. Many states and larger cities have created state and local fusion centers to share information and intelligence within their jurisdictions as well as with the federal government. The Department, through the Office of Intelligence and Analysis, provides personnel with operational and intelligence skills to the fusion centers. This support is tailored to the unique needs of the locality and serves to:

- help the classified and unclassified information flow,
- provide expertise,
- coordinate with local law enforcement and other agencies, and provide local awareness and access.²⁷

Hazard. Natural or manmade source or cause of harm or difficulty.²⁸

Homeland Security Information Network (HSIN). A national secure and trusted web-based portal for information sharing and collaboration between federal, State, local, tribal, territorial, private sector, and international partners engaged in the homeland security mission.²⁹

Implementation. Act of putting a procedure or course of action into effect to support goals or achieve objectives.³⁰

Improvised Explosive Device (IED). A homemade bomb and/or destructive device used to destroy, incapacitate, harass,

²² U.S. Department of Homeland Security, Federal Emergency Management Agency. The National Incident Management System (NIMS), <http://www.fema.gov/emergency/nims>, accessed February 22, 2011.

²³ U.S. Department of Homeland Security, Federal Emergency Management Agency. The National Incident Management System (NIMS), <http://www.fema.gov/emergency/nims>, accessed February 22, 2011.

²⁴ U.S. Department of Homeland Security, Federal Emergency Management Agency, National Response Framework Center, <http://www.fema.gov/emergency/nrf/glossary.htm#E>, accessed February 22, 2011.

²⁵ U.S. Department of Homeland Security, Risk Lexicon, <http://www.dhs.gov/xlibrary/assets/dhs-risk-lexicon-2010.pdf>, accessed February 22, 2011.

²⁶ U.S. Department of Homeland Security, Risk Lexicon, <http://www.dhs.gov/xlibrary/assets/dhs-risk-lexicon-2010.pdf>, accessed February 22, 2011.

²⁷ U.S. Department of Homeland Security. State and Local Fusion Centers, http://www.dhs.gov/files/programs/gc_1156877184684.shtm, accessed February 22, 2011.

²⁸ U.S. Department of Homeland Security, Risk Lexicon, <http://www.dhs.gov/xlibrary/assets/dhs-risk-lexicon-2010.pdf>, accessed February 22, 2011.

²⁹ U.S. Department of Homeland Security, Homeland Security Information Network, http://www.dhs.gov/files/programs/gc_1156888108137.shtm, accessed February 22, 2011.

³⁰ U.S. Department of Homeland Security, Risk Lexicon, <http://www.dhs.gov/xlibrary/assets/dhs-risk-lexicon-2010.pdf>, accessed February 22, 2011.

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Mitigation. Ongoing and sustained action to reduce the probability of, or lessen the impact of, an adverse incident.⁴⁰

Natural Hazard. Source of harm or difficulty created by a meteorological, environmental, or geological phenomenon or combination of phenomena.⁴¹

Network. Group of components that share information or interact with each other in order to perform a function.⁴²

Nuclear or Radiological Attack. An attack method using a weapon with explosive power resulting from the release of energy by the splitting of nuclei of a heavy chemical element, such as plutonium or uranium (fission), or by fusing of nuclei from a light element, such as hydrogen (fusion).⁴³

Physical Security. Describes measures used to protect assets (including computers) from damage caused by physical forces such as explosion, impact and fire.⁴⁴

Private Sector. Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.⁴⁵

Protective Measures. Includes equipment, personnel, training, and procedures designed to protect a facility against threats and to mitigate the effects of an attack. Protective measures are designed to meet one or more of the following objectives:

Defend Respond to an attack to defeat adversaries, protect the facility, and mitigate any effects of an attack.

Detect Spot the presence of adversaries and/or dangerous materials and provide responders with information needed to mount an effective response.

Deter Make the facility more difficult to attack successfully.

Devalue Lower the appeal of a facility to terrorists; that is, make the facility less interesting as a target.⁴⁶

Resilience. Ability to adapt to changing conditions and prepare for, withstand, and rapidly recover from disruption.⁴⁷

Risk. Potential for an unwanted outcome resulting from an incident, event, or occurrence, as determined by its likelihood and the associated consequences.⁴⁸

Risk Assessment. Explicit or implicit decision not to take an action that would affect all or part of a particular risk.⁴⁹

⁴⁰ U.S. Department of Homeland Security, Risk Lexicon, <http://www.dhs.gov/xlibrary/assets/dhs-risk-lexicon-2010.pdf>, accessed February 22, 2011.

⁴¹ U.S. Department of Homeland Security, Risk Lexicon, <http://www.dhs.gov/xlibrary/assets/dhs-risk-lexicon-2010.pdf>, accessed February 22, 2011.

⁴² U.S. Department of Homeland Security, Risk Lexicon, <http://www.dhs.gov/xlibrary/assets/dhs-risk-lexicon-2010.pdf>, accessed February 22, 2011.

⁴³ The Federal Bureau of Investigation (FBI), Potential Terrorist Attack Methods, <http://info.publicintelligence.net/PotentialTerroristAttackMethods.pdf>, accessed February 22, 2011.

⁴⁴ Congressional Research Service (CRS), Critical Infrastructure and Key Resources: Definition and Identification, <http://www.fas.org/sgp/crs/RI/32631.pdf>, accessed February 22, 2011.

⁴⁵ U.S. Department of Homeland Security, Federal Emergency Management Agency, NIMS Resource Center: Glossary of Terms, <http://www.fema.gov/emergency/nrf/glossary.htm>, accessed February 22, 2011.

⁴⁶ Homeland Security Institute, Homeland Security Strategic Analysis: Mission Area Analysis, <http://www.homelandsecurity.org/hsireports/MAAReportFinal28Mar07public.pdf>, accessed February 22, 2011.

⁴⁷ U.S. Department of Homeland Security, Risk Lexicon, <http://www.dhs.gov/xlibrary/assets/dhs-risk-lexicon-2010.pdf>, accessed February 22, 2011.

⁴⁸ U.S. Department of Homeland Security, Risk Lexicon, <http://www.dhs.gov/xlibrary/assets/dhs-risk-lexicon-2010.pdf>, accessed February 22, 2011.

⁴⁹ U.S. Department of Homeland Security, Risk Lexicon, <http://www.dhs.gov/xlibrary/assets/dhs-risk-lexicon-2010.pdf>, accessed February 22, 2011.

Threat Assessment. Process of identifying or evaluating entities, actions, or occurrences, whether natural or manmade, that have or indicate the potential to harm life, information, operations, and/or property.⁵⁹

TRIPwire Community Gateway. A secure online portal designed specifically for the Nation's critical infrastructure owners, operators, and private security personnel. TRIPwire Community Gateway provides expert threat analyses, reports, and relevant planning documents to help key private sector partners anticipate, identify, and prevent IED incidents.⁶⁰

Trojan Horse. A computer program that hides a virus or other potentially damaging program. A Trojan horse can be a program that purports to do one action when, in fact, it is performing a malicious action on your computer. Trojan horses can be included in software that you download for free or as attachments in e-mail messages.⁶¹

Vehicle-borne IEDs (VBIED). Vehicular-borne improvised explosive devices laden with explosives and driven directly at a target.⁶²

Vulnerability. Physical feature or operational attribute that renders an entity, asset, system, network, or

geographic area open to exploitation or susceptible to a given hazard.⁶³

Vulnerability Assessments. Product or process for identifying physical features or operational attributes that render an entity, asset, system, network, or geographic area susceptible or exposed to hazards.⁶⁴

Worms. A type of virus that can spread without human interaction. Worms often spread from computer to computer and take up valuable memory and network bandwidth, which can cause a computer to stop responding. Worms can also allow attackers to gain access to your computer remotely.⁶⁵

⁶³ U.S. Department of Homeland Security, Risk Lexicon, <http://www.dhs.gov/xlibrary/assets/dhs-risk-lexicon-2010.pdf>, accessed February 22, 2011.

⁶⁴ U.S. Department of Homeland Security, Risk Lexicon, <http://www.dhs.gov/xlibrary/assets/dhs-risk-lexicon-2010.pdf>, accessed February 22, 2011.

⁶⁵ U.S. Department of Homeland Security, Computer Emergency Readiness Team (US-CERT). Virus Basics, http://www.us-cert.gov/reading_room/virus.html, accessed February 22, 2011.

⁵⁹ U.S. Department of Homeland Security, Risk Lexicon, <http://www.dhs.gov/xlibrary/assets/dhs-risk-lexicon-2010.pdf>, accessed February 22, 2011.

⁶⁰ U.S. Department of Homeland Security, Technical Resources for Incident Prevention (TRIPwire), http://www.dhs.gov/files/programs/gc_1184339971040.shtm, accessed February 22, 2011.

⁶¹ U.S. Department of Homeland Security, Computer Emergency Readiness Team (US-CERT). Virus Basics, http://www.us-cert.gov/reading_room/virus.html, accessed February 22, 2011.

⁶² Congressional Research Service (CRS), Improvised Explosive Devices (IEDs) in Iraq and Afghanistan: Effects and Countermeasures, <http://research.flt.edu/fip/documents/SecNews1.pdf>, accessed February 22, 2011.

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Terrorists may attempt to send chemical, biological, or radiological (CBR) materials through the mail. Although it is not possible to list all CBR indicators because of the diversity of the materials, a sample list is provided below.

Suspicious mail may have the following characteristics:

- An unfamiliar sender
- No return address
- Inaccurate address, possibly to someone no longer employed with the venue
- Writing in an unfamiliar style
- Unusual postmarks, or a substantial overpayment of postage
- A padded envelope
- Unusually heavy for its size
- Marked as "personal" or "confidential"
- Oddly shaped or lopsided
- Pin-sized hole(s) visible in the envelope
- A strange smell
- Stained or damp packaging

Indicators of chemical, biological or radiological materials in the mail include:

- Finely powdered material, possibly with the consistency of sugar
- Sticky substances
- Sprays and vapors
- Metal or plastic pieces
- Strange smell (although some CBR materials are odorless and tasteless)

If you receive a suspicious letter or package:

- Stop
- Do not handle it
- Isolate it immediately
- Do not open, smell, or taste it
- Activate your emergency plan
- Notify a supervisor

If you suspect the mail or package contains a bomb (explosive), radiological, biological, or chemical threat:

- Isolate area immediately
- Call 911
- Wash your hands with soap and water

Appendix C: Additional Federal Resources

Homeland Security Information Network (HSIN)

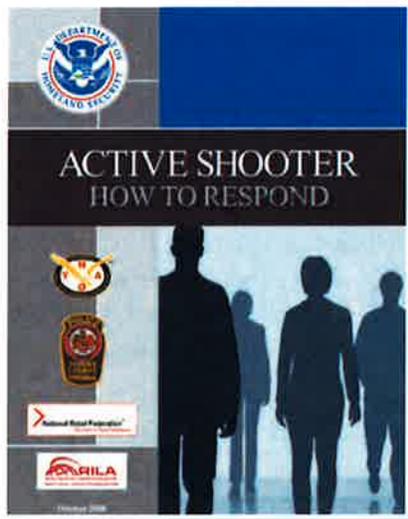
HSIN is an Internet-based platform used by the U.S. Department of Homeland Security (DHS) to facilitate the sharing of information necessary for coordination, operational plans, mitigation, and response to incidents by the government and the private sector.

HSIN allows for secure, encrypted communications between DHS and the private sector, including sector specific threat information. The Commercial Facilities Sector maintains an independent site on the HSIN portal.

Within the Commercial Facilities Sector portal, there is a specific portal for the Outdoor Venues Subsector, allowing venue owners and operators to communicate with each other, independent from DHS or other government agencies.

HSIN offers many dynamic resources and tools including:

- 24/7 availability
- Document Libraries, including:



- Active Shooter-How To Respond
- Protective Measures Guide for the U.S. Outdoor Venues Industry
- “HSIN Jabber” instant messaging tool
- Web conferencing
- Incident reporting
- Common Operational Picture (COP), which provides situational awareness and analysis
- Integrated Common Analytical Viewer (iCAV), which gives geographical visualization
- Announcements
- Discussion boards
- Task lists
- Calendars
- Really Simple Syndication (RSS) Feeds
- Online training materials

The HSIN network is open to security representatives, owners, and operators of commercial facilities. To gain access, send a request for membership to hsin.helpdesk@dhs.gov. Please include your name, official e-mail address, phone number, organization, job title/responsibilities, supervisor’s name, supervisor’s e-mail address, phone number, and note that you are part of the Outdoor Venues Subsector.

Requests received via e-mail will be forwarded back to the Commercial Facilities Sector-Specific Agency for consideration.

To determine which information-sharing environment most meets your needs, please go to http://www.dhs.gov/files/programs/gc_1189168948944.shtm and click on the appropriate box to receive specific critical information sector information.

and DHS infrastructure protection resources. PSAs support DHS and our national protection mission by fostering improved coordination at the State and local level through their execution of training programs and provide a local perspective to the national risk picture.

With an average of 20 years of anti-terrorism and security experience, these dedicated critical infrastructure and vulnerability assessment experts are recruited from, live, and work in local communities. They provide a federally funded resource to communities and businesses to assist in the protection of critical assets.

The role of the PSA includes the following responsibilities:

- Supporting the development of the national risk picture by assisting in identifying, assessing, monitoring, and minimizing risk to critical assets at the State, local, or district level;
- Facilitating, coordinating, and/or performing vulnerability assessments for local critical infrastructure;
- Assisting (upon request) with security efforts coordinated by state Homeland Security Advisors;
- Providing guidance on established security practices;
- Conveying local concerns and sensitivities to the DHS and other Federal agencies;
- Communicating requests for Federal protection training and exercises;
- Providing reach-back capability to the DHS or other Federal government resources; and
- Providing local context and expertise to DHS to ensure community resources are used appropriately, efficiently, and effectively.

For more information about the PSA program, contact: psadutydesk@hq.dhs.gov.

Vulnerability Assessments

The DHS conducts specialized facility assessments to identify vulnerabilities of critical infrastructure, including assets within the Commercial Facilities Sector and Outdoor Venues Subsector. These vulnerability assessments provide the foundation of the risk-based implementation of protective programs designed to prevent, deter, and mitigate the risk of a terrorist attack while enabling timely, efficient response and restoration in an all-hazards post-event situation.

U.S. Department of Homeland Security's Cyber Security Evaluation Tool (CSET)

DHS is responsible for protecting our Nation's critical infrastructure from physical and cyber threats that can affect our national security, public safety, and economic prosperity. The National Cyber Security Division (NCSD) coordinates the Department's efforts to secure cyberspace and our Nation's cyber assets and networks.

Critical infrastructures are dependent on information technology systems and computer networks for essential operations. Particular emphasis is placed on the reliability and resiliency of the systems that comprise and interconnect these infrastructures.

The CSET is a DHS product that assists organizations in protecting these key national cyber assets. This tool provides users with a systematic and repeatable approach for assessing the security posture of their cyber systems and networks.

To learn more about the CSET please contact: CSET@dhs.gov.

to help companies plan for their future, as well as useful links to resources providing more detailed business continuity and disaster preparedness information.

www.ready.gov/business/index.html

U.S. Department of Homeland Security's-Computer Emergency Readiness Team (US-CERT)

US-CERT is responsible for analyzing and reducing cyber threats and vulnerabilities, disseminating cyber threat warning information, and coordinating incident response activities. US-CERT collaborates with Federal agencies, private sector, the research community, State and local governments, and international entities. By analyzing incidents reported by these entities and coordinating with national security incident response centers responding to incidents on both classified and unclassified systems, US-CERT disseminates reasoned and actionable cybersecurity information to the public.

www.us-cert.gov/cas/signup.html

US-CERT encourages reporting any suspicious activity, including cybersecurity incidents, possible malicious code, vulnerabilities, and phishing related scams.

www.us-cert.gov

American Association of Poison Control Centers (AAPCC)

AAPCC provides a network of toxicology experts ready to speak on more than 20 subject area specialties, including chemical and biological weapons, "pharming" (the misuse of prescription drugs), carbon monoxide, and childhood poisoning. AAPCC member poison centers maintain a 24/7 Poison Help hotline. The Poison Help hotline provides immediate access to poison-exposure management instructions and information on potential poisons.

www.aapcc.org/DNN/

ASIS International

ASIS International is the preeminent organization for security professionals, dedicated to increasing the effectiveness and productivity of security professionals by developing educational programs and materials that address broad security interests, as well as specific security topics.

www.asisonline.org/

ASIS International's Pre-employment Background Screening Guideline

This guideline presents practical information concerning the value of pre-employment background screening, the importance of the application form, important legal issues and considerations (such as the Fair Credit Reporting Act, privacy issues, State laws, rules, and regulations), the key elements of pre-employment background screening, the types of information to utilize in verifying the key elements, the use of credit card reporting agencies in pre-employment background screening, and an appendix of a sample pre-employment background screening flow chart. The guideline is available as a single, free download to ASIS members and is available for purchase to non-members.

www.asisonline.org/guidelines/published.htm

Canadian Center for Emergency Preparedness

The Canadian Centre for Emergency Preparedness (CCEP) is a federally incorporated, not-for-profit organization based in Burlington, Ontario. Its goal is to foster the development of a disaster-resilient Canada through individuals, communities, and businesses.

<http://www.ccep.ca/>

crucial in helping security and human resource managers communicate to senior managers the risk to which the organization is exposed. http://www.cpmi.gov.uk/documents/publications/2010/2010037-risk_assment_ed3.pdf

Centre for the Protection of National Infrastructure - Guide to Producing Operational Requirements for Security Measures

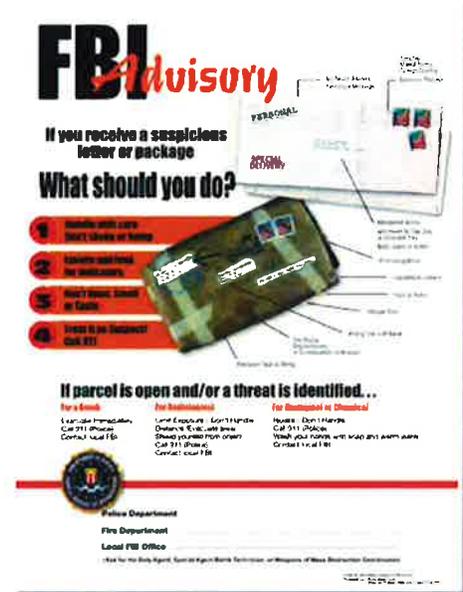
This guide aimed at ensuring that appropriate security measures are recommended to manage the risk to a level acceptable to all stakeholders. It introduces the concept of a structured methodology for determining the security requirements. http://www.cpmi.gov.uk/documents/publications/2010/2010001-op_reqs.pdf

Community Emergency Response Teams (CERT)

The CERT Program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help. <http://www.citizencorps.gov/cert/>

Federal Bureau of Investigation (FBI)

This PDF presentation from the FBI outlines the basic identification of a suspicious package and the actions that should be taken if personnel encounter such a package. <http://www.adl.org/security/fbi.pdf>



Federal Emergency Management Agency (FEMA)

FEMA has nearly 4,000 standby disaster assistance employees who are available for deployment after disasters. www.fema.gov/

FEMA Independent Study Program

The Emergency Management Institute (EMI) offers self-paced courses designed for people who have emergency management responsibilities and the general public. All are offered free-of-charge to those who qualify for enrollment. FEMA's Independent Study Program offers courses that support the nine mission areas identified by the National Preparedness Goal: Incident Management, Operational Planning, Disaster Logistics, Emergency Communications, Service to Disaster Victims, Continuity Programs, Public Disaster Communications, Integrated Preparedness, and Hazard Mitigation. <http://training.fema.gov/IS/>

FEMA 452: Risk Assessment: A How-To Guide to Mitigate Potential Terrorist Attacks

Part of the FEMA's Security Risk Management Series, the objective of this how-to guide is to outline methods for identifying the critical assets and functions within buildings, determining the threats to those assets, and assessing the vulnerabilities associated with those threats. The scope of the methods includes reducing physical damage to structural and nonstructural components of buildings and related infrastructure, and reducing resultant casualties during conventional bomb attacks, as well as attacks involving CBR agents.

www.fema.gov/plan/prevent/rms/rmsp452.shtm

FEMA 453: Safe Rooms and Shelters - Protecting People Against Terrorist Attacks

Part of the FEMA's Security Risk Management Series, the objective of this manual is to provide guidance for engineers, architects, building officials, and property owners to design shelters and safe rooms in buildings. This manual presents information about the design and construction of shelters in the workplace, home, or community building that will provide protection in response to manmade hazards.

www.fema.gov/library/viewRecord.do?id=1910

FEMA 455: Risk Assessment: A How-To Guide to Mitigate Potential Terrorist Attacks

Part of the FEMA's Security Risk Management Series, this manual provides guidance for building inspectors, architects and engineers on quickly and effectively determining what, if any, are

the risks posed to the building by natural hazards, terrorist attacks, and other threats to the building's structural integrity.

www.fema.gov/library/viewRecord.do?id=1567

FEMA 459: Incremental Protection for Existing Commercial Buildings from Terrorist Attack

Part of the FEMA's Security Risk Management Series, this manual provides guidance to owners of existing commercial buildings and their architects and engineers on security and operational enhancements to address vulnerabilities to explosive blasts and CBR hazards. It also addresses how to integrate these enhancements into the ongoing building maintenance and capital improvement programs. These enhancements are intended to mitigate or eliminate long term risk to people and property.

www.fema.gov/library/viewRecord.do?id=3270

Federal Emergency Management Agency – Rapid Visual Screening of Buildings for Potential Seismic Hazards: A Handbook. Second Edition

This handbook presents a method to quickly identify, inventory, and rank buildings posing risk of death, injury, or severe curtailment in use following an earthquake. The Rapid Visual Screening (RVS) procedure can be used by trained personnel to identify potentially hazardous buildings with a 15- to 30-minute exterior inspection, using a data collection form included in the handbook.

www.fema.gov/library/viewRecord.do?id=3556

on NOAA Weather Radio, a network of radio transmitters that broadcasts weather forecasts, severe weather statements, watches, and warnings 24 hours a day.

www.nws.noaa.gov/

Office for Security and Counter Terrorism - Expecting the Unexpected

This guide is the result of a partnership between the business community, police, and business continuity experts of the United Kingdom. It advises on business continuity in the event and aftermath of an emergency and contains useful ideas on key business continuity management processes and a checklist. <http://www.cabinetoffice.gov.uk/sites/default/files/resources/expecting-the-unexpected.pdf>

Overseas Advisory Council (OSAC)

OSAC is a Federal Advisory Committee with a U.S. Government Charter to promote security cooperation between American business and private sector interests worldwide and the U.S. Department of State. OSAC currently encompasses the 34-member core Council, an Executive Office, more than 110 Country Councils, and more than 6,800 constituent member organizations. www.osac.gov/

U.S. Army Chemical, Biological, Radiological, Nuclear (CBRN) School

The Chemical, Biological, Radiological, Nuclear (CBRN) School trains Joint and International Service members, develops leaders, supports training in units, develops multiservice and Army doctrine, builds the future CBRN force, and is the Joint Combat Developer for the Joint

Chemical, Biological, Radiological, and Nuclear Defense Program.

www.wood.army.mil/wood_cms/usacbrns.shtml

U.S. Army Technical Escort Unit

The 20th Support Command integrates, coordinates, deploys, and provides trained and ready Chemical, Biological, Radiological, Nuclear and High Yield Explosives (CBRNE) forces. The unit is capable of exercising command and control of specialized CBRNE operations to support Joint and Army force commanders primarily for overseas contingencies and warfighting operations, but also in support of homeland defense. The unit maintains technical links with appropriate Joint, Army, Federal and State CBRNE assets, as well as the research, development, and technical communities to assure Army CBRNE response readiness.

www.cbrne.army.mil/

U.S. Department of Health and Human Services' Office of Emergency Preparedness

The National Disaster Medical System (NDMS) is a federally coordinated system that augments the Nation's medical response capability. The overall purpose of the NDMS is to supplement an integrated national medical response capability for assisting State and local authorities in dealing with the medical impacts of major peacetime disasters and to provide support to the military and the Department of Veterans Affairs medical systems in caring for casualties evacuated back to the United States from overseas armed conventional conflicts.

www.hhs.gov/aspr/oepo/ndms/

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CAPE BLANCO MUSIC FESTIVAL
Cape Blanco - Sixes, OR - AT AIRPORT RD
GA Only - See separate plan for Camping/Special
Needs/VIP parking on Cape Blanco Rd
Contact - Matt at Westates 541 344-0304

↑
NORTH
 Not to Scale

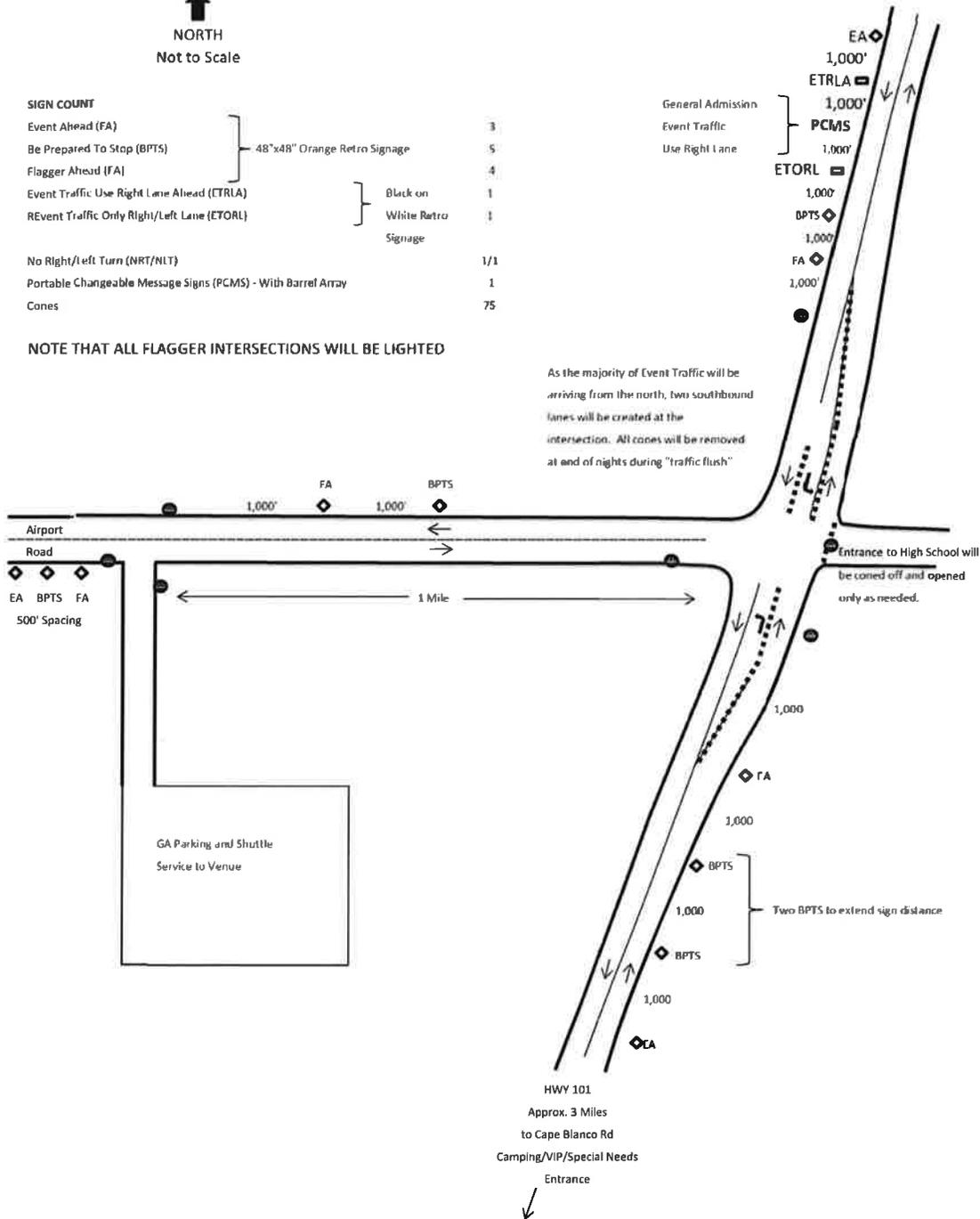
SIGN COUNT

Event Ahead (FA)	} 48"x48" Orange Retro Signage	3
Be Prepared To Stop (BPTS)		5
Flagger Ahead (FA)		4
Event Traffic Use Right Lane Ahead (ETRLA)		} Black on White Retro Signage
REvent Traffic Only Right/Left Lane (ETORL)	1	
No Right/Left Turn (NRT/NLT)		1/1
Portable Changeable Message Signs (PCMS) - With Barrel Array		1
Cones		75

NOTE THAT ALL FLAGGER INTERSECTIONS WILL BE LIGHTED

Set by the morning of July 18
PCMS →
 Placed near Floras Lake Rd north of Denmark
 "EVENT TRAFFIC AHEAD"
 "July 29 thru July 31"

↑
19 Miles to Bandon



As the majority of Event Traffic will be arriving from the north, two southbound lanes will be created at the intersection. All cones will be removed at end of nights during "traffic flush"

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In The Matter Of an Order)
Approving an Application)
To Conduct an Outdoor Mass)
Gathering Pursuant to)
ORS 433.735 to 433.770 and) **ORDER 20317**
ORS 433.990(7) (Cape Blanco)
Country Music Festival))**

WHEREAS, Boots n Beach, LLC applied for a Mass Gathering Permit to conduct the 2016 Cape Blanco Country Music Festival to be held July 28-31, 2016; and

WHEREAS, mass gatherings are addressed by ORS 433.735 to 433.770 and ORS 433.990(7), and OAR 333-039-0005 to 333-039-0055; and

WHEREAS, Boots n Beach, LLC submitted a \$5000 deposit to cover staff costs in processing the Permit, such amounts above actual costs to be refunded; and

WHEREAS, the application was routed to the applicable local and state agencies and authorities pursuant to ORS 433.750, OAR Chapter 333 and County Policy; and

WHEREAS, the above described state and local agencies and authorities have recommended conditions appropriate to address public health, safety and welfare concerns that arise from the activities described in the application; and

WHEREAS, on April 20, 2016, the Board of Commissioners for Curry County held a duly noticed public hearing to receive comment on the application and proposed conditions, and whereas comments were favorable and conditions added; and

WHEREAS, being apprised of the facts and information, the Board of Commissioners is satisfied that the activities described in the application, with the conditions imposed on the proposed mass gathering, will not be detrimental to the public health, safety and welfare.

NOW, THEREFORE, The Board of Commissioners of Curry County orders as follows:

(1) Issue a mass gathering permit to Boots N Beach, LLC, to conduct the Cape Blanco Country Music Festival as described and per the conditions in the application, attached as an exhibit and as modified by the testimony and exhibits given at the public hearing on the application.

(2) In addition to any other remedy available at law or equity, the permit is revocable if the conditions of the approval are violated.

DATED this 1st day of June, 2016.

CURRY COUNTY BOARD OF COMMISSIONERS

Thomas Huxley, Chair

Susan Brown, Vice Chair

David Brock Smith, Commissioner

John Huttli
Curry County Legal Counsel



OUTDOOR MASS GATHERING

PERMIT NO. 20317

Name of Permit Holder: **Boots n Beach LLC**
Name of Outdoor Mass Gathering: **Cape Blanco Country Music Festival**
Dates of Event: **July 28, 2016 - July 31, 2016**

Based upon the information contained in the application, and any attachments thereto, the Preliminary Approvals of the Sheriff, the Fire Chief, and the County Health Officer, the above-referenced outdoor mass gathering is hereby approved by the Curry County Board of Commissioners subject to any conditions noted on the Preliminary Approvals.

This permit must be posted at the event.

Dated this 01 day of June, 2016.

Board of Commissioners

Tom Huxley, Chair

Susan Brown, Vice-Chair

David Brock Smith, Commissioner

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 03-02-2016

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

AGENDA ITEM TITLE: Deed Record for Port Orford Landfill SW Permit 0210

AGENDA DATE^a: 2016-06-01 **DEPARTMENT:** Counsel **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)

CONTACT PERSON: Huttl **PHONE/EXT:** 3218 **TODAY'S DATE:**

BRIEF BACKGROUND OR NOTE^b: May 5, 2016 Letter from DEQ - Acquisition of a Closure Deed Record SW Project 7458 - Port Orford Landfill SW Permit 0210

^bIndicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE:** Deed

- (1)Letter from DEQ Dated May 5, 2016
- (2)Deed Record with Exhibits "A" and "B"

Are there originals in route (paper copies with pre-existing signatures) Yes No

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. If Land Transaction, filed with the clerk? Yes No N/A

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Send Printed Copy to:

Email a Digital Copy to:

Other Copy to Counsel Office

Name: DEQ

Address: 221 Est Stewart Ave., Suite 201

City/State/Zip: Medford, Oregon 97501

Phone: 541-776-6010

Due date to send: / /

Email: esch.david@deq.state.or.us

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

PART II – COUNTY CLERK REVIEW

EVALUATION CRITERIA:

CLERK ASSESSMENT: Does this agenda item meet filing/recording standards? Yes No N/A

(If No, brief detail) Please include Journal Entry for \$67.

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

- 1. Confirmed Submitting Department's finance-related responses Yes No
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 an UA, is it approved? Yes No Pending N/A

PART IV – COUNTY COUNSEL REVIEW

AGENDA ASSIGNMENT TYPE: Administrative Actions

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

(If Yes, brief detail) Places a deed restriction on the PO Landfill Property per closure agreement

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Susan Brown Yes No

Commissioner Thomas Huxley Yes No

Commissioner David Brock Smith Yes No

Not applicable to Sheriff's Department since they do not have a liaison



Oregon

Kate Brown, Governor

Department of Environmental Quality

Western Region Medford Office

221 West Stewart Ave., Suite 201

Medford, OR 97501

541-776-6010

FAX 541-776-6262

TTY 711

May 5, 2016

John HuttI
Curry County
94235 Moore Street, Ste. 122
Gold Beach, OR 97444

Re: Port Orford Disposal Site, SW Permit 0210
Acquisition of a Closure Deed Record
Curry County, SW Project 7458

Dear Mr. HuttI:

Pursuant to [OAR 340-094-0130\(1\)\(a\)](#) and requirement 7.6 in the solid waste closure permit issued on Aug. 8, 2007 by the Department of Environmental Quality, you are required to submit a deed record to DEQ within 30 days of issuance of the permit. The document has not been received at this time.

7.6 Deed record Within 30 days after final closure of the disposal site, the permittee must record the presence of the waste in the property deed record on file with the county.

To comply with requirements of the permit, you are required to submit the deed record by June 30, 2016. As a friendly reminder, the documents required in the solid waste permit must be submitted in a timely manner. Failure to comply with a permit requirements may be subject to enforcement. If you have difficulty fulfilling the requirement, you may request an extension.

Attached with the letter is a sample of a deed record filed for another landfill, for your reference.

If you have any questions about this letter, or would like to discuss issues in greater detail, I encourage you to contact me at 541-776-6148 or by email at esch.david@deq.state.or.us. Thank you for your continued efforts to remain in compliance with your disposal permit.

Sincerely,

David Esch, Solid Waste Specialist
Western Region Hazardous and Solid Waste
Western Region - Medford

Attachment: Sample Deed Record

AFTER RECORDING RETURN TO:

Curry County Board of Commissioners
94235 Moore Street, Suite 122
Gold Beach, Oregon 97444

Section 29, T32S, R15W, W.M. Tax Lot

NOTICE OF CLOSED LANDFILL

By the County of Curry for the Port Orford Landfill in Port Orford, Oregon

The undersigned, acting as the duly authorized and serving as the Board of Commissioners in the County of Curry, a Political Subdivision of the State of Oregon, which County is the owner of the now closed Port Orford Landfill site commonly identified as 42750 Arizona Street, Port Orford, Oregon 97465, and acting in accordance with the provisions of Sections 459.205, 459.268 and 459.045 of the Oregon Revised Statutes, and also in accordance with Section 340-94-130 (1)(a), of the Oregon Administrative Rules, does hereby give **NOTICE** that the following property, located in Curry County, and commonly identified 42750 Arizona Street, Port Orford or Tax Lot Section 29, T32S, R15W, W.M., Assessor's Parcel number 3215-29C-00298 (R24627) (more particularly described on Exhibit "A" attached hereto), **does contain a closed and deactivated landfill known as the Port Orford Landfill.**

The Port Orford Landfill has been used for the disposal of Municipal Solid Waste for more than 30 years (since before 1960). Prior to 1975, MSW was placed in small pits, burned, and buried. Burning was banned at the site in 1981 and the site was subsequently cleared and developed as a series of disposal trenches. Trenches were typically constructed between 50 and 70 feet in width and between 250 and 400 feet in length with the average trench size being 300 feet by 60 feet. Trenches were excavated to an average depth of about 20 feet. On March 26, 1990, MSW to the PO Landfill ceased. From 1991-1994, Engineers performed site characteristic studies and monitoring of the wells began. In June, 1991, a closure plan was prepared and in 1992 groundwater monitoring began at the site. In March of 1993, a trust agreement to fund

activities at the PO Landfill was signed by all the cities, DEQ, and the County. In October of 1994, a revised closure plan was prepared. In October of 1996, formal closure construction work commenced. The project was completed in November, 1996 with hydro seeding over a 3 foot cover of dirt with 2% slopes. On January 15, 1997, Curry County's permit for the Port Orford Landfill was issued. Among other things, the report requires an annual report by April 1 of each year, and it requires monthly inspections of the landfill. In May of 2002, the Port Orford Trust Agreement was amended to provide funding for 20 years beginning April 1, 2003.

Attached to this notice is a legal description of the property (Exhibit "A"), and a drawing showing the approximate location of the buried solid wastes (plat map) (Exhibit "B").

Curry County Board of Commissioners

Thomas Huxley, Chair

Susan Brown, Vice Chair

David Brock Smith, Commissioner

State of Oregon)
) ss.
County of Curry)

This instrument was acknowledged before me on _____, 2016,

By _____.

Notary Public,
State of Oregon

Approved as to Form:

John Huttli,
County Counsel

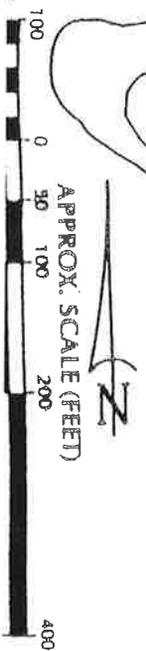
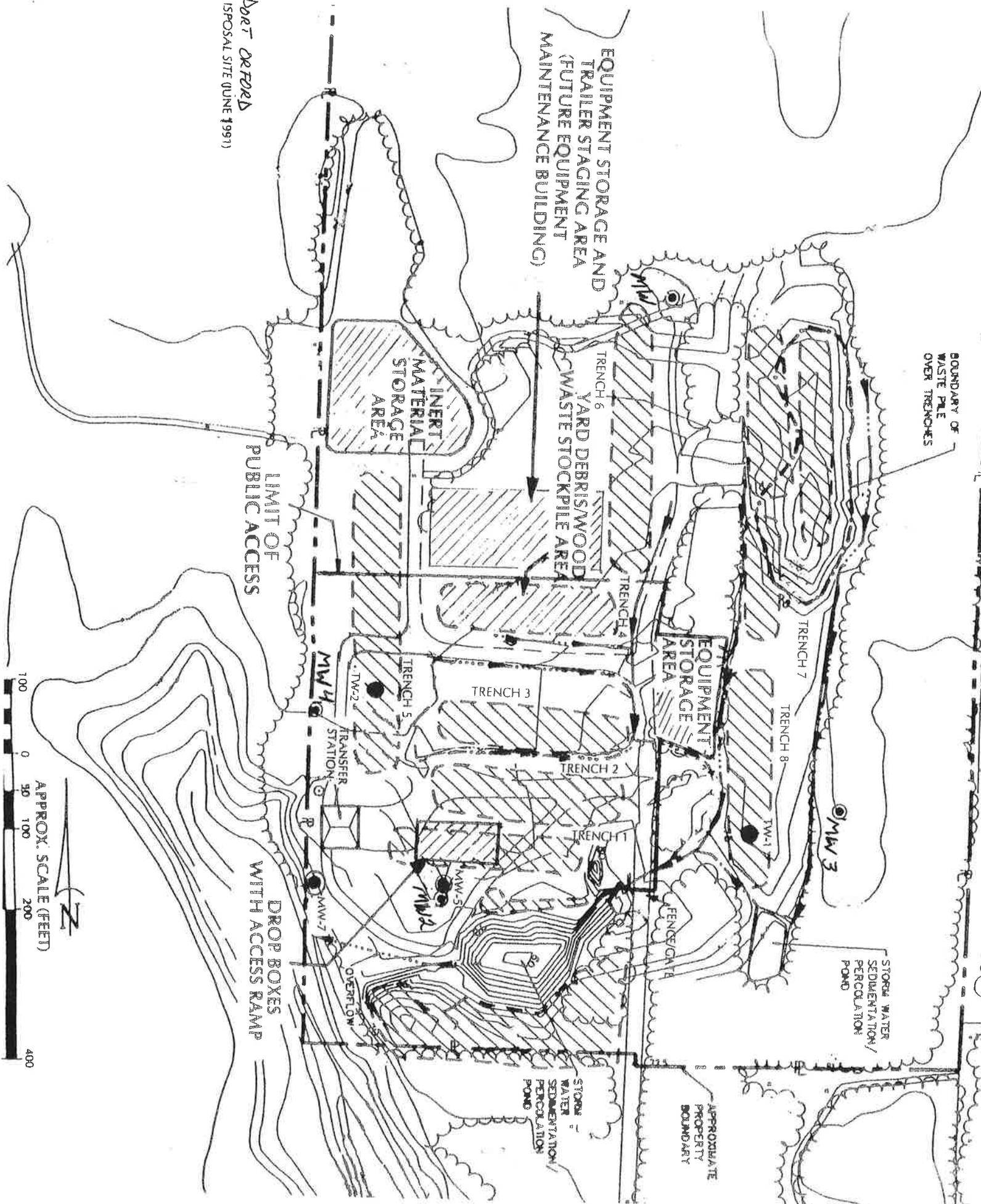
EXHIBIT "A"

Legal Description of Port Orford Landfill Parcel

Willamette Meridian, Curry County Oregon T32S, R15W, Section 29, containing 27 acres, more or less.

EXHIBIT "B"

PORT ORFORD
DISPOSAL SITE (JUNE 1991)





CURRY COUNTY BOARD OF COMMISSIONERS

MINUTES – WORKSHOP

Wednesday, January 13 2016 –10:00 A.M.

Commissioners' Hearing Room, Courthouse Annex
94235 Moore St., Gold Beach, Oregon 97444

Commissioners Present: Chair Tom Huxley, Vice-Chair Susan Brown

Commissioners Absent: David Brock Smith

Support Staff Present: Administrative Assistant, Shelia Megson

1. CALL TO ORDER

Commissioner Huxley called the meeting to order at 10:05 a.m. set the order of the topics.

2. MASS GATHERING

Director of Administration and Economic Development Schmelzer reminded the commissioners how the Cape Blanco Country Music Festival had been handled in the previous two years, noting the County didn't have an ordinance or formal application process, rather, simply followed statutes. She reminded the Commissioners she had submitted a draft Mass Gathering Ordinance in fall. It outlined what an applicant would need to follow in order to get a permit. The guidelines would say that if an event goes over 120 hours it would need to go through the land use approval process, but for Cape Blanco, it is not needed at this time based upon history of this event.

Commissioner Huxley said that he wanted documents for workshops published like they are for general meetings. Schmelzer said that is not how it has been done in the past and the documents are placed in a computer folder for the Board to review prior to the workshops. She said that if directed by the Board, a new policy could be made. Currently the Board has a workshop to share the information and bring everyone up to speed and address any concerns they may have. The ordinance then can move on as an agenda item in a general meeting and have two readings before approval. Huxley said that he had not read the draft because it had not been put out in a published packet and therefore did not have any comments to contribute. Schmelzer reminded Commissioner Huxley she had proposed a draft ordinance many months prior when the topic was first introduced and people were waiting to apply for permits.

Commissioner Brown said that she had reviewed the material and discussed it with the Planning Director. She would like them involved since the Board would not be involved in future permit applications. Schmelzer said that any mass gathering under 120 hours will be the decision by the Board as per statute. Planning Director Johnson said that when an application comes into Community Development it is sent to various mandatory departments and then comes before the Board. She asked to include the Planning Department and a meeting with the required departments. Schmelzer suggested scheduling all the individuals to meet to discuss an application might be complicated due to the various schedules of those involved.

The fee stated in the draft Ordinance is \$3000 for the first year and the \$2500 for additional years should they choose to apply for multiple approvals at one time. Schmelzer said the reduced fee/sliding scale approach was due to decreased cost as an event goes on since much of the work would have already been done with an initial review. Brown and Huxley discussed whether there

should be an exemption for the Cape Blanco Country Music Festival since they had paid a lower price in the past. Schmelzer said that by statute the charge could be as high as \$5000. Brown asked if County Counsel Herbage had looked at it before he retired. Schmelzer replied affirmatively but noted it was agreed that with the addition of other departments to the application review checkoff list the decision was to wait until the new County Counsel would be able to review it before moving forward.

Commissioner Huxley asked for public comment. Resident Carl King said that he had volunteered at both previous Cape Blanco festivals and there was strong control over food sheds and a lot of attention to traffic. Rotary had provided tractors for transportation from the RV parks. The input from the crowd was that they had heard it was oversold, there was not enough transportation, not enough dumping stations which created a health concern, and suggested a closer handicapped parking lot.

Harbor Fire Chief John Brazil would like the information of the applicants more available. He asked since this is for over 3000 people, would it apply to events like the Kite Festival. Brown explained that there is also a time/days limitation of one to four days. He was also curious as to what input was gathered for making the draft Ordinance. Schmelzer explained that these matters were addressed in statutes and that the matter had come before the Board but needed to have this additional workshop due to fees. Brown suggested taking a step back and having another meeting with the involved departments to get more ideas of what may be affected.

3. COMMUNITY DEVELOPMENT FEES

Planning Director Johnson said she wanted to address the land division fees. There had been concern expressed that the fees are too high in comparison to other counties or states. Fees are supposed to be reflective of the work put into it, salary benefit and overhead. She is considering using a chart to track employee time. The applicants would be required to give a deposit, the correct amount of cost would be charged to that deposit and the difference would either be billed before giving the final product, or refund balances if needed. Brown liked the ideas.

Commissioner Huxley was concerned that in theory a deposit could be completely used as well as a large invoice remaining that they would still need to pay. The public would have no idea what to expect as a cost and could easily end up in a situation where they do not receive their permits and had expended a large amount of money. They all discussed the viability of installing a fee cap. It was decided to use the old fee amount as the cap, make that cap the deposit amount, charge all costs and tracked employee time, and issue refunds as needed. Johnson explained that this proposed action is restricted to land division fees and can expand in the future after observing the success of this one.

Resident Carl King agreed with the deposit idea and said that the fees were not justified and instead a way to satisfy the County's desire for money. He gave an example of paying ten dollars for a large map from the Surveyor. Huxley said that the Surveyor pays close attention to his costs and they tend to be more than what people think.

Consensus to address the Airport Water Issue to allow more time for other guests to arrive.

4. AIRPORT WATER ISSUE

Director of Administration and Economic Development Schmelzer explained that there had been a very large increase in the water bills at the airport. Both the Facilities Department and the City of Brookings had tried to find a leak but were unsuccessful. Inspections could not be done on the interior of the hangars as they are leased property. Due to concern that a large leak could be creating a large sinkhole under the runway, the water had to be shut off. This creates a fire issue and the County is now paying for a water truck and portable restroom to be on site. Facilities Director Hanson said that it seemed to start small and then the difference in water usage grew exponentially. He said that the money lost on the water usage would probably have covered the cost of any needed repair. Hanson explained that the old system had been put in by volunteers and the locations of some lines were unknown. There were no maps and no tone wires installed. He suggested that a new water main from the City be put in a different location on Parkview. There was an area that was already messed up sections of the road due to the ongoing fence project and would limit the need for extensive horizontal boring. He added that the hangars not be connected if a new system was put in to insure there would be no poaching. Schmelzer said that cameras and police visits had not shown suspicious activity. Commissioner Huxley added that the usage was similar to a hose being left on full blast on a consistent basis.

Commissioner Brown said that it may cost another \$1500 in order to get the information needed to make an RFP for the repair work to be done. Brown said that County Accountant Short had told her that there was a maintenance fund that would have money put aside for projects like this. Hanson explained that it was not in the budget and an Order by the Board would be needed to move the funds from the ‘other materials and services’ category to another that could be accessed by him.

Hanson said that his preference would be to turn the airport over to the City of Brookings. Schmelzer gave them a handout and said that the County loses an average of \$58,000 per year on the airport and simply does not have a continuous revenue stream in order to facilitate major repairs. She also said that there have been reports of the City and the Port of Harbor Brookings showing interest in taking over the property. She said that due to the County’s financial situation, it can not afford keeping the airport. While looking over the cost sheet handout, Brown asked if Schmelzer had been spending half her time on airport issues. Schmelzer explained with the numerous violations, the water issue, and the fence project that it indeed did consume a lot of her and Economic Development Assistant Matteson’s time.

Schmelzer said that they were asking for Board for direction with the bidding process. Smith explained that since they had the money already then they do not need a consensus to move forward.

5. JOB DESCRIPTION COUNTY ACCOUNTANT

Personnel Coordinator Swift said that she had asked for input but only received comments from Commissioner Brown on this topic. She expressed an interest with requiring five years of experience on the job or education as well as a Bachelor’s degree. She also suggested that the rate of pay could be less if they only had the five years of experience and did not have the degree. It was decided to leave the education requirements as they were but to include the words “or satisfactory applicable experience.”

Commissioner Brown said that she wants the new accountant to handle the contracts since they are the ones paying them. Commissioner Huxley did not agree. He complimented the Finance Department for fixing many things that come up on contracts but did not feel they should be required to handle them all. Swift said the contracts would be best left in the departments in which they applied. Huxley said he did see value in having a central location and Swift agreed. Brown said she still thought they should be managed by the County Accountant for tracking purposes. County Accountant Short explained that things are already tracked for expenses that would satisfy any audit inquiry but they do not track anything that is not financial or scope of work. Short said that he would support having another employee to handle grants and contract accounting. Swift said she would make the discussed changes and advertise the position of County Accountant.

6. BUSINESS LICENSE FEE

Planning Director Johnson asked Chair Lyn Boniface and John Brazil from the Planning Commission to join her at the table. She explained that this topic had been brought before the Planning Commission and approximately a dozen residents had attended. The consensus that she received from the commission was that it was revenue neutral as the license would just cover the costs of issuing it. It would have to be overseen by fulltime employees to guarantee monitoring of compliance. The public opinion was that it was an additional financial burden that returned no beneficial results. There was a unanimous vote at that time by the commission to not recommend this new permit.

Brazil reported that there was a lot of opposition presented at that meeting. There were questions concerning enforcement and what reasons the County had for wanting this since it would not be a revenue generator. He said that his personal opinion was that it was important to know all of the businesses and what is transpiring in the County. He wants to know what is going on in his district and as an example there was housing being built without letting him know. He does not agree with allowing new businesses to open without making sure they were safe and going to be up to standards. He said that requiring them to list their contents would alert others such as the Fire Departments. It would also increase their taxing thus increases the revenues to the Fire Departments and other districts.

Commissioner Brown explained that services are required to be revenue neutral. She said that this is an opportunity to know what is going on in the County and that if there is a fire then they should be able to know what everything that is at the property in the interest of safety. Brown said that commercial businesses pay more for power at peak times for energy and that there are a lot of small businesses operating out of homes. She explained that this cannot be a tax. Brazil suggested that perhaps emergency services should not go to an address if they don't know what is in there. He also said they were getting free services if they were not paying taxes on things they may house there and said every business license should require them to report the personal property to the Assessor. He said that Carl King sent in a document in support of the business license.

It was suggested that the cities give their databases of businesses so that the County can then finish it and have a complete list. If someone were to inquire for a business license at the County, staff could tell them to get a clearance from the Planning Department. Commissioner Huxley said that he did not agree. He said that zoning should be addressed first with a plan of zoning for the whole County. Huxley said that he wanted a log of all the calls that come in to understand just how many

times the licenses and other things were requested. Director of Administration and Economic Development Schmelzer said she was in favor of a business license.

Johnson asked about having a joint Planning Commission workshop with the Board in the evening to discuss the matter again. Brown was in favor of this idea so that even more public input could be made. Johnson said that a minor use permit and the database could be discussed as well. Brazil inserted that seven fires had happened due to the use of marijuana oils. Johnson said that she would request the availability of the Board and set up the evening workshop.

14. ADJOURN

Commissioner Huxley adjourned the workshop at 12:22 p.m.

Respectfully Submitted,
Shelía M. Megson

These minutes from Wednesday, January 13, 2016 Board of Commissioners' Workshop approved this 1 day of June, 2016.

CURRY COUNTY BOARD OF COMMISSIONERS

Thomas Huxley, Chair

Susan Brown, Vice Chair

David Brock Smith, Commissioner



CURRY COUNTY BOARD OF COMMISSIONERS

MINUTES – WORKSHOP

Wednesday, January 19, 2016 –10:00 A.M.

Commissioners' Hearing Room, Courthouse Annex
94235 Moore St., Gold Beach, Oregon 97444

Commissioners Present: Chair Tom Huxley, Vice-Chair Susan Brown, David Brock Smith

Staff Present: Administrative Assistant, Shelia Megson

CALL TO ORDER & PLEDGE OF ALLIEGENCE

Huxley called the meeting to order at 10:04 a.m. The Pledge was said by all.

GOALS

Commissioner Smith: Smith presented a PowerPoint slideshow as he spoke. Last year he had focused on some food systems work. He said the Curry School Districts now all have school gardens and involved in the Farm Schools program which also provides reimbursement for buying local products through a governmental program. With help through the ODA, he and others were able to change the phytosanitary certification which enables farmers in the area to export strawberries, blueberries, cranberries, and cherries to Asian markets and thus substantially increase the local industry income. The Eat Fresh and Local program concerning tourism continues to move forward.

The South Ports Coast Coalition is trying to get a regional permit for dredging spoils and make it easier for the individual areas. He continues to work with the collaborative efforts of OPAC, OCZMA, NMFS, State of Oregon, ODF&W, the ports, the watershed councils, and the industry to have a sound policy for sustainable fishing. He worked with Red Fish Rocks and OSU that built a field station in Port Orford and a dive tank refill station. Infrastructure financing projects include dredging equipment for the south coast ports, future replacement of the Port Orford cannery building, and a processing facility in Brookings. This will alleviate the need to wait for the Army Corps of Engineers to service the various ports in the County.

Commissioner Smith wants to continue the work with the recommendations of the Strategic Technology and Economic Development Task Force. Charter Cable will be combining with Time Warner and he wants to continue the existing partnerships as well as have a program implemented for low income residents for internet service. The task force concerning the use of the PEG funds recently submitted their recommendations so that the County can move forward with public transparency as well as ways to utilize the equipment for educational purposes. Curry Community Health continues to grow and he worked on a project in order to allow for an emergency satellite location in Brookings should it be able to move forward on that in the future. He continues to work with schools and the County to find funding for infrastructure projects. A transportation package that he is working on at the State is a funding source for the Road Department.

A current project is dealing with the problem of Sudden Oak Death which is mutating and spreading to multiple species. It threatens horticulture and timber products and could devastate the valley if the spread is allowed to continue. A task force will be formed soon to eradicate this disease. He continues to work with the Wild & Scenic River Stewardship and spoke about the recent blue whale carcass as an example in where he envisions a science center in the County. The aggregate build up at the base of the Rogue River is a concern and much of it is coming from the removal of the dam.

Commissioner Smith talked about the dispersal of the funds when a foreclosed property is sold amongst the many districts. He is working on legislation to make sure that the back taxes are paid but then the rest of the revenue go to the County. He said one of his most important points of focus concerns the BLM land and the O&C agreement that has drastically reduced the income to the Counties under a new resource management plan. He is researching the issue of the idea of having some federal lands handed over to State ownership to weigh the pros and cons.

The ReHome project partnering with NeighborWorks Umpqua has helped people with \$1.2 million for upgrades or replacements of mobile homes and will expand to help with \$400,000 for repairs and maintenance. Smith is continuing his work in renewable energy potentials to increase the capacity to transmit it for export to other areas. The Cape Blanco Country Music Festival brought an estimated \$2.3 million dollars of economic benefit to the area but Smith suggested it brings more through the increased interest of people relocating or vacationing at other times in the area.

Another current project was to work for changes in timelines set in the Justice Reinvestment Act to save the County money on State Prison agreements. He works on the issue of state land use that he says is not in the best interest of the County. He explained his position of working against another proposed large increase in minimum wage in the legislative session at the State. He pointed out that recent clean fuel and healthy climate proposals were having less positive effect than would have been realized by other transportation proposals. He said that forest management issues must be addressed to reach a comprehensive solution. He spoke about the increased awareness concerning the subduction zone destruction that would occur when the Cascadia Event natural disaster finally happens. The County would suffer a devastating earthquake and the published priority list from the State shows that the roads, electricity, and water could be out for up to three years. He addressed the ongoing concern of County finances to show that major cuts have been made but revenue is needed in order to keep the County running in the future. He would like the rest of the Board to help on the subject of a local funding solution.

Commissioner Brown: Brown explained that she had held twenty five public forums and performed two high school class surveys. They were well attended and she was able to get lots of feedback from the residents. She made a new Board of Commissioners meeting agenda to allow for further transparency and participation. The County policies have been revisited, organized, and some modified and more are being looked at. She plans to revisit the TLT tax and business license fees this year. A public meeting with the Planning Commission is scheduled in February concerning the business license issue.

Commissioner Brown explained that the County recently received a \$100,000 grant from AllCare for housing aide. Coos County is considering a similar program and may partner with Curry County in the project. Brown said that Fair Capital Improvement plans are coming up and she worked for an RSVP grant for a three year program that is focused on economic opportunity. It will include housing, jobs, and skill training. Volunteers will be needed to do this but she feels that they can achieve real progression. New buses and the grants to get those are an ongoing project that she

works on. Smith shared that he likes this focus change and appreciates Browns hard work. Brown said that her strategic plan not only includes what is good for the County but to serve the needs of the citizens as well.

Commissioner Huxley: Huxley said that he hadn't looked in the meeting packet as he had other priorities to attend to. Smith said that he didn't see Huxley's goals on the shared computer drive, pointing out that they are supposed to submit for workshops early because Huxley had said he wanted that. Huxley said he wasn't going to go there. He said that the notice for this workshop had been made only thirty minutes after setting it so wouldn't have had time to submit it for a packet. He said that he wanted packets published to the public for workshops too and not just the meetings.

Commissioner Huxley said that he didn't want people to make lists and call the project "theirs." Short range issues will come to fruition sooner than long range. He said that he knew the Planning Director wanted to talk about fees and he would talk to her outside of this meeting concerning meeting laws. He said concerning the Commissioner Journal update that was originally touted for citizens to access, but the current search engine is hard for him. He talked to the developer of the new search engine and they promise a better one by the end of the first quarter of 2016. Huxley said this workshop overlaps with strategic planning and wants it reduced to writing. He said concepts won't commit them. He said he had heard from the Planning Director that there are zoning issues and he wants with a user interface. It will help make a major multi-year project a reality. He wants to keep the survey results at the forefront so they aren't forgotten. He would like a zero based budget for the County to use next year.

OTHER CONCERNS

Commissioner Smith reminded the Board that Accountant Short was retiring and had called for the budget direction but the Board had not yet addressed that topic. Commissioner Huxley asked Smith to find a place on the calendar to make a workshop. Huxley also said that he wanted to discuss a new county website. He has bids for it to be outsourced and would like to have that at a workshop next month. He also would like to talk about organization and County structure. He gave a handout diagramming the Sheriff's Department positions and explained that he had sat with the lieutenant for more than two hours to get the information to make the chart. He said he would make them for the other departments over the next couple of months. This would help to make things clear on which positions are mandated or not. He would like to combine the information on the charts that he makes in an effort to make a zero based budget. Smith asked and it was confirmed by Huxley that he had copywritten his chart.

Commissioner Huxley said that as a follow-up, the recent workshop concerning the audio video equipment had options for them to show documents during the meeting such as the PowerPoint slideshow shown by Smith at this meeting instead of perhaps printing a thousand pages if they wanted to have it in front of them. He feels it would increase transparency and provide a valuable tool to the Board. For transparency, he would like the monthly published financial reports to be required to be available on the website and posted in the hallway instead of just to all the employees and in the CountyWide computer drive. Huxley said that GIS is an ongoing issue and is used by the Planning Department, Roads, Sheriff, and numerous other departments.

Commissioner Huxley said he heard the Director of Administration talking about it so he would like to find out more detail about the costs of the Brookings Airport. He said that a resolution for the animal impounds issue was still needed. He would like to see call logs to the Sheriff department

concerning dogs and the priority classifications assigned to them. Smith said the Sheriff had given recommendations for the changes to the animal shelter agreement and asked Huxley if he had gathered more information. Huxley said that there had been long meeting with the animal shelter director so that he could understand his perspective. Smith asked if he was proposing another workshop for the issue and Huxley replied affirmatively.

Smith showed a budget worksheet tool on the projector, showed how variables could be entered, and explained how it could help the department heads make their budgets. Brown said that the worksheet was premature since the Board needs to make a decision on the direction first. It was agreed that there needed to be a workshop with the department heads to discuss only the budget.

ADJOURN

Commissioner Huxley adjourned the meeting at 11:42 a.m.

Respectfully Submitted,
Shelía M. Megson

These minutes from Wednesday, January 19, 2016 Board of Commissioners Workshop approved this 1 day of June, 2016.

CURRY COUNTY BOARD OF COMMISSIONERS

Thomas Huxley, Chair

Susan Brown, Vice Chair

David Brock Smith, Commissioner



CURRY COUNTY BOARD OF COMMISSIONERS

MINUTES – WORKSHOP

Wednesday, March 09, 2016 –10:00 A.M.

Commissioners' Hearing Room, Courthouse Annex
94235 Moore St., Gold Beach, Oregon 97444

Commissioners Present: Chair Thomas Huxley, Vice-Chair Susan Brown

Commissioners Absent: David Brock Smith

Support Staff Present: County Counsel, John Huttli; Administrative Assistant, Shelia Megson

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Commissioner Huxley called the meeting to order at 10:00 a.m. The Pledge was recited by all.

Commissioner Huxley made note that the video equipment was not functioning properly and therefore staff will only be able to record audio.

TOPIC: Marijuana Sales Tax

Commissioner Brown said the purpose of the workshop is to discuss the possible three percent tax on marijuana that would need to be put on the ballot in November. She believes the ability to put the topic on the ballot would be limited to general elections held every four years. If the County does not put it on the coming ballot then it would have to wait until 2020.

County Counsel Huttli explained that there had been a joint workshop with the Board and the Planning Commission. Their recommendation that will be coming to the Board during the next general meeting was that the County take no action now to add any additional regulations beyond what will be imposed by the State on the marijuana industry. A requirement set by the State for renewing licenses in this industry is that they receive a Land Use Conformity Statement (LUCS) from the County. Since that joint workshop, The State decided that the annual LUCS would not be required from already existing medicinal only license holders. He believed the change is minimal and would not be a significant factor for the Board but wanted to make sure they were informed.

Director of Administration and Economic Development Schmelzer said that this new industry would potentially increase the economic development opportunity as well as revenue. The local Green Life shop produced over \$3000 in tax revenue to the State in only three weeks of business. The State reports that retailers are expected to double this year. Their predictions are that there will be \$9 million currently, \$19 million in 2018, and \$21 million in 2019 showing the expected increase. Tourism research shows a use of 439,000 ounces in Oregon per year.

Schmelzer said she wanted to encourage the Board to move forward with placing the tax on the ballot. The State is going to place a sales tax of 17% and the County can add another 3% maximum. She told the Board how the State has said that the 17% will be portioned out. The County can decide to have the additional 3% be placed into discretionary spending but she suggested it be earmarked for law enforcement and staff directly dealing with the issue. The State will collect and disperse the added County tax if enacted. Huxley asked for the expected revenue dollars from the State tax sharing and Schmelzer informed him that it is unknown and can only go off the predictions they are offering.

Commissioner Brown asked how the distribution would be in comparison to the lottery. Schmelzer said that during the first year the tax sharing will be distributed amongst the areas that have not banned retail sales and based on population. In the future it will be based on the number of retailers and include edibles so it would be not beneficial to place additional restrictions. Brown guessed that the income would be similar to the alcohol tax that brings in roughly \$100 thousand annually statewide.

County Counsel Huttl and Schmelzer shared with Brown the ballot language, and economic statement, and an ordinance would be done together and could be brought to the Board as early as wanted. The deadline for submitting it to the Clerk for the ballot would be on August 12, 2016.

Resident Jan Barbas said that his preference would to have the tax go into the general fund and not earmarked. He suggested that earmarking was one of the reasons that the recently proposed Transient Lodging Tax (TLT) had failed.

Resident David Barnes said that he was new to the area but appreciated that the State is not allowing intrastate activity on this matter. It allows smaller business owners to compete and keeps out larger established companies. He had attending budget meetings and agrees that this is a needed source of additional income.

The Board reached Consensus to bring the proposal before the Board at a general meeting and directed Huttl and Schmelzer to prepare the needed material.

Resident Earl Crumrine said that he is a local retailer and he is not against the tax. He knows other shop owners and some feel that they pay enough tax already. He said the average number of customers per day can range from 30 to 40 and approximately generate \$4000 per month in tax revenue. He also said that due to banking regulations, most businesses in the industry have a hard time keeping a bank account and have to deal with cash only when paying taxes. He said that the income should be earmarked so that the public would be aware where the money was being spent. Brown suggested that he come to the budget hearings and learn where all the funds are used.

Commissioner Huxley began to close the meeting but Commissioner Brown said that she would like to address a couple more topics. She said that Monday March 14, 2016 at 6:00 p.m. the City of Brookings is requesting to do a joint workshop with them at the City Hall. Among the topics to be addressed will be the Crescent City terminal project and infrastructure progress reports about the Brookings airport. There was consensus to agree to the meeting and instructed staff to publish a notice. Brown said she would work with Director of Administration and Economic Development Schmelzer to get a summary of the airport for the meeting.

Commissioner Brown said that a candidate for County Accountant had applied and is available for an interview via telephone or Skype. Huxley said that they had done other interviews and didn't feel that any of them fit. He instructed Personnel Coordinator Swift to send "no thank you" letters to the applicants. Brown asked if they were considering the new applicant and Huxley replied that they would not.

Commissioner Huxley said that Curry Community Health (CCH) is working with a company to find candidates for their accounting position. He would like to work with CCH or that company to help find candidates for the position at the County. County Counsel Huttl said that he talked to the company and they would not require a fee unless one of their candidates was hired. Huxley said that Moss Adams wanted to present a report to the Board concerning the completed year-end audit. Brown suggested that it be done at a workshop. Huxley will work with them to set a time. Huttl reminded them of the Board Special Meeting scheduled for later that day.

ADJOURN

Commissioner Huxley adjourned the meeting at 10:45 a.m.

Respectfully Submitted,
Shelía M. Megson

These minutes from Wednesday, March 09, 2016 Board of Commissioners' Workshop approved this 1 day of June, 2016.

CURRY COUNTY BOARD OF COMMISSIONERS

Thomas Huxley, Chair

Susan Brown, Vice Chair

David Brock Smith, Commissioner



CURRY COUNTY BOARD OF COMMISSIONERS

MINUTES – GENERAL MEETING

Wednesday, March 16, 2016 –10:00 A.M.

Commissioners' Hearing Room, Courthouse Annex
94235 Moore St., Gold Beach, Oregon 97444

Commissioners Present: Chair Thomas Huxley, Vice-Chair Susan Brown, David Brock Smith via telephone

Support Staff Present: County Counsel, John Huttli; Administrative Assistant, Shelia Megson

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Commissioner Huxley called the meeting to order at 10:02 a.m. The Pledge was recited by all. Commissioner Smith had not yet been able to connect due to technical issues.

2. AGENDA AMENDMENTS

(None.)

3. APPROVAL OF AGENDA

Motion by Commissioner Brown to approve the agenda, second by Commissioner Huxley. Motion carried unanimously. IT Department continued to try to fix the technical issues so that Commissioner Smith could join the meeting via telephone.

4. PRESENTATIONS TO THE BOARD

a. Homeless Resources Forum by League of Women Voters – Connie Hunter

Brookings resident Connie Hunter from the League of Women Voters wanted to let the Board and public know about the forums for Homeless Resources. She gave out a large packet of printed information on the topic. She wanted to address something called the Counterintuitive Truth which says that it could cost more to fix the solution than it costs to allow people to continue to live homeless. When calculating all the costs and resources that are used due to people being homeless, permanent support of housing actually saves the taxpayers money contrary to the previously stated belief. She said that the County not only had a housing shortage but a crisis. There are not enough houses to go around for the demand.

Commissioner Brown said that an overall plan was needed to address the problem. She said this included funding as well as education. Putting someone in a home does not fix the problem, education on food, healthcare, accessible support programs such as addiction issues, and various other life skills are vital for the people to be successful long term. She said that she had been meeting with other agencies and working with Coos County to create a cooperative project.

Hunter said that the recent Economic Development forums held by Director of Administration and Economic Development Schmelzer had shown that housing was a necessity for growth. Hunter said that current studies show that there were 69 homeless in Gold Beach and 59 in Brookings in K-12 school children. The homelessness in veterans is a huge problem as many had lost homes due to serving their country. When returning to the private sector they find a lack of affordable housing and no opportunities for living wage employment. Curry County has more

veterans per capita than any other in Oregon. She said that there were grants available from the federal government and urged utilizing that resource. She said that there were examples of successful programs in other locations and also encouraged learning from them. She announced an upcoming Homeless Forum to be held in the County Annex Building.

Commissioner Smith joined the meeting via telephone at 10:18 a.m. and thanked the IT Department for fixing the situation quickly.

5. PUBLIC COMMENTS

Resident David Barnes said that he was new to the area and would like to understand the civics better. He asked if decisions by the Board also carried down into the cities such as restrictions or taxes. Commissioner Brown said that the Board regulates the unincorporated areas only. Barnes asked about the recent discussions concerning regulations on the marijuana industry and wanted to know what “time, place, and manner” meant. County Counsel Huttl explained that they are restrictions that if put into place would restrict the business hours, location, and things such as noise of retail sales venues.

6. NEW BUSINESS

a. Working Out of Class in Finance Department - Commissioner

Personnel Coordinator Swift reminded the Board that now retired County Accountant Short had sent an email to the Board before he left. The email had suggestions as to how to cover certain tasks and continue workflow in his absence. She gave examples and said she and Senior Accounting Clerk Crook were already familiar with many of the tasks. The letter from Short had said that the division of these tasks would have the employees working out of class.

Swift said that the vacant position of County Accountant had been listed many places but they had not been getting a good response. She said County Counsel Huttl had talked to the recruiter company and a sample contract was being sent. The cost would be 25 % of the person’s wage if a candidate was hired but would require board approval. There was consensus by all to continue working with the recruiting company. Commissioner Smith said that Curry Community Health had an interim person working while they were looking for a finance director. He suggested finding out if that person were working part time and would be interested in working with the County as well. This might require an intergovernmental agreement.

Commissioner Huxley asked Swift’s opinion of a website he had seen for outsourcing finance duties. Swift replied that outsourcing was not a viable option for the County and costs more than an employee but perhaps could be used for specific tasks. Swift said that another county had been trying to fill a similar position for a long time and paid more than Curry could offer. She explained that Moss Adams had offered some services. Huttl said that he had reached out to places that do two year budgets in hopes of finding someone during the off-year to help with the coming budget.

7. OLD BUSINESS

a. **Recreational Marijuana Land Use Regulation Alternatives - Community Development**

Planning Director Johnson explained that there had been three workshops on the topic and have included the Planning Commission. The State has already set a series of regulations but do continue to change. The Board needed to make a decision concerning implementing additional restrictions on land use or time, place, and manner. The Planning Commission had recommended that the Board not add anymore regulations. She agreed with the Planning Commission and recommended their stance as well. Commissioner Huxley asked if Johnson wanted a resolution or an order. Johnson replied yes. County Counsel Huttl said that if the choice were to take no action then an order would not be needed as there was no change. The meeting minutes with consensus would show the decision. Huttl said that there were standing regulations on the sale of medical marijuana and perhaps they should be repealed to place everyone on even ground.

Director of Administration and Economic Development Schmelzer said that the economic development is part of the comprehensive plan. It is predicted that 40% of the local black market will make the switch to visiting legal shops. Additional regulations would decrease that percentage even more. The County would like to encourage sales through the legal process and would benefit from the tax revenue. It should be looked at in the same light as alcohol sales. There had been recent publicity on this topic about our area including High Times Magazine and on the Ellen show so the County is in a good position for tourism from the industry. Huttl asked for public comment but there were none. Huxley asked if there was consensus. Commissioner Brown said that she thought that they should stay with the State regulations only. Commissioner Smith said that he would go ahead with the consensus in light of the Planning Commission and Economic Development recommendations. He said that the existing restrictions on time, place, and manner on medical shops should be revised or repealed. There was consensus to not place additional restrictions on marijuana sales and to have a repeal of the existing restrictions on medical shops brought to the Board at a later meeting.

8. PROCLAMATIONS/RESOLUTIONS/ LEGISLATIVE ACTIONS

a. **Resolution to Set Hearing Date for Mass Gathering (Cape Blanco Country Music Festival) – Economic Development**

Director of Administration and Economic Development Schmelzer explained that this is the third year that Boots and Beaches, LLC had applied for a mass gathering permit. This would need a public hearing and could be set during the agenda of the Board general meeting on April 20, 2016 at 10:30 a.m. The application had been already submitted to all the required departments and gathered all needed items. Motion by Commissioner Brown to set the hearing, second by Commissioner Smith. Motion carried unanimously.

b. **Curry County Multi-Jurisdictional Natural Hazards Mitigation Plan Adoption – Emergency Services**

Emergency Services Coordinator Kendall said that he had put the resolution together and it would adopt the Natural Hazards Mitigation Plan. It has two sections that address the issues and direction and the second with hopeful fixes. They are two year plans and there will be submissions to the Board later to meet some goals. Commissioner Smith thanked Kendall and the partners for their work on this. Motion by Commissioner Brown to accept, second by Smith. Motion carried unanimously.

9. ADMINISTRATIVE ACTIONS/ APPOINTMENTS

a. **Environmental Health Contract Amendment #1 – Curry Community Health**

Commissioner Brown explained that this is a contract with the State to make sure health conditions are checked and reported correctly. Motion to approve by Commissioner Smith with signature authority to the Chair, second by Brown. Motion carried unanimously.

b. **New Hire Deputy District Attorney J Spansail – District Attorney**

District Attorney appeared with Spansail and said that the position had been open for a long time. He pointed out the wrong salary had been put on the order, but would correct it to a level that would be \$4618 per month. Spansail has a law degree from the University of Oregon, had worked as a Lane County legal aide, a clerk for the rising judge of Clackamas County, and with UPS five years. He recommended the hire. Motion to approve as amended by Commissioner Brown, second by Commissioner Smith. Motion carried unanimously.

c. **Proposed Personnel Rules Changes – Personnel**

Personnel Coordinator Swift said that the suggested changes were discussed at the management meeting. The first had to do with appointments to positions in section 13. It would allow the departments to do their own hiring provided it was already within their budgets. Swift would handle contracts, union items, drug testing, and other various needed items. Commissioner Huxley commented about the use of the words “shall” versus “may.” The change would also encompass promotions and transfers.

After the hiring or other action was done, it could be submitted to the Board’s consent calendar in general meetings so that they were made aware. Sheriff Ward said that he agreed with the appointments change and that just the paperwork would need then sent to the Board. County Counsel Huttl said that these items should be placed under the presentations part of the agenda since they did not require an action of approval from the Board.

Swift said that the second proposed change was language in the rules that had to deal with conduct and bullying. If directed to move forward, she would bring the final to the Board for approval. Commissioner Brown asked about the definition of the word “agent” and Swift explained that it would include anyone subject to the personnel rules. Huttl said that the word “agent” is broader and would therefore include contractors or volunteers while in actions concerning the County and could provide a stance for termination if violated. There was Consensus to move forward with the proposed personnel changes.

d. **Renewal of Insurance Agent Services Contract with CAL/OR**

County Counsel Huttl said that this is the third renewal in allowable four in the existing contract. He will procure a new contract next year. Commissioner Huxley verified that there had been no dissatisfaction with the services. Motion to accept by Commissioner Brown, second by Commissioner Smith. Motion carried unanimously

e. **Scrivener Errors – Administration**

Administrative Assistant Megson explained that due to a saving error, reference numbers had been duplicated on some items filed with the Clerk for the Commissioners Journal. These resolutions and order would change them to unique reference numbers. County Counsel Huttl said that all of them could be done with a single motion. Motion by Commissioner Brown to approve, second by Commissioner Smith. Motion carried unanimously.

f. 2016 9-1-1 Jurisdiction Plan – Sheriff

Sergeant Hensley said this concerned the jail and dispatch. A confidential document was submitted to the board outside of the packet for security reasons. If approved then it would be submitted that day. Motion by Commissioner Smith to approve with signature authority to the Sheriff's designee, second by Commissioner Brown. Motion carried unanimously.

10. CONSENT CALENDAR

a. Minutes 02-10-2016 Workshop

b. Minutes 02-10-2016 Special Meeting

c. Minutes 02-12-2016 Special Meeting

d. Minutes 02-26-2016 Special Meeting

Commissioner Smith reminded the Board that he had been absent during some of the meetings covered by the minutes in the consent calendar but could approve them because he had reviewed the recordings, except for the Special Meeting on 02-10-2016, and would need to abstain from that vote. Motion to remove item 10.b. from the consent calendar by Smith, second by Commissioner Brown. Motion carried unanimously. Motion to approve the consent calendar by Brown, second by Smith. Motion carried unanimously. Motion to approve item 10.b. by Brown, second by Commissioner Huxley. Motion carried with Brown and Huxley voting "aye" and Smith abstaining.

11. COMMISSIONER UPDATES/ LIAISON & STAFF REPORTS

a. Staff Reports – Community Development and Surveyor

Commissioner Huxley asked if a motion was needed and Commissioner Brown said it would not be needed and was just an observational item. Brown said the Coos Curry Housing Authority was in need of two more members and remarked about the need for housing in the area and getting agencies and opportunities together.

Commissioner Huxley handed out copies of the recent Association of Oregon Counties invoice for membership. He said that if the County took all the options available it would be \$18,000 for the year. In comparing only taking the three options that the County had selected the previous year, there was an 11% increase in the fee. He also talked about suggestions to restrict additions to the agenda but then gave a handout of his suggestions. The handout included with a letter from a resident that was not pleased with Commissioner Smith for an addition that had been made during the last meeting. The addition had been a letter that needed to be approved for a meeting that Smith was attending later that day.

Commissioner Brown talked about doing budget town halls in the three cities and wanted to look at schedules. Huxley remarked that there was not a budget officer. County Counsel Huttel asked what was meant by the town halls and what would be covered and by who so that he could determine the legal notices that might be required. It was revealed that it would be only informational to the residents with no decisions made. Huxley said that they should be in the evening so that working people would be able to attend and Brown agreed. Brown said that this should be discussed at a workshop to determine the material and presentation that would be offered. The Board directed Administrative Assistant Megson to include it at the next workshop.

12. ANNOUNCEMENTS

13. EXECUTIVE SESSION

Executive Session ORS 192.660(2)(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 and ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection.

Commissioner Huxley read the ORS reason for the Executive Session and then called at break at 11:40 a.m. The Board went back into session at 11:54 a.m. and Huxley gave the admonishment to the press. The Board entered Executive Session at 11:55 a.m.

The Board arose into open session at 12:36 p.m. Motion by Commissioner Brown to direct Counsel to proceed as directed and request the documents discussed during the Executive Session, second by Commissioner Smith. Motion carried with Brown and Huxley voting “aye” and Smith voting “nay.”

14. ADJOURN

Commissioner Huxley adjourned the meeting at 12:37 p.m.

Respectfully Submitted,
Shelía M. Megson

These minutes from Wednesday, March 16, 2016 Board of Commissioners’ General Meeting approved this 1 day of June, 2016.

CURRY COUNTY BOARD OF COMMISSIONERS

Thomas Huxley, Chair

Susan Brown, Vice Chair

David Brock Smith, Commissioner



CURRY COUNTY BOARD OF COMMISSIONERS

MINUTES – GENERAL MEETING

Thursday, December 17, 2015 –1:00 P.M.

Commissioners' Hearing Room, Courthouse Annex
94235 Moore St., Gold Beach, Oregon 97444

Commissioners Present: Chair Susan Brown, Vice-Chair Thomas Huxley, David Brock Smith

Support Staff Present: Administrative Assistant Shelia Megson

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Commissioner Brown called the meeting to order at 1:02 p.m. The Pledge was recited by all.

2. AGENDA AMENDMENTS

a. TABLED: Item 12.b. Executive Session concerning possible O&C related litigation.

b. TABLED: Item 4.e. Years of Service Recognition W. Lang - Juvenile

Commissioner Huxley said that he had discussed with the Director of Administration the fact that item 7.a., Discussion about GIS, on the agenda had been submitted after the cutoff time. He said that the same rules should apply to everyone. Huxley explained that for a previous presentation he had taken great pains two weeks before that to make sure that submission and his written notices were published. On the 24th and 25th he requested that copies of it be given to the PEG Task Force and none of that was done and he has emails supporting that claim. He had tried to exceed minimum requirements with as much detail as he could. When he saw that something this week had been submitted late he felt that he should address it and say that the rules should be followed stringently and they not allow additional items or documents after the cutoff time. If something is to be addressed then the details should be provided with it and not given late. Commissioner Brown asked if he was wanting to table it. Huxley replied "I am, absolutely."

Motion to table Item 7.a. by Huxley, second by Brown. Commissioner Smith said that the agenda was posted on Monday and he had submitted this item before publication. Commissioners can add things to the agenda at any time including at the meeting. He had submitted this topic for the agenda before it was sent out to the public. This was to discuss the needed service of GIS by many in the County. There had been letters and concerns coming in and it should be addressed. He pointed out that there were people in attendance to participate in that discussion of the agenda item. He would like to move forward and come to an agreement so that this service can be brought back online and is why he added it to the agenda. Motion carried to table with Brown and Huxley voting "aye" and Smith voting "nay".

3. APPROVAL OF AGENDA

Motion to approve as amended by Huxley, second by Brown. Motion carried unanimously.

4. PRESENTATIONS

a. Years of Service Recognition S. Wright – Sheriff

b. Years of Service Recognition D. Gardiner – Sheriff

Sheriff Ward said there was a misunderstanding on the meeting time. Both employees had been here earlier but could not return for this presentation. Ward gave accolades for both employees and the Board requested that Ward send their thanks.

c. Redfish Rocks Marine Reserve and Community Team Presentation – Tyson Rasor

RedFish Rocks Project Coordinator Rasor gave out a packet of information and had a slideshow. He explained that they were a group of 12-16 community volunteers that work to address issues concerning the marine reserve. The two and half square mile reserve was designated in 2010 and is closed to all fishing. Research is done to compare the area to openly fished places. There is also a protected area that limits activity to protect the ground fish. ODFW has varies projects for surveys to identify and size the fish. They also use underwater observation of fish as well as vegetation and try to understand the behavior of juvenile fish. PISCO is a conglomeration of many agencies and were working close by at Rocky Point. OSU and OofU have researched larval dispersal, whale feeding aggregation, and jellyfish movement.

Commissioner Smith encouraged everyone to visit fishtracker.org to see the work done by this group. Rasor said that the research is revealing what species are coming into the reserve as well as where the young fish from the area are going to. The equipment can be reused for multiple projects. Recently a scuba fill station was installed making it easier for divers since the closest ones were in Crescent City or Coos Bay. They promote education across all ages with presentations and other involvement programs.

Rasor said the handout packet had their Strategic Plan and funding goals for the future. A newsletter and updates are available on their website. They have meetings on the first Monday 6-8 p.m. of every month at the OSU field station and all are invited. Smith said that he had been involved with the team since the conception and attends the interesting meetings. The education, outdoor classrooms, and festivals are fantastic. He thanked Rasor for his work.

The Public Hearing was addressed at this time.

d. County Real Property Task Force Recommendations – Julie Schmelzer

Director of Administration and Economic Development Schmelzer said that the group went over 910 parcels and had recommendations of action by the County for them. Chair Chris Hawthorne explained that selling, trading, developing, or holding were all considered. Schmelzer gave accolades to the participants and said they did a great job. They researched the parcels, did site visits, and talked with other department heads to form the recommendations. Parcel numbers were obtained from the Assessor office along with some deed research and the Roads Department provided maps. Goals included creating a more sustainable revenue stream through a county forest with existing land or acquired through swapping, swap land for public purposes, and reclassify parcels as needed to the Parks or Roads Departments instead of listed only as Curry County. The airport should be addressed by another Task Force created specifically to examine the details of it.

Schmelzer showed many maps with quick summaries about the recommendations. She explained that the parcels will be brought to the Board in groups at workshops for discussion of details and then to a meeting for the Board's final approval. Commissioner Smith said that this was a task that was on his list of goals and expressed appreciation for the large amount of work by the members of this task force. He reminded everyone that anything sold will only supply the County with six percent of the sales price. He is working on legislation that would change the process of sale division to disperse them to the entities that had not received their taxes yet first. Commissioner Huxley said that this task had been looked at possibly four times in the past and wanted to know why this effort would have different results. Schmelzer let them know that as the employee assigned to the task force, she would be insistent on action until many things were complete. Task Force member Bill Douglas said that he had been on the previous committee trying to do this project. He appreciated the assistance and persistence by Schmelzer during this effort since this time he sees it moving forward instead of just stuck in a drawer. Huxley asked about attendance to the task force meetings and Schmelzer informed him that it was not very many people.

Penelope Suess from Port Orford said she could not get to the meetings but she did communicate with the group her questions. She says that there is interest in the project from the public. She wants to know how transparent the process will be, will they be told when the Board sees things, will it show on the Board meeting agendas, and will each property be shown separately. Commissioner Brown said that public hearings before any dispersal would be done. Suess asked about zoning on certain properties and Brown said that when those properties are brought to workshops then details would be easier to address. Suess also said that the Floras Lake properties should be a swap with the State to be used as public lands and gravel bars could be maintained for County mineral use. Huxley said that the old GIS system would show her and was available online.

e. TABLED: Years of Service Recognition W. Lang – Juvenile

This item voted as TABLED, see Agenda Amendments.

5. 1:30 p.m. – PUBLIC HEARING

Commissioner Brown said that the District Attorney and the Surveyor both had proposed fee changes. Smith asked to make sure that this action did not limit us from making other changes that may be needed in the near future. Brown explained that the specific fees could not be changed any more than every six months but would not affect other departments or fees.

Surveyor Smith said that the fees for property surveys should be changed to \$200 and lot line adjustments to \$300 to compensate for the time needed for each of those items. District Attorney Dial explained their modification was deleting a fee for expungements from the list.

Commissioner Brown asked for any public comment. Resident Chris Hawthorne asked why the fees for the timber surveys would not be changed if others were being changed. Surveyor Smith explained that there was a ten dollar charge for the cornerstone program. There is not a lot of checking for those used in the timber industry and it is a public good instead of for the benefit of an individual so therefore no need for a change. Commissioner Brown closed the discussion. Motion to approve the resolution of fee increases by Commissioner Huxley, second by Smith. Motion carried unanimously.

The Board then returned to the order of items on the agenda at Item 4.d.

6. PUBLIC COMMENTS

7. OLD BUSINESS

a. TABLED: Discussion about GIS – Commissioners

This item voted as TABLED during Agenda Amendments.

8. PROCLAMATIONS/ RESOLUTIONS/ LEGISLATIVE ACTIONS

(None.)

9. ADMINISTRATIVE ACTIONS/ APPOINTMENTS

Motion to table Items 9.d and 9.e. as requested by the District Attorney by Smith, second by Commissioner Huxley. Motion carried unanimously.

a. Camp Host Contract for Lobster Creek Youth Campground – Parks

Juvenile and Parks Director Trost explained that this is a return of the original camp host after taking care of some personal issues. Commissioner Smith asked and Trost acknowledged that it was the same agreement that they had previously. Motion to approve by Smith, second by Commissioner Huxley. Motion carried unanimously.

b. Grant Agreement with Curry Community Health and Curry County –Juvenile

Juvenile and Parks Director Trost said that this was a positive reinforcement for juveniles and their transition into adulthood. Programs such as this provide needed things that are sometimes out of reach financially for the youth. Curry Community Health CEO Dukek said that he will monitor this with the prevention program. Commissioner Smith thanked both for their work on this important project for the youth of the County. Motion by Smith, second by Commissioner Huxley. Motion carried unanimously.

c. Amendment to Communications Agness Facility Sublease – Roads

Roadmaster Robbins said that this new sublease adds three channels and an upgrade to the AT&T service. It increased the rent paid to the county by the cellular company. Commissioner Smith said the residents in the town of Agness had waited a long time for this. Motion to approve by Commissioner Smith, second by Commissioner Huxley. Motion carried unanimously.

d. TABLED: Copier Lease Agreement – District Attorney

e. TABLED: Copier Service Agreement – District Attorney

District Attorney Dial had asked that these items 9.d. and 9.e. be removed. Modifications were needed and he would resubmit it at a later Board meeting.

f. Approval of the 2015-17 Oregon Health Authority Agreement #148007; Amendment #1

Curry Community Health CEO Dukek explained that the second amendment had been already presented and passed by the Board. This was for the first amendment and a third was the next item on this agenda. It included small funding changes. Motion to approve by Commissioner Smith with signature authority to the Chair, second by Commissioner Huxley. Motion carried unanimously.

- g. Approval of the 2015-17 Oregon Health Authority Agreement #148007; Amendment #3**
Curry Community Health CEO Dukek said this is the third and the fourth will come soon at a later meeting. He explained that this has a change for funding Ebola the others changes were to working out some bugs. Motion to approve by Commissioner Smith with signature authority to the Chair, second by Commissioner Huxley. Motion carried unanimously.

Dukek said that a nurse practitioner had been hired and bring the staff to two. On certain days they will be available at all three cities. January 04, 2016 will begin a new schedule.

h. Appointments to Fair Board – Commissioners

Six applications had been submitted for four positions. Commissioners Smith and Brown went over the applications in the packet and discussed them. Motion by Smith to appoint LaBonte and Huenie for three year terms, second by Commissioner Huxley. Motion carried unanimously. Huxley explained that he did not know the people but thought it important to stay with the incumbents. Motion by Huxley to appoint Bravo and Cooper to two year terms, second by Smith. Motion carried unanimously.

i. Appointment to Safety Committee C. Crook – Commissioners

Motion by Commissioner Smith to approve, second by Commissioner Huxley. Motion carried unanimously.

j. Appointments to Safety Committee B. Halcumb and E. Hanson – Commissioners

Motion by Commissioner Smith to approve, second by Commissioner Huxley. Motion carried unanimously.

k. Appointment of Alternate to Border Coast Regional Airport Authority J. Schmelzer – Commissioners

Commissioner Huxley asked Commissioner Brown affirmed that this was a typical action for the Board to take. Motion by Commissioner Smith to approve the Resolution and Order, second by Commissioner Huxley. Motion carried unanimously.

10. CONSENT CALENDAR

(None.)

11. COMMISSIONER UPDATES/ LIAISON & STAFF REPORTS

a. Community Development Department November 2015 Activity Report

b. Surveyor Department Report

Commissioner Brown pointed out the two staff reports that were submitted. Commissioner Smith said that he will hold off on his other topics until January.

The Board took a break at 2:50 p.m.

12. EXECUTIVE SESSION

- a. **Executive Session ORS 192.660(2)(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. This concerns OCA, Petitioner vs Curry County, Respondent and Elk River Property Development, LLC Intervenor-Respondent possible related litigation.**

The Board entered Executive Session at 3:02 p.m. and arose into open session at 3:10 p.m. Motion to approve an appearance by filing by Commissioner Smith, second by Commissioner Brown. Motion carried with Brown and Smith voting “aye” and Commissioner Huxley Abstaining.

- b. **TABLED: Executive Session ORS 192.660(2)(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. This concerns possible O&C related litigation.**

This item voted as TABLED, see Agenda Amendments.

13. ANNOUNCEMENTS

Commissioner Brown read the list of announcements.

14. ADJOURN

Commissioner Brown adjourned the meeting at 3:13 p.m.

Respectfully Submitted,
Shelía M. Megson

These minutes from Thursday, December 17, 2015 Board of Commissioners’ General Meeting approved this 1 day of June, 2016.

CURRY COUNTY BOARD OF COMMISSIONERS

Thomas Huxley, Chair

Susan Brown, Vice Chair

David Brock Smith, Commissioner