



CURRY COUNTY BOARD OF COMMISSIONERS

GENERAL MEETING

Wednesday, November 02, 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. ANNOUNCEMENTS

- a. There is an open position on the Coo-Curry Housing Authority for a Curry County resident. Interested parties should submit a completed application to the Board of Commissioners Office.
- b. There is an open position for the Ambulance Area Advisory Committee for a doctor with Emergency Room experience. Interested parties should submit a completed application to the Board of Commissioners Office.
- c. There are open positions on the Solid Waste Advisory Committee. Interested parties should submit a completed application to the Board of Commissioners Office.

5. PUBLIC COMMENTS

6. PUBLIC HEARING 10:30 A.M. – Ordinance to Establish Standards and Requirements for the Review and Approval of Survey Maps, Partition Plats, Condominium Plats, Subdivision Plats, and Property Line Adjustments – Surveyor

7. ADMINISTRATIVE ACTIONS/ APPOINTMENTS

- a. Boice Cope Park Caretaker Host Volunteer Agreement – Parks (5min)
- b. Appointment to the Western Oregon Advanced Health (WOAH) Coordinated Care Organizations (CCO) Curry County Advisory Committee (CAC) L. Wright – CCH (5min)
- c. Order to Update the Job Description for the Curry County Building Official Position – Community Development (10min)
- d. Oregon Department of Aviation (ODA) Critical Oregon Airport Relief (COAR) Program Grant – Commissioner Brown (5min)
- e. Road Easement Correction Discussion – Counsel (20min)
- f. Appointment to the Coos-Curry Housing Authority B. Barker-Hidalgo – Commissioner Brown (2min)
- g. Contract with Brandt Media to Install Government Cable Channel Equipment - Counsel (10min)
- h. Contract with Brandt Media to Provide Production and Broadcast Services for the Government Cable Channel – Counsel (10min)

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.

- i. HRA Voluntary Employees' Beneficiary Association (VEBA) Annual Certification – Personnel (5min)

8. PROCLAMATIONS/RESOLUTIONS/ LEGISLATIVE ACTIONS

- a. Fiscal Year 2016-2017 Budget Appropriation Transfers – Finance (5min)
- b. Annual Report from the Local Public Safety Coordinating Council (LPSCC) – Commissioner Huxley (5min)

9. NEW BUSINESS

- a. Discussion of New Fair Labor Standards Act Law Concerning Exempt Status and Two Existing Employees – Personnel (10min)
- b. Discussion Concerning the Tower Agreements – Roads (15min)

10. OLD BUSINESS

11. PRESENTATIONS TO THE BOARD

- a. Presentation of Annual Dividend from SAIF Corporation for Insurance – Personnel (5min)
- b. Annual Report from the Local Public Safety Coordinating Council (LPSCC) – Commissioner Huxley (5min)

12. CONSENT CALENDAR

13. COMMISSIONER UPDATES/ LIAISON & DEPARTMENT ACTIVITY REPORTS

- a. Surveyor October Activity Report
- b. Surveyor How-To Guide to Online Research Resources

14. 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 and ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection .
- b. Executive Session ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

15. 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: Ordinance Adding a New Article Eleven Division Seventeen administered by the County Surveyor to establish standards and requirements for the review and approval of survey maps, partition plats, condominium plats, subdivision plats and property line adjustments.

AGENDA DATE^a: November 2, 2016 **DEPARTMENT:** Surveyor **TIME NEEDED:** 10 minutes

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

CONTACT PERSON: Reily Smith **PHONE/EXT:** 541-247-3225 **TODAY'S DATE:** 09.26.2016

BRIEF BACKGROUND OR NOTE^b: Standards and guidelines need to be put in place for public use when assembling a land division instrument for recordation. The attached staff report provides more detail and recommends the Board adopt specific standards for Surveyor administration.

^bIndicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE:** Hearing

(1) Staff report, Ordinance with Exhibit "A"

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: County Surveyor

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

^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) Ordinance adopts law

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
STAFF REPORT**

DATE: November 2, 2016

TO: Curry County Board of Commissioners

FROM: Reily Smith, Curry County Surveyor

SUBJECT: Board of Commission adoption of Ordinance 2016-___; the County Surveyors ordinance to establish standards and requirements for the review and approval of survey maps, partition plats, condominium plats, subdivision plats and property line adjustments.

RECOMMENDATION: Adopt Ordinance 2016-___.

EXECUTIVE SUMMARY:

While the Curry County Subdivision Ordinance outlines partition, subdivision and condominium plats regulations, it does not include a checklist of standards for an applicant to utilize when preparing one of these land division instruments for recordation.

Among other tasks, the County Surveyor is responsible for the review and authorization of the form of these instruments prior to recording at the County Clerk's office. This Surveyor service can be enhanced with the establishment of some simple guidelines identifying: 1) definitions of the terms used on maps associated with partition, subdivision and condominium plats and 2) what needs to be included on the face of maps presented for review and action. The attached draft ordinance includes a framework for requiring basic information to guide an applicant with the preparation of partition, subdivision and condominium plats.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

In the Matter of an Amendment to)
The Curry County Code Adding a)
New Article Eleven Division Seventeen)
Relating to Adopting a County Surveyor)
'Map of Survey' & 'Plat' Review)

ORDINANCE NO. _____

**THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY ORDAINS AS
FOLLOWS:**

SECTION I TITLE

This Ordinance shall be known as Ordinance No. _____ and may be cited as the "Map of Survey & Plat Review Ordinance of Curry County".

SECTION II AUTHORITY

ORS Chapter 92.048, ORS 92, ORS 209, and OAR 820.

SECTION III PURPOSE

The purpose of this Ordinance is to establish standards and requirements for the review and approval of survey maps, partition plats, condominium plats, subdivision plats and property line adjustments in an accurate, efficient and timely manner as necessary for the promotion of economic development and protection of property rights.

SECTION IV ADOPTION

Exhibit "A", attached hereto and incorporated by reference, is adopted as an amendment to the Curry County Code, to wit, as a new Article Eleven Division Seventeen.

SECTION V SEVERANCE CLAUSE

If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance, or any part thereof, is for any reason held to be unconstitutional (or otherwise invalid), such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof. The legislative body hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional (or otherwise invalid).

Dated this _____ day of _____.

Board of Curry County Commissioners

Thomas Huxley, Chair

Susan Brown, Vice Chair

David Brock Smith, Commissioner

ATTEST:

Recording Secretary

APPROVED AS TO FORM:

John Huttl
Curry County Legal Counsel

First Reading: _____

Second Reading: _____

Emergency Adoption: _____

Effective Date: _____

EXHIBIT "A"

ARTICLE ELEVEN

DIVISION SEVENTEEN – ADOPTING A COUNTY SURVEYOR 'MAP OF SURVEY' & 'PLAT' REVIEW

Section 11.17.010 Title:

This Ordinance shall be known as the County Surveyor 'Map of Survey' & 'Plat' Review.

Section 11.17.020 Definitions:

a) 'Plat' shall mean the map representing the survey of a partition, condominium, or subdivision.

b) 'Map of Survey' refers to boundary surveys and property line adjustment surveys.

c) Aliquot means a proportional breakdown of a Section of Land in the Public Land Survey System (PLSS); i.e. ¼ section, ¼, ¼ section, etc. as described in the Manual of Survey Instructions published by the U. S. Bureau of Land Management.

Section 11.17.030 County Requirements (exceptions may be made by the County Surveyor):

a) Monuments shall be set on the new adjusted property line and a Map of Survey filed for a property line adjustment regardless of the abutting property lot sizes, unless it is an aliquot part of the section and is 10 acres, or more.

b) A Property Line Adjustment map shall clearly identify the old and new property line(s).

c) The owner's name, deed number, assessor tax map number and tax lot number shall be shown on the subject property and adjoining parcels.

d) All Maps of Survey and Plats shall be a size of: 18"x 24" with a 1" margin.

e) All abbreviations and symbols shall be defined on the map's legend.

f) Road names, numbers (where applicable) and width shall be stated on all maps. This shall include private streets and alleys.

g) Stream or waterway name and direction of flow shall be shown on all plats. Where relevant, they shall also be shown on Maps of Survey.

h) For reproduction purposes, all lettering shall have a minimum height of 2.0 millimeter (0.08 inch) and all lettering shall be made with archival quality black ink. Dense black permanent ink is required. Blue or black ballpoint shall not be accepted.

i) Public Land Survey Corners (1/4 corners, section corners, meander corners, closing corners, witness corners, etc.) are to be maintained; thus the following map information is required:

1. If the corner is part of the subject property being surveyed and found to be in substandard condition, the corner shall be rehabilitated and new reference points established, if needed. Restoration information shall be shown on the filed map, or a Corner Record filed.

2. If a Public Land Survey Corner is incidental to the subject survey, but found to be in need of rehabilitation, the Land Surveyor shall notify the County Surveyor that work is needed. The County Surveyor shall be responsible for this rehabilitation work, but please note that the County Surveyor has the ability to negotiate a contract for the surveyor to do this work while the surveyor is at the jobsite.

3. The County Surveyor shall provide signs & posts, 30" aluminum monuments, and witness corner signs to any land surveyor requesting them for PLSS corners in Curry County.

j) Identify all found or set monuments and the accessories on the map face or in a legend/table describing:

- 1) Type and dimensions of all found and set monuments.
- 2) Type and/or color of tag or cap and information stamped on the tag or cap.
- 3) Indicate whether pipe dimensions are inside or outside diameter (inside preferred).
- 4) Show the relationship of the monuments found to the monuments set.
- 5) Describe any accessories set.
- 6) Inches or decimal feet (specify) the monument is above or below grade.

k) If the Land Surveyor checked or found gaps, overlaps or other potential boundary concerns, while doing a property survey, copies of the relevant deeds shall be provided to the County Surveyor for the Map of Survey check.

l) The following shall be provided to the County Surveyor for Plat checks:

- 1) A Preliminary Title Report, if prepared for the Community Development Department with the supporting documents, shall also be provided to the County Surveyor for map review.
- 2) Closure calculation sheets for all individual parcels and the overall beginning parcel.
- 3) An original and "True and exact copy" shall be provided for all plats.
- 4) The true and exact copy statement shall state: I HEREBY CERTIFY THAT THIS IS A TRUE AND EXACT COPY OF THE ORIGINAL. Signed by the surveyor with his printed name and PLS number on each page of the plat copy.
- 5) A copy of the subject deed and surrounding deeds shall be provided to the County Surveyor for the map check.
- 6) Easements: their purpose; recorded information; and width. If created by the plat, also name the beneficiary; whether private or public; time limit if temporary; etc. Dashed lines shall be used to illustrate the easement's location.
- 7) Approvals: City/County Planning and their miscellaneous required statements; County Surveyor; Treasurer/Assessor Statement; Recorder's Statement. For Subdivisions, lines for County Commissioners to sign.
- 8) Statement to the effect that the Surveyor "has correctly surveyed and marked with proper monuments the lands as represented."

m) Declarations for Parcel Maps and Subdivisions

- 1) Owners – signatures in black ink
- 2) Notarized – Legible stamp, signature and date in black ink ORS 92.075(1)
- 3) State that "the declarant has caused the subdivision or partition to be prepared and the property subdivided or partitioned in accordance with the provisions of ORS chapter 92."
- 4) Any dedication of land for public purposes, or any public/private easements, or any other restriction made shall be stated in the declaration.
- 5) Consent affidavit if others (Trust Deed Beneficiaries, Mortgage Holders, or Contract Vendors) have an interest in the property platted.

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: Boice Cope Park Caretake Host Volunteer Agreement
AGENDA DATE^a: November 2, 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: Penny Hudgens **PHONE/EXT:** 3236 **TODAY’S DATE:** 10/20/16
BRIEF BACKGROUND OR NOTE^b: Signatures in Route
^bIndicate if more than one copy to be signed

FILES ATTACHED: (1)Caretaker Agreement (2)
SUBMISSION TYPE: Agreement

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? (If Yes, brief detail) Yes No
2. Does this agenda item impact any other County department? (If Yes, brief detail) Yes No
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: Penny Hudgens

Address: Parks

City/State/Zip:

Phone: 3236

Due date to send: 11 /2 / 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
Comment: Yes No
2. Confirmed Submitting Department’s personnel-related materials
Comment: Yes No N/A
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) Contract with Camp Host for Boice-Cope park

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

CARETAKER/ HOST VOLUNTEER AGREEMENT

This agreement is entered into this 2nd day of November, 2016, by and between Curry County, a Political Subdivision of the State of Oregon (County), and Richard Warren and Sharonlee Cummins (Hosts) as follows:

RECITALS:

WHEREAS, the County has a need for volunteers to serve as hosts at Boice-Cope Park to watch and provide security for the property, to call for assistance when necessary, to coordinate activities with the County Parks Coordinator (Coordinator), and to perform other services as necessary; and

WHEREAS, the County has a campsite space available for the Hosts to use; and

WHEREAS, the County is willing to allow the use of the campsite by the Hosts rent and utility free, and to provide them with a small stipend, and to assist the Hosts in the performance of their voluntary services for the term of this agreement.

County and Hosts agree to the following provisions:

1. ADMINISTRATION OF THIS AGREEMENT

The Coordinator and/or his/her designee shall administer this agreement on behalf of the County.

2. DESCRIPTION OF FUNCTIONS AND SERVICES

2.1 Hosts shall voluntarily perform the functions and services described in Exhibit "A" that is attached to this agreement and such other services as authorized by the Coordinator. County reserves the right to modify the Hosts' duties and service to the County as necessary for the efficient operation of Boice-Cope Park.

2.2 The Hosts understand that they are donating their hours of service to the County and that this is done without any promise or expectation of compensation for services rendered. The Hosts will not receive any compensation for services performed under this agreement.

The Hosts are not eligible to receive unemployment benefits, social security, health insurance, or any other benefits that are provided to paid employees of the County, with the exception of worker's compensation coverage that the County provides to volunteers. The provision of a campsite, utilities and a stipend by the County is not compensation for services rendered but rather a benefit and gratuity that the County freely chooses to provide.

3. CAMPSITE, UTILITIES AND STIPEND

3.1 As a gratuity to Hosts, County hereby allows Hosts the use of a space at Boice-Cope Park for placement of a recreational vehicle that is the residence of the Hosts. As a further gratuity, County shall provide water, electrical, propane, sewer and garbage utilities in reasonable amounts for the Hosts. The park cell phone service and iPad is for park business and the parties agree that personal phone calls shall not be made on the phone and the iPad is not for personal use.

3.2 The Hosts shall maintain the campsite and surrounding area in a clean and sanitary condition at all times.

3.3 The Hosts shall vacate the campsite and remove their residence (recreational vehicle) and personal property within ten (10) days of the termination of this agreement.

3.4 The Hosts may not alter or improve the campsite without prior permission from the Coordinator or his/her designee.

3.5 County employees or agents may enter upon the campsite at reasonable times to inspect the premises.

3.6 Hosts shall be responsible for providing, at Hosts' own expense, insurance coverage for their own residence and personal property.

3.7 As a final portion of the gratuity under this agreement, County shall provide Hosts a gratuity of \$150 each per month for a total of \$300 a month. If the agreement should cover a portion of a month, the stipend shall be prorated.

3.8 Hosts will be compensated at the rate of \$0.50 cents per mile for driving their personal vehicle for park business at the direction of the Coordinator.

4. ABSENCES

One or more park hosts must be available all times when the park is open unless preauthorized by the Coordinator, or except in case of emergency. The park is open year is open year round except when closed for required maintenance.

5. COMPLIANCE WITH LAWS

5.1 This agreement shall be governed by and subject to the laws of the State of Oregon. The parties shall perform their duties in accordance with all applicable statutes, ordinances, regulations and administrative rules now or hereinafter in effect.

5.2 If any provision of this agreement is held by a court or administrative body to be invalid, such invalidity shall not affect any other provision of this agreement. This agreement shall be construed as if the invalid provision had never been included.

5.3 County may modify the terms of this agreement by written notice to Hosts as necessary to comply with changes in federal and state statutes, regulations, administrative rules and orders.

6. TERM AND TERMINATION

6.1 If Hosts fail to perform any of the services and obligations of this agreement, County upon 24 hours written notice may terminate this agreement at its sole discretion.

6.2 Either party may unilaterally terminate this agreement with or without cause upon thirty (30) days prior written notice or such lesser written notice when emergency conditions dictate.

6.3 This agreement shall be effective November 1, 2016, and unless terminated sooner pursuant to sections 6.1 or 6.2 above, it shall remain in effect until June 30, 2017. This agreement may be extended by mutual agreement of the parties.

6.4 Termination shall not prejudice any right of the parties prior to the effective date of termination.

7. MODIFICATIONS

Except as provided in subsections 2.1 and 5.3, this agreement may be changed only by written modifications that are signed by both parties.

It may not be amended or modified by oral agreements or understandings between the parties.

8. ENTIRE AGREEMENT

This agreement supersedes all prior and existing written or oral understandings between the parties. No other agreements, whether expressed or implied, shall be considered a part of this agreement, unless in writing and signed by the necessary parties hereto.

CARETAKER HOSTS



Richard Warren

10-27-16
Date



Sharonlee Cummins

27, October 2016
Date

BOARD OF CURRY COUNTY COMMISSIONERS

Thomas Huxley, Chair

Date

Susan Brown, Vice Chair

Date

David Brock Smith, Commissioner

Date

Approved as to Form:

John HuttI
Curry County Legal Counsel

Exhibit "A"

SERVICES OF A VOLUNTEER PARK HOST

The volunteer park host helps maintain and operate Boice Cope Park. One or more park hosts must be available all times when the park is open unless preauthorized by the Parks Coordinator, or except in case of emergency. The park is open year is open year round except when closed for required maintenance. The volunteer park host is expected to perform the following services:

1. Greet visitors and make them feel welcome.
2. Disseminate park rules and information to public.
3. Insure that park users pay fees and collect fees from boxes daily.
4. Sell firewood for campers' use.
5. Provide security for park premises -- report theft, damage, criminal activity, and non-compliance of park rules to proper authorities.
6. Maintain a tidy camp site – pick up litter; empty trash cans and replace with clean liners; advise Parks Coordinator when park dumpster needs to be emptied.
7. Keep restroom facilities clean and in order – refill paper products and soap; wipe down sinks and toilets daily; clean floor and mats daily; empty trash.
8. Mow and weed-eat camping areas as needed.
9. Take bi-weekly water samples. Caretaker/Camp Hosts will not alter control panels, timer settings, or any part of septic or water systems.
10. Provide assistance in an emergency. Perform "light" repairs around the park as needed.
11. Coordinate any alterations and/or improvements to campground with Parks Coordinator.
12. Other duties as assigned.

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: Membership Application Approval

AGENDA DATE^a: November 2, 2016 **DEPARTMENT:** Curry Community Health/Public Health
TIME NEEDED: October 26, 2016

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

CONTACT PERSON: Kaitlyn Coleman **PHONE/EXT:** 541-425-7545 **TODAY’S DATE:**

BRIEF BACKGROUND OR NOTE^b: The Western Oregon Advanced Health (WOAH) Coordinated Care Organization's (CCO) Curry County Advisory Committee (CAC) is requesting the Curry County Board of Commissioners approve it's new member applications. This is an enthusiastic and active committee which has been meeting monthly since February 2015. It is our job to assess and advice the WOA Board regarding the health status and needs of Curry County and to work on solutions to recommend to them. The meetings are open to the public, and community members are welcome to attend the meetings and have a voice in the discussions. The applicants have attended several meetings, and has expressed a desire to become voting members of the committee. The applications have been reviewed and approved by the CAC's nominating committee. We respectfully request the board's approval of the applications. Thank you.

^bIndicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Order

(1)1 original membership applications

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: Kaitlyn Coleman

Send Printed Copy to:

Address: PO Box 810

Email a Digital Copy to: colemank@currych.org City/State/Zip: Gold Beach, Or 97444

^{*}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: Appointments

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



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: Lennae Wright **Date:** 10/24/2016

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"/> Coos Curry Housing Authority
<input type="checkbox"/> Board of Property Tax Appeals	<input type="checkbox"/> Fair Board
<input type="checkbox"/> Brookings Airport Advisory Committee	<input type="checkbox"/> Farm Board of Review
<input type="checkbox"/> Budget Committee	<input type="checkbox"/> Local Public Safety Coordinating Council
<input type="checkbox"/> Building Codes Appeal Board	<input type="checkbox"/> Planning Commission
<input 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 checked="" type="checkbox"/> Other: Western Oregon Advanced Health Community Advisory Council	

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

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

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? _____ As an Outreach and Enrollment Worker for Coast Community Health Center, as well as in the Manager position, I have gained access to people, community partner organizations, financial donors, to provide a feedback as well as information loop into organizations

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

Wellness for children, adults, and seniors; access to affordable care and services; collaboration between community entities and resources to increase ease of use for consumers.

Describe your previous experience in this appointed position or a similar position: _____ As part of the management team at Coast Community Health Center it is our goal to increase access to health care, and my unique position in both

health care as well as community engagement will add expertise and increase access to WOA members to information and health care/wellness resources.

Other volunteer activities: I have served as Secretary on the non-profit board for Bandon Oregon Ballroom Dance Association. I am a licensed Associate Pastor of 4 years in Coquille, OR and have served previously on that non-profit board as well.

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_Thursdays are my currently company approved days to travel to Gold Beach for the WOA CAC, a transition to a different time would require company approval.

Have you ever been convicted of a crime? Yes No

If Yes, please explain_____

Signature

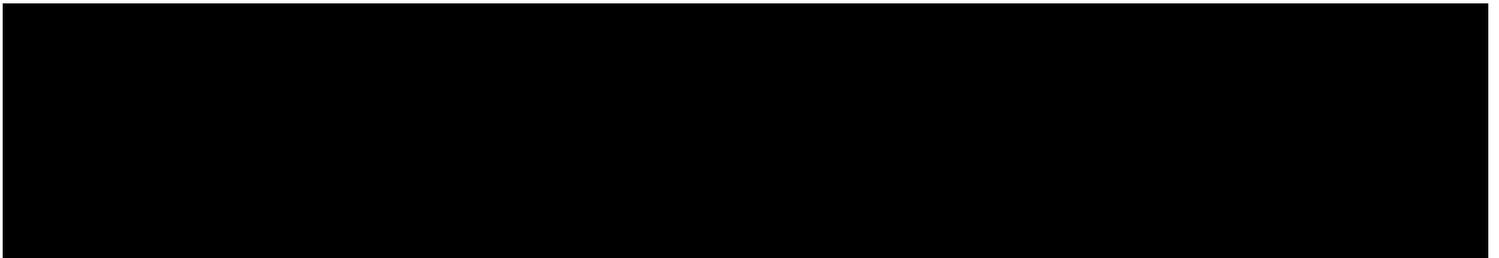
Date

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 of an Order Approving Members)
To the Western Oregon Advanced Health)
(WOAH) Community Advisory Committee)

ORDER NO. _____

WHEREAS, the Western Oregon Advanced Health (WOAH) has been approved by the Oregon Health Authority to be a Coordinated Care Organization (CCO); and

WHEREAS, CCO's are required to have Community Advisory Committees whose members are jointly appointed by the CCO Board and the County Board of Commissioners to ensure that the health care needs of consumers and the communities served by the CCO are being met in accordance with the State of Oregon's regulations and initiatives; and

WHEREAS, WOA's Curry Community Advisory Committee (CAC) is requesting that the Curry County Board of Commissioners approve its new membership applications; and

WHEREAS, WOA's CAC is an active committee which has been meeting monthly since February 2015; and

WHEREAS, it is the responsibility of this CAC to assess and advise the WOA's Board regarding the health status and needs of Curry County, and work on solutions to recommend to them; and

WHEREAS, the applicants have each attended several CAC meetings, and have expressed their desire to become voting members of the committee; and

WHEREAS, the applications of the applicants have been reviewed and approved by the CAC's nominating committee;

NOW, THEREFORE, THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY ORDERS AS FOLLOWS:

- 1.) The following individuals are approved as members of the Western Oregon Advanced Health (WOAH) Community Advisory Committee for Curry County: Lennae Wright.
- 2.) Members shall serve in accordance with the WOA's Program Description: Community Advisory Council.

DATED this 2nd day of November, 2016.

BOARD OF CURRY COUNTY COMMISSIONERS

Tom Huxley, Chair

Susan Brown, Vice-Chair

David Brock Smith, Commissioner

Approved as to form:

John HuttI,
Curry County Counsel

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 to update the job description for the Curry County Building Official position.

AGENDA DATE^a: 11- 2, 2016 **DEPARTMENT:** ComDev **TIME NEEDED:** 10 min

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

CONTACT PERSON: Carolyn Johnson **PHONE/EXT:** 541-247-3228 **TODAY'S DATE:** 10.24.2016

BRIEF BACKGROUND OR NOTE^b: Information on the update of the job description is included in the attached staff report with a staff recommendation to update the job description.

^bIndicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Order

- (1) Staff report
- (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: 11 /03 / 2016

Email:

Johnsonc@co.curry.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)

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)

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 STAFF REPORT

DATE: November 2, 2016

TO: Curry County Board of Commissioners

FROM: Carolyn Johnson, Community Development Director

SUBJECT: Modifications to the Building Official job description

RECOMMENDATION: Adopt the following Motion: "I move to approve Order ___ updating the job description for the Curry County Building Official position."

EXECUTIVE SUMMARY:

The Building Official job description was last updated in March of 2006. A revised job description (Attachment A) has been drafted for the position to better reflect and refine the position's duties and qualifications. Additionally the experience level has been revised reflective of today's common experience standards for an Oregon Building Official. The pay scale for the position would not change.

The Board of Commissioners is asked to review and take action on the proposed revised job description.

CURRY COUNTY JOB DESCRIPTION

JOB TITLE: Building Official

EXEMPT: Yes
SALARY LEVEL: E-11
SUPERVISOR: Community Development Director
PREPARED BY: Community Development Director November, 2016

POSITION SUMMARY

The Curry County Building Official leads, oversees, manages and participates in the administrative and technical functions of the Community Development Department Building Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides Code interpretations, information and advice to contractors, builders, County staff, elected and appointed County officials and the general public on all aspects of the Oregon Specialty Building Code and related regulations and county ordinances.
2. Reviews blueprints, plans, and sketches submitted with permit applications; determines code conformance and reviews cost estimates; lists and explains discrepancies and deficiencies of plans to contractors and the public; approves plans after corrections and issues building permits, completes inspection forms.
3. Performs on-site construction inspections to ensure compliance with applicable codes; verifies construction is according to approved plans; checks site locations for proper set-backs; inspects plumbing, heating, cooling, structural and mechanical systems for compliance with regulations and safety requirements.
4. Makes decisions and provides policy direction to staff in the application and administration of structural, mechanical, plumbing and electrical codes.
5. Prepares and monitors the Building Division capital, services and personnel costs for the annual Community Development Department budget with the Community Development Director, interfaces with the County Finance Department and Community Development Director on an as needed basis related to the budget and Building division fiscal matters.
6. Performs administrative tasks such as answering correspondence, preparing periodic activity reports, directing the work of a subordinate staff, completing inspection forms and writing letters and notices of correction.
7. Serves as a liaison between the County and Oregon code regulatory agencies and the Oregon Department of Commerce and interfaces with local fire districts and the County Roads Department.

Curry County Building Official Job Description - page 2

8. Participates and leads meetings with building contractors and the general public for the following: discuss problem areas involved in construction authorized by permits; actions of field inspectors, questions regarding building use or general guidance and interpretation of various state codes; resolution of conflicts or disputes related to code application, and provides technical assistance and advice on code compliance.
9. Investigates building and zoning code violations, complaints and official reports, checks hazardous conditions; issues and documents code violations and recommends appropriate remedial action and issues "stop work" orders.
10. Attends a variety of meetings to keep abreast of recent legislation, laws and regulations relating to the County Building Division.
11. Performs other related work as assigned by the Community Development Director.

SUPERVISORY RESPONSIBILITIES:

1. Directly supervises Building Division staff.
2. Plans, organizes, prioritizes, assigns, and reviews Building Division staff work
3. Establishes work goals and project plans conformance with established policies, procedures, standards, techniques, and Oregon Statute.
4. Prepares performance evaluations for assigned employees.
5. Provides guidance to subordinate employees for overall performance improvement and career development.

QUALIFICATION REQUIREMENTS:

PROFICIENCY IN:

1. Current residential and commercial construction techniques, materials, and practices which are used by the building construction industry.
2. Construction inspection methods.
3. Oregon Uniform Specialty Code, Mechanical Code, Plumbing Code, Mobile Home Administration Rules, and related regulations.
4. Current literature, trends, and developments in the building construction industry.
5. Reading and interpreting residential and commercial building plans and specifications.
6. Supervising the work of others, and tact and empathy in enforcing building codes and requirements.
7. Successfully working in a team environment.
8. Establishing and maintaining harmonious working relationships with other agencies, officials, other employees and the general public.

Curry County Building Official Job Description - page 3

SKILL IN:

1. Conducting structural, mechanical, plumbing and electrical inspections.
2. Standard Word programs, GIS, basic office machinery.
3. Communicating orally.
4. Preparing clear and concise written material.
5. Time management.
6. Interacting courteously and tactfully with all.

ABILITY AND DESIRE TO:

1. Exercise principles of supervision and organization.
2. Read, interpret and apply the Oregon Building Code and related pertinent county ordinances and regulations.
3. Work independently and delegate responsibility.
4. Conceive and execute plans to accomplish long-range goals.
5. Detect and locate possible defects and flaws in building construction and to initiate satisfactory corrective measures.
6. Review plans and specifications and to determine conformance with established standards.
7. Establish and maintain effective working relationships with superiors, subordinates, other county employees, and representatives of State agencies, building contractors, and the public.
8. Physical strength and agility sufficient to perform the work.
9. Attend work as scheduled and/or required.
10. Drive a vehicle in a variety of adverse weather conditions for lengthy distances.

MINIMUM EXPERIENCE AND TRAINING:

Six years of increasingly responsible experience at a level equivalent to a Building Inspector and one year as a Building Official. Certification by the Oregon State Department of Commerce, Building Code Division for Building Official, A, B and C level plans examiner, structural, mechanical and plumbing inspection certification. Fire and life safety plan review, park and camp inspections, One and Two family structural, Manufactured Home installation certification, mechanical, and plumbing.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070. Successful completion of a background check.

Curry County Building Official Job Description - page 4

PHYSICAL DEMANDS SUMMARY:

The incumbent is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

The employee must have the ability to professionally deal with stress, perform tasks involving physical activity, which may include lifting of heavy objects, bending, standing, walking, crawling in confined spaces, climbing ladders or sitting. Contact with the public in home or office environments may include exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The incumbent typically works in a variety of environments; an office environment with use of a computer, telephone and other office equipment as needed to perform duties and the field interacting with the public. The noise level in the office work environment is moderate. Incumbent may encounter frequent interruptions throughout the work day. The field environment is performed indoors and outdoors during good and bad weather. Noisy construction sites, tobacco smoke, construction debris and animals may be conditions to which the incumbent would likely be exposed.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.

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: ODA Critical Oregon Airport Relief (COAR) Program Grant

AGENDA DATE^a: 11/2/2016 **DEPARTMENT:** Commissioners **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: Susan Brown **PHONE/EXT:** 3229 **TODAY'S DATE:**
10/19/2016

BRIEF BACKGROUND OR NOTE^b: This grant application was due on October 14, 2016 and was signed and submitted by Commissioner Susan Brown. Asking the Board to ratify the grant application.

^bIndicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE:** Grant

- (1) Grant Application
- (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:

***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) Grant can be a legal binding document

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



Aviation Project Funding Request – 2016

APPLICATION CHECKLIST

Airport Information

Airport Name

Phone Number

Airport Sponsor Name

E-mail Address

Applicants must submit a completed Application. Incomplete applications will not move forward in the review process. All applicable answers must be completed by the applicant. Applications that do not contain answers for all applicable questions will be scored accordingly. Further information from the applicant may not be sought. This Application Checklist has been provided to assist applicants with providing key attachments. Carefully review your application utilizing the following checklist prior to submission to ODA. The completed checklist must be submitted as part of each application.

Staff	Applicant	N/A	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Signed and completed Application – all questions answered, even if N/A
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documentation (if applicable) – Question 8 – Project Overview
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Capital Improvement Plan project list (non-federally funded projects)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Capital Improvement Plan project list (federally funded projects)

Applicant notes:

AVIATION DEPARTMENT USE ONLY

Staff Reviewer name:

Staff Reviewer notes:



Aviation Project Funding Request – 2016

Introduction

- ➔ Please read the Aviation Project Funding Request instructions prior to completing this application.
- ➔ The application instructions, sample application, and draft grant agreement are available on the Oregon Department of Aviation [website](#).
- ➔ Submission instructions are detailed in Section 3 of the application instructions.
- ➔ Completed application and checklist are required.
- ➔ Answer all questions. Enter N/A where applicable.

1. Applicant

Organization Name

Curry County

Contact Person

Susan Brown

Address 1

94235 Moore Street, Suite 122

Contact Person Title

Curry County Commissioner

Address 2

[Empty box]

Phone

541-247-3296

City, State, ZIP

Gold Beach, OR 97444

E-mail Address

browns@co.curry.or.us

2. Project Name and Location

Project Name

BOK AIP Match AGIS

Project Location

Brookings Airport

County tax parcel identification number(s):

MAPTAXLOT: 4013-31-00200

3. Category of Airport:

Select the category of airport as listed in the current Oregon Aviation Plan (OAP):

Category 4 – Community [Dropdown arrow]

4. ODOT ConnectOregon region:

Select one ODOT region for the project: Region 3 [Dropdown arrow]

5. Certification

By checking this box, I certify that Curry County supports the proposed project, has the legal authority to pledge matching funds, and has the legal authority to apply for Aviation System Assistance Program funds. I further certify that matching funds are available or will be available for the proposed project. I understand the all State of Oregon rules for contracting, auditing, underwriting (where applicable), and payment will apply to this project. I certify that I have read the Sample Draft Agreement and will sign the Agreement if selected.

Date: 10/14/2016

6. Project Summary

Provide a brief summary of the project:

This FAA AIP funded project will conduct an Airport Geographical Information Survey (AGIS) Obstruction Survey.

7. Project Purpose and Description

Provide a detailed project description:

Recent projects have prompted the need for a new aeronautical survey to ensure existing procedures can be evaluated by FAA Procedure Development to assure they are not obstructed. A survey will be conducted in accordance with FAA's Airport Geographical Information System (AGIS) guidelines in AC 150/5300-18B (18B). The AGIS Obstruction Survey will identify obstructions/hazards in BOK airspace which will require removal by a subsequent project; and will provide data for the Sponsor's request for FAA's design of an instrument approach procedure for BOK.

8. Project Overview

Select all that apply to the project. Cite supporting documentation and submit with application.

Supporting Documentation

- a. Prevents future deficiencies and preserves existing facilities Yes No The AGIS obstruction survey is necessary to document the airspace around the airport in order to develop an instrument approach

procedure. Understanding the Airports boundaries and obstructions prevents future deficiencies and preserves existing facilities.		
b. Eliminates existing deficiencies as described in the current OAP	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The 2007 OAP lists eliminating potential obstructions around the Airport as a recommended improvement. The AGIS survey will document the airspace and allow development of a plan to eliminate any deficiencies.
c. Modernizes the airport by exceeding state or federal minimum standards as stated in the current OAP and identified by FAA ACs or other regulations.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The AGIS is the first step in developing an instrument approach at the Airport. An instrument approach would improve safety and operating efficiency while exceeding state and federal minimum standards.
d. Leverages federal funds	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	This grant seeks funds to match FAA AIP Grant
e. Contributes to the airport's self-sufficiency	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Funds from this grant would allow the Airport to save local funds and re-appropriate the money to maintenance and other Airport projects not eligible for State or federal funding.
f. NPIAS airport	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	As described in the OAP, Brookings is a NPIAS airport.
g. Existence of airport zoning	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Airport zoning allows development of on airport aviation uses and protection from encroachment into approach surfaces.
h. Maintenance commitment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Curry County will be responsible for the maintenance of the security fence.
i. Potential expansion, both on and off airport	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The AGIS and potential future development of an instrument landing procedure would create an opportunity for expansion both on and off the Airport. By allowing pilots and cargo planes to access the Airport at night and in poor weather conditions, the Airport becomes a more valuable asset to the region.
j. Availability of adequate surface access to airport	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The Airport is located just off US Highway 101 with direct access provided by Dodge Ave and Parkview Drive.
k. Significance of environmental impact	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	The AGIS will not have a significant impact on the environment.
l. Costs and benefits of improvements	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The AGIS results data that is essential to the Airport's future and growth. The AGIS serves as a foundation for construction projects, future development, and economic growth.
m. Economic development	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The AGIS is the first step in developing an instrument approach, which makes the Airport a resource for emergency access, life flight, and forest fire fighting. These operations will also provide opportunity for economic growth and development in Brookings.
n. Evidence of local support	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Support for this project has been shown by the County Commissioners and the local aviation advisory committee through their support of the FAA grants.
o. Local match available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The local match is available as required by the COAR Grant Program.
p. Minimizes airport redundancy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	This airport is critical to the southern Oregon Coast. It is certainly not redundant.

9. Project Category

Check the category of project for which you are requesting funding. (Please select only one.)

Project Category of Funding Request

<input checked="" type="checkbox"/>	Assistance with FAA AIP grant match
<input type="checkbox"/>	Emergency preparedness and infrastructure projects in accordance with the Oregon Resilience Plan
<input type="checkbox"/>	Critical/essential services or equipment
<input type="checkbox"/>	Aviation-related business development on airport
<input type="checkbox"/>	Airport development for local economic development

10. Description of Elements of Project Category

Provide a short description of how the project fits into the project category selected in Question 9. (Document will expand to allow additional lines.)

The project costs for this phase are 90% funded by FAA AIP. The request for ASAP funds is solely for assistance with the 10% local match.

11. Documentation and Permits

Complete the following table regarding pre-construction documentation. Provide the date the document was completed and select "Completed" from the drop-down menu. If the document is currently underway, select "Underway" from the drop-down menu and provide the expected completion date. If the funding proposal is for the purchase of equipment, select the "Equipment" box.

Document Description	Date Completed	Est. Completion Date	Status	Equipment
a. Airport Layout Plan	Nov 15, 2015		Completed	<input type="checkbox"/>
b. Environmental Impact Statement	Jan 15, 2015		Completed	<input type="checkbox"/>

Note any required permits, date issued, completion status and required status. Click the "+" button to add another permit.

Permit Type	Date Issued	Completion Status	Required Status

12. Milestones

Complete the following table regarding current and projected milestones for the project. Check to indicate if it is a construction or non-construction project.

	<input type="checkbox"/> Construction Projects	<input checked="" type="checkbox"/> Other/Non-construction Projects (describe)	Has the milestone been met?	Projected milestone start date	Projected milestone completion date
1	Scoping and planning	AGIS	Yes	9/2014	9/2014
2	Right-of-way, land acquisition	AGIS - N/A	No	N/A	N/A
3	Permits	AGIS - N/A	No	N/A	N/A
4	Final plans/bidding engineering documents	AGIS - N/A	No	N/A	N/A
5	Construction contract award	AGIS - N/A	No	N/A	N/A
6	Project completion	AGIS	No	5/1/2017	5/1/2017

Statewide Impact of Project

Per ORS 367.084(3), the applicant MUST answer the following questions:

13. Does the proposed transportation project reduce transportation costs for Oregon businesses or improve access to jobs and sources of labor? If yes, provide a short explanation.

Yes. A safer airport benefits many of Oregon's Cluster Industries. It benefits the Aviation Cluster by making the airport easier to use for pilots wanting to visit this region of the state. This project will also serve Tourism and Hospitality Cluster by improving airport access to tourists arriving by air. The survey results from the 2007 OAP indicate that tourism is a prime use of the Airport. By improving the efficiency of the fire fighting operations conducted by the BLM, USFS, and State Forestry Department, the Forestry and Wood Products Cluster will be enhanced by reducing losses caused by forest fires. The Brookings area is also home to large timber and lumber operations, which could be expanded with air access provided by the Airport.

14. Does the proposed transportation project result in an economic benefit to the state? If yes, provide a short explanation.

Yes. The improved safety at the airport will help bring more operations to the Airport. Currently, the Airport brings just under 2,000 GA visitors per year. Bringing more GA visitors will generate revenue in the region and the state as a whole. Upgraded safety features will also attract more business to the Brookings area and result in economic benefit to Oregon.

15. Is the proposed transportation project a critical link connecting elements of Oregon's transportation system that will measurably improve utilization and efficiency of the system? If yes, provide a short explanation.

Yes. An added instrument approach will ensure life flight is able to operate more reliably safely, and better serve the community and surrounding area. By enhancing life flight the State will be strengthening the link between air and ground transportation for people in critical need of medical attention. The Airport provides another link between air and ground; as a base during forest fire

season. The Airport is utilized for air cargo delivery, which will be improved with an instrument approach. Connecting people with goods and services will improve utilization and efficiency of the transportation system.

16. Budget

How much of the cost of the proposed transportation project can be borne by the applicant? Provide the funding source and the amount of funding from that source.

a. Total Project Cost or Total FAA AIP Grant Match Amount:

b. Applicant Match

Source of Match Funds	Amount	Percent of Project Cost	Date Available
Airport Category 4 Minimum COAR Match Requirement:		10.00%	
Curry County	\$1,125	10.00%	Jan 1, 2017
Total match funds:	\$1,125	10.00%	

c. Aviation Project Funding Request to ODA

Amount requested from ODA:	\$10,125	90.00%
----------------------------	----------	--------

d. Project Budget Summary

Total applicant matching funds:	\$1,125	10.00%
Funding request to ODA	\$10,125	90.00%
Total project cost or total FAA AIP grant match requirement:	\$11,250	100.00%

e. Pre-Agreement Expenditures

Has the project incurred any expenditures prior to the completion of this agreement, if awarded? If yes, explain.

No. The local match has not yet been expended and the AGIS has not yet started. The FAA Grant remains open.

17. Is the proposed transportation project ready for construction or implementation? Describe any unique construction-readiness, project implementation issues, or possible delays.

Yes. There are no unique aspects, project implementation issues, or possible delays anticipated with this project.

18. Does the proposed transportation project have a useful life expectancy that offers maximum benefit to the State? If yes, provide a short explanation.

The AGIS data serves as a data base that can be used for many years. The survey will have a useful life until major construction is done at the Airport, after which time the survey would need to be updated. Periodic updates to the base data to be collected in this project will be required to account for the growth of trees in the vicinity of the airport.

19. Submission

By signing this application, I certify that I am the authorizing representative for the Airport specified in this application. In consideration for receipt of program funds, Curry County agrees to keep the airport open for public use for a minimum of 20 years from the date of the Agreement, if selected as a grant recipient and awarded grant funds.

To submit electronically, type your name in the signature box below and submit using a password-protected e-mail account associated with your agency. See instructions for file naming requirements and e-mail address for submission.

<input type="text" value="Susan Brown"/>	<input type="text" value="Curry County Commissioner"/>	<input type="text" value="Susan Brown"/>	<input type="text" value="10/12/20169"/>
Print Name	Title	Signature	Date

AVIATION DEPARTMENT USE ONLY

CURRY COUNTY - BROOKINGS AIRPORT (KBOK)
 CAPITAL IMPROVEMENT PROGRAM CIP UPDATE
 FFY 2017 - 2022
 October 2016

CIP UPDATE FOR BROOKINGS AIRPORT (KBOK) - 9/29/2016						
Year	Project Name	Non-Primary Entitlements (NPE)		ST/DI	Total	Project Cost
2016	Wildlife Fencing Ph2 (additional construction costs)	\$	144,000	\$ -	\$ 144,000	\$ 160,000
2017	PMP (placeholder)	\$	20,000		\$ 20,000	\$ 22,222
2017	Obstructions Removal	\$	136,000	\$ 44,000	\$ 180,000	\$ 200,000
2018	Carry Over	\$	-		\$ -	\$ -
2019	Master Plan Update	\$	300,000		\$ 300,000	\$ 333,333
2020	PMP (placeholder)	\$	20,000		\$ 20,000	\$ 22,222
2020	Construct SW Taxiway (Env/Prelim Design)	\$	130,000	\$ 32,000	\$ 162,000	\$ 180,000
2021	Construct SW Taxiway (Design and Construct)	\$	150,000	\$ 840,000	\$ 990,000	\$ 1,100,000.00
2022	Carry Over	\$	-		\$ -	\$ -
Total =		\$	900,000	\$ 916,000	\$ 1,816,000	\$ 2,017,778

Non-Primary Entitlement Funds (NPE) Cash Flow			
NPE Avail	Project Cost	Project	NOTES
\$ 150,000			<< NPE Balance on 2/11/16 (FAA CIP Letter)
\$ (144,000)	\$ 160,000	Wildlife Fencing Ph2 (additional construction costs)	<< FFY 2016 Grant
\$ 150,000			<< Add NPE for FFY 2017
\$ 156,000			<< NPE Balance on 10/1/16
\$ (20,000)	\$ 22,222	PMP (placeholder)	<< FFY 2017 Project
\$ (136,000)	\$ 200,000	Obstructions Removal	<< FFY 2017 Project
\$ 150,000			<< Add NPE for FFY 2018
\$ 150,000			<< NPE Balance on 10/1/17
\$ -	\$ -	Carry Over	<< FFY 2018 Project
\$ 150,000			<< Add NPE for FFY 2019
\$ 300,000			<< NPE Balance on 10/1/18
\$ (300,000)	\$ 333,333	Master Plan Update	<< FFY 2019 Project
\$ 150,000			<< Add NPE for FFY 2020
\$ 150,000			<< NPE Balance on 10/1/19
\$ (20,000)	\$ 22,222	PMP (placeholder)	<< FFY 2020 Project
\$ (130,000)	\$ 180,000	Construct SW Taxiway (Env/Prelim Design)	<< FFY 2020 Project
\$ 150,000			<< Add NPE for FFY 2021
\$ 150,000			<< NPE Balance on 10/1/20
\$ (150,000)	\$ 1,100,000	Construct SW Taxiway (Design and Construct)	<< FFY 2021 Project
\$ 150,000			<< Add NPE for FFY 2022
\$ 150,000			<< NPE Balance on 10/1/21
\$ -	\$ -	Carry Over	<< FFY 2022 Project
\$ 150,000			<< Add NPE for FFY 2023
\$ 300,000			<< NPE Balance on 10/1/22

<< will need \$44,000 in ST/DI funds

<< will need \$32,000 in ST/DI funds

<< will need \$840,000 in ST/DI funds

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: Road Easement Correction Discussion

AGENDA DATE^a: 10-2-16 **DEPARTMENT:** Counsel **TIME NEEDED:** 20 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:** 09-25-16

BRIEF BACKGROUND OR NOTE^b: Discussion relating to a Proposed Correction Deeds Agreement from Bill Crook

^bIndicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Discussion/Decision

- (1)Draft Correction Deeds 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
- Send Printed Copy to:
- Email a Digital Copy to:
- Other

Name:
Address:
City/State/Zip:

Phone:
Email:

Due date to send: / /

^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) Amends a legal document

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

CORRECTION DEEDS AGREEMENT

BY THESE PRESENTS, pursuant to United States law of contracts and Oregon law applicable at the time of contract between respective predecessors of the parties hereto, the Crook Family by and through Harvey D. Crook, Wilda R. Crook, Vida D. Walker and Robert Z. Walker and Curry County by and through its Curry County Court, the Crook Family successors, William V. Crook, Mary Jacqueline Crook, Ronnie J. Crook, David W. Crook, James A. Crook, Kathleen L. D. Crook-O'Donnell and Crook Family LLC, jointly and severally, hereinafter known as **CROOK**, and Curry County, a political subdivision and county of the State of Oregon, by and through its Board of Commissioners, successor governing body to the Curry County Court, hereinafter known as **COUNTY**, do hereby execute this instrument to fulfill obligations and to correct errors and omissions of, connected with and/or arising from that certain standing contract of October 31, 1953, Co. Ct. Journal Bk 9, p 35, that deed of March 12, 1984, BR 103, pp. 406-10, that deed of July 30, 1984, BR 106, pp 18-20, that road vacation order of August 6, 1984, Co. Comm. Journal, BR 53, pp. 407-9, that deed of March 21, 1958, BR 52, pp. 556-7, that deed of Dec. 10, 1912, BR15, p 589, that deed of September 3, 1941, BR 26, pp. 470-1, the 1890 Curry County Wagon Road vacation proceedings in or about 1953 and 1977, as follows, to-wit;

I. CROOK, in accordance with contractual obligations do hereby donate and convey unto County a strip of land being the agreed and staked non-bottomland location of the Pistol River South Bank County Road, subject to a 1948 Coos-Curry Electric Co-op power line easement thereafter corrected, together with the right to use rock from the gravel bar in Gov Lot 1, Section 28. Twn 38 S, R 14 WWM, Curry County, Oregon, to construct the entire said road, described as follows, to-wit:

As surveyed by contract surveyor Richard Templin for the Curry County Road Department August 19, 1996, a strip of land monumented with 5/8 inch iron rods fitted with a yellow plastic cap marked "Curry Co. R/W," not on bottom land being bounded and described as follows, to-wit:

Beginning at the NW Corner of Section 29, Township 38 South, Range 14 West Willamette Meridian, Curry County, Oregon;
Thence S 23° 55' 03" E 1520.62 feet to the actual point of beginning;
Thence, 50 feet on each side of a center line,
S 62° 11' E 304.0 feet,
S 77° 24' E 138.50 feet,
N 89° 04' E 121.30 feet,
S 84° 44' E 98.5 feet, and
S 63° 06' E 101.4 feet to a certain point;
Thence, N 0° 31' E 23.59 feet to a certain point of continuing;
Thence, 16 feet on the North and 84 feet on the South of a center line S 66° 24' 05" E 153.45 feet;
Thence, 8 feet on the North and 92 feet on the South of a center line S 35° 19' 35" E 279.41 feet;
Thence, 50 feet on each side of a center line
S 84° 53' 47" E 111.12 feet;
N 52° 10' 45" E 97.0 feet;
Thence, 25 feet on each side of a center line,
N 38° 04' 56" E 218.63 feet,
N 35° 52' 16" E 48.92 feet,
N 35° 41' 14" E 314.31 feet,
N 38° 15' 35" E 81.48 feet,
N 37° 54' 29" E 179.87 feet,
N 43° 31' 22" E 117.41 feet,
N 37° 36' 01" E 194.62 feet,
N 43° 29' 04" E 263.39 feet,
N 49° 21' 02" E 421.99 feet,
N 78° 41' 46" E 86.47 feet,
S 77° 54' 53" E 142.50 feet,
S 18° 26' 07" E 193.85 feet,
S 32° 31' 35" E 113.74 feet,
S 47° 08' 51" E 177.60 feet,
S 63° 54' 29" E 100.00 feet,
N 83° 06' 20" E 136.22 feet,
N 76° 54' 41" E 120.07 feet,
N 89° 08' 12" E 215.97 feet,
N 72° 02' 00" E 120.88 feet,

After Recording Return To:
Curry County Bd. of Commissioners
Courthouse Annex
Gold Beach, Oregon 97444

Mail Tax Statements to:
William Crook
94479 Byrdies Rd
Gold Beach, Oregon 97444

Consideration in Dollars:
ZERO, donation;
\$1,800.00 in lieu of
property damages

N 43° 14' 22" E 126.06 feet,
N 43° 14' 22" E 141.78 feet,
N 33° 04' 34" E 213.85 feet,
N 21° 42' 22" E 145.40 feet,
N 31° 57' 22" E 135.68 feet,
N 55° 53' 11" E 144.78 feet,
N 38° 47' 53" E 170.89 feet,
N 62° 00' 00" E 188.10 feet,
N 88° 00' 00" E 59.4 feet,
N 69° 26' 00" E 72.60 feet; and including,

as surveyed by Curry County Surveyor Darryl Niemi for the Curry County Road Department December 31, 1998, two parcels of land monumented with 5/8 inch iron rods fitted with a yellow plastic cap marked "Curry Co. R/W" being outside right-of-way of record, bounded and described as follows, to-wit:

Beginning at a point S 72° 57' 16" W 2086.65 feet from the NE Corner of said Section 29;
Thence N 45° 25' 10" W 48 feet;
Thence N 66° 49' 23" W 112.50 feet;
Thence S 77° 54' 41" E 122.92 feet (record S 77° 54' 53" E 123.04 feet);
Thence S 18° 25' 09" E 55.05 feet (record S 18° 26' 07" E) to the point of beginning, containing 1929.2 square feet; and,
Beginning at a point S 67° 12' 25" W 547.00 feet from the NE Corner of said Section 29;
Thence S 47° 48' 02" W 140.49 feet;
Thence S 40° 51' 58" W 126.56 feet;
Thence N 31° 53' 53" E 128.14 feet (record N 31° 57' 22" E), 128.14 feet;
Thence N 55° 48' 15" E 143.29 feet (record N 55° 53' 11" E 143.24 feet) to the point of beginning, containing 2655.33 square feet; but excluding,

as surveyed by Curry County Surveyor Darryl Niemi for the Curry County Road Department December 31, 1998, two parcels of land monumented with 5/8 inch iron rods fitted with a yellow plastic cap marked "Curry Co. R/W" being inside right-of-way of record, bounded and described as follows to-wit:

Beginning at a point S 75° 19' 40" W 2040.32 feet from the NE Corner of said Section 29;
Thence S 18° 23' 25" E (record S 18° 26' 07" E) 71.43 feet;
Thence N 45° 25' 10" W 69.59 feet;
Thence N 66° 49' 23" W 126.87 feet;
Thence S 77° 49' 27" E (record S 77° 54' 53" E) 146.97 feet to the point of beginning, containing 2908.47 square feet; and,
Beginning at a point S 72° 01' 44" W 566.10 feet from the NE Corner of said Section 29;
Thence S 47° 34' 36" W 143.21 feet;
Thence S 40° 51' 58" W 132.35 feet;
Thence N 31° 52' 22" E (record N 31° 57' 22" E) 134.58 feet;
Thence N 55° 47' 49" E 146.60 feet (record N 55° 53' 11" E, 146.32 feet) to the point of beginning, containing 2934.19 square feet; but,

in the NW ¼ SE ¼ NW ¼ of said Section 29, the East right-of-way boundary line shall be at its nearest point no closer than three feet to the SW corner of the original Price/Walker/Crook garage monumented by its concrete floor/foundation nor closer than at but not beyond Crook fencing as initially agreed and constructed by County therethrough thus excluding any improvements/fixtures together with their land;

TO HAVE AND TO HOLD the above described, donated and conveyed premises unto Curry County and its successors subject to the stipulated covenants, conditions, terms and provisions as follow, notwithstanding any law otherwise, to-wit:

1. Reserved to Crook, their heirs, assigns and successors, are the rights to enter, leave and cross over, on, under and/or through the right-of-way strip at such places, times and for such purposes as Crook find necessary and/or desirable for the business and/or enjoyment of the lands described in Section II herein below, including but not limited to equipment/trucks/autos, livestock and persons, and the rights to construct, reconstruct, maintain, repair and use, in and/or out of the right-of-way strip, such facilities, structures and improvements as Crook find necessary and/or desirable for the business and/or enjoyment of the lands described in Section II herein below, all being free without any fees, charges and/or remuneration directly, arising from and/or connected with the same whatsoever with customary approvals and/or legal permits, if any, required by County or through County granted upon application by Crook.

2. The right-of-way is only for the purpose of using and maintaining in good stead the said South Bank Road for vehicular/foot ingress, egress and regress accessing the immediate local lands with the Original Oregon Coast Highway in lieu of the 1912 Pistol River County Bridge reroute of the 1890 Curry County Wagon Road. Upon the construction of any bridge reconnecting the said South Bank Road with the Pistol River North Bank County Road all interests, rights and titles that have been and/or that ever might be gained, held or exercised by County and/or the public in, to and about the said South Bank Road running through Crook lands in the NE ¼ NE ¼ and Government Lots 1 and 2 of said Section 29 shall

automatically cease, revert and vest with full clear title unto Crook, their heirs, assigns and successors and County shall therewith execute and record legal documentation attesting the same. Any County failure of its obligations shall be promptly addressed and fulfilled but no later than six months after any Crook notice unless waiver otherwise is voluntarily granted by Crook;

3. Crook exercise of rights shall not unreasonably interfere with nor unreasonably endanger County or road users. Crook may use, maintain and reconstruct County culverted/diverted springs and County built fencing along and near the traveled way as historically agreed, placed by County and/or subsequently maintained/reconstructed by Crook. County shall timely and effectively control road users speed such that all users can slow down or stop to avoid collision with any person, animal, or object in the right-of-way and shall timely post and maintain such road signs as shall effectively inform, caution and keep road users fully aware of persons, animals, crossings, approaches, ranch activities and the like thereat and about and road users' legal responsibility to prevent their collision therewith whatsoever and their full liability therefor, aka the Oregon Basic Rule of Travel;

4. County shall protect all open range lands along the entire road by its initially constructed fencing and for Crook maintenance of Crook-land fences thereafter instead of by County, County shall tender payment of \$1,800.00 to Crook in lieu of property damages upon delivery to County of a right-of-way deed by Crook. Fencing shall not serve as a basis for creating property boundaries except as otherwise herein explicitly specified.

5. County represents that the Templin and Nieme surveys are accurate and should provide a sound basis for correctly describing the right-of-way; nevertheless, the intent herewith is to provide a right-of-way for the actual constructed traveled-way of the said South Bank Road, notwithstanding any errors, omissions or law otherwise;

6. County shall terminate/transfer all of its interests/rights/titles in, to, through and/or about all Crook lands described in Section II herein below with full clear interests/rights/titles reverting and vesting unto Crook except those donated and conveyed herein or voluntarily conveyed hereafter by Crook to County.

7. County recognizes that Crook property interests, rights and titles are inviolate, represents that the said South Bank Road is complete and covenants that the road nature and use shall be maintained without any continued or new adverse effect upon Crook lands, livestock, crops, equipment, facilities, fencing, structures, improvements and the like unless otherwise hereafter specifically approved by Crook.

8. Crook failure to use and/or enforce any stipulated covenant, condition, term, provision, right and/or obligation shall not lessen its continued standing, force and/or effect nor any waiver the same except to the extent thereof.

II. COUNTY, in accordance with contractual obligations does hereby release, grant and convey unto Crook all of its interests, rights and titles in, to, through and/or about the following described lands, including but not limited to the Curry County Surveyor Fitzhugh 1880's surveyed right-of-way and the Asa Crook family permissive actual right-of-way of the 1890 Curry County Wagon Road, the Curry County Surveyor Echols August 1949 surveyed South Bank Road bottomland right-of-way, those two certain tracts described in that deed of March 21, 1958, BR 52, pp. 556-7, which by Circuit Court Order #3617 were found null and void and of no effect insofar as creating a county road or roads running into or intersecting the Relocated Oregon Coast Highway, a Throughway, and that road construction reservation in that deed of September 3, 1941, BR 26, pp. 470-1, to-wit:

In Township 38 South, Range 14 West Willamette Meridian, Curry County, Oregon:

1. Government Lots 7 and 8 of Section 20;
2. The SW $\frac{1}{4}$ of the SE $\frac{1}{4}$ and the S $\frac{1}{2}$ of the SW $\frac{1}{4}$ of Section 27;
3. Section 28, except the NE $\frac{1}{4}$;
4. The E $\frac{1}{2}$ of the E $\frac{1}{2}$, the SW $\frac{1}{4}$ of the NE $\frac{1}{4}$, Government Lots 1 and 2, the NW $\frac{1}{4}$ of the SE $\frac{1}{4}$ of the NW $\frac{1}{4}$ and that portion of the SW $\frac{1}{4}$ of the NW $\frac{1}{4}$ North of the Pistol River South Bank County Road in Section 29;
5. The E $\frac{1}{2}$ of the NE $\frac{1}{4}$ of Section 31;
6. Section 32;
7. Section 33, except the East $\frac{1}{2}$ of the SW $\frac{1}{4}$ of the NE $\frac{1}{4}$ and that portion of the SE $\frac{1}{4}$ East of Carpenterville Road;
8. The W $\frac{1}{2}$ of the NW $\frac{1}{4}$, the NE $\frac{1}{4}$ of the NW $\frac{1}{4}$ and the W $\frac{1}{2}$ of the NE $\frac{1}{4}$ of Section 34; and,

In Township 39 South, Range 14 West Willamette Meridian, Curry County, Oregon:

9. Section 4, except that portion East of Carpenterville Road;
10. Section 5;
11. Section 8; and,
12. Section 9, except the East $\frac{1}{2}$ of the East $\frac{1}{2}$ and the South $\frac{1}{2}$ of the South $\frac{1}{2}$; but, excluding any interest, right and title as specifically described, donated and conveyed in herein above

Section I for the Pistol River South Bank County Road right-of-way strip and as may be given and conveyed voluntarily hereafter by Crook;

TO HAVE AND TO HOLD, the above described, released, granted and conveyed premises together with the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining, with reverted and vested clear interests/rights/titles unto Crook, jointly and severally, their heirs, assigns and successors forever, not withstanding any law otherwise.

III. The intent of this Correction Deeds Agreement is to correct errors and omissions of, connected with and/or arising from that said contract of October 31, 1953, such that this Correction Deeds Agreement nullifies and replaces all heretofore proceedings and instruments in order to mutually fulfill obligations therewith, to resolve problems and to prevent otherwise unwanted consequences to the parties hereto. County shall promptly record this instrument with the Curry County Clerk. Sectioning of this instrument is for purposes of convenience and reference only.

IN WITNESS WHEREOF, **Crook**, jointly and severally as successor owners, and **County**, by and through its Board of Commissioners as successor governing body to its Curry County Court, do hereby execute and accept this Correction Deeds Agreement in duplicate originals by setting of hand and seal this _____ day of August, 2016, nunc pro tunc October 31, 1953.

CROOK FAMILY:

CURRY COUNTY:

William V. Crook

Tom Huxley, Chair

Mary Jacqueline Crook

Susan Brown, Vice-Chair

Ronnie J. Crook

David Brock Smith, Member

James A. Crook

SEAL

Crook Family, LLC, by James A. Crook,
Its President

David W. Crook, by and through his
Attorney-In-Fact, Cathleen Herbage

Kathleen L. D. Crook-O'Donnell

STATE OF OREGON)
) ss:
County of Curry)

Before me this _____ day of August, 2016, appeared the above named William V. Crook who is known to me and who acknowledged this instrument to be his voluntary act and deed.

Notary Public for Oregon
My Commission Expires: _____

STATE OF OREGON)
) ss:
County of Curry)

Before me this _____ day of August, 2016, appeared the above named Mary Jacqueline Crook who is known to me and who acknowledged this instrument to be her voluntary act and deed.

Notary Public for Oregon
My Commission Expires: _____

STATE OF OREGON)
) ss:
County of Curry)

Before me this _____ day of August, 2016, appeared the above named Ronnie J. Crook who is known to me and who acknowledged this instrument to be his voluntary act and deed.

Notary Public for Oregon
My Commission Expires: _____

STATE OF OREGON)
) ss:
County of Curry)

Before me this _____ day of August, 2016, appeared the above named James A. Crook who is known to me and who acknowledged this instrument to be his voluntary act and deed.

Notary Public for Oregon
My Commission Expires: _____

STATE OF OREGON)
) ss:
County of Curry)

Before me this _____ day of August, 2016, appeared the above named Crook Family, LLC by and through James A. Crook, its President, who is known to me and who acknowledged this instrument to be its voluntary act and deed by and through him.

Notary Public for Oregon
My Commission Expires: _____

STATE OF OREGON)
) ss:
County of Curry)

Before me this _____ day of August, 2016, appeared the above named David W. Crook who appeared by and through his Attorney-In-Fact, Cathleen Herbage, who acknowledged this instrument to be his voluntary act and deed.

Notary Public for Oregon
My Commission Expires: _____

STATE OF CALIFORNIA)
) ss:
County of _____)

Before me this _____ day of August, 2016, appeared the above named Kathleen L.D. Crook-O'Donnell who with legally satisfactory evidence proved her identity to me and who acknowledged this instrument to be her voluntary act and deed.

Notary Public for California
My Commission Expires _____

STATE OF OREGON)
) ss:
County of Curry)

Before me this _____ day of August, 2016, appeared the above named Tom Huxley who is known to me and who acknowledged this instrument to be his voluntary act and deed as a member of the Board of Commissioners of and for Curry County, Oregon, successor governing body to its Curry County Court.

Notary Public for Oregon
My Commission Expires: _____

STATE OF OREGON)
) ss:
County of Curry)

Before me this _____ day of August, 2016, appeared the above named Susan Brown who is known to me and who acknowledged this instrument to be her voluntary act and deed as a member of the Board of Commissioners of and for Curry County, Oregon, successor governing body to its Curry County Court.

Notary Public for Oregon
My Commission Expires: _____

STATE OF OREGON)
) ss:
County of Curry)

Before me this _____ day of August, 2016, appeared the above named David Brock Smith who is known to me and who acknowledged this instrument to be his voluntary act and deed as a member of the Board of Commissioners of and for Curry County, Oregon, successor governing body to its Curry County Court.

Notary Public for Oregon
My Commission Expires: _____

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: Appointment to the Coos Curry Housing Authority

AGENDA DATE^a: 11/2/2016 **DEPARTMENT:** Commissioners **TIME NEEDED:** 2 min

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

CONTACT PERSON: Susan Brown **PHONE/EXT:** 3229 **TODAY'S DATE:**
10/19/2016

BRIEF BACKGROUND OR NOTE^b:

^bIndicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE:** Appointment

- (1)Application
- (2)Appointment Order

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: Marka Turner

Send Printed Copy to:

Address: mturner@ccnbchas.org

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: Appointments

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

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



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: Beth Barker-Hidalgo Date: 10-4-2016

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 checked="" type="checkbox"/> Coos Curry Housing Authority
<input type="checkbox"/> Board of Property Tax Appeals	<input type="checkbox"/> Fair Board
<input type="checkbox"/> Brookings Airport Advisory Committee	<input type="checkbox"/> Farm Board of Review
<input type="checkbox"/> Budget Committee	<input type="checkbox"/> Local Public Safety Coordinating Council
<input type="checkbox"/> Building Codes Appeal Board	<input type="checkbox"/> Planning Commission
<input 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"/> 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): ASA, CPTI STF Advisory Committee

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? I work directly to seek temporary and long-term housing options for homeless citizens of Curry County in my day-to-day job. I have served on several boards in a variety of capacities and will work towards an equitable distribution of housing programs in Curry County.

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

The lack of housing inventory in general as well as the lack of affordable, transition and supportive housing options in Curry County.

Describe your previous experience in this appointed position or a similar position: I served on the ORCCA BOD as a voting member, I currently serve on the Wild Rivers Animal Rescue BOD as a voting member and Development Committee chair. I served on the BOD of The Environmental Council of Sacramento as the Secretary for 2 years, and I currently serve on the Special Transit Fund Advisory committee for Curry Public transit Inc.

Other volunteer activities: I am a CERT trainer and a member of the Curry County Medical Reserve Corps.

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 DUI, 1998, Sacramento CA

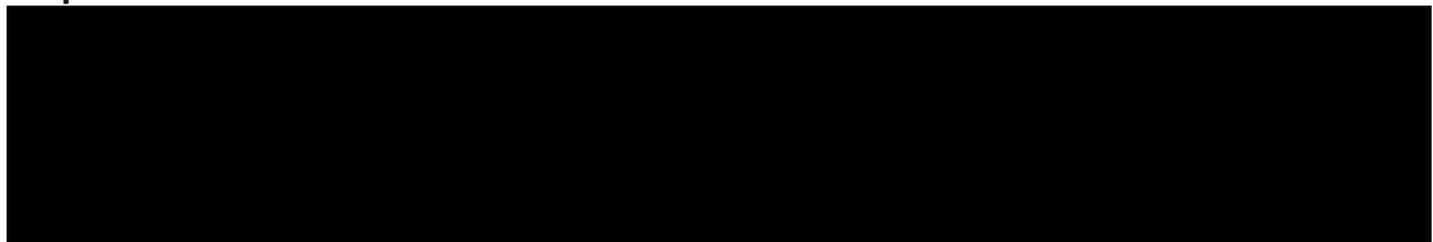
Signature  _____ Date 10-4-2016

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 OF THE)
APPOINTMENT OF A) ORDER NO. _____
MEMBER TO THE COOS CURRY)
HOUSING AUTHORITY)

WHEREAS, a position has become vacant on the Coos Curry Housing Authority Board due to a resignation; and

WHEREAS, the Board of Curry County Commissioners announced the vacancy, and invited interested persons to apply; and

WHEREAS, Beth Barker-Hidalgo applied and indicated her willingness to serve;

NOW, THEREFORE, IT IS HEREBY ORDERED that Beth Barker-Hidalgo is appointed to the Coos Curry Housing Authority with said term to expire November 2, 2020.

DATED this 2nd day of November 2016.

CURRY COUNTY BOARD OF COMMISSIONERS

Thomas 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](mailto:BOC_OFFICE@CO.CURRY.OR.US)

AGENDA ITEM TITLE: Contract with Brandt Media to install Government Channel Equipment

AGENDA DATE^a: 11/02/16 **DEPARTMENT:** BOC **TIME NEEDED:** 10

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

CONTACT PERSON: John Hutt **PHONE/EXT:** 3218 **TODAY'S DATE:** 10/28/16

BRIEF BACKGROUND OR NOTE^b: Government Channel procurement results presented at work session on October 26, 2016; consensus to bring back contract for consideration; two contracts: one equipment install; other contract is production and broadcast service; this is first contract; County required to purchase computer system separately

^bIndicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE:** Agreement

- (1) Brandt Media Recording Presentation Equipment Installation Contract
- (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:

***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) Contract with requirements; County required to purchase computer system separately

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

**CONTRACT BETWEEN CURRY COUNTY AND
BRANDT MEDIA**

This contract is and between Curry County, a General Law County, Political Subdivision of the State of Oregon (County) and Nicholas Brandt, dba Brandt Media (Contractor).

1. Work to Be Performed

Contractor, shall, except as otherwise provided, at its own expense, furnish all materials, labor and equipment, necessary to complete the project regarding the services

Channel Service Contract , Meeting Operator, Channel Operation, Program Production as described on Exhibit A, subject to applicable exclusions and conditions contained therein.

Contractor shall perform work to specifications and according to generally accepted standards in Contractor's trade or industry.

2. Performance and Payment Bond

The Board of Curry County Commissioners has specifically waived the requirement for a performance and a payment bond.

3. Completion Date

This contract shall run from January 1, 2017 to December 31, 2017. Sixty days prior to termination, the parties shall confer on changes to terms of service and compensation. If there are no changes, the contract shall renew for another year unless terminated.

4. Compensation Not to Exceed

Compensation for the services will not exceed \$25,200 per year pursuant to the table in Exhibit A.

5. Prevailing Wages and Procurement

Contractor and County agree that the project is not subject to prevailing wages because the amount of the contract for services does not exceed \$25,200 annually.

6. Independent Contractor

Contractor is engaged as an independent contractor, and will be deemed so for purposes of the following:

A. Contractor will be solely responsible for payment of any federal or state taxes required as a result of this contract.

B. This contract is not intended to entitle Contractor to any benefits generally granted to County's employees, such as vacation, sick leave, health insurance, Social Security, etc.

7. Incorporation of Statutory Provisions Required for Public Contracts

The Contractor certifies that it will comply with all applicable public contract laws, including, but not limited to, ORS 279B.220 and 279B.230 that are attached as Exhibit B and incorporated by reference into this agreement.

8. Workers' Compensation

Contractor, its subcontractors, if any, working under this contract are subject workers under Oregon Workers' Compensation law and shall comply with ORS 656.017, which requires it to provide workers' compensation coverage for all of its subject workers.

9. Certification of Reading and Understanding of Documents

The Contractor certifies that it has read and fully understands all contract documents including this contract, the solicitation document and all terms and conditions. The Contractor understands and acknowledges that in signing this contract Contractor waives all right to plead any misunderstandings regarding the same.

10. Indemnification

Contractor shall indemnify, defend and save and hold harmless County from any and all suits, actions, legal or administrative proceedings, demands, claims, liabilities, fines, penalties losses, injuries, damages, expenses or costs, including interest and attorney fees, in any way connected with any injury to any person or damage to any property occasioned in any way by Contractor's or Contractor's subcontractor's prosecution of work under this contract.

11. Insurance

Contractor shall provide the following insurance in connection with the project:

INSURANCE DESCRIPTION	MINIMUM REQUIRED COVERAGE
A. Workers' Compensation	Statutory
B. General Liability	\$1,000,000 per occurrence
C. Automobile Liability	\$1,000,000 per occurrence

Evidence of such insurance shall be provided to County within ten days of the execution of this agreement and before work begins. The liability insurance shall name County and its officers, agents and employees as additional insured.

///

12. Intellectual Property

County Board of Commissioners shall have approval authority over all content produced by Contractor or submitted by County departments under this agreement. County departments shall be allowed to submit one, half-hour segment to Contractor for production per year. Any deviation from this shall require Board approval. Content shall be property of the County.

Brandt Media in the performance of its duties under this contract will adhere to all copyright laws and FCC guidelines governing PEG operations. Brandt Media will also assist the County in responding to any FCC or copyright complaints, however, the liability for such complaints shall remain with the county as the copyright holder.

The above indemnification provisions of Section 10 do not apply to any claims for damages arising out of the content produced under this agreement. Subject to the limits of the Oregon Tort Claims Act, County agrees to defend indemnify and hold harmless Brandt Media, its officers employees, agents and representatives from claims for damages by third parties arising out of claims solely related to the content of the County's described intellectual property.

13. Nonwaiver

No waiver of any breach of this agreement shall be held to be a waiver of any other or subsequent breach.

14. Severability

Should any clause or section of this contract be declared by a court to be void or voidable, the remainder of the contract shall remain in full force and effect.

15. Termination by County

County shall have the right to terminate this contract in its entirety at its convenience. County may terminate for non-appropriation of future budget funds. If County terminates pursuant to this section, County shall retain any other right or remedy which County has against Contractor. Termination shall not prejudice the rights of the County that accrued before termination. If the County invokes this provision, it may notify Contractor by any commercially reasonable means. Contractor shall be entitled to payment for work done up to the date of termination.

16. Attorney Fees and Costs

In the event that either party to this contract shall take any action, judicial or otherwise, to enforce or interpret any of the terms of this contract, each party shall be wholly responsible for its own expenses which it may incur in taking such action, including costs and attorney fees, whether incurred in a suit or action or appeal from a judgment or decree therein or in connection with any non-judicial action.

17. Applicable Laws

This contract is executed in the State of Oregon and is subject to Oregon law and the jurisdiction of Curry County.

18. Written Changes Required

The rights and duties under this contract shall not be modified, delegated, transferred, or assigned, except upon written signed consent of both parties, such consent will not unreasonably be withheld.

THE CONTRACTOR, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

CONTRACTOR



By (signature)
President and Chief Engineer
Brandt Media
2732 NW 19th Street
Redmond, OR 97756

10/28/16
Date

COUNTY BOARD OF CURRY COUNTY COMMISSIONERS

Thomas Huxley, Chair

Date

Susan Brown, Vice Chair

Date

David Brock Smith, Commissioner

Date

Approved as to Form:

John R. Huttli, Curry County Legal Counsel

Brandt Media
Nicholas Brandt, President & Chief Engineer
Charles Douglas, Operations Manager
2732 NW 19th Street
Redmond OR 97756
(541) 292-7811

Curry County
94235 Moore Street, Suite 122
Gold Beach, OR 97444
(541) 247-3296

Curry County Board of Commissioners Chamber Audio-Video Project

Brandt Media is pleased to provide the following proposal for the design and build of the Curry County Board of Commissioners Chamber Audio-Video Project, Part A and Part C. The principal objective of this project is to design and install a complete Chamber and Blue Room presentation and audio-video system, which would power a Charter Cable channel as well as a streaming channel and video-on-demand service presented on the County website, partnered with production services to provide original content to improve government-to-citizen communications on behalf of Curry County.

COMPANY BACKGROUND:

Brandt Media's President & Chief Engineer has been designing and installing video production systems in community media for more than eight years. Brandt Media was launched to focus on the needs of government meeting rooms and conference centers, and now boasts clients as small as the City of Brookings, Oregon and as large as the County of Santa Cruz, California. We are proud to give personalized attention to all of our customers and industry-exclusive free remote technical support for the life of the system.

More recently the Chief Engineer has developed platforms to help small and medium sized governments take advantage of the channel space provided them by virtue of their franchise agreements with cable companies. These systems range from a small, government-only presence, to a larger Public, Education and Government Access (PEG) Operation.

The size of the operation depends on the needs of the community and upon the involvement of its citizens. Brandt Media's Operations Manager has several years of experience

Exh A-1

helping ordinary citizens, schools & universities, Chambers of Commerce and other non-profit organizations scale up their capacity for mass communication with their target audiences 'by any media necessary.' This background in the successful growth of public access training and production programs will prove invaluable should community interest justify the deployment of such a suite of services in Curry County.

Our Operations Manager's wealth of experience as a government meeting operator trainer and as an administrator of complex Master Control systems for multi-channel, multi-system networks will ensure local front-line support to keep channels up and on the air. His additional background as a journalist will come in handy to provide timely production services to meet County needs in public relations.

HD CHAMBER RECORDING AND PRESENTATION SYSTEM

This system is the premier economy government operations system right now that requires an operator. This system is based on a system that Brandt Media built for the County of Santa Cruz at over three times the quoted cost. For this application we have stripped the system down to its basic components and fulfilled all of the county's requirements. The major costs in this system stem from the fact that this system leverages all High Definition equipment.

Audio Reinforcement:

- Provide and install speakers and power amplifier with a full range sound system to adequately meet the needs of the presentation space with a 70-Volt speaker system utilizing six (6) speakers in the Board of Commissioners Chamber and two (2) speakers in the Blue Room at lower power to eliminate feedback.
- Take relevant measurements of the acoustical properties of the Chamber (e.g. reverberation, resonances, reflectivity) and make adjustments to facilitate the best possible sound-reproduction and minimize the risk of feedback. This will include active feedback reduction and graphic EQ processing.
- Provide and install two (1) 8-channel automatic mixers (Shure SCM810).
- Provide and install five (5) new wired lapel mics for horseshoe and two (2) two-channel wireless microphone system for presentations -- for a total of nine (9) microphones.
- Provide audio outputs from the sound system to a new Denon DN-500R digital audio recorder.
- Provide and install one (1) 4-user assisted listening system for ADA compliance.
- Provide a simple-to-use interface to control the sound level of all the microphones including Mute and Master Volume from inside the chambers.
- Pull new terminated wiring required for the audio and video systems using existing open cable pathways.

Video Presentation System:

- Provide and install one (1) 65” monitor for Board viewing of presentations with custom mounts to be approved by the County.
- Provide and install one (1) 65” monitors for Audience viewing of presentations with custom mounts to be approved by the County.
- Provide and install one (1) 65” monitors for Blue Room viewing of presentations with custom mounts to be approved by the County.
- Provide and install an Atlona 4x4 video matrix to facilitate all video inputs and outputs.
- Upgrade all wiring for the project to HDMI and Cat 6 standards.
- Provide and install a Vaddio groupstation to facilitate broadcast quality video conferencing and the ability to “Bring Your Own Device” and display it for presentation.
- Provide and install an Elmo TT-12 Document Camera for document presentation.
- Provide and install one (1) Dsan Limitimer BT2000 as a presentation timer.

Broadcast Recording System:

- Provide and install two (2) Panasonic HE 40 PTZ cameras in the Chambers.
- Provide and install one (1) Panasonic HE 2 Static camera in the Chambers.
- Provide and install one (1) Panasonic HE 40 PTZ camera in the Blue Room.
- Provide and install one (1) Panasonic RP50 controller for full camera control.
- Provide and install one (1) Tricaster Mini Base Model production Switcher.
- Install video-production equipment in the existing video production closet.

Design and Project Management:

- Manage all work with General County IT Department on all required physical room changes and electrical additions.
- Provide design drawings for approval.
- Provide as-built drawings and Wiring Diagrams upon completion.
- Provide training for Staff on all new technologies implemented in this project.

TOTAL APPROXIMATE COST WITH LABOR: \$54,769.90

TRAINING AND SUPPORT

All systems sold by Brandt Media include eight (8) hours of training for County IT and meeting staff to be held within one (1) week of the completion of the build. A training manual and as-wired diagrams accompany these trainings.

The system in this proposal comes with free 24/7 remote technical support and live meeting support. Almost 90% of all issues and adjustments experienced by these systems can be

solved by remotely logging into the computer or appliance over TeamViewer Host Connection. The city must allow remote desktop services in order to take advantage of this offer. Phone support and additional training over Skype are also included at no additional cost.

Our included remote technical support and low on-site rates are our way of ensuring that the system performs as it was designed for years to come. The included remote tech support and rates quoted in this proposal are good for the life of the system. Should an out-of-warranty part ever need to be replaced or upgraded, simply pay the cost of the part and the onsite support rate.

SERVER PLAYBACK SYSTEM

While the system provided in Part A will successfully record the audio and video of the County meeting or event into a High Definition digital file format, the actual airing and on-demand availability of this footage is entirely dependent upon the cablecast, streaming and online playback systems installed to meet post-production needs.

In Brookings, the City elected to use their TriCaster for 24/7 broadcast -- after a meeting is recorded the City places these meetings and other videos into a playlist which repeats until the next meeting is scheduled or the playlist is changed. We do not recommend this course of action because it goes contrary to the design specifications of what is principally a live production system, and is additionally very likely to shorten the life of the system.

Instead, we advocate for the use of a server playback system. This system would record the meetings from the chambers and also take in various pieces of video content to run the channel's 24/7 broadcast. This type of system would allow the County to do a community information bulletin board as well as emergency messages on the channel at any time. These systems are also scalable should the County wish to implement the addition of a dedicated public access channel.

There are three different companies Brandt Media works with for playback systems, namely TelVue, Tightrope and Castus. These companies each provide industry-standard equipment for cablecast, live streaming and online playback of content and are the go-to providers for PEG Access operations across the country. Contingent with County acceptance of Part A and Part C implementation by Brandt Media, the County would be expected to secure the capital purchase of equipment compliant with the above-stated needs with one of these vendors, which must be done independently and not through Brandt Media. Upon request, Brandt Media will provide consultation and installation services for a system from one of these vendors at no additional cost incurred to the County.

CHANNEL SERVICE CONTRACT

Now that the County has made the capital investment, who is going to turn all of this equipment into a television channel? Who is going to operate the equipment? Who is going to

schedule the playback server and produce original content for the channel as required by Charter?

Governments have come up with a variety of answers to this question. Some choose to roll these duties into the existing Public Information Officer duties (Gilroy, CA). Some create a position on staff to handle everything related to public access (Nash County, NC). Most likely, governments create a service contract which can be capitalized with equipment on a yearly or two-year term. This is how all government and public access in Jackson and Josephine Counties operates, and is the industry standard for operating a combined PEG Access operation.

A good service contract would include the broadcast of all of the government meetings, 24/7 scheduling of the channel, and the production of original content. Brandt Media would offer this service at the introductory cost of \$25,200 per year if the estimates below prove correct. This would include branding of the channel, creation of channel IDs, a set amount of original content produced per year as well as an operator on-site for all regularly scheduled public meetings and the provision of channel scheduling services.

Content produced could include travel pieces, tourism promotions, informational pieces about county departments, coverage of county events and festivals as well as state programming only available to PEG operations. These service contracts are completely customizable to meet the needs of the county. The scope can be adjusted to fit within the county budget and will vary based on the county's long range goals.

Service	Description	Cost/hour	Hours	Total
Meeting Operator	Government meeting operations by the hour flat capped fee	\$60.00	120	\$7,200.00
Channel Operation	Programming of channels granted to and operated by Curry County	\$30.00	200	\$6,000.00
Program Production	Number of hours of originally produced content for Curry County	\$500.00	20	\$10,000.00
Remote access monitoring service	Brandt Media to provide remote black monitoring of the channel through Slingbox	Flat	Fee	\$2,000.00
		Total	Est.	\$25,200.00

Description of Services

Meeting Operator

To cover all county televised meetings, Brandt Media shall use three government meeting operators: One primary and two backup operators. One of these individuals will be operating all of the meeting equipment and producing the cablecast of each meeting.

Meeting hours will be calculated according to actual meeting run-time incurred by the operator while on-site and the totals of these shall be billed to the County on a quarterly basis. A meeting that requires television coverage must be stated on the calendar constructed at the execution of the contract or else Brandt Media must be given notice of a covered meeting at least seventy-two (72) hours prior to the meeting start time.

Channel Operation

Channel operation is the service that ensures there is programming on the County channel 24 hours a day, 7 days a week. It takes approximately four (4) hours per week or two-hundred (200) hours per year to program the server system and these services shall be billed to the County on a quarterly basis. During the performance of this service, our programmers ensure there is good quality programming on the channels at all times, and will additionally search for and program high quality "import content" which is both relevant to the citizens and helps to fill the channel when it is not filled by other County business.

Program Production

This is the production fee associated with the production of original content for the county channel. The production fee works like a retainer. We guarantee the actual number of programming hours regardless of the labor hours required to produce a programming hour. The programming hours can be a collection of twenty (20) five-minute pieces, sixty (60) one-minute pieces or two (2) thirty-minute pieces at the complete discretion and approval of the County.

These services shall be billed to the County on a quarterly basis dependent upon the consumption of these services. This is the area of the contract where the county can make the most adjustments to meet budgetary and contract goals. Below are some examples:

- Basic Branding Package

Allows Brandt Media to design and implement a channel brand for the Curry County channel under the direction and oversight of select county individuals. This includes channel IDs, short channel promos and short informational pieces deemed important by the county. This package includes five (5) hours of programming deliverable throughout the contract period and costs only \$2,500.

- Branding and Promotion Package

In addition to everything stated above in the Basic Branding Package, this package also includes longer format (15-30 minute) promotional profiles about county departments. Here are some ideas of topics: County Administration, Elections Department, Parks and Recreation, available community services, or profiles of County Commissioners and key County staff. This package includes ten (10) hours of programming deliverable throughout the contract period and costs only \$5,000.

- Branding, Promotion and Events Package

In addition to everything stated above in the Branding and Promotion Package, this package also allows Brandt Media to film coverage of events going on in the county outside of the county building that are deemed important by the county. These programs could take the form of a news style magazine show or broadcast coverage of an important county event like a parade or town hall meeting. This package includes twenty (20) hours of programming deliverable throughout the contract period and costs \$10,000. This is the package that Brandt Media recommends for any station starting out because it provides the best value and the most programming hours that count toward the granting of a new channel by Charter.

- Remote Access Monitoring Service

Utilizing a Slingbox remote access service, Brandt Media will have 24/7 access to monitor the transmission quality of the County channel, and will regularly keep a log of the quality of channel operations. Combined with TeamViewer technology to access the cablecast and server systems, Brandt Media shall be on-call to provide prompt technical support response services for any channel outages. These services are assessed at a \$2,000 annual flat fee and shall be billed to the County on a quarterly basis.

EXCLUSIONS AND CONTINGENCIES

- Part A (Chamber Recording and Presentation System) is contingent upon a work schedule contained within a start date no earlier than December 16, 2016 and an end date no later than December 31, 2016.
- Part C (Channel Service) is contingent upon the County securing a separate agreement with either TelVue, Tightrope or Castus for the capital equipment purchase of an appropriate cablecast, live streaming and online playback system (Part B) to facilitate the operation of the Charter Cable channel as well as the live High Definition streaming channel and on-demand service.
- Brandt Media staff must have full access to all portions of the County facility required for the completion of the build (Part A), including access on weekends and evenings. Furthermore, Brandt Media staff must have full access to the Board of Commissioners Chamber, Blue Room, video operations closet and cablecast head-end once Channel Service operations (Part C) have commenced.
- Brandt Media must have remote access capability required to be able to use Slingbox and TeamViewer within the County IT network, and must additionally have remote access to all server, playback and presentation equipment.

- The County will be responsible for providing power at each TV location and all wiring not in surface-mounted conduits or existing pathways.
- Permits or licenses (none required).
- Any work not expressly outlined in this proposal and subject to a change order.

PAYMENT

- An 80% deposit, \$43,815.92, shall be payable immediately upon execution of the contract for the Chamber Recording and Presentation System (the scope of work in Part A); the remaining \$10,953.98 shall be payable within thirty (30) days of the completion of the Part A scope of work.
- The annual estimated cost of the Channel Service contract (the scope of work in Part C) is \$25,200.00. This shall be billed quarterly, at an approximate amount of \$6,300, and shall payable within thirty (30) days of the end of each quarter.

EXHIBIT B

OREGON STATUTORY CONTRACT PROVISIONS

279B.045 Contractor warranty and covenant concerning tax law compliance.

Every public contract that is subject to this chapter must include a representation and warranty from the contractor that the contractor has complied with the tax laws of this state or a political subdivision of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317 and 318. The public contract must also require a covenant from the contractor to continue to comply with the tax laws of this state or a political subdivision of this state during the term of the public contract and provide that a contractor's failure to comply with the tax laws of this state or a political subdivision of this state before the contractor executed the public contract or during the term of the public contract is a default for which a contracting agency may terminate the public contract and seek damages and other relief available under the terms of the public contract or under applicable law. [2015 c.539 §3]

279B.220 Conditions concerning payment, contributions, liens, withholding.

Every public contract shall contain a condition that the contractor shall:

(1) Make payment promptly, as due, to all persons supplying to the contractor labor or material for the performance of the work provided for in the contract.

(2) Pay all contributions or amounts due the Industrial Accident Fund from the contractor or subcontractor incurred in the performance of the contract.

(3) Not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.

(4) Pay to the Department of Revenue all sums withheld from employees under ORS 316.167. [2003 c.794 §76a]

279B.230 Condition concerning payment for medical care and providing workers compensation

(1) Every public contract shall contain a condition that the contractor shall promptly, as due, make payment to any person, copartnership, association or corporation furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to the employees of the contractor, of all sums that the contractor agrees to pay for the services and all moneys and sums that the contractor collected or deducted from the wages of employees under any law, contract or agreement for the purpose of providing or paying for the services.

(2) Every public contract shall contain a clause or condition that all subject employers working under the contract are either employers that will comply with ORS [656.017 \(Employer required to pay compensation and perform other duties\)](#) or employers that are exempt under ORS [656.126 \(Coverage while temporarily in or out of state\)](#). [2003 c.794 §76c]

279B.235 Condition concerning hours of labor; compliance with pay equity provisions; employee discussions of rate of pay or benefits.

(4) A public contract for services at a county fair, or for another event that a county fair board authorizes, must provide that the contractor shall pay employees who work under the public contract at least time and a half for work in excess of 10 hours in any one day or 40 hours in any one week. A contractor shall notify employees who work under the public contract, either at the time of hire or before work begins on the public contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the contractor may require the employees to work.

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: Contract with Brandt Media to provide Production and Broadcast services for Government Channel

AGENDA DATE^a: 11/02/16 **DEPARTMENT:** BOC **TIME NEEDED:** 10

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

CONTACT PERSON: John Hutt **PHONE/EXT:** 3218 **TODAY'S DATE:** 10/28/16

BRIEF BACKGROUND OR NOTE^b: Government Channel procurement results presented at work session on October 26, 2016; consensus to bring back contract for consideration; two contracts: one equipment install; other contract is production and broadcast service this is second contract

^bIndicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE:** Agreement

- (1) Brandt Media Recording Production and Broadcast Services Contract
- (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: **Administrative Actions**

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

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

**CONTRACT BETWEEN CURRY COUNTY AND
BRANDT MEDIA**

This contract is and between Curry County, a General Law County, Political Subdivision of the State of Oregon (County) and Nicholas Brandt, dba Brandt Media (Contractor).

1. Work to Be Performed

Contractor, shall, except as otherwise provided, at its own expense, furnish all materials, labor and equipment, necessary to complete the project regarding the services

HD Recording Presentation System as described on Exhibit A, plus one additional Vaddio unit for the Blue Room at no additional Labor, subject to applicable Exclusions and Contingencies identified in Exhibit A.

NOTE: This does not cover the Server Playback System or Channel Service elements of Exhibit A. County will work with Contractor to obtain a TelVue or similar server playback system at County's expense and if obtained prior to work window in Exhibit A, Contractor will install at no additional charge.

Described services Outlined in Exhibit "A" that is attached hereto and incorporated by reference.

Contractor shall perform work to specifications and according to generally accepted standards in Contractor's trade or industry.

2. Performance and Payment Bond

The Board of Curry County Commissioners has specifically waived the requirement for a performance and a payment bond.

3. Completion Date

This contract shall commence upon execution and be completed within 90 days.

4. Compensation Not to Exceed

Contractor agrees to perform the work called for under this contract for an amount not to exceed \$57, 969.90 for the HD Chamber Recording and Presentation System elements set forth on Exhibit "A" which includes the addition of an additional \$3200 Vaddio system for the Blue Room.

///

5. Prevailing Wages and Procurement

Contractor shall comply with ORS 279C.800 through ORS 279C.870, as applicable.

6. Independent Contractor

Contractor is engaged as an independent contractor, and will be deemed so for purposes of the following:

A. Contractor will be solely responsible for payment of any federal or state taxes required as a result of this contract.

B. This contract is not intended to entitle Contractor to any benefits generally granted to County's employees, such as vacation, sick leave, health insurance, Social Security, etc.

7. Incorporation of Statutory Provisions Required for Public Contracts

The Contractor certifies that it will comply with all applicable public contract laws, including, but not limited to, ORS 279B.220 and 279B.230 that are attached as Exhibit B and incorporated by reference into this agreement.

8. Workers' Compensation

Contractor, its subcontractors, if any, working under this contract are subject workers under Oregon Workers' Compensation law and shall comply with ORS 656.017, which requires it to provide workers' compensation coverage for all of its subject workers.

9. Certification of Reading and Understanding of Documents

The Contractor certifies that it has read and fully understands all contract documents including this contract, the solicitation document and all terms and conditions. The Contractor understands and acknowledges that in signing this contract Contractor waives all right to plead any misunderstandings regarding the same.

10. Indemnification

Contractor shall indemnify, defend and save and hold harmless County from any and all suits, actions, legal or administrative proceedings, demands, claims, liabilities, fines, penalties losses, injuries, damages, expenses or costs, including interest and attorney fees, in any way connected with any injury to any person or damage to any property occasioned in any way by Contractor's or Contractor's subcontractor's prosecution of work under this contract.

11. Insurance

Contractor shall provide the following insurance in connection with the project:

INSURANCE DESCRIPTION	MINIMUM REQUIRED COVERAGE
A. Workers' Compensation	Statutory

B. General Liability \$1,000,000 aggregate.

C. Automobile Liability \$1,000,000 aggregate.

Evidence of such insurance shall be provided to County within ten days of the execution of this agreement and before work begins. The liability insurance shall name "Curry County and its officers, agents and employees as additional insured."

12. Nonwaiver

No waiver of any breach of this agreement shall be held to be a waiver of any other or subsequent breach.

13. Severability

Should any clause or section of this contract be declared by a court to be void or voidable, the remainder of the contract shall remain in full force and effect.

14. Termination by County

County shall have the right to terminate this contract in its entirety at its convenience. County may terminate for non-appropriation of future budget funds. If County terminates pursuant to this section, County shall retain any other right or remedy which County has against Contractor. Termination shall not prejudice the rights of the County that accrued before termination. If the County invokes this provision, it may notify Contractor by any commercially reasonable means. Contractor shall be entitled to payment for work done up to the date of termination.

15. Attorney Fees and Costs

In the event that either party to this contract shall take any action, judicial or otherwise, to enforce or interpret any of the terms of this contract, each party shall be wholly responsible for its own expenses which it may incur in taking such action, including costs and attorney fees, whether incurred in a suit or action or appeal from a judgment or decree therein or in connection with any non-judicial action.

16. Applicable Laws

This contract is executed in the State of Oregon and is subject to Oregon law and the jurisdiction of Curry County.

17. Written Changes Required

The rights and duties under this contract shall not be modified, delegated, transferred, or assigned, except upon written signed consent of both parties.

THE CONTRACTOR, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

[Signature page to follow]

CONTRACTOR

Michael Brandt
By (signature)
President and Chief Engineer
Brandt Media
2732 NW 19th Street
Redmond, OR 97756

10/28/16
Date

COUNTY BOARD OF CURRY COUNTY COMMISSIONERS

Thomas Huxley, Chair

Date

Susan Brown, Vice Chair

Date

David Brock Smith, Commissioner

Date

Approved as to Form:

John R. Huttel, Curry County Legal Counsel

Brandt Media
Nicholas Brandt, President & Chief Engineer
Charles Douglas, Operations Manager
2732 NW 19th Street
Redmond OR 97756
(541) 292-7811

Curry County
94235 Moore Street, Suite 122
Gold Beach, OR 97444
(541) 247-3296

Curry County Board of Commissioners Chamber Audio-Video Project

Brandt Media is pleased to provide the following proposal for the design and build of the Curry County Board of Commissioners Chamber Audio-Video Project, Part A and Part C. The principal objective of this project is to design and install a complete Chamber and Blue Room presentation and audio-video system, which would power a Charter Cable channel as well as a streaming channel and video-on-demand service presented on the County website, partnered with production services to provide original content to improve government-to-citizen communications on behalf of Curry County.

COMPANY BACKGROUND:

Brandt Media's President & Chief Engineer has been designing and installing video production systems in community media for more than eight years. Brandt Media was launched to focus on the needs of government meeting rooms and conference centers, and now boasts clients as small as the City of Brookings, Oregon and as large as the County of Santa Cruz, California. We are proud to give personalized attention to all of our customers and industry-exclusive free remote technical support for the life of the system.

More recently the Chief Engineer has developed platforms to help small and medium sized governments take advantage of the channel space provided them by virtue of their franchise agreements with cable companies. These systems range from a small, government-only presence, to a larger Public, Education and Government Access (PEG) Operation.

The size of the operation depends on the needs of the community and upon the involvement of its citizens. Brandt Media's Operations Manager has several years of experience

Exh A-1

helping ordinary citizens, schools & universities, Chambers of Commerce and other non-profit organizations scale up their capacity for mass communication with their target audiences 'by any media necessary.' This background in the successful growth of public access training and production programs will prove invaluable should community interest justify the deployment of such a suite of services in Curry County.

Our Operations Manager's wealth of experience as a government meeting operator trainer and as an administrator of complex Master Control systems for multi-channel, multi-system networks will ensure local front-line support to keep channels up and on the air. His additional background as a journalist will come in handy to provide timely production services to meet County needs in public relations.

HD CHAMBER RECORDING AND PRESENTATION SYSTEM

This system is the premier economy government operations system right now that requires an operator. This system is based on a system that Brandt Media built for the County of Santa Cruz at over three times the quoted cost. For this application we have stripped the system down to its basic components and fulfilled all of the county's requirements. The major costs in this system stem from the fact that this system leverages all High Definition equipment.

Audio Reinforcement:

- Provide and install speakers and power amplifier with a full range sound system to adequately meet the needs of the presentation space with a 70-Volt speaker system utilizing six (6) speakers in the Board of Commissioners Chamber and two (2) speakers in the Blue Room at lower power to eliminate feedback.
- Take relevant measurements of the acoustical properties of the Chamber (e.g. reverberation, resonances, reflectivity) and make adjustments to facilitate the best possible sound-reproduction and minimize the risk of feedback. This will include active feedback reduction and graphic EQ processing.
- Provide and install two (1) 8-channel automatic mixers (Shure SCM810).
- Provide and install five (5) new wired lapel mics for horseshoe and two (2) two-channel wireless microphone system for presentations -- for a total of nine (9) microphones.
- Provide audio outputs from the sound system to a new Denon DN-500R digital audio recorder.
- Provide and install one (1) 4-user assisted listening system for ADA compliance.
- Provide a simple-to-use interface to control the sound level of all the microphones including Mute and Master Volume from inside the chambers.
- Pull new terminated wiring required for the audio and video systems using existing open cable pathways.

Video Presentation System:

- Provide and install one (1) 65” monitor for Board viewing of presentations with custom mounts to be approved by the County.
- Provide and install one (1) 65” monitors for Audience viewing of presentations with custom mounts to be approved by the County.
- Provide and install one (1) 65” monitors for Blue Room viewing of presentations with custom mounts to be approved by the County.
- Provide and install an Atlona 4x4 video matrix to facilitate all video inputs and outputs.
- Upgrade all wiring for the project to HDMI and Cat 6 standards.
- Provide and install a Vaddio groupstation to facilitate broadcast quality video conferencing and the ability to “Bring Your Own Device” and display it for presentation.
- Provide and install an Elmo TT-12 Document Camera for document presentation.
- Provide and install one (1) Dsan Limitimer BT2000 as a presentation timer.

Broadcast Recording System:

- Provide and install two (2) Panasonic HE 40 PTZ cameras in the Chambers.
- Provide and install one (1) Panasonic HE 2 Static camera in the Chambers.
- Provide and install one (1) Panasonic HE 40 PTZ camera in the Blue Room.
- Provide and install one (1) Panasonic RP50 controller for full camera control.
- Provide and install one (1) Tricaster Mini Base Model production Switcher.
- Install video-production equipment in the existing video production closet.

Design and Project Management:

- Manage all work with General County IT Department on all required physical room changes and electrical additions.
- Provide design drawings for approval.
- Provide as-built drawings and Wiring Diagrams upon completion.
- Provide training for Staff on all new technologies implemented in this project.

TOTAL APPROXIMATE COST WITH LABOR: \$54,769.90

TRAINING AND SUPPORT

All systems sold by Brandt Media include eight (8) hours of training for County IT and meeting staff to be held within one (1) week of the completion of the build. A training manual and as-wired diagrams accompany these trainings.

The system in this proposal comes with free 24/7 remote technical support and live meeting support. Almost 90% of all issues and adjustments experienced by these systems can be

solved by remotely logging into the computer or appliance over TeamViewer Host Connection. The city must allow remote desktop services in order to take advantage of this offer. Phone support and additional training over Skype are also included at no additional cost.

Our included remote technical support and low on-site rates are our way of ensuring that the system performs as it was designed for years to come. The included remote tech support and rates quoted in this proposal are good for the life of the system. Should an out-of-warranty part ever need to be replaced or upgraded, simply pay the cost of the part and the onsite support rate.

SERVER PLAYBACK SYSTEM

While the system provided in Part A will successfully record the audio and video of the County meeting or event into a High Definition digital file format, the actual airing and on-demand availability of this footage is entirely dependent upon the cablecast, streaming and online playback systems installed to meet post-production needs.

In Brookings, the City elected to use their TriCaster for 24/7 broadcast -- after a meeting is recorded the City places these meetings and other videos into a playlist which repeats until the next meeting is scheduled or the playlist is changed. We do not recommend this course of action because it goes contrary to the design specifications of what is principally a live production system, and is additionally very likely to shorten the life of the system.

Instead, we advocate for the use of a server playback system. This system would record the meetings from the chambers and also take in various pieces of video content to run the channel's 24/7 broadcast. This type of system would allow the County to do a community information bulletin board as well as emergency messages on the channel at any time. These systems are also scalable should the County wish to implement the addition of a dedicated public access channel.

There are three different companies Brandt Media works with for playback systems, namely TelVue, Tightrope and Castus. These companies each provide industry-standard equipment for cablecast, live streaming and online playback of content and are the go-to providers for PEG Access operations across the country. Contingent with County acceptance of Part A and Part C implementation by Brandt Media, the County would be expected to secure the capital purchase of equipment compliant with the above-stated needs with one of these vendors, which must be done independently and not through Brandt Media. Upon request, Brandt Media will provide consultation and installation services for a system from one of these vendors at no additional cost incurred to the County.

CHANNEL SERVICE CONTRACT

Now that the County has made the capital investment, who is going to turn all of this equipment into a television channel? Who is going to operate the equipment? Who is going to

schedule the playback server and produce original content for the channel as required by Charter?

Governments have come up with a variety of answers to this question. Some choose to roll these duties into the existing Public Information Officer duties (Gilroy, CA). Some create a position on staff to handle everything related to public access (Nash County, NC). Most likely, governments create a service contract which can be capitalized with equipment on a yearly or two-year term. This is how all government and public access in Jackson and Josephine Counties operates, and is the industry standard for operating a combined PEG Access operation.

A good service contract would include the broadcast of all of the government meetings, 24/7 scheduling of the channel, and the production of original content. Brandt Media would offer this service at the introductory cost of \$25,200 per year if the estimates below prove correct. This would include branding of the channel, creation of channel IDs, a set amount of original content produced per year as well as an operator on-site for all regularly scheduled public meetings and the provision of channel scheduling services.

Content produced could include travel pieces, tourism promotions, informational pieces about county departments, coverage of county events and festivals as well as state programming only available to PEG operations. These service contracts are completely customizable to meet the needs of the county. The scope can be adjusted to fit within the county budget and will vary based on the county's long range goals.

Service	Description	Cost/hour	Hours	Total
Meeting Operator	Government meeting operations by the hour flat capped fee	\$60.00	120	\$7,200.00
Channel Operation	Programming of channels granted to and operated by Curry County	\$30.00	200	\$6,000.00
Program Production	Number of hours of originally produced content for Curry County	\$500.00	20	\$10,000.00
Remote access monitoring service	Brandt Media to provide remote black monitoring of the channel through Slingbox	Flat	Fee	\$2,000.00
		Total	Est.	\$25,200.00

Description of Services

Meeting Operator

To cover all county televised meetings, Brandt Media shall use three government meeting operators: One primary and two backup operators. One of these individuals will be operating all of the meeting equipment and producing the cablecast of each meeting.

Meeting hours will be calculated according to actual meeting run-time incurred by the operator while on-site and the totals of these shall be billed to the County on a quarterly basis. A meeting that requires television coverage must be stated on the calendar constructed at the execution of the contract or else Brandt Media must be given notice of a covered meeting at least seventy-two (72) hours prior to the meeting start time.

Channel Operation

Channel operation is the service that ensures there is programming on the County channel 24 hours a day, 7 days a week. It takes approximately four (4) hours per week or two-hundred (200) hours per year to program the server system and these services shall be billed to the County on a quarterly basis. During the performance of this service, our programmers ensure there is good quality programming on the channels at all times, and will additionally search for and program high quality "import content" which is both relevant to the citizens and helps to fill the channel when it is not filled by other County business.

Program Production

This is the production fee associated with the production of original content for the county channel. The production fee works like a retainer. We guarantee the actual number of programming hours regardless of the labor hours required to produce a programming hour. The programming hours can be a collection of twenty (20) five-minute pieces, sixty (60) one-minute pieces or two (2) thirty-minute pieces at the complete discretion and approval of the County.

These services shall be billed to the County on a quarterly basis dependent upon the consumption of these services. This is the area of the contract where the county can make the most adjustments to meet budgetary and contract goals. Below are some examples:

- Basic Branding Package

Allows Brandt Media to design and implement a channel brand for the Curry County channel under the direction and oversight of select county individuals. This includes channel IDs, short channel promos and short informational pieces deemed important by the county. This package includes five (5) hours of programming deliverable throughout the contract period and costs only \$2,500.

- Branding and Promotion Package

In addition to everything stated above in the Basic Branding Package, this package also includes longer format (15-30 minute) promotional profiles about county departments. Here are some ideas of topics: County Administration, Elections Department, Parks and Recreation, available community services, or profiles of County Commissioners and key County staff. This package includes ten (10) hours of programming deliverable throughout the contract period and costs only \$5,000.

- Branding, Promotion and Events Package

In addition to everything stated above in the Branding and Promotion Package, this package also allows Brandt Media to film coverage of events going on in the county outside of the county building that are deemed important by the county. These programs could take the form of a news style magazine show or broadcast coverage of an important county event like a parade or town hall meeting. This package includes twenty (20) hours of programming deliverable throughout the contract period and costs \$10,000. This is the package that Brandt Media recommends for any station starting out because it provides the best value and the most programming hours that count toward the granting of a new channel by Charter.

- Remote Access Monitoring Service

Utilizing a Slingbox remote access service, Brandt Media will have 24/7 access to monitor the transmission quality of the County channel, and will regularly keep a log of the quality of channel operations. Combined with TeamViewer technology to access the cablecast and server systems, Brandt Media shall be on-call to provide prompt technical support response services for any channel outages. These services are assessed at a \$2,000 annual flat fee and shall be billed to the County on a quarterly basis.

EXCLUSIONS AND CONTINGENCIES

- Part A (Chamber Recording and Presentation System) is contingent upon a work schedule contained within a start date no earlier than December 16, 2016 and an end date no later than December 31, 2016.
- Part C (Channel Service) is contingent upon the County securing a separate agreement with either TelVue, Tightrope or Castus for the capital equipment purchase of an appropriate cablecast, live streaming and online playback system (Part B) to facilitate the operation of the Charter Cable channel as well as the live High Definition streaming channel and on-demand service.
- Brandt Media staff must have full access to all portions of the County facility required for the completion of the build (Part A), including access on weekends and evenings. Furthermore, Brandt Media staff must have full access to the Board of Commissioners Chamber, Blue Room, video operations closet and cablecast head-end once Channel Service operations (Part C) have commenced.
- Brandt Media must have remote access capability required to be able to use Slingbox and TeamViewer within the County IT network, and must additionally have remote access to all server, playback and presentation equipment.

- The County will be responsible for providing power at each TV location and all wiring not in surface-mounted conduits or existing pathways.
- Permits or licenses (none required).
- Any work not expressly outlined in this proposal and subject to a change order.

PAYMENT

- An 80% deposit, \$43,815.92, shall be payable immediately upon execution of the contract for the Chamber Recording and Presentation System (the scope of work in Part A); the remaining \$10,953.98 shall be payable within thirty (30) days of the completion of the Part A scope of work.
- The annual estimated cost of the Channel Service contract (the scope of work in Part C) is \$25,200.00. This shall be billed quarterly, at an approximate amount of \$6,300, and shall payable within thirty (30) days of the end of each quarter.

EXHIBIT B

OREGON STATUTORY CONTRACT PROVISIONS

279B.045 Contractor warranty and covenant concerning tax law compliance.

Every public contract that is subject to this chapter must include a representation and warranty from the contractor that the contractor has complied with the tax laws of this state or a political subdivision of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317 and 318. The public contract must also require a covenant from the contractor to continue to comply with the tax laws of this state or a political subdivision of this state during the term of the public contract and provide that a contractor's failure to comply with the tax laws of this state or a political subdivision of this state before the contractor executed the public contract or during the term of the public contract is a default for which a contracting agency may terminate the public contract and seek damages and other relief available under the terms of the public contract or under applicable law. [2015 c.539 §3]

279B.220 Conditions concerning payment, contributions, liens, withholding.

Every public contract shall contain a condition that the contractor shall:

(1) Make payment promptly, as due, to all persons supplying to the contractor labor or material for the performance of the work provided for in the contract.

(2) Pay all contributions or amounts due the Industrial Accident Fund from the contractor or subcontractor incurred in the performance of the contract.

(3) Not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.

(4) Pay to the Department of Revenue all sums withheld from employees under ORS 316.167. [2003 c.794 §76a]

279B.230 Condition concerning payment for medical care and providing workers compensation

(1) Every public contract shall contain a condition that the contractor shall promptly, as due, make payment to any person, copartnership, association or corporation furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to the employees of the contractor, of all sums that the contractor agrees to pay for the services and all moneys and sums that the contractor collected or deducted from the wages of employees under any law, contract or agreement for the purpose of providing or paying for the services.

(2) Every public contract shall contain a clause or condition that all subject employers working under the contract are either employers that will comply with ORS [656.017 \(Employer required to pay compensation and perform other duties\)](#) or employers that are exempt under ORS [656.126 \(Coverage while temporarily in or out of state\)](#). [2003 c.794 §76c]

279B.235 Condition concerning hours of labor; compliance with pay equity provisions; employee discussions of rate of pay or benefits.

(4) A public contract for services at a county fair, or for another event that a county fair board authorizes, must provide that the contractor shall pay employees who work under the public contract at least time and a half for work in excess of 10 hours in any one day or 40 hours in any one week. A contractor shall notify employees who work under the public contract, either at the time of hire or before work begins on the public contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the contractor may require the employees to work.

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: HRA VEBA Annual Certification

AGENDA DATE^a: 11/2/16 **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:** 10/24/16

BRIEF BACKGROUND OR NOTE^b: Annual Certification that the insurance that the Teamsters bargaining unit has is a qualified group health plan. Signature authority to the Chair.

^bIndicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Agreement

- (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) Sheriff's Office
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: Julie Swift

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: Administrative Actions

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

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

EXHIBIT A
**ANNUAL EMPLOYER CERTIFICATION REGARDING
HRA INTEGRATION WITH A QUALIFIED GROUP PLAN**

The undersigned, a duly authorized officer of the Employer named below, hereby certifies the following on behalf of such Employer:

- (a) The Employer has previously adopted and made contributions into the Voluntary Employees' Beneficiary Association Standard Health Care Reimbursement Plan For Public Employees in the Northwest (also referred to as the "HRA VEBA Standard HRA Plan") offered by the Voluntary Employees' Beneficiary Association Trust for Public Employees in the Northwest (as the same may be amended or restated from time to time, the "Trust")
- (b) The Employer will make contributions into the HRA VEBA Standard HRA Plan only on behalf of participants who are enrolled in the Employer's group health plan or another Qualified Group Health Plan that provides Minimum Value (as described in "What is a Qualified Group Health Plan?" available through the Plan's employer web portal) ; and
- (c) To the extent Employer makes contributions into the HRA VEBA Standard HRA Plan on behalf of any participants, the Employer will, at least annually, either (i) confirm that such participants are enrolled in the Employer's group health plan or (ii) require such participants to certify to the Employer that they are enrolled in a Qualified Group Health Plan for the applicable HRA Plan year; and
- (d) The Employer will use its best efforts to assist the Plan and Trust to correct or reverse any contributions made into the HRA VEBA Standard HRA Plan that are not permitted under the Standard HRA Plan document.

IN WITNESS WHEREOF, the Employer has caused this Annual Certification to be executed and delivered, as evidenced by the signature below of its authorized officer.

Employer
Name:

By:

Authorized signature

Printed name

Title

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: 2016-17 Budget Appropriations Transfers

AGENDA DATE^a: 11/02/16 **DEPARTMENT:** Finance **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: Louise **PHONE/EXT:** 3232 **TODAY'S DATE:** 10/27/16

BRIEF BACKGROUND OR NOTE^b: Transfers money between categories in the 16-17 budget

^bIndicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Resolution

(1)Resolution

(2)Exhibit A

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) Reallocation of current category appropriations
2. Does this agenda item impact any other County department? Yes No
(If Yes, brief detail) All departments submitting supplemental budgets
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:

***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)

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Susan Brown Yes No

Commissioner Thomas Huxley Yes No

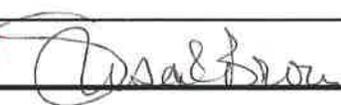
Commissioner David Brock Smith Yes No

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

Department: Economic Development

G/L ACCT NUMBER	ACCT DESCRIPTION	EXISTING BUDGET	BUDGET CHANGE	NEW Budget
			+ = increase - = decrease	
Revenue				
		-		-
				-
				-
				-
	Total Resources	-	-	
Personal Services				
1.27-465.20-490.00-110-00	Sal-Regular	40,320	(21,366)	18,954
1.27-465.20-490.00-120-00	Sal-Irregular			-
1.27-465.20-490.00-130-00	Sal-Overtime			-
1.27-465.20-490.00-213-00	Ben-Health Ins	12,000	(7,560)	4,440
1.27-465.20-490.00-220-00	Ben- FICA 7.65%	50	(28)	22
1.27-465.20-490.00-230-00	PERS-County	3,084	(1,634)	1,450
1.27-465.20-490.00-235-00	PERS-Employee	3,048	(1,615)	1,433
1.27-465.20-490.00-260-00	Ben-Workers Comp	605	(283)	322
	Total Personal Services -	59,107	(32,486)	26,621
1.27-465.20-490.00-330-00	Pro Svcs-General	510	20,486	20,996
		-		-
		-		-
		-		-
TBD 1.27-465.20-491.10-00-00	Tran To-General Fund-Repay loan	6,500	12,000	18,500
				-
	Total Materials & Services	7,010	32,486	39,496
	Total Expenditures	66,117	-	66,117
	Total Change should = 0 >>			-

Note: Total change should = 0, or Total Revenue change should match Total Expense change.

Prepared By	Date
Elected Official or Department Head 	Date 9-7-16
Approved By Liasion Commissioner	Date

Supp #

Supplemental Budget # FY2016-17

Fund Budget Must Balance To \$0.00

Department: *Parks*

G/L ACCT NUMBER	ACCT DESCRIPTION	EXISTING BUDGET	BUDGET CHANGE		NEW Budget
			+ = increase	- = decrease	
Revenue					
1.40-452.50-347.40-000-00	Fees - Occupancy Boice Cope	60,000		2,500	62,500
- - - - -399.01-000-00	Assigned Fund Balance				-
- - - - -399.03-000-00	Restricted Fund Balance				-
	Total Resources	60,000		2,500	62,500
Personal Services					
- - - - -490.00-110-00	Sal-Regular				-
- - - - -490.00-120-00	Sal-Irregular				-
- - - - -490.00-130-00	Sal-Overtime				-
- - - - -490.00-213-00	Ben-Health Ins				-
- - - - -490.00-220-00	Ben- FICA 7.65%				-
- - - - -490.00-230-00	PERS-County				-
- - - - -490.00-235-00	PERS-Employee				-
- - - - -490.00-260-00	Ben-Workers Comp				-
	Total Personal Services -				-
Materials & Services					
- - - - -490.00-330-00	Pro Svc - General				-
- - - - -490.00-430-00	R&M Equipment				-
- - - - -490.00-580-00	Meals & Lodging				-
- - - - -490.00-					-
- - - - -490.00-					-
- - - - -490.00-					-
- - - - -490.00-					-
- - - - -490.00-600-00	Supplies - Office				-
- - - - -490.00-606-00	Event Food Supplies				-
- - - - -490.00-615-00	Other M&S				-
- - - - -490.00-					-
	Total Materials & Services				-
Debt, Capital, Transfers					
- - - - -490.00-847-00	Debt Interest Payments				-
- - - - -490.00-849-00	Debt Principal Payments				-
1.40-452.50-490.00-730.00	Capital Outlay - Site Improvement	20,000	(20,000)		-
1.40-452.50-490.00-742.00	Capital Outlay - Bldg Improvement	15,000	22,500		37,500
- - - - -491. - - -00	Tran To				-
- - - - -491. - - -00	Tran To				-
- - - - -492. - - -00	Tran To (use 492 for Tran within a Fund)				-
	Total Expenditures	35,000		2,500	37,500
			Total Change should = 0 >>		

Note: Total change should = 0, or Total Revenue change should match Total Expense change.

Prepared By: Penny Hudgens

Date: October 20, 2016

Elected Official
or Department Head

Date

Approved By
Liasion Commissioner

Date

[Signature]
10-21-16

Supp #

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY**

IN THE MATTER OF REALLOCATION OF)
APPROPRIATIONS BETWEEN CATEGORIES)
IN THE **2016-2017 FISCAL YEAR BUDGET**) **RESOLUTION**

WHEREAS, there exists a need to transfer appropriated spending authority in the Curry County budget between expenditure categories for the purpose of providing for costs beyond the amount that was anticipated in the 2016-2017 fiscal year budget: and,

WHEREAS, such increase and reallocation of appropriation is allowed under ORS 294.471; now,

BE IT RESOLVED that the 2016-2017 fiscal year budget for Curry County be modified as detailed in *Exhibit A* for the specific purpose of providing appropriations to cover expenditures through June 30, 2017.

Dated this _____ day of November, 2016.

CURRY COUNTY BOARD OF COMMISSIONERS

Thomas Huxley, Chair

Susan Brown, Vice Chair

David Brock Smith, Commissioner

Approved as to form:

John Huttl
Curry County Counsel

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: Annual Report - Local Public Safety Coordinating Council (LPSCC)

AGENDA DATE^a: 11/2/2016 **DEPARTMENT:** Commissioner **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: Tom Huxley **PHONE/EXT:** 3213 **TODAY'S DATE:** 10/26/2016

BRIEF BACKGROUND OR NOTE^b: ORS 423.569 requires that the LPSCC Annual Report be provided to to both the Local Public Safety Coordinating Council and the Oregon Criminal Justice Commission.

^bIndicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE:** Resolution

(1)Local Public Safety Coordinating Council - Annual Report

(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:

***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: Proclamations/Resolutions

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

August 21, 2016

From: Thomas Huxley - Curry County Commissioner: Email – huxleyt@co.curry.or.us

Subject: Local Public Safety Coordinating Council (LPSCC) Annual Report

This year an online survey to fulfill the requirements of ORS 423.569 was required to be completed by August 31, 2016. The survey was completed August 13, 2016 and provided to the Oregon Criminal Justice Commission (CJC).

The survey for the county of Curry, Oregon consisted of the following:

- During the 2015-16 fiscal year the LPSCC recommended an Adult Community Supervision plan and a Juvenile Community Supervision plan. No other public safety agency plans were recommended.
- The LPSCC recommended a new appointee when a commission-appointed LPSCC member position became vacant.
- A new community service program was formed in a collaborative effort between law enforcement agencies and multiple non-profit agencies.
- The LPSCC programs recommendations deal with a broad local justice system comprised of the following safety organizations.

Community Corrections
Law Enforcement
Juvenile Department
Health and Human Services
District Attorney's Office
Victim Assistance Programs

- Curry County does not provide separate staff for the LPSCC.
- Various departments referred to above that participate in the LPSCC have been adequate to insure the program is being effective.
- Participating LPSCC members are interested in learning more about the following topics.

Mental Health	Abandoned Properties
Jail Diversion	Chronic Nuisance
Reentry	Domestic Violence
Pretrial Release	

BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY

In the Matter of Approving)
The Annual Summary)
Report for the Local) RESOLUTION NO. _____
Public Safety Coordinating)
Council (LPSCC))

WHEREAS, Curry County has convened a Local Public Safety Coordinating Council (LPSCC); and,

WHEREAS, ORS 423.560(3)(a) states that a county LPSCC shall develop and recommend to the County Board of Commissioners a plan of resources needed to serve local needs of the described local offender populations; and,

WHEREAS, ORS 423.565(1) requires that a county LPSCC shall develop and recommend to the County Board of Commissioners a plan to use state resources for youth offender population; and,

WHEREAS, on August 21, 2016 at a LPSCC meeting, LPSCC has considered the plan described in ORS 423.560 and ORS 423.565; and,

WHEREAS, on October 20, 2016, the LPSCC has unanimously recommended the described plan go before the Board of Commissioners, attached as Exhibit “A”, and recommended adoption to the Board of Commissioners; and,

WHEREAS, on November 2, 2016, pursuant to ORS 423.569, the Board of Commissioners having considered the plan and being advised in the premises; and

NOW, THEREFORE, Pursuant to ORS 423.569, the **BOARD OF COMMISSIONERS FOR CURRY COUNTY OREGON**, hereby Resolves to:

- (a) Direct staff to publish the annual summary of program recommended by the County LPSCC; and
- (b) Direct staff to provide the summary to the LPSCC and the Oregon Criminal Justice Commission.

DATED this 2nd day of November, 2016.

Curry County Board of Commissioners

Thomas Huxley, Chair

Susan Brown, Vice Chair

David Brock Smith, Commissioner

Approved as to Form:

John Hutt
Curry County Counsel

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: FLSA new minimum salary for exempt status

AGENDA DATE^a: 11/2/16 **DEPARTMENT:** Personnel **TIME NEEDED:** 10 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:** 10/19/16

BRIEF BACKGROUND OR NOTE^b: Tony Vouidy and Don Kendall have salaries below the minimum to qualify for exempt status. Need to change to non-exempt and be overtime eligible or increase salaries.

^bIndicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Discussion/Decision

- (1)New "White Collar" Final Rule
- (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) Maybe
2. Does this agenda item impact any other County department? Yes No
(If Yes, brief detail) Veterans' Services and Emergency Services
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:

***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: New Business

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

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

Fair Labor Standards Act Law

Following Fair Labor Standards Act Law, particularly in the Southeast U.S.

WEDNESDAY, MAY 18, 2016, 1:47 PM

New "White Collar" Final Rule Issued; Takes Effect December 1, 2016

Posted by [John E. Pueschel](#)

Today, the U.S. Department of Labor issued its much-anticipated final rule changing the regulations for the so-called "white collar" exemptions under the FLSA, and significantly increasing the minimum salary level necessary for employees to be properly classified as exempt executive, administrative, and professional employees.

The final rule and its increased salary requirements will take effect on December 1, 2016. The new regulations will:

- Increase by slightly more than double the minimum salary level for exempt "white collar" employees from \$455/week (\$23,660/year) to \$913/week (\$47,476/year);
- Raise the highly compensated employee ("HCE") threshold from \$100,000 to \$134,004; and
- Automatically update every three years (1) the minimum salary level to the 40th percentile of full-time salaried workers in the lowest income region of the country; and (2) the HCE threshold to the 90th percentile of full-time salaried workers nationally.

No exception is made for small businesses. The final rule does not make any changes to the duties tests for executive, administrative and professional employees. The final rule also allows for up to 10 percent of the minimum salary level for non-HCE employees to be met by non-discretionary bonuses, incentives, or commissions, if these payments are made on at least a quarterly basis.

As a practical matter, these changes to the "white collar" regulations mean higher wages to employees, higher wage costs for employers, and likely increased exposure and risk to employers in wage and hour cases.

A "pre-publication" version of the final rule can be found [here](#).

Labels: [Administrative](#), [Executive](#), [Exempt](#), [Final Rule](#), [Highly Compensated](#), [Non-Exempt](#), [overtime](#), [Professional](#), [Proposed Regulations](#), [white collar exemptions](#)

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FLSA TEAM

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- [RICHARD RAINEY](#)
- [THERESA SPRAIN](#)
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- [DEPARTMENT OF LABOR - FLSA ADVISOR](#)
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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: SAIF Dividend

AGENDA DATE^a: 11/2/16 **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:** 10/26/16

BRIEF BACKGROUND OR NOTE^b: Presentation of annual dividend from SAIF. Total dividend received \$25,777. This should be a presentation to the Board

^bIndicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Letter

- (1) Letter from SAIF
- (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: 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



RECEIVED
OCT 21 2016

BY:

CAL/OR INSURANCE AGENCY
WAFD INSURANCE GROUP INC
541-469-3510

October 18, 2016

5833
CURRY COUNTY
94235 MOORE ST STE 125
GOLD BEACH, OR 97444-9704

Safety pays dividends

In our business, safety pays the best dividends. Costs stay low because of the accidents that don't happen, and a safe, healthy, and productive workforce strengthens Oregon's economy.

To recognize policyholders who are leading the way on safety, this year SAIF's Board of Directors declared a two-part dividend: a primary component of \$120 million, and a safety performance component of \$20 million.

The primary component operates much like previous dividends, with each policyholder receiving a share of their 2015 policy year premium (some of which may have been paid in 2014). You are receiving 22.95 percent of your standard premium under the primary component.

For the safety performance component, policyholders are receiving rewards on a scale ranging from zero percent to 5.65 percent of their standard premium. The amount of the reward is determined by the policyholder's 2015 policy year claims experience.

You've been awarded 4.98 percent of your 2015 policy year standard premium for safety performance. It's one more way to acknowledge you for providing a safe and healthy workplace. Beyond the financial results, you're helping to make Oregon a better place to live, work, and do business. And that benefits everyone.

The dividend is possible because of SAIF's overall financial results, including investment returns and favorable trends in claims costs.

If you have questions about your dividend, please log on to Business Online at saif.com, or contact your agent or SAIF representative.

Sincerely,

A handwritten signature in black ink that reads "Kerry Barnett".

Kerry Barnett
President and CEO

**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: Surveyor's Department - Monthly Report
AGENDA DATE^a: **DEPARTMENT:** **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: Smith **PHONE/EXT:** 3225 **TODAY'S DATE:** 10/27/16

BRIEF BACKGROUND OR NOTE^b:
^bIndicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE: (Select)**
(1) Monthly Report
(2) How-To Guide

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

- | | |
|---|-----------------|
| <input type="checkbox"/> File with County Clerk | Name: |
| <input type="checkbox"/> Send Printed Copy to: | Address: |
| <input type="checkbox"/> Email a Digital Copy to: | City/State/Zip: |
| <input type="checkbox"/> Other | Phone: |

Due date to send: / / 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

CURRY COUNTY SURVEYOR MONTHLY ACTIVITY REPORT
FOR OCTOBER, 2016
(Prepared Oct. 27, 2016)

The Surveyor's Office is open on Tuesdays, Wednesdays and Thursdays from 9:00 am to 3:00 pm. Reily tries to work at least 15 hours each week (on some of the regular office days) but this varies depending on the available budget. Reily tries to be responsive to the public at other hours (thanks to the County I-phone).

Highlights:

1. Our Cornerstone Preservation work continued to consist mainly of organizing, indexing, scanning, etc. old work to make it available to the public. Corner Records are the notes made for locating, rehabilitating, enhancing ties, etc. to Public Land Survey Corners. Thanks to the efforts of Sherri Fetters and Bobbi Boice, I can report the following has been completed:
 - a) Current corner record files have all been updated, scanned and put on-line. (1986 to present.) Updates are ready to go on the new website.
 - b) Older Corner Record Index (1890's to 1965) scanned and on-line.
 - c) Corner Record Index for County Surveyor's Volume 17 records (1965 to 1986) scanned and on-line.
 - d) A separate County Surveyor ledger was also indexed showing early property surveys performed by the County Surveyor (1878 to 1908).
 - e) All of the unfiled maps that had accumulated in the Surveyors Office were scanned, indexed for location and set up for the new website. These were maps of survey prepared before the Oregon recording/filing laws were in effect.
 - f) A number of large rolled maps that could not be scanned were indexed in an Excel file so the information summary could be accessed by the public. Unfortunately, if this information is needed to be looked at, a trip to the Surveyor's Office would be necessary.
 - g) Updates for Maps of Survey, Plats, and the indexes are updated and ready to go on-line with the new website.
2. We are still trying to get the County Surveyor's Ordinance passed to improve mapping & survey standards. I was directed to have it approved by the Planning Commission (on the agenda Oct. 27, 2016) before presenting to the BOC.
3. We have not been able to update any information or post new (big) files/data on our website since June, 2016. With the new website, we will be able to keep all the data current. All of our office work relating to Surveys, Public Land Survey Corners, and other records are set up in a manner that can be easily found, and printed from the website. A copy of the How-To Guide for using the On-Line County Surveyor Resources is attached for your review and we welcome any suggestions you may have to make it better.
4. Seven (7) Maps of Survey were checked this month with six (6) being filed in our office.

Other Department Activities:

Just the usual customer service answering questions relating to property surveys, records available for the public, maps available, general questions relating to property and boundary problems.

With the information now available on line, our map sales revenue has dropped significantly, but service to the public has certainly benefited.

NEW SURVEYS REVIEWED, FILED, SCANNED, COPIED, PUT ON LINE:

T30 - 0	Far North County
T31 - 1	“
T32 - 0	“
T33 - 1	“
T34 - 0	“
T35 - 0	“
T36 - 3	Gold Beach
T37 - 1	“
T38 - 0	“
T39 - 0	“
T40 - 0	Brookings-Harbor area
T41 - 0	“

DEPOSITS: Oct. 27, 2016 = **\$ 2, 205.00**
Reily Smith worked 58.50 hours in October
Sherri Fetters worked 70.75 hours in October
Bobbie Boice worked 9.0 hours in October

Respectfully submitted,

Reily Smith
County Surveyor

GUIDE TO USING THESE ON-LINE RESEARCH RESOURCES
@ <http://co.curry.or.us/Departments/Surveyor>

Last updated: Oct. 25, 2016

Internet Explorer for a web browser works well.

Please keep in mind that some of these files are large and may require some time for loading. You will also need a viewer like Adobe Reader for .pdf file and something like Irfanview for opening .jpg files. **NOTE: Underlying Assessor Maps may be out-of-date.**

MAP INDEXES: (This will show any surveys on parcels in your area) **NOTE:** The underlying assessor map is probably not the current assessor map. If you want the current map, go to: <http://www.ormap.net/index.cfm?opt=maplist> or, the Curry County Assessor.

- You need your Assessor Map Number and Tax Lot Number. The first two numbers are the Township your property is in. All of the Townships in Curry County are South. Find the map box with your Township.
- Use the dropdown box to find the Range (all are west) and the particular map number in the section of land where your parcel is located.
- Click on it, and it brings it to the top. Click on the ‘Go’ to the right of the box. If it doesn’t open, you might have to click on the ‘open’ box at the bottom of your screen.
- Find your tax lot and you will see the surveys around it. Some of them have “c.s.” in front of the numbers. The first number is the Township. The next number is the sequential number for its filing. Even if your parcel does not show a survey, some of the surrounding surveys may have survey information that could cover your property. If your parcel is near the edge of a page, look on the referenced page – there might be a survey that would help. Write these survey numbers down as you’ll need them for the next step. Always check the Assessor’s Parcel Map (APM) index page for the Township or Section, for large area surveys may only be shown on them.
- **Please keep in mind that not all private property in Curry County, has been surveyed,** as much of the property was created by deed only; before Planning Laws. A description and conveyance of this type may not have the actual property corners marked or surveyed.
- When researching, maps covering big areas may be singularly listed on the Township Index or Section Index maps. Sometimes the reference you need will be on a BLM map, Old ‘Not Filed’ Maps, Road Indexes or Corner Records – these are not in the index and your research will take you to the links below.
- If the reference you have written down is a SURVEY, you will need to go to the MAP OF SURVEYS page.
- If the reference is a PLAT, it is a parcel map or subdivision, and you will go to PLAT MAPS. The plats are preceded by the year it was recorded and then the sequential number assigned for filing.
- If the reference is preceded by an “E” it is a Charles Echols Map and you will find a link to those below.

MAP OF SURVEYS: (Filed maps – including those prepared for Property Line Adjustments)

- Go to the Township column your parcel is located in.
- Click on the dropdown box and click on the survey number.
- The survey number should appear in the box; click on the ‘Go’ to the right of the box and it should bring your survey up (you might have to click on the ‘open’ box at the bottom of your screen).
- A map reference preceded by an “E” is a Charles Echols Map. Please click on the list of Charles Echols Maps.
- Use your viewer to zoom in or print.
- Note: There may be duplicate numbers as many images were scanned as .jpeg files before being converted to .pdf files.
- We maintain a list in the office of all Maps of Survey showing the Township, Range, Section, type of survey, who the survey was for, Surveyor’s name and year filed.

PLAT MAPS: (Subdivisions, Partitions, etc.)

- Click on the dropdown box and click on the Plat number.
- The Plat should appear in the box and you can click the ‘Go’ to the right of the box and it should bring your survey up; you might have to click on the ‘open’ box at the bottom of your screen.
- Use your viewer to zoom in or print.
- Note: There may be duplicate numbers as many images were scanned as .jpeg files before being converted to .pdf files.

PLAT INDEX: In order to get the Plat Name Index on-line, we decided to combine it into one large file. Simply scroll down to your letter in the alphabetized list and look for the Plat name.

- We have an index of Plats, by year filed in the office, if needed. Eventually, we will scan this and put it online.

GOV’T PLATS & NOTES: (We’re working on getting these online.) The BLM regional office was kind enough to provide us with DVD’s of all of their surveys in Curry County. The link to those Plats & Notes should be faster than using the BLM’s website at <http://www.blm.gov/or/landrecords/survey/ySrvy1.php>

I found an instance where they sent the notes, but the plat was missing, so it might be a good idea to verify the notes on this site with the BLM site.

CADASTRAL SURVEY HISTORICAL MANUALS AND HANDBOOKS:

<http://www.ntc.blm.gov/krc/viewresource.php?courseID=538>

2009 MANUAL OF INSTRUCTIONS:

http://www.blm.gov/style/medialib/blm/wo/MINERALS_REALTY_AND_RESOURCE_PROTECTION/W0350/cadastral_pdfs/Next_Edition_Manual.Par.27954.File.dat/ManualOfSurveyingInstructions2009ElectronicUnofficialAndSubjectToChangeOrCorrection060414.pdf

DRAFT MAP REVIEW POLICY: We are still working on the proposed ordinance given at this link. You can email or mail a draft of your map for review. The County Surveyor will review it as soon as possible (usually within a few days) and email his comments.

CORNER RECORD INFORMATION: Over the past 100 years, Curry County Surveyors have used different methods to record PLSS corner work. In order to be thorough when looking for evidence of PLSS corners, it is suggested you do the following:

- Start with the first Corner Records that began in 1986.
- Go to the OLDER C.R.'S INDEX and carefully follow the instructions to find the ledger entry for the particular corner on the Volumes referenced. This corner work was generally done between the 1890's to 1965.
- Go to the OLDER C.R.'S INDEX FOR VOL. 17. This is a different format, so take note of the page number on the index, and go to Volume 17 for the ledger entry. This corner work was generally done between 1965 to about 1986.
- In addition to these links, please look at the Map Indexes and check surveys that may show corner information. As department funds and time allow, we will be updating these maps to the corner records.
- For additional research, go to the BLM website to find other useful information like copies of Homestead Patents,
at <http://www.blm.gov/or/landrecords/survey/ySrvy1.php>

CORNER RECORD INDEX: *Note: As mentioned above, you should also check the Maps of Survey to see if they contain corner information not shown on the Corner Records. Don't forget to check the BLM notes for resurveys and completion surveys.*

- This index is strictly for the Corner Records on file of the Public Land Survey System (PLSS) of Section Corners and lesser corners within the section.
- Click on the dropdown box and go to the Township and Range of the Township you are interested in.
- The .pdf of the Township should appear in the box; click on the 'Go' to the right of the box and it should bring your picture up; you might have to click on the 'open' box at the bottom of your screen.
- The heavy dots in the picture of the Township illustrate where there are Corner Records. Note the letter to the left on that line and the number above on that line.
- Go back to the CORNER RECORDS index.

CORNER RECORDS:

- Click on the dropdown box and go to the Township - Range - letter - number of the card you are looking for.
- Click on the 'Go' to the right of the box and it should bring up the picture of the corner card; you might have to click on the 'open' box at the bottom of your screen.

1st COUNTY SURVEYOR INDEX: (This is the index for Volumes 1, 2 and 10)

Volumes 1 & 2 are GLO notes. In Volume 10 are Subdivision and resurveys in Townships 30 - 34 and the Coast Meridian, Township 31S, between Ranges 14 & 15W. In Volume 2 are Surveys of portions of 7th Standard Parallel, Resurveys, and Subdivisions of Township 32.

- All of these can be found on GOV'T PLATS & NOTES.

OLDER C.R.'s INDEX T. 30 – T. 35 & OLDER C.R.'s INDEX T. 36 – T. 41 C.R.'s stand for Corner Records. Corner Records show information about Public Land Survey Corners such as the character of the monument, witness objects, etc. We had to break this into two files to get it to link. This is the old 'Index to Field Notes/Government Surveys and Restored Corners' maintained by previous County Surveyors. Scroll down to your Township/Range of interest.

- After you open the Township you are interested in, you will see the notes made on the various corners referenced. Note the **COLOR** of the number and look at the top of the page. The color will denote the Volume and whether it refers to Government Survey Notes (after most of the original surveys) HES/DLC surveys, Mineral Claim information, or Restored Corners. After opening that volume, go to the page in one of the volumes below that you noted in the entry, and locate the information.
- **Volumes 1 - 8** are old original & resurvey government survey notes. You can locate this information on our website link GOV'T PLATS & NOTES.
- **Volume 9 is Corner Restoration work** written from about 1890 to 1964 by various County Surveyors. Note: pages shown in the index for pages 252 to 531 can be found in Volume 14.
- **Volume 10** has additional County Surveyor Public Land information performed in the 1950's & 1960's.
- **Volume 11** has Mineral Claim information, dependent resurvey of T.32S, R.10W, dated 1917, Donation Land Claims (DLC) and some Homestead Entry Surveys (HES).
- **Volumes 12 – 13** are old Government Dependent resurvey notes. This information can be found in GOV'T PLATES & NOTES on our website.
- **Volume 14** is a continuation of Volume 9, pages 252 to 531 covering Corner Records by the County Surveyor from the 1950's to the 1980's.
- **Volume 15** has Donation Land Claim notes, County & Private Surveyors Records (Old Volume 1 & 2). Maps & notes for DLC surveys done for the Government Land Office or BLM are best found in the Government Plats & Notes files.
- **Volume 16** is Government Resurvey Notes. Information found on our website link: GOV'T PLATS & NOTES.
- **Homestead Entry Surveys (HES)** are scattered in Volumes 4, 5, 6, 8, 9 & 11.

OLDER C.R.'s INDEX FOR VOL. 17: Volume 17 has its own index. The first page is an index to locate the page number for the Township & Range of interest. Go to that page and note the number/numbers for that corner, then go to the actual records below.

OLDER CORNER RECORDS VOL. 17: These are County Surveyor Notes of more Corner Restoration work. First, scroll down to the Township of interest. Range information is found on the notes. You sometimes need to go to the beginning of that series of entries to see the Range number. You will find the page number you noted in the index above, in the 'chains' column of that page. If there are two numbers, you will find one of the numbers, references an earlier visit and the monument notes likely changed with the later visit.

COUNTY ROAD LIST: This is a list of Road surveys on file in this office. It will give you the name of the road and the corresponding number. The Curry County Road Department has more extensive road information on file and should be contacted for additional information. We are working on indexing and scanning these images.

STATE HIGHWAY ROAD INDEX: This is a list of State Highway surveys on file in this office. Rolled maps are located behind the Surveyor's desk.

Many rolled ODOT maps for old Oregon Coast Highway and Highway 101 are filed in the back of the Surveyor's Office. You are welcome to come in and look. If you call us to request this information, we will be glad to check to see if a map is available for your area of concern.

OLD 'NOT-FILED' MAPS: These maps have been scanned and indexed on the Map Indexes file; however, we're waiting for IT help or a new website to link them to the internet. In the meantime, please call or come in to examine these maps. On the map indexes, the number is preceded with a "U".

CHARLES ECHOLS' SURVEYS: Charlie Echols was a Surveyor in the area in the 1930's – 1950's. He was County Surveyor in the 1930's. Echols' available maps, have been indexed and are on the 'MAP INDEXES' link on our website. There are preceded by an "E" and are listed here. These maps have been scanned and indexed on the Map Indexes file; however, we're waiting for IT help or a new website to link them to the internet.

UNFILED MAPS (EXCEL FILE): These are old maps that have been accumulating around the Surveyor's Office. Many of them have historical and useful boundary information on them that is not available anywhere else. In most cases, it was not practical to scan them, so they have been indexed in an Excel file for your use.

COUNTY SURVEYOR WORK YEAR 1878-1908 includes:

- Surveys to locate claims in unsurveyed land
- Stubbed in corners
- Establishment of various private property lines
- Early PLSS retracement, perpetuation and witness objects
- Some of these surveys, John Fitzhugh notes are "imperfect"
- Lots of old interesting references to early wagon roads, railroads, flumes, tunnels, tressels, and other features of historical interest
- A letter from the General Land Office instructing John Fitzhugh how to properly establish the Center ¼ Corner, dated May 16, 1879. (Straight lines from the quarter section corners to the point of intersection.)

CASE LAW: This is a list of cases and rulings that may be of interest to Oregon Land Surveyor and is copied with permission, from the Yamhill County Surveyors site. <http://www.co.yamhill.or.us/content/case-law>

OTHER SURVEYOR'S NOTES: We have the office files for some of the past local surveyors in the back room of the County Surveyor's Office. We are still working on getting them well indexed for ease of use, but in the meantime, you are welcome to use them if you have a particular problem that the notes may help with. We have some from the following surveyors:

H. J. Newhouse – Office files and most of his field books

J. N Gearharts - relevant field book copies for Curry County

Jerry Swanson - files

Don Cormack – files

Neimi & Thorp – some of their files

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: Executive Session per ORS 192.660(2)(f)&(h)

AGENDA DATE^a: 11/02/16 **DEPARTMENT:** Legal **TIME NEEDED:** 20 mins

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

CONTACT PERSON: John Hutt **PHONE/EXT:** 3218 **TODAY'S DATE:** 10/28/2016

BRIEF BACKGROUND OR NOTE^b: ORS 192.660 (2) (f) To consider information or records that are exempt by law from public inspection & (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.

^bIndicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Discussion/Decision

(1)None

(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:

***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: Executive Session

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

(If Yes, brief detail) Executive Session Attorney Client Privilege

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](mailto:BOC_OFFICE@CO.CURRY.OR.US)

AGENDA ITEM TITLE: Executive Session ORS 192.660(2)(e)
AGENDA DATE^a: 10-02-2016 **DEPARTMENT:** Counsel **TIME NEEDED:** 15 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. Huttel **PHONE/EXT:** 3218 **TODAY'S DATE:** 09-25-16
BRIEF BACKGROUND OR NOTE^b: Discussion Relating to Real Property Transaction (Lease)
^bIndicate if more than one copy to be signed

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

- (1)
- (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:

***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
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- 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: Executive Session

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

(If Yes, brief detail) Attorney/Client privilege

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

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