



CURRY COUNTY BOARD OF COMMISSIONERS

GENERAL MEETING

Wednesday, March 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. PRESENTATIONS TO THE BOARD**
 - a. 20 Years of Service - Shelley Denney - Clerk
- 5. PUBLIC COMMENTS**
- 6. NEW BUSINESS**
- 7. OLD BUSINESS**
- 8. PROCLAMATIONS/RESOLUTIONS/ LEGISLATIVE ACTIONS**
- 9. ADMINISTRATIVE ACTIONS/ APPOINTMENTS**
 - a. Rescinding Order 13177, Changing Title of Captain to Undersheriff – Sheriff
 - b. 20169-1-1 Jurisdiction Plan Submittal Form - Sheriff
 - c. Update Personnel Rules , Sick Leave – Personnel
 - d. 2014-2015 Audit Report delivery to Commissioners – Finance
 - e. Relocate Animal Control to Non-Departmental – Finance
 - f. Agenda Routing Slip Policy – Administration
 - g. (Re)Appointment to the Budget Committee – Commissioners
 - h. Gold Beach Bus Shelter-Special Transportation Fund Discretionary Program Project Application for Curry Public Transit - Commissioners
 - i. Matching Funds-Special Transportation Fund Discretionary Program Project Application for Curry Public Transit - Commissioners
 - j. Curry Public Transit Bus Shelter Support Letter - Commissioners

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.

10. CONSENT CALENDAR

- a. Workshop Minutes 12-09-2015
- b. Special Meeting Minutes 01-26-2016
- c. Workshop Minutes 02-02-2016
- d. Workshop Minutes 02-03-2016

11. COMMISSIONER UPDATES/ LIAISON & STAFF REPORTS

- a. Notice of Grant Award-RSVP – Commissioner Brown

12. ANNOUNCEMENTS

- a. Anyone who would like to be included on the email list for County Public Notices can do so by contacting the Board of Commissioners Office.
- b. Members needed for RSVP, contact Vicky McGuinness at 541-247-3280
- c. A member needed for CCD, contact Commissioner Brown at 541-247-3229
- d. A member needed for the Ambulance Service Area Advisory Committee that has Emergency Room Doctor experience, contact Commissioner Brown at 541-247-3229

13. EXECUTIVE SESSION

(None.)

14. ADJOURN

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1

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

AGENDA ITEM TITLE: 20 Years of Service - Shelley Denney

AGENDA DATE^a: 3/2/2016 **SUBMITTING DEPARTMENT:** County Clerk

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

CONTACT PERSON: Renee' Kolen **PHONE/EXT:** 3295 **TODAY'S DATE:**
2/9/2016

BRIEF BACKGROUND OR NOTE^b:

^bindicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Exhibit

- (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
- Send Printed Copy to:
- Email a Digital Copy to:
- Other

Name:
Address:
City/State/Zip:

Phone:

Due date to send: / /

Email:

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

PART II – COUNTY CLERK REVIEW

EVALUATION CRITERIA:

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

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

1. Confirmed Submitting Department's finance-related responses Yes No
Comment:
2. Confirmed Submitting Department's personnel-related materials Yes No N/A
Comment:
3. If job description, Salary Committee reviewed: Yes No N/A
4. If hire order requires an UA, is it approved? Yes No Pending N/A

PART IV – COUNTY COUNSEL REVIEW

AGENDA ASSIGNMENT TYPE: Presentations

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

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**

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

AGENDA ITEM TITLE: Rescinding Order 13177, Changing Title of Captain to Undersheriff

AGENDA DATE^a: 03/2/2016 **SUBMITTING DEPARTMENT:** Sheriff's Office

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

CONTACT PERSON: Sheriff Ward/ P.D.

PHONE/EXT: 3322 **TODAY'S**

DATE: 02/17/2016

BRIEF BACKGROUND OR NOTE^b: Sheriff Ward would like to rescind Order 13177, Dated 11/30/2009 changing the Title of the Position of Captain to the Title of Undersheriff. The Order will change the Title of the Position back to Captain as adopted on the 2015-2016 budget and proposed on the 2016-2017 budget.

^bindicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Order

(1)Order Rescinding Order 13177

(2)Job Description Captain

(3)

(4)

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:

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Due date to send: / /

Email:

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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) Conforms position title to budget allocation

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
JOB DESCRIPTION**

JOB TITLE: Captain

EXEMPT: Yes
SALARY LEVEL: E-15
SUPERVISOR: Sheriff
PREPARED BY: Payroll/Personnel

March 2016

POSITION SUMMARY:

Performs administrative, supervisory and professional law enforcement duties in assisting the Sheriff with the management of the department. Serves as Sheriff in the Sheriff' absence and represents the Sheriff on various occasions. Makes and/or recommends various personnel decisions and supervises the resolution of personnel problems and internal investigations. Does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Examples of Work: (Illustrative only)

An employee in this classification may perform any of the following duties. However, these examples do not include all specific tasks which the employee may be expected to perform.

1. Directs Deputies and/or Lieutenants, Sergeants or investigators at the scene of major crimes.
2. Answers inquiries and informs the general public regarding laws and ordinances, departmental rules, regulations and operating procedures.
3. Represents the Sheriff on various boards, committees and associations and serves as Sheriff in the Sheriff's absence.
4. Drafts and administers the departmental budget.

SUPERVISORY RESPONSIBILITIES:

1. Reviews work of subordinate staff for conformance to departmental policies and objectives, legality and efficiency.
2. Provides guidance and technical advice to subordinates in carrying out their responsibilities.

JOB DESCRIPTION
JOB TITLE: Captain - Page 2

SUPERVISORY RESPONSIBILITIES: (cont.)

3. Makes recommendations regarding the selection of new employees and the promotion, transfer, demotion and dismissal of current employees.

QUALIFICATION REQUIREMENTS:

Knowledge of-

Thorough knowledge of the practice and methods employed in law enforcement administration and criminal investigation.

The principles of modern corrections and the methodology of operating a corrections facility.

Civil procedures.

The court systems.

Considerable knowledge of the principles of supervision and personnel practices.

Budgeting and record keeping.

Ability to-

Interpret applicable Federal, State and local laws and ordinances.

Instruct and direct the work of others in the proper conduct of law enforcement duties and responsibilities.

Communicate effectively both verbally and in writing.

Develop and maintain effective working relationships with other law enforcement agencies, departmental staff and the general public.

Prepare accurate and complete reports.

Skill in-

Operation of law enforcement equipment - firearms, cameras, recorders, automotive and radio equipment.

JOB DESCRIPTION
JOB TITLE: Captain - Page 3

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree in law enforcement or closely related subject is extremely desirable. Management level DPSST certification. Five years progressively responsible experience in a County Sheriff's Office, or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

SPECIAL QUALIFICATIONS:

Possession of a valid Oregon Driver License.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Curry County Sheriff's Office (CCSO) complies with the Federal Prison Rape Elimination Act (PREA). PREA prohibits CCSO from hiring, or promoting anyone who has engaged in, been convicted of, or been civilly or administratively adjudicated for engaging in sexual abuse in Institution settings. These include a jail, prison, or other correctional facility (including juvenile corrections) AND any institution or facility where people are residing for the purpose of receiving care or treatment (e.g., adjudicated delinquent, neglected, placed in State custody, mentally ill or disabled, chronically ill, or physically disabled, etc.). These include skilled nursing care, intermediate or long-term care, or custodial or residential care (e.g., group home, rehabilitation, assisted living/nursing home, hospice, etc.).

This standard requires CCSO to conduct background checks on all applicants considered for employment or promotion to consider any incidents of substantiated allegations of sexual abuse or sexual harassment in determining whether to hire or promote anyone who may have contact with inmates.

For more information regarding PREA please visit: <http://nicic.gov/PREA>.

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

In the Matter of an Order)
Rescinding Order 13177, Dated)
November 30, 2009 – Title)
Change of An Existing)
Position)

ORDER NO. _____

WHEREAS, Curry County adopted an order changing the title of the position of Captain to UnderSheriff at the recommendation of then Sheriff John Bishop; and

WHEREAS, current Sheriff John Ward would prefer that the position title be changed back to Captain as used in the budget documents; and

WHEREAS, there are no other changes to the job description and it remains in salary classification E15.

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

Order No. 13177, dated November 30, 2009, is rescinded and the title of UnderSheriff is returned to Captain as adopted on the 2015-16 budget and proposed on the 2016-17 budget. The job description is attached hereto and is incorporated by reference.

DATED this 2nd day of March, 2016.

BOARD OF CURRY COUNTY 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

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

AGENDA ITEM TITLE: 2016 9-1-1 Jurisdiction Plan Submittal Form

AGENDA DATE^a: 03/2/2016 **SUBMITTING DEPARTMENT:** Sheriff's Office

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

CONTACT PERSON: Sgt. Hensley/ P.D.

PHONE/EXT: 3322 **TODAY'S**

DATE: 02/16/2016

BRIEF BACKGROUND OR NOTE^b: Sergeant Joel Hensley will present the 2016 9-1-1 Jurisdiction Plan Submittal Form, Provided by the Oregon Military Department Office of Emergency Management.

^bindicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Discussion/Decision

(1)2016 9-1-1 Jurisdiction Plan Submittal Report

(2)

(3)

(4)

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

QUESTIONS:

1. Would this item be a departure from the Annual Budget if approved? Yes No

(If Yes, brief detail)

2. Does this agenda item impact any other County department? Yes No

(If Yes, brief detail)

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

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

Due date to send: / /

Email:

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

PART II – COUNTY CLERK REVIEW

EVALUATION CRITERIA:

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

(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

1. Confirmed Submitting Department's finance-related responses Yes No

Comment:

2. Confirmed Submitting Department's personnel-related materials Yes No N/A

Comment:

3. If job description, Salary Committee reviewed: Yes No N/A

4. If hire order requires an UA, is it approved? Yes No Pending N/A

PART IV – COUNTY COUNSEL REVIEW

AGENDA ASSIGNMENT TYPE: (Select)

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

(If Yes, brief detail)

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

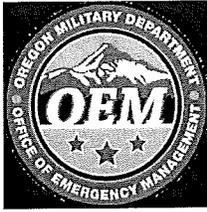
LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Susan Brown Yes No

Commissioner Thomas Huxley Yes No

Commissioner David Brock Smith Yes No

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



Oregon Military Department
Office of Emergency Management

2016 9-1-1 Jurisdiction Plan Submittal Form

9-1-1 Jurisdiction

Identification and description of the 9-1-1 jurisdiction's governing authority.

This field will expand when you type.

For reference - ORS 403.105, Definition of 9-1-1 service area

(30) "9-1-1 jurisdiction" means:

(a) An entity created under ORS chapter 190 to form a 9-1-1 jurisdiction;

(b) A county service district established under ORS chapter 451 to provide emergency communications services within the emergency communications system;

(c) A 9-1-1 communications district created under ORS 403.300 to 403.380;

(d) A public or private safety agency; or

(e) A group of public or private safety agencies that have agreed in writing to jointly plan the installation, maintenance, operation or improvement of components of the emergency communications system that are within a 9-1-1 service area.

Contact name: Last, First

Contact Phone number: 10 digit phone number

Physical address: Street Address

City, OR Zip

Mailing address: Mailing Address

City, OR Zip

The current total population: Please use recent PSU Data <http://www.pdx.edu/prc/population-reports-estimates> if applicable

Description of the 9-1-1 service area served by the 9-1-1 jurisdiction:

This field will expand when you type.

For reference - ORS 403.105, Definition of 9-1-1 service area

(31) "9-1-1 service area" means the geographical area ... within which a 9-1-1 jurisdiction has the responsibility to answer emergency calls.

PSAP serving the 9-1-1 jurisdiction

Name of the primary PSAP: PSAP Name

Name of the PSAP's director or administrator: Last, First

Phone number for the PSAP's director or administrator: 10 digit phone number

Physical Address Street Address

City, OR Zip

Mailing Address: Mailing Address

City, OR Zip

10-digit emergency phone number: 10 digit phone number

10-digit non-emergency phone number: 10 digit phone number

Number of workstations funded from the 9-1-1 Subaccount: # of funded workstations

Name, address and contact information for all public and private safety agencies served by the 9-1-1 jurisdiction and primary PSAP as required by ORS 403.115

Public/Private Safety Agency Name

Agency Address

Contact Name

Contact 10 Digit Phone Number

Public/Private Safety Agency Name

Agency Address

Contact Name

Contact 10 Digit Phone Number

Public/Private Safety Agency Name

Agency Address

Contact Name

Contact 10 Digit Phone Number

This field will expand when you type. Please use this space for additional agencies served – if needed.

Signed by the primary point of contact for the 9-1-1 jurisdiction

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1

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

AGENDA ITEM TITLE: Update Personnel Rules - Sick Leave

AGENDA DATE^a: 3/2/16 **SUBMITTING DEPARTMENT:** Personnel

^aSubmit **5:00 p.m. on the Wednesday** prior to the next General meeting.

CONTACT PERSON: Julie Swift **PHONE/EXT:** 3233 **TODAYS DATE:**
2/22/16

BRIEF BACKGROUND OR NOTE^b:

^bindicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE:** Order

- (1) Order
- (2) Exhibit A
- (3) Exhibit B
- (4)

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: (Select)

LEGAL ASSESSMENT: Does this agenda item have a legal impact? **Yes** **No**
(If Yes, brief detail) Conforms personnel regulations to newly adopted state law on sick leave

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

ARTICLE 18 PAID SICK LEAVE

- A. **GENERAL STATEMENT:** Paid sick leave is for the purpose of providing continuing income and time off when an employee is ill or injured or in need of medical care. Sick leave may also be used, as outlined in these rules, to attend to the needs of ill immediate family members and as funeral leave. Please refer to Article 19, for sick leave use when on FMLA/OFLA leave.
- B. **ACCUMULATION:** Sick leave shall be earned by each regular employee at the rate of one work day for each continuous month of service. Sick leave may be accumulated to a total cap of 1350 for a 37.5 hour work week and 1440 hours for a 40 hour work.
- C. **PART-TIME EMPLOYEES:** Regular part-time employees, working 18.75/20 or more hours per week, may accrue sick leave in an amount proportionate to that which would be accrued under regular full-time employment.
- D. **TEMPORARY AND IRREGULAR EMPLOYEES:** An employee who begins employment after January 1, 2016, begins to accrue paid sick leave on the first day of employment, but may not use paid sick leave until the 91st day of employment. After the 91st day of employment, paid sick leave may be used as it is accrued. An employee who began employment on or before January 1, 2016, is eligible to accrue sick leave on January 1, 2016, and may use sick leave as it is accrued. Paid sick leave shall accrue at the rate of one hour for every 30 hours worked. Maximum accrual per year is 40 hours and up to 40 hours may be carried over to the next year for a maximum of 80 hours. However, no more than 40 hours can be used in any calendar year. Sick leave is to be used in .25 hour increments and only after at least 1 hour has been accrued. Any unused sick leave will not be cashed out upon separation from employment
- E. **UTILIZATION:** Employees may use their allowance of sick for the diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive care for their self or a family member as defined in Article 3 (15). Absence to attend an ill family member shall be limited to the time the employee's presence is actually required. Employees have the obligation to make other arrangements within a reasonable period of time for the attendance upon immediate family members. A physician's statement regarding the nature of the illness, the need for the employee's absence, and the estimated duration of the absence may be required at the option of the appointing authority for absences for over three consecutive days.

EXHIBIT A

- F. TRANSFER AND TERMINATION:** Sick leave is provided by the County in the nature of insurance against loss of income due to illness. Except for the County Retirement Provision in these Personnel Rules, no compensation for accrued sick leave will be allowed for an employee when separated from County service. Sick leave shall not accrue during any period of leave of absence without pay. When an employee is transferred, or appointed, to another department or office, sick leave credit shall remain in effect, and will become the responsibility of the new department or office.
- G. SICK LEAVE WITHOUT PAY:**
1. If sick leave without pay is approved, the appointing authority may require periodic certification of the employee's physical condition from the attending physician or practitioner during the period of disability.
 2. Sick leave without pay may be approved or may be denied if in the opinion of the appointing authority it is necessary to fill the position with a replacement employee.
 3. Sick leave without pay shall only be approved for a period having a fixed date of termination and shall not be open ended.
- H. COORDINATION WITH WORKER'S COMPENSATION:** At the option of the employee, the employee may use accrued sick pay to make up the difference between the worker's compensation benefits and that person's normal monthly gross salary. Salary paid for a period of sick leave resulting from a compensable injury shall be equal to the difference between the worker's compensation award for lost time and the employee's regular gross salary rate subject to mandatory payroll withholding. Health insurance premiums shall be paid by the County, in accordance with the payment of the rest of the County employees' health benefits, for a period of up to one year. If, at the end of one year's time, an employee is still off work due to the worker's compensation injury, the employee must then pick up all his/her medical premium costs under COBRA regulations.
- I. BEREAVEMENT LEAVE:** Paid bereavement leave shall be earned at the rate of one (1) day per completed full year of employment for the first two (2) years. Thereafter, the employee shall be credited with a bank of a total of three (3) days of bereavement leave at the completion of each full year of employment. An employee may use accrued bereavement leave when a death occurs in his/her immediate family.

EXHIBIT A

- J. **EMPLOYEE NOTIFICATION OF ABSENCE:** Any employee requiring the use of sick leave shall notify the immediate supervisor *no less than* thirty (30) minutes prior to the reporting time if reasonably possible. In the case of a continuing illness, the employee or responsible household member shall contact the immediate supervisor on no less than a weekly basis to keep the supervisor apprised of the approximate date of the ability to return to work. A physician's statement regarding the nature of the illness or injury, the need for the employee's absence and the duration of the absence may be required by the County in the event of absences of three (3) days or more.
- K. **RE-EMPLOYMENT:** An employee who is re-employed within fifteen (15) months following a lay-off shall have previously unused sick leave restored.
- L. **PAYMENT UPON RETIREMENT:** The County shall notify PERS, and PERS shall determine if employees will be granted credit for accumulated sick leave in the form of increased retirement benefits upon service or disability retirement in accordance with PERS regulations.
- M. **TRANSFER OF SICK LEAVE:** Employees who have exhausted their sick and vacation leave benefits may obtain sick leave from other County employees (with their written consent) if they require extended time off for qualified FMLA/OFLA Leave. Only employees who have accumulated more than two hundred forty (240) hours sick leave may make sick leave contributions, and no employee may contribute more than forty (40) hours sick leave per year to any other employee. No employee can receive more than two hundred forty (240) hours of contributed sick leave in any one calendar year. Once an employee has authorized transfer of sick leave to another employee, that transfer is final.
- N. **ABUSE OF SICK LEAVE:** Sick leave abuse includes, but is not limited to, repeated use of unscheduled sick leave or repeated use of sick leave adjacent to weekends, holidays, vacations and paydays. Employees found to have abused sick leave as described here may also be subject to discipline, up to and including termination.

EXHIBIT B

15. *“Immediate Family Member”* means the spouse, same sex domestic partner, son, daughter, domestic partner’s son or daughter, foster child, mother, father, grandparent, grandchild, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent, or stepchild of the individual or a person with whom the employee was or is in a relationship of in loco parentis.

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

In the Matter of an Order Amending)
The Curry County Personnel Rules) ORDER NO. _____
Regarding Sick Leave)

WHEREAS, Curry County has in place a set of Personnel Rules that were last revised in June of 2014; and

WHEREAS, Senate Bill (SB) 454 was passed in the Senate and House in June, 2015 and sections 2 to 16 were added to and made a part of ORS Chapter 653, beginning January 1, 2016; and

WHEREAS, the changes to Oregon law by SB 454 required all Oregon employers to grant paid sick leave to part-time and temporary employees; and

WHEREAS, Article 18 (Paid Sick Leave) of the Curry County Personnel Rules is amended to reflect the changes in ORS Chapter 653 as dictated by SB 454 and as attached in Exhibit "A"; and

WHEREAS, Article 3 (15) is amended to reflect reference to a relationship of in loco parentis as stated in ORS 659A.150, as attached in Exhibit "B"; and

NOW, THEREFORE, THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY ORDERS that effective January 1, 2016, the above referenced changes are made to the Curry County Personnel Rules.

IT IS FURTHER ORDERED that the Payroll and Personnel Coordinator is authorized to incorporate these changes into the Curry County Personnel Rules, and to electronically distribute the amended Curry County Personnel Rules to all County employees and elected officials.

IT IS ALSO ORDERED that all other parts of the Personnel Rules shall remain the same until further order of the Board.

DATED this 2nd day of March, 2016.

BOARD OF CURRY COUNTY COMMISSIONERS

Thomas Huxley, Chair

Susan Brown, Vice Chair

David Brock Smith, Commissioner

Approved as to Form:

John HuttI
Curry County Legal Counsel

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1

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

AGENDA ITEM TITLE: 2014-2015 Audit Report delivery to Commissioners

AGENDA DATE^a: 2016_03_02 **SUBMITTING DEPARTMENT:** Finance

^aSubmit 5:00 p.m. on the Wednesday prior to the next General meeting.

CONTACT PERSON: Gary Short **PHONE/EXT:** 3232

BRIEF BACKGROUND OR NOTE^b: Deliver the 2014/2015 Annual Audit Report to Commissioners. No further discussion or decision is necessary. The Audit is posted to the County web site <http://www.co.curry.or.us/Departments/Finance>.

^bindicate if more than one copy to be signed

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

- (1)
- (2)
- (3)
- (4)

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

Send Document Hardcopy/Electronically to:

Name:

Address:

City/State/Zip:

Phone:

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: (Select)

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

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1

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

AGENDA ITEM TITLE: Relocate Animal Control to Non-Departmental

AGENDA DATE^a: 2016_03_02

SUBMITTING DEPARTMENT: Finance

^aSubmit 5:00 p.m. on the Wednesday prior to the next General meeting.

CONTACT PERSON: Gary Short

PHONE/EXT: 3232

BRIEF BACKGROUND OR NOTE^b: The only Animal Control activity is deposit of dog license fees with the Treasurer which are immediately returned to Pennies For Pooches. This is a simple matter of changing which department the dog license fees pass through..

^bindicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Discussion/Decision

- (1)
- (2)
- (3)
- (4)

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

Send Document Hardcopy/Electronically to:

Name:

Address:

City/State/Zip:

Phone:

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: (Select)

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No
(If Yes, brief detail) Changes pass-through department for dog license fee transfer

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
Comment:

CURRY COUNTY, OREGON
REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE (MONTH) ENDING JANUARY 31, 2016

GENERAL FUND - 1.10

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>BALANCE</u>	<u>PCNT</u>
<u>SHERIFF- ANIMAL CONTROL</u>						
<u>REVENUE</u>						
1.10-421.90-322.60-000-00	LICENSES - DOG	2,767.00	15,859.00	36,000.00	20,141.00	44.1
	TOTAL SHERIFF- ANIMAL CONTROL REVENUE	2,767.00	15,859.00	36,000.00	20,141.00	44.1
<u>EXPENDITURES</u>						
1.10-421.90-490.00-310-00	PFP - DOG LICENSES	2,767.00	15,859.00	36,000.00	20,141.00	44.1
	TOTAL MATERIALS & SERVICES EXPENDITURES	2,767.00	15,859.00	36,000.00	20,141.00	44.1
	TOTAL SHERIFF- ANIMAL CONTROL EXPENDITUR	2,767.00	15,859.00	36,000.00	20,141.00	44.1
	NET SHERIFF- ANIMAL CONTROL	.00	.00	.00	.00	.0

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1

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

AGENDA ITEM TITLE: Agenda Routing Slip Policy

AGENDA DATE^a: 03-02-2016 **SUBMITTING DEPARTMENT:** Administration

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

CONTACT PERSON: Julie Schmelzer **PHONE/EXT:** 3253 **TODAY'S DATE:** 2-22-16

BRIEF BACKGROUND OR NOTE^b: Order amending nine day submission policy, and rescind old policy from 2010

^bindicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Order

- (1) Order, Revised Policy with Track Changes, Old order that needs to be rescinded
- (2) Revised Policy with changes accepted (document to be adopted)

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) All
- 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)

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

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

In the Matter of an Order)
Amending Curry County) ORDER NO. _____
Policy 14.100-14.120,)
Agenda Routing Slip, and)
Rescinding Order 13244)

WHEREAS, by simple motion Curry County adopted an Agenda Routing Slip Policy on May 6, 2015; and

WHEREAS, said policy was referred to as Chapter 14, Article 1, Sections 14.100-14.115; and

WHEREAS, the policy adopted May 6, 2015 was amended on January 6, 2016, via Order 20290; and

WHEREAS, one of the said amendments was to require two additional days for the submission of items for Board of Commissioner meetings; and

WHEREAS, the additional two days for submission of agenda items has proven to be administratively burdensome for Commissioners and staff to meet submission deadlines for agenda items; and

WHEREAS, at the time the policy was adopted in 2015, it was unknown that an 'Agenda Item Policy and Procedures' had been adopted on March 22, 2010 via Order 13244;

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

The attached Curry County Agenda Routing Slip Policy, as amended, to require a seven day submission rather than a nine day submission deadline, and known as Chapter 14, Article 1, Sections 14.100-14.120, which is incorporated by reference, is approved and adopted. Additionally, 'Agenda Item Policy and Procedures' adopted on March 22, 2010 via Order 13244 is hereby rescinded.

DATED this 2 day of March, 2016.

BOARD OF CURRY COUNTY COMMISSIONERS

Thomas Huxley, Chair

Susan Brown, Vice Chair

David Brock Smith, Commissioner

Approved as to form:

John HuttI
Curry County Legal Counsel

CURRY COUNTY POLICY

CHAPTER 14

Article I – AGENDA ROUTING SLIPS

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14.100 PART I—Submitting Department 1

14.105 PART II-IV—Reviews 3

14.110 Late Submissions.....3

14.115 Exhibit A, Form 10-001.1 iv

14.120 Exhibit B, Signature Block v

14.100 PART I – SUBMITTING DEPARTMENT

Below are instructions for preparation of the materials to be submitted for the agenda/packets, use Agenda Item Routing Slip Form 10-001.1 (attached as *Exhibit A*).

Note: Be advised the routing slip and attachments forwarded to the BOC Office is how they will appear on the agenda/in the meeting packet. BOC staff will not correct typographical errors or other information submitted.

Step 1. Identify & Prepare Documentation Needed for Submission

- Prepare/collect information to be submitted to the Board.
- Work directly with County Counsel, Finance/Payroll and/or the Clerk. A contract or other legally binding document must be approved by County Counsel prior to routing to the BOC Office.
- Confirm signature block format; Commissioner Name and Title are completed (filled in) on form (see *Exhibit B*).
- Convert documents to electronic format as needed.
- For those originals with a pre-existing signature, the Department must deliver Form 10-100.1 and associated originals (if available) to BOC staff for Board signature by 5:00 pm no later than **nine seven** days prior to the meeting (if a holiday falls within the **nineseven** day period, the item shall be forwarded to BOC staff **teneight** days prior to the meeting).

Step 2. Complete Part I of the Agenda Item Routing Slip (Form 10-100.1)

Below is a description of each field in Part I of the Agenda Routing Slip to be completed by the Department.

AGENDA ITEM TITLE

- The agenda item title should reveal a clear and accurate description of the topic to be discussed.

AGENDA DATE

- Date of Board meeting for which the material is being submitted for review/action.

SUBMITTING DEPARTMENT

- Name of County Department submitting agenda item and associated paperwork.

CONTACT PERSON

- If there are questions about the submitted material, indicate who should be contacted.

PHONE/EXTENSION

- Full phone number or extension for contact person responsible for answering questions about the agenda item for which a routing slip was submitted.

TODAY'S DATE

- Date the Agenda Routing Slip is forwarded to BOC staff.

BRIEF BACKGROUND OR NOTE

- Describe the action requested of the Board.
- Note when multiple originals of signed document are needed.
- Indicate if Signature Authority is to the Chair, Liaison, or Department Head.

FILES ATTACHED

- List the electronic files submitted (accompanying letters, documents, etc.).
- Indicate whether originals with pre-existing original signatures are in route to the BOC office.

SUBMISSION TYPE

- Double-click on 'Select'; choose from pull down list (Order, Agreement, Minutes, Agenda, or Resolution).

QUESTIONS SECTION

- Indicate 'Yes' or 'No' or N/A.

INSTRUCTIONS ONCE SIGNED

- **No Additional Activity Required**

Documents are filed/recorded with the Clerk once they are signed.

❖ Note: Please allow for 48 hours for post-meeting processing and filing/recording. Check Active Dox for status of filing/recording.

OR

- **Send Document Hardcopy/Electronically**

Applies to document(s) not filed/recorded with Clerk. Provide the name, complete address, telephone, and/or email address where the document is to be delivered.

- ❖ Note: Commissioners' Office will ensure documents are mailed to the entity noted, but will not be responsible for tracking the document after it is mailed.

Step 3. Department E-mails Routing Slip & Associated Materials to BOC Office

- After completion of Steps 1 and 2, send to central E-mail:
BOC_Office@co.curry.or.us
- Include Agenda Routing Slip with Part I Completed.
- Include Attachments.
- Deadline: Close of Business ~~nin~~seven days prior to BOC meeting (if a holiday falls within the ~~nin~~seven day period, the item shall be forwarded to BOC staff ~~ten~~seven days prior to the meeting).

Be advised any handouts presented at the BOC meeting shall be given to the Administrative Assistant so that they can be entered into the record. A minimum of four copies of the handout are requested.

14.105 **PART II-IV** (To be completed by others, as applicable)

14.110 **LATE SUBMISSIONS**

If an Agenda Routing Slip and applicable attachments are not submitted by the deadline specified above, the matter must wait until the following meeting. If an emergency, contact the Liaison to determine if they are willing to bring the matter before the BOC as an Agenda Amendment. If the Liaison is unavailable, contact the BOC Chair. The BOC will then vote to decide if they are willing to discuss the late submission.

CURRY COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM ROUTING SLIP

FORM 10-001.10 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:

AGENDA DATE^a: SUBMITTING DEPARTMENT:

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

CONTACT PERSON: PHONE/EXT: TODAY’S DATE:

BRIEF BACKGROUND OR NOTE^b:

^bindicate if more than one copy to be signed

FILES ATTACHED: SUBMISSION TYPE: (Select)

- (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
[] 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: (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 POLICY

CHAPTER 14

Article I – AGENDA ROUTING SLIPS

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14.100 PART I—Submitting Department 1

14.105 PART II-IV—Reviews 3

14.110 Late Submissions.....3

14.115 Exhibit A, Form 10-001.1 iv

14.120 Exhibit B, Signature Block v

14.100 PART I – SUBMITTING DEPARTMENT

Below are instructions for preparation of the materials to be submitted for the agenda/packets, use Agenda Item Routing Slip Form 10-001.1 (attached as *Exhibit A*).

Note: Be advised the routing slip and attachments forwarded to the BOC Office is how they will appear on the agenda/in the meeting packet. BOC staff will not correct typographical errors or other information submitted.

Step 1. Identify & Prepare Documentation Needed for Submission

- Prepare/collect information to be submitted to the Board.
- Work directly with County Counsel, Finance/Payroll and/or the Clerk. A contract or other legally binding document must be approved by County Counsel prior to routing to the BOC Office.
- Confirm signature block format; Commissioner Name and Title are completed (filled in) on form (see *Exhibit B*).
- Convert documents to electronic format as needed.
- For those originals with a pre-existing signature, the Department must deliver Form 10-100.1 and associated originals (if available) to BOC staff for Board signature by 5:00 pm no later than seven days prior to the meeting (if a holiday falls within the seven day period, the item shall be forwarded to BOC staff eight days prior to the meeting).

Step 2. Complete Part I of the Agenda Item Routing Slip (Form 10-100.1)

Below is a description of each field in Part I of the Agenda Routing Slip to be completed by the Department.

AGENDA ITEM TITLE

- The agenda item title should reveal a clear and accurate description of the topic to be discussed.

AGENDA DATE

- Date of Board meeting for which the material is being submitted for review/action.

SUBMITTING DEPARTMENT

- Name of County Department submitting agenda item and associated paperwork.

CONTACT PERSON

- If there are questions about the submitted material, indicate who should be contacted.

PHONE/EXTENSION

- Full phone number or extension for contact person responsible for answering questions about the agenda item for which a routing slip was submitted.

TODAY'S DATE

- Date the Agenda Routing Slip is forwarded to BOC staff.

BRIEF BACKGROUND OR NOTE

- Describe the action requested of the Board.
- Note when multiple originals of signed document are needed.
- Indicate if Signature Authority is to the Chair, Liaison, or Department Head.

FILES ATTACHED

- List the electronic files submitted (accompanying letters, documents, etc.).
- Indicate whether originals with pre-existing original signatures are in route to the BOC office.

SUBMISSION TYPE

- Double-click on 'Select'; choose from pull down list (Order, Agreement, Minutes, Agenda, or Resolution).

QUESTIONS SECTION

- Indicate 'Yes' or 'No' or N/A.

INSTRUCTIONS ONCE SIGNED

- **No Additional Activity Required**

Documents are filed/recorded with the Clerk once they are signed.

❖ Note: Please allow for 48 hours for post-meeting processing and filing/recording. Check Active Dox for status of filing/recording.

OR

- **Send Document Hardcopy/Electronically**

Applies to document(s) not filed/recorded with Clerk. Provide the name, complete address, telephone, and/or email address where the document is to be delivered.

- ❖ Note: Commissioners' Office will ensure documents are mailed to the entity noted, but will not be responsible for tracking the document after it is mailed.

Step 3. Department E-mails Routing Slip & Associated Materials to BOC Office

- After completion of Steps 1 and 2, send to central E-mail:
BOC_Office@co.curry.or.us
- Include Agenda Routing Slip with Part I Completed.
- Include Attachments.
- Deadline: Close of Business seven days prior to BOC meeting (if a holiday falls within the seven day period, the item shall be forwarded to BOC staff seven days prior to the meeting).

Be advised any handouts presented at the BOC meeting shall be given to the Administrative Assistant so that they can be entered into the record. A minimum of four copies of the handout are requested.

14.105 **PART II-IV** (To be completed by others, as applicable)

14.110 **LATE SUBMISSIONS**

If an Agenda Routing Slip and applicable attachments are not submitted by the deadline specified above, the matter must wait until the following meeting. If an emergency, contact the Liaison to determine if they are willing to bring the matter before the BOC as an Agenda Amendment. If the Liaison is unavailable, contact the BOC Chair. The BOC will then vote to decide if they are willing to discuss the late submission.

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.10 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:

AGENDA DATE^a: **SUBMITTING DEPARTMENT:**

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

CONTACT PERSON: **PHONE/EXT:** **TODAY'S DATE:**

BRIEF BACKGROUND OR NOTE^b:

^bindicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE: (Select)**

- (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:

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

PART II – COUNTY CLERK REVIEW

EVALUATION CRITERIA:

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

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

- 1. Confirmed Submitting Department's finance-related responses Yes No
 Comment:
- 2. Confirmed Submitting Department's personnel-related materials Yes No N/A
 Comment:
- 3. If job description, Salary Committee reviewed: Yes No N/A
- 4. If hire order requires an UA, is it approved? Yes No Pending N/A

PART IV – COUNTY COUNSEL REVIEW

AGENDA ASSIGNMENT TYPE: (Select)

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

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Susan Brown Yes No

Commissioner Thomas Huxley Yes No

Commissioner David Brock Smith Yes No

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

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

In the Matter of an Order)
Outlining the Board's Policy)
of Placing Personnel Matters)
on Consent Calendars and)
Regular Meetings)

ORDER NO. 13244

WHEREAS, County business is generally conducted through two different types of meetings: 1) a Commissioners' consent calendar meeting- typically held on the second and fourth Wednesday of each month; and 2) the Commissioners' regular meeting- typically held on the first and third Monday of each month; and

WHEREAS, in the recent past, the Board of Curry County Commissioner's has had a policy of not allowing any personnel matter to be placed on a consent calendar meeting; and

WHEREAS, based upon discussion at a Commissioners' work session on this very topic on February 24, 2010, the Board recognized that County business will be expedited if routine personnel items that are not reasonably likely to involve discussion were allowed to go on consent calendar meetings;

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

- 1) Routine personnel items not reasonably likely to involve discussion may be placed on consent calendar meetings.**
- 2) If a Board member deems it necessary to discuss a personnel matter placed on a consent calendar meeting, that item will be removed from the consent agenda and placed on the next available regular meeting.**

- 3) The County's "Agenda Item Policy and Procedures" is amended as shown on the attached Exhibit "A" that is incorporated by reference to reflect the change in policy as reflected in this order.
- 4) This order shall be effective upon passage.

DATED this 22nd day of March, 2010.

BOARD OF CURRY COUNTY COMMISSIONERS

Bill Waddle

Bill Waddle, Chair

Georgia Yee Nowlin

Georgia Yee Nowlin, Vice Chair

George Rhodes

George Rhodes, Commissioner

Approved as to Form:

M. Gerard Herbage

**M. Gerard Herbage
Curry County Legal Counsel**

Exhibit "A"

Curry County Commissioners' Office Agenda Item Policy and Procedures

County business is generally conducted through two different types of meetings:

1. A Commissioners' Consent Calendar Meeting – typically held on the second and fourth Wednesday of each month.
2. The Commissioners' Regular Meeting – typically held on the first and third Monday of each month.

Note: If a meeting falls on a Monday holiday, the meeting is held the following Tuesday. When a month has a 5th Monday or Wednesday, no meetings are scheduled for the 5th week.

What goes on a Regular Commissioners' Meeting & on a Consent Calendar?

Regular meetings are for anything that should involve a discussion or a hearing. Examples are appointments, non-routine personnel items that reasonably likely may involve discussion, and subjects that involve public input. Regular meetings also have a Consent Calendar section for items described below.

Consent Calendar meetings are for non-controversial ordinary business items and subjects that do not involve public input or the necessity of Board discussion. Examples include routine personnel items not reasonably likely to involve discussion, pre-budgeted items, approval of minutes, and most contracts and agreements.

For an "Agenda Item" to be considered submitted, it must consist of the following:

1. Agenda item cover sheet (yellow paper).
2. Supporting documentation complete and sufficient to accurately represent the piece of county business. What do the Commissioners need to know to make an informed decision?
3. Appropriate signatures on the cover sheet.
 - a. Department Head
 - b. Payroll/Personnel and/or Fiscal Officer
 - c. County Counsel
 - d. Other affected dept. (*if another dept. is impacted*)
 - e. Liaison Commissioner
4. Signature-ready documents (i.e. contracts, agreements, Orders*, etc.)

- *Hire Orders must include a copy of the job description;
- *Changes to an existing position must include both the new and old job descriptions
- *If a Department Head wishes to offer a job at above entry level salary, justification, including a copy of the job description and the prospective employee's application, must first be submitted to each Commissioner prior to submitting the Hire Order as an agenda item.

The Deadline:

The deadline for all agenda items is 5:00 p.m. the Tuesday prior to the meeting date. If a holiday falls on Tuesday, the deadline is moved to Monday at 5:00 p.m. prior to the meeting date.

Note: The Department Head is the Quality Control person.

What is Signature Authority and what does it mean?

Signature Authority delegates authority to a particular Commissioner, an elected official, department head or other county employee to sign certain documents. Delegation of signature authority must be included in the title of the agenda item.

Contracts & Agreements:

All signatures from other parties must be on the document before the Commissioners sign it. The exception to the rule is contracts or agreements with the State of Oregon, as the State generally requires the County to sign first. County Counsel *must* first review every contract and agreement, before it is presented to the other party and/or the Commissioners.

What happens to an Agenda Item if it is submitted incomplete or late?

The responsibility for submitting complete and accurate agenda items in a timely fashion rests with the department head. The Commissioners' office will accept ***complete*** items for the agenda by the deadline. ***Late*** items will be deferred to the next meeting. ***Incomplete*** items will be returned to the submitting department.

Requests to Add an Agenda Item:

If it is past the agenda item deadline (typically the Tuesday prior to the meeting date by 5:00 p.m.) and you have an item that ***must*** be on the agenda for the upcoming meeting, you must complete a "Request To Add" form (purple paper) which includes an explanation for the late submission. This form must be attached to a completed yellow Agenda Item Cover Sheet. After both forms have been completely filled out (including all necessary signatures) they are then submitted to the Commissioners. All three Commissioners must approve the request in order to have it added to the next meeting agenda.

Helpful Reminders:

1. When completing the “yellow” Agenda Item Cover Sheet, obtain signatures in the following order:

- 1st is any other affected dept. (if necessary)
- 2nd is Finance
- 3rd is County Counsel
- Last is Liaison Commissioner

Give yourself plenty of time to obtain these signatures in case someone is not in the office, out of town, etc. You **must** have these signatures. Now you are ready to submit your Agenda Item to the Commissioners’ staff for processing.

2. Please use clips instead of staples to bind your agenda item materials together. The staff needs to make many copies and when staples are removed, pages get torn and jam in the copy machine.

**CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1**

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

AGENDA ITEM TITLE: Selection for (Re)Appointment to the Budget Committee

AGENDA DATE^a: 03-02-2016 **SUBMITTING DEPARTMENT:** Finance

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

CONTACT PERSON: Shelia **PHONE/EXT:** 3296 **TODAY'S DATE:** 02-22-16

BRIEF BACKGROUND OR NOTE^b: Member (Re)Appointment due to term expiration. Choose only one.

^bindicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Appointment

- (1)Application Spicer
- (2)Order Re-Appointment Spicer
- (3)Application King
- (4)Order Appointment King

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 committee file copies

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) Appoints budget committee member from public

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

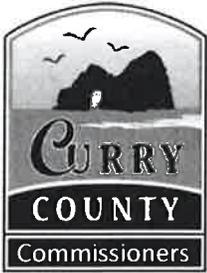
LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

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: M John Spicer Date: 2/5/2016

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

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

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

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

Budget Committee

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? Attorney for Municipal Districts

member of several Boards

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

Describe your previous experience in this appointed position or a similar position: member of Budget Committee 2 terms

Other volunteer activities: Chair Curry Community Health

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 SOME LIMITS DO TO COURT SCHEDULE

Have you ever been convicted of a crime? Yes No

If Yes, please explain _____

m john price
Signature

2/5/2016
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.

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

In the Matter of a Re-Appointment)
To the Curry County Budget)
Committee)

ORDER NO. _____

WHEREAS, a vacancy has occurred on the Curry County Budget Committee due to the expiration of a term; and

WHEREAS, the vacated position represents the central part of the County; and

WHEREAS, the position was posted publicly for interested County residents who would volunteer to serve should apply for appointment; and

WHEREAS, M. John Spicer applied to be re-appointed to the position and indicated his willingness to serve as a member of the Curry County Budget Committee;

NOW, THEREFORE, IT IS HEREBY ORDERED that M. John Spicer is re-appointed to the central County position on the Curry County Budget Committee with said term to expire June 30, 2019.

DATED this 02 day of March, 2016

BOARD OF CURRY COUNTY COMMISSIONERS

Thomas Huxley, Chair

Susan Brown, Vice Chair

Approved as to Form:

John Hutt
Curry County Legal Counsel

David Brock Smith, Commissioner



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: Carl King Date: 2/18/16

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

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

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

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

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

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

Describe your previous experience in this appointed position or a similar position: See attached

Other volunteer activities: See attached

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 _____

Paul King
Signature

2/18/18
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.

APPLICATION OF CARL KING

Concerns: By analogy to the current National debate on immigration reform, I believe the taxpayers are willing to consider new and/or additional revenue sources including new or increased tax burdens, but only if they are convinced that the taxes they are currently paying are being well spent to provide services they want in an efficient and cost effective manner. As of today, they are not convinced that this is happening.

Experience: I served on a nine-member Finance Committee for my town in Massachusetts at the time of Proposition 2½, that State's citizen-lead tax revolt. For several of those years I served with the state-wide leader of that revolt. Each year the Committee's responsibilities included setting the budgetary goals, working individually with assigned departments in developing their department budgets, reviewing all department budgets and making line-by-line recommendations to the town meeting open to all registered voters that approved budgets. The services covered included services such as schools, libraries and fire departments provided here by special districts. The town's payroll far exceeded today's Curry County payroll and in today's dollars the annual budgets exceeded today's Curry County budget.

In addition I co-founded a law firm and until it was too large for a committee of the whole to micromanage, I shared management responsibilities including budgeting. For a number of years I chaired a litigation department having as many as 15 professionals and an equal number of direct support staff, responsible for making sure the department had adequate staff to provide first class legal services to clients in the most cost effective manner.

Here in Oregon and more recently, I serve on the board of the Nesika Beach-Ophir Water District where I participate in both establishing the annual budgets but also in monthly meetings reviewing income and expenses to insure we operate within those budgets while meeting the water needs of our current and future customers.

Most importantly, over the most recent three years I have attended a substantial percentage of meetings and work shops of the Board of Commissioners, including three years of budget hearings and deliberations.

Other activities: In addition to the Water District Board, I am a member of the Ophir-Nesika Beach Neighborhood Watch, a member of the Friends of the Library (Gold Beach), a member and president-elect of the Rotary Club of Gold Beach and chairman of the Curry County Democratic Central Committee. Since 2001 I have served as president of The 484 Phi Alpha Foundation I co-founded in Massachusetts, which over the years has made more than \$2,000,000 in grants to diversify educational opportunity at MIT and for the youth of Greater Boston.

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

In the Matter of an Appointment)
To the Curry County Budget)
Committee)

ORDER NO. _____

WHEREAS, a vacancy has occurred on the Curry County Budget Committee due to the expiration of a term; and

WHEREAS, the vacated position represents the central part of the County; and

WHEREAS, the position was posted publicly for interested County residents who would volunteer to serve should apply for appointment; and

WHEREAS, Carl King applied to be appointed to the position and indicated his willingness to serve as a member of the Curry County Budget Committee;

NOW, THEREFORE, IT IS HEREBY ORDERED that Carl King is appointed to the central County position on the Curry County Budget Committee with said term to expire June 30, 2019.

DATED this 02 day of March, 2016

BOARD OF CURRY COUNTY COMMISSIONERS

Thomas Huxley, Chair

Susan Brown, Vice Chair

Approved as to Form:

John Hutt
Curry County Legal Counsel

David Brock Smith, Commissioner

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1

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

AGENDA ITEM TITLE: Gold Beach Bus Shelter-Special Transportation Fund Discretionary Program Project Application for Curry Public Transit

AGENDA DATE^a: 3/2/2016 **SUBMITTING DEPARTMENT:** Commissioner

^aSubmit **5:00 p.m. on the Wednesday** prior to the next General meeting.

CONTACT PERSON: Susan Brown

PHONE/EXT: 3229

BRIEF BACKGROUND OR NOTE^b: The Coastal Express designated stop is located along Highway 101, across the parking lot from Rays Market in Gold Beach. This stop has no seating or shelter. A shelter at this stop would provide protection from the elements for riders.

^bindicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Application

- (1) Grant Application
- (2)
- (3)
- (4)

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:

^aNote: 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

Comment:



Special Transportation Fund Discretionary Program Project Application

Instructions

This STF application is a fillable form that requires Adobe Reader Version 10 or above. If you do not have the required version, download it for free at <http://get.adobe.com/reader>.

Fill out this application onscreen, save it to your computer, and attach your completed PDF form to an email to PTDApplications@odot.state.or.us. Attach any supplemental PDF documents to your email. If you have technical problems using the form, call Liz Rickles at 503-986-3394. For answers to programmatic or process specific questions, call David Schwert at 503-986-4305 or contact your Regional Transit Coordinator. Application due to ODOT RPTD by March 11, 2016.

Complete Sections A thru I by entering information into fields or selecting from drop-down menus where available (indicated by a small arrow to the right of the box). Some "Yes or No" questions, when checked, generate a secondary question(s); please complete these sections when they appear.

Please double check that you have answered every question on this application before submitting. If a question is not applicable to your project, write "n/a".

Review the complete STF Application instructions at www.oregon.gov/ODOT/PT/PROGRAMS/2016STFApplicationInstructions.pdf.

A. Applicant Information

1. STF Agency Name
2. STF Agency ODOT Region
3. Application Contact Person Name
4. Application Contact Person Email
5. Application Contact Person Phone Number

B. Project Information

6. Project Title

Will be used for reviewer reference and in public comment process. Example: Mobility Management for The Klamath Tribes

7. Is project derived from the Coordinated Plan?

- Yes
 No

What Page? What date was the Coordinated Plan approved? (m/m/yy)

8. Project Ranking

Complete sentence: Project is ranked out of applications submitted to ODOT for consideration.

To see the number of applications your STF Agency is allowed to submit to ODOT, visit www.oregon.gov/ODOT/PT/PROGRAMS/2016STFDiscretionaryApplications.pdf.

C. Project Quality

Boxes will expand to fit more text if needed.

9. Describe the **need** for this project. How was this need determined or assessed? Do you have data that reflects this need?

Gold Beach, Oregon needs a bus shelter. This need has been long-standing. In 2008 a grant was awarded but due to mis-communications the site was not ready and the grant expired. The City of Gold Beach has pledged support for this project (see attached).

Curry Public Transit, Inc. runs two services in and through Gold Beach. The local Dial a Ride provides over 5,000 rides a year, four days a week, and the Coastal Express, a fixed route which runs three times a day on weekdays, picks up or drops off approximate 4,000 people in Gold Beach each year.

Gold Beach is a coastal town with frequent high winds and heavy rains. In the winter months, average rainfall is 10 to 14 inches a month with winds of 12 to 25 mph, often gusting over 40 mph. The Coastal Express designated stop is located along Highway 101, across the parking lot from Rays Market in Gold Beach. This stop has no seating or shelter. A shelter at this stop would provide protection from the elements for riders.

10. Provide a detailed description of this project. What will be the finished product or service?

The shelter would be manufactured to withstand maximum 110 mph winds and extreme weather. It will be constructed according to local building codes. The shelter will be powder coated with aluminum construction, hip roofed with rain gutters, have tempered glass panels along three and one-half sides, be wheelchair accessible with interior seating. Approximate size will be 6' wide x 6' long by 10' tall.

11. Describe the expected outcomes of this project on seniors, people with disabilities, and other populations. Why is this project the best method to address the previously described need?

A shelter would be a huge benefit to the City of Gold Beach and to transit riders. Ray's Market is one of two markets in town and a frequent stop for Dial-a-Ride users. 43% of riders on Coastal Express and 79% on Dial a Ride are over age 65 or persons with disabilities. The proposed shelter would be attractive, well built and provide much needed shelter from the elements. It would provide riders with an alternative shelter

than the nearby buildings.

D. Total Estimated Project Budgets

12. Enter all estimated costs involved in the **total** cost of the project in the table below. Not all fields will be applicable to every project.

Estimated Total Project Costs	
Type	Dollar Amount
Labor (payroll)	
Contracted services	\$6,100.00
Materials and supplies	\$7,600.00
Operations	
Preventative Maintenance	\$2,100.00
Capital Equipment	
Technology	
Contingency	\$1,000.00
Other (type description) Permits, Planning	\$600.00
Other (type description) Freight	\$2,700.00
Other (type description)	
Other (type description)	
Other (type description)	
Project Grand Total (automatically calculates)	20,100

13. Identify the project's additional sources of funding in the table below.

Estimated Additional Project Resources	
Source of Funds	Dollar Amount
2016 STF Discretionary Program Request <i>(IMPORTANT!)</i>	11,300
Local Resources	\$8,800.00
Federal Resources	\$0.00
Other (type description)	\$0.00
Project Grand Total (automatically calculates)	20,100

The award of this STF Discretionary Grant will enable Federal Funds to be brought to the project.

E. Vehicle Information

14. Does this application request either match or total cost funding for a vehicle?

Please note that projects that are match for vehicle replacement/rightsizing under the Transit Capital Discretionary Program available in January will have priority over vehicle purchases that are not a match.

- No, application does not involve a vehicle purchase of any kind.
- Yes, application requests match for a vehicle.
- Yes, application requests the total cost of a vehicle.

F. Project Milestones

15. Explain the milestones of the project.

Example milestones: design, public involvement, contract award, capital purchase, service implementation, etc.

	Milestone description	Estimated milestone completion date (m/m/yy)
1	Site plans, permits	9/1/2016
2	Order shelter	10/1/2016
3	Preparation of site	3/1/2017
4	Installation of shelter	6/1/2017
5		

6

G. Project Impact on Four Goals of Transit*Boxes will expand to fit more text if needed.***16. Describe the project's impact on access.***Access includes the ability of seniors and people with disabilities to travel to employment opportunities, community services, retail, education, healthcare, etc., and to safely arrive at and depart their transit stop.*

A bus shelter would allow people traveling up and down the coast to protect their belongings from rain and to stay relatively dry and warm while waiting for the bus. Many of these individuals are older or have physical limitations. A safe, dry waiting place would encourage more people to ride both Coastal Express and Dial-a-Ride.

Coastal Express provides connections to Redwood Coast Transit in Smith River, Southwest Point in Brookings, Coos County Area Transit and TAC Transportation in Coos Bay, and regional airports in Coos Bay and Crescent City, allowing residents, tourists and bikers to travel Highway 101 north or south or go inland to catch Amtrak or other services. It provides access to hospitals, medical services, community colleges and jobs. It provides trip assists for bicyclists along Hwy 101.

Dial-a-Ride riders are picked up at their homes and taken to various destinations for medical care, personal business, shopping, recreation, socializing, and exercise, to share meals and to connect with Coastal Express. Dial a Ride also drops people off at local trailheads, bike and pedestrian paths, beaches and parks. For many, this is their only transportation. Curry Public Transit provides services that enable residents along Hwy101 to have alternative or needed choices for their lifestyles.

17. Describe the project's impact on availability.*Availability includes spacial availability (service close to me), time availability (service when I need it), and the size of the service area.*

More people would ride Coastal Express and Dial-a-Ride if they had a safe dry shelter. Although Coastal Express service is a fixed route, there can be unexpected delays along the route, making the wait for the next bus longer than anticipated. Ray's Market discourages people waiting for the bus inside their store. even in incimate weather.

18. Describe the project's impact on connectivity.*Connectivity includes the integration of services (routes, schedules, fare structures, information systems, modal transfer facilities).*

Gold Beach is a designated stop along the Coastal Express route, and a frequent designation for Dial-a-Ride users. The Shelter would have a brochure holder for schedules and information, allowing more people to learn about transit services up and down the coast.

19. Describe this project's impact on **economic development**.

Economic development includes public transportation's contribution to providing connections for workers to employers, reducing congestion, influencing land use choice and land values, and providing employment opportunities.

The project will provide jobs to local engineers, analysts and construction workers. It will add value to the property and esthetically enhances area.

The transit service helps supports business development by providing a reliable, steady source of patrons and shoppers.

More people traveling on the Coastal Express would favorably impact economic development in the towns it passes through. The existence of a shelter at one of the two food markets in town would encourage more people to use the store as a pick up spot for Dial-a-Ride. A safe gathering place would allow more individuals to get out in undesirable weather to keep appointments or do necessary errands.

H. Statewide Impact

This field is not required - not all projects will have a broad application or be a new pilot. Box will expand to fit additional text.

20. Describe the statewide impact of this project. How will this project transform the mobility options for seniors and people with disabilities in Oregon?

N/A

This project should be considered for Statewide Significance funding.

I. Application Attachments

You can attach additional supporting documentation, such as maps, additional budgets, etc. to your submission email. Attachments must be in PDF form. Attachments not listed below may not be received by the review panel.

Attachment File Name	Attachment Document Title	Description
2016STF_bus shelter support	City of Gold Beach	Letter of support and in-kind
2016STF_bus shelter site map	Site	Location of proposed shelter
2016STF_preferred shelter type	Sample Shelters	Photos of similar shelters

STF Agency Certification

As an authorized representative of the STF Agency, I acknowledge this application. For each application that could be funded with STF Discretionary Funds I have indicated willingness to enter into an agreement with the applicant to receive and disburse moneys for the project.

I also certify that the governing body of the STF Agency has consulted with the STF Advisory Committee regarding the proposed projects, and that the projects that are recommended for further consideration for funding are consistent with the STF Agency's Coordinated Plan.

I certify the above statement is true.

Name

To Submit Application: Save this form to your computer. Attach the completed PDF form to an email to PTDApplications@odot.state.or.us. Attach any supplemental PDF documents to your email.

IMPORTANT - Please double check that you have answered every question on this application. If a question is not applicable to your project, write "n/a".

**CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1**

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

AGENDA ITEM TITLE: Matching Funds-Special Transportation Fund Discretionary Program Project Application for Curry Public Transit

AGENDA DATE^a: 3/2/2016 **SUBMITTING DEPARTMENT:** Commissioner

^aSubmit **5:00 p.m. on the Wednesday** prior to the next General meeting.

CONTACT PERSON: Susan Brown

PHONE/EXT: 3229

BRIEF BACKGROUND OR NOTE^b: This project is to provide matching funds for the replacement of two Category D buses and one Category E3 van that are used to provide Coastal Express, Dial-A-Ride and Non Emergency Medical Transportation.

^bindicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Grant

- (1) Grant Application
- (2)
- (3)
- (4)

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)

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

Comment:



Special Transportation Fund Discretionary Program Project Application

Instructions

This STF application is a fillable form that requires Adobe Reader Version 10 or above. If you do not have the required version, download it for free at <http://get.adobe.com/reader>.

Fill out this application onscreen, save it to your computer, and attach your completed PDF form to an email to PTDApplications@odot.state.or.us. Attach any supplemental PDF documents to your email. If you have technical problems using the form, call Liz Rickles at 503-986-3394. For answers to programmatic or process specific questions, call David Schwert at 503-986-4305 or contact your Regional Transit Coordinator. Application due to ODOT RPTD by March 11, 2016.

Complete Sections A thru I by entering information into fields or selecting from drop-down menus where available (indicated by a small arrow to the right of the box). Some "Yes or No" questions, when checked, generate a secondary question(s); please complete these sections when they appear.

Please double check that you have answered every question on this application before submitting. If a question is not applicable to your project, write "n/a".

Review the complete STF Application instructions at www.oregon.gov/ODOT/PT/PROGRAMS/2016STFApplicationInstructions.pdf.

A. Applicant Information

1. STF Agency Name
2. STF Agency ODOT Region
3. Application Contact Person Name
4. Application Contact Person Email
5. Application Contact Person Phone Number

B. Project Information

6. Project Title

Will be used for reviewer reference and in public comment process. Example: Mobility Management for The Klamath Tribes

7. Is project derived from the Coordinated Plan?

- Yes
 No

What Page? What date was the Coordinated Plan approved? (m/m/yy)

8. Project Ranking

Complete sentence: Project is ranked out of applications submitted to ODOT for consideration.

To see the number of applications your STF Agency is allowed to submit to ODOT, visit www.oregon.gov/ODOT/PT/PROGRAMS/2016STFDiscretionaryApplications.pdf.

C. Project Quality

Boxes will expand to fit more text if needed.

9. Describe the **need** for this project. How was this need determined or assessed? Do you have data that reflects this need?

This project is to provide matching funds for the replacement of two Category D buses and one Category E3 van that are used to provide Coastal Express, Dial-A-Ride and Non Emergency Medical Transportation. The problem is an aging fleet and the need for safe, reliable transportation for everyone including the most vulnerable populations in rural Curry County. The buses will be replaced under the 2016 Discretionary Grant Program, 5339 Bus Replacement Program. These vehicles meet FTA's requirements for life expectancy:

2010 Braun Entervan, Category E1, with 91,435 miles

At 6 years old, this vehicle is beyond the 4 year replacement criteria.

2008 Ford E450, Category D, with 220,956 miles

2009 Form E450 Startrans, Category D, with 153,862 miles

At 8 and 7 years, both are beyond the 5 year or 150,000 mile replacement criteria.

10. Provide a detailed description of this project. What will be the finished product or service?

2 – 14 passenger buses with 2 wheelchair spaces, gasoline fueled, category D, maximum cost \$115,000. These buses will be used as back up for Coastal Express and Dial-a-Ride in Brookings.

1 – 5 passenger van, 1 wheelchair space, gasoline fueled, maximum cost \$65,000. This van will be primarily used for non-emergency medical transportation, but also as back up for Dial-a-Ride in both Brookings and Gold Beach.

Vehicles will be purchased through ORPIN and the state price agreement. Industry, safety and quality standards used for equipment evaluation prior to purchase include ODOT pre-award purchaser requirements, Altoona/STURAA bus test, FMVVSS conformation, Buy America and ADA compliance. Expectation is all vehicles will last 5 or more years Maintenance will follow manufacturers and ODOT's recommended schedules. There are a variety of warranties that come with each vehicle depending on what is included. Lifts, alternators, radios, videos have 1-2 year warranties. The bus dealers also help with warranty work. Vehicles will be insured through Special Districts Association of Oregon.

Total vehicle anticipated cost is \$285,000, 15% match is \$44,250

11. Describe the expected outcomes of this project on seniors, people with disabilities, and other populations. Why is this project the best method to address the previously described need?

Curry Public Transit, Inc. provides over 30,500 rides a year and travels over 240,000 miles each year.

Coastal Express is a fixed route service running three times a day Monday through Friday between Smith River, California and North Bend, Oregon, stopping in every town between, enabling passengers to meet and use other transportation options going north and south on Hwy 101. We provide over 15,000 rides a year, with 30% elderly and 13% persons with disabilities. 7% of riders use passes provided by community services and communities.

Dial-a-Ride is an rural, on-demand, curb to curb service that provides rides to residents in both Brookings (Monday through Friday) and Gold Beach (Monday, Tuesday, Wednesday and Friday). We provide over 15,500 rides a year with a demand growth of 2% per year. Dial-a-Ride serves our most fragile populations - 45% are elderly persons, 34% are persons with disabilities and special needs and 8% are individuals with no other means of transportation.

Non emergency medical transportation is an on-demand contracted service providing rides to and from medical appointments, for procedures and surgeries and other medical related needs.

D. Total Estimated Project Budgets

12. Enter all estimated costs involved in the **total** cost of the project in the table below. Not all fields will be applicable to every project.

Estimated Total Project Costs	
Type	Dollar Amount
Labor (payroll)	
Contracted services	
Materials and supplies	
Operations	
Preventative Maintenance	
Capital Equipment	
Technology	
Contingency	
Other (type description) Match for bus purchases	44,250
Other (type description)	
Project Grand Total (automatically calculates)	44,250

13. Identify the project's additional sources of funding in the table below.

Estimated Additional Project Resources	
Source of Funds	Dollar Amount
2016 STF Discretionary Program Request <i>(IMPORTANT!)</i>	44,250
Local Resources	
Federal Resources	
Other (type description)	
Project Grand Total (automatically calculates)	44,250

The award of this STF Discretionary Grant will enable Federal Funds to be brought to the project.

4	Vehicles out for Bid	9/30/16
5	Purchase Orders executed	11/30/2016
6	Vehicles Delivered	6/1/2017

G. Project Impact on Four Goals of Transit

Boxes will expand to fit more text if needed.

16. Describe the project's impact on **access**.

Access includes the ability of seniors and people with disabilities to travel to employment opportunities, community services, retail, education, healthcare, etc., and to safely arrive at and depart their transit stop.

Coastal Express provides access to destinations up and down the Oregon Coast and inland such as hospitals, medical clinics, airports, train and bus services, shopping and colleges. Going south riders can take a bus the entire length of Hwy 101 or a shorter ride to Del Norte County Regional Airport in Crescent City. In Brookings, the Southwest Point provides travel east to Grants Pass, Medford and Amtrak in Klamath Falls. To the north is the connection to Coos County Area Transit Dial a Ride, the Southwest Oregon Regional Airport in Coos Bay, and TAC bus services going east to Eugene, with connections to Greyhound and Amtrak.

Dial a Ride is a critical transportation option for our most fragile populations. Riders are picked up at their homes and taken to and from medical appointments, pharmacies, personal services, shopping, to schools and jobs, to pay utility bills, for socializing, meals, and to connect with transportation services going to other communities. For many, this is their only means of transportation.

Non Emergency Medical Transportation provides rides to individuals for medical appointments locally and to out of town specialists and hospitals in Medford, Grants Pass, Crescent City and other locations as needed.

17. Describe the project's impact on **availability**.

Availability includes spacial availability (service close to me), time availability (service when I need it), and the size of the service area.

Rural transportation is critical to many individuals. Curry Public Transit provides many transportation options and covers a wide geographical area. We provide services over 250 days and 10,800 hours a year, traveling over 240,000 miles. Riders are able to keep their medical appoints, attend community programs, visit the beach and local parks, use bike and pedestrian trails, dine with friends, shop, and arrive at college classes and work on time. Many of these individuals would be virtual shut-in's if they did not have these services. By providing a transportation option, the world is opened to them. Costs of rides are very low and half price discounts are available to individuals over age 60 and persons with disabilities. Discounted tickets are sold to agencies that help disadvantaged individuals. Non-emergency medical transportation is available to medical brokerages working with Medicaid recipients and to hospitals and care facilities.

Brookings and Gold Beach are located along one of the most scenic areas of Highway 101, and our riders take advantage of the amazing views as they ride. Some use the service to reach state parks, local parks, and scenic bike and pedestrian paths.

18. Describe the project's impact on **connectivity**.

Connectivity includes the integration of services (routes, schedules, fare structures, information systems, modal transfer facilities).

Dial-a-Ride provides transportation in the rural communities of Brookings and Gold Beach and Non Emergency Medical Transportation provides services from Northern California to Portland. Dial a Ride provides the first leg to travel connections through Coastal Express in Brookings and Gold Beach, enabling passengers to meet and use other transportation options going north and south on Hwy 101. Going south riders can take a bus the entire length of Hwy 101 or a shorter ride to Del Norte County Regional Airport in Crescent City. The Southwest Point in Brookings provides travel east to Grants Pass, Medford and Amtrak in Klamath Falls. To the north is the connection to Coos County Area Transit Dial a Ride, the Southwest Oregon Regional Airport in Coos Bay, and TAC bus services going east to Eugene, Bend, Chemult and Ontario.

Dial-a-Ride is a rural, curb to curb service used by individuals to access local grocery stores, retail stores, bakeries, restaurants, pharmacies, medical offices, beauty parlors, activity centers, biking and pedestrian trails, local beaches and parks. We also provide rides to and from the community college for individuals needing job training, and to and from employment offices, jobs and workshops. Riders depends on the transit system for their daily life needs. Many are physically or mentally challenged, some can no longer drive and many have no other means of transportation. Dial-a-Ride provides people with access to their communities. The transit system is dependent on having safe and dependable buses to provide these services.

Non Emergency Medical Transportation is a valuable service allowing individuals access to necessary medical care. Lacking adequate facilities for more specialized care in our rural area, such as dialysis, chemotherapy, major surgery and medical specialists, individuals must travel hundreds of miles for medical services. The transit service contracts with medical brokerages and hospitals to provide this critical transportation. The smaller van is more comfortable for these individuals.

19. Describe this project's impact on **economic development**.

Economic development includes public transportation's contribution to providing connections for workers to employers, reducing congestion, influencing land use choice and land values, and providing employment opportunities.

Curry County is an economically distressed area. It has a population of 22,329 (as of 2013) and a civilian workforce of 8,910. According to 2010 census statistics, 31.3% of the population is over age 65, compared to the Oregon state average of 16%. Median household income is 21.3% lower than the state average. 15% of the residents live below poverty level and as of October 2015, unemployment is 9%, compared to 6.2% for the state.

The transit service helps supports business development by providing a reliable, steady source of patrons and shoppers to services and local stores. Transit uses local mechanics, body repair facilities, printers, and other business for maintenance and repairs on the vehicles, office equipment and other supplies and provides jobs to over 20 individuals.

Riders support the local economy by shopping and using services locally, visiting shops and stores, attending community events and participating in activities locally. Replacing aging buses improves the safety of the local transportation system. Older vehicles become increasingly unreliable, are prone to break downs and require more frequent service. By maintaining the fleet in optimum condition, the transit

service improves reliability and safety for riders.

Public transit reduces vehicle miles traveled and encourages conservation by carrying multiple riders to their destinations rather than having individuals travel in their own cars.

H. Statewide Impact

This field is not required - not all projects will have a broad application or be a new pilot. Box will expand to fit additional text.

20. Describe the statewide impact of this project. How will this project transform the mobility options for seniors and people with disabilities in Oregon?

N/A

This project should be considered for Statewide Significance funding.

I. Application Attachments

You can attach additional supporting documentation, such as maps, additional budgets, etc. to your submission email. Attachments must be in PDF form. Attachments not listed below may not be received by the review panel.

Attachment File Name	Attachment Document Title	Description
Service Area Map	ServiceAreaMap_STF	Map of areas served

STF Agency Certification

As an authorized representative of the STF Agency, I acknowledge this application. For each application that could be funded with STF Discretionary Funds I have indicated willingness to enter into an agreement with the applicant to receive and disburse moneys for the project.

I also certify that the governing body of the STF Agency has consulted with the STF Advisory Committee regarding the proposed projects, and that the projects that are recommended for further consideration for funding are consistent with the STF Agency's Coordinated Plan.

I certify the above statement is true.

Name

To Submit Application: Save this form to your computer. Attach the completed PDF form to an email to PTDApplications@odot.state.or.us. Attach any supplemental PDF documents to your email.

**IMPORTANT - Please double check that you have answered every question on this application.
If a question is not applicable to your project, write "n/a".**

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1

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

AGENDA ITEM TITLE: Curry Public Transit Bus Shelter Support Letter

AGENDA DATE^a: 3-2-2016 **SUBMITTING DEPARTMENT:** Commissioner

^aSubmit **5:00 p.m. on the Wednesday** prior to the next General meeting.

CONTACT PERSON: Susan Brown

PHONE/EXT: 3229

BRIEF BACKGROUND OR NOTE^b:

^bindicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Letter

(1)Support Letter

(2)

(3)

(4)

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: Katheryn Bernhardt

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

Due date to send: / /

Email:

rkbarnhardt@currypublictransit.org

***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

Comment:



**Curry County
Board of Commissioners**

Thomas Huxley, *Chair*
Susan Brown, *Vice Chair*
David Brock Smith, *Commissioner*

94235 Moore Street/Suite #122
Gold Beach, OR 97444
541-247-3296, 541-247-2718 Fax
800-243-1996 www.co.curry.or.us

February 22, 2016

Kathy Bernhardt
Curry Public Transit
PO Box 1771
Brookings, OR 97415

RE: Support Letter for Proposed Bus Shelter in Gold Beach

Dear Kathy,

The Curry County Board of Commissioners fully supports the effort by Curry Public Transit to erect a bus shelter for our local residents. Gold Beach is a coastal community and is subject to heavy rains and high winds. This shelter would provide relief to the elements as our riders are waiting for Public Transit, this would be especially beneficial to our senior and disabled riders.

We also thank and support the City of Gold Beach for their willingness to support and provide assistance through providing a site, assisting with the permitting and installation.

Thank you for your careful consideration of Curry Public Transit's application and their efforts to provide a safe and protected bus shelter for our riders.

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

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

AGENDA ITEM TITLE: Approval Of Meeting Minutes

AGENDA DATE^a: 03-02-2016 **SUBMITTING DEPARTMENT:** Commissioners

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

CONTACT PERSON: Shelia **PHONE/EXT:** 3296 **TODAY'S DATE:** 02-22-16

BRIEF BACKGROUND OR NOTE^b: Multiple Minutes reviewed by majority of Commissioners and Director of Administration or County Counsel

^bindicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE:** Minutes

- (1)Minutes Special Meeting 01-26-2016, Minutes Workshop 12-09-2015
- (2)Minutes Workshop 02-02-2016, Minutes General Meeting 02-03-2016

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 Insert into digital meeting files and place on website calendar

Phone:

Due date to send: / /

Email:

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

PART II – COUNTY CLERK REVIEW

EVALUATION CRITERIA:

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

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

- 1. Confirmed Submitting Department's finance-related responses Yes No
Comment:
- 2. Confirmed Submitting Department's personnel-related materials Yes No N/A
Comment:
- 3. If job description, Salary Committee reviewed: Yes No N/A
- 4. If hire order requires an UA, is it approved? Yes No Pending N/A

PART IV – COUNTY COUNSEL REVIEW

AGENDA ASSIGNMENT TYPE: (Select)

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

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Susan Brown Yes No

Commissioner Thomas Huxley Yes No

Commissioner David Brock Smith Yes No

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



CURRY COUNTY BOARD OF COMMISSIONERS

MINUTES – WORKSHOP

Wednesday, December 09, 2015 –10:00 A.M.

Commissioners' Hearing Room, Courthouse Annex
94235 Moore St., Gold Beach, Oregon 97444

Commissioners Present: Chair Susan Brown, Vice-Chair Thomas Huxley, David Brock Smith

Support Staff Present: Administrative Assistant, Shella Megson;

1. CALL TO ORDER

Commissioner Brown called the meeting to order at 10:00 a.m.

Presentation – Brandt Media – Nicholas Brandt, Charles Douglas

Brandt went over the description of what is PEG. He talked to the Board about various things in their franchise contract such as ability to hire a third party to manage the PEG channels and consequences of not meeting set requirements for the PEG channel. PEG funds are to be used for capital costs only. Other services or labor cannot be paid by PEG funds but other counties and cities use funds gained from the franchise fees to pay for labor.

The first part would be a government channel where they would establish a presence and branding and populate with enough programming to make it compliant to section five of the franchise fee agreement. Equipment would be installed in the Commissioners hearing room to be used for streaming the meetings as well as recording for future broadcast. He also suggests using IGAs with other local governments in the County. It would allow them to broadcast their meetings at a cost which could be a source of funding for the service contract. He said that if production value was good then it would increase public interaction.

Commissioner Huxley said that he had taken numerous pictures of the hearing room and the blue room and sent them to Brandt. Brandt suggested the following items of equipment:

Audio – Four 70 volt speakers in the hearing room and two in the blue room located in the lower level of the annex building, two new audio mixers that mix themselves, five new wired lapel microphones, and two wired gooseneck microphones for the podium.

Presentation – A television screen (monitor) between 40 and 70 inches to replace the projector and another for the audience viewing, a bring-your-own-device piece of equipment (a pod) that sits on the podium that also has video conferencing capability, and a document camera.

Video – A Tricaster which is a small computer that controls everything, two cameras in the hearing room, two cameras in the blue room that are ceiling mounted and have pan/tilt/zoom/fade capabilities (alternatively three in the hearing room and one in the blue room), and an operating station in the back room that has harddrive servers that will store and replay the videos.

Management of the system would be done by an employee of theirs that would have programming and broadcasting experience and would be available at any time we have meetings. They would be working in the operations room behind the hearing room. The current bid for services had used an estimated 144 hours per year approximation for the operator.

Brandt said that cable subscriptions will be declining but all equipment can be used for online broadcasting. He said that on a Curry County civic channel utilizing that capability that it could be viewed on computers, phones, iPads, or android devices. The capital costs would include \$51,500 for governmental meeting equipment and a server system that would be \$25,000. The server system would be guaranteed for ten years and the other equipment for five years with the ability to upgrade in the future.

Commissioner Huxley explained some changes that have been made during his discussions with them over the last weeks and months. Brandt Media had done setups for Santa Cruz County and the City of Brookings and both presenters had worked for Southern Oregon University. Brookings is utilizing the Tricaster to broadcast instead of the added server. The concern is that it will shorten the Tricaster life to two years of use instead of the originally estimated five years.

Additional service costs for a production employee would be required and another agreement would be needed for that. The costs for that would have to be paid out of other County funds since labor cannot come from PEG funds. Larger counties usually hire an employee for this role but a Brandt Media employee would already have production and broadcasting experience. Their employee could then sell production services to other governments as well as individuals or businesses for broadcasting on another public access channel. They would hire two employees as to allow for a backup person.

Brandt suggests the following timeline: First month would be used to hire production employees that would be local and be able to produce enough content to have the main channel broadcast twenty-four hours a day. During the third to fifth months the employees would work on branding and actually produce some content to start the channel. During the sixth month they suggest the County hire a firm and commission a study to assess public interest in having a free speech area on a different channel.

Commissioner Brown asked about the application of FCC rules to the channels. It was explained that the rules were limited to no hate speech or inciting a riot. Adult content would be limited to after 10 p.m. On the main government channel, issues could not be politicized but could be shown on the public access area. No commercial content could be used. She asked about the ability to charge fees. Brandt said you could not charge for airtime but his employees could charge for services concerning production. He said that the County investment of \$15,000 per year for the service contract would cover a set amount of airtime hours leaving them available hours for selling their services to other entities. If they were successful enough in selling their productions then it would eventually lower the cost to the County for yearly service and may in time eliminate the charge.

Brandt said for the public access channel that a separate area should be set up. The County could charge for the use of recording equipment and classes that would be needed for equipment use. This would create a “sandbox” studio for public use that did not go live to the air on the channel but would require the County to rent a space and purchase equipment. The equipment would need replaced every one to two years but they would make sure it stayed within the amount of funds coming in from the PEG fees. Huxley said that he met with the Brandt media owners in Ashland and was shown multimillion dollar production rooms. He also met with them in Grants Pass to observe what their installation was like. Brandt said that this is his first time actually viewing the

room and realized that his recommendations would need to be modified and some existing equipment could be utilized.

Commissioner Smith asked if this a pilot project for this company. Brandt replied that it is and realizes that it may be a scary situation for both parties but is his attempt at finding a solution. Smith also expressed concern that the proposed costs would take all the existing PEG money and then all the yearly revenue for the service fee expense. Smith asked Huxley if there were other companies that he talked to for a bid. Huxley replied that he hadn't but there had been an older interest submission from a few years back. He said that money amounts had not been previously discussed. Smith was also concerned with the current annual estimates for hours required and that it may not be enough. It could cause a situation that limits public access due to the limitation of funds.

Commissioner Brown said she would like Huxley to continue negotiating with Brandt Media. Brandt asked what kind of bid would she like him to bring. She named some things that were on this proposal that would probably not be needed on the next one they would bring back. Smith said there was a PEG Task Force to address this subject that would be bringing their recommendation soon and he would like to look at other options. Huxley said that he would like Brandt Media to research through the minutes the start and stop times to calculate an actual hour usage per year. Smith asked if there was consensus to look at other bids. Brown said she would like this one teased out. Douglas said that their bid had just been presented unsealed and was not instructed to do it in an RFP manner. Smith said we should go ahead and get the three bids so that a final decision would not be delayed and this project would conclude quicker. Brown told Huxley to look at the equipment, the room size, the Tricaster or Cloudcaster items, and how the service contracts should really look like. Brandt asked if the County wanted the capacity for video conferencing in the hearing room. Smith said yes.

Commissioner Smith described an OSU presentation stand and bundle that he saw during the Redfish Rocks program recently used. He said it was moveable and all-inclusive with speakers and a screen. He said that it could also be used for Emergency and Management areas. Schmelzer said that Kendall said he could get money for emergency management production. Huxley talked again about visiting other locations with Douglas and how the productions “wow’d” him. He said that he investigated our compliance terms with Counsel.

Resident Dana Gurnee asked for the streaming of the meetings to be over the County website and asked about limitations on the bandwidth. Brandt said that using a content information network would not require the County having more resources. Smith said that he would not support anything without more bids. Brown wanted to refine what would be needed.

MATTERS FROM COMMISSIONERS

Commissioner Brown said there were two other topics still to address. Commissioner Smith requested to reconvene at 1:30 p.m. or after the Executive Session to address the other topics scheduled for this workshop. Commissioner Huxley said that he had lunch plans with Brandt Media and could not. Director of Administration and Economic Development Schmelzer reminded the Board that a published notice would need to be done before fees could be implemented. No additional time was scheduled and the other topics were tabled.

ADJOURN

Brown adjourned the meeting at 12:37 p.m.

Respectfully Submitted,
Shelía M. Megson

These minutes from Wednesday, December 09, 2015 Board of Commissioners' Workshop approved this 02 day of March, 2016.

CURRY COUNTY BOARD OF COMMISSIONERS

Susan Brown, Chair

Thomas Huxley, Vice Chair

David Brock Smith, Commissioner



CURRY COUNTY BOARD OF COMMISSIONERS

MINUTES – SPECIAL MEETING

Tuesday, January 26, 2016 –9:00 A.M.

Commissioners' Hearing Room, Courthouse Annex
94235 Moore St., Gold Beach, Oregon 97444

Commissioners Present: Chair Thomas Huxley, Vice-Chair Susan Brown

Commissioners Absent: David Brock Smith

Support Staff Present: Administrative Assistant, Shellá Megson; County Counsel, John Hutt

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Commissioner Huxley called the meeting to order at 9:00 a.m. The pledge was said by all.

Huxley read an introduction to the meeting declaring the way in which this meeting would be handled. This meeting was to be run by the Chair and the sole purpose is to hear oral responses by Weeks to the 17 questions previously supplied to him concerning the GIS system. Huxley said that there were to be no public comments. He said that the Chair would read the questions and then Weeks would respond. He said that the Board may ask for clarifications only directly related to that question and response.

2. AGENDA AMENDMENTS

(None.)

3. APPROVAL OF AGENDA

(None.)

4. PRESENTATIONS

(None.)

5. PUBLIC COMMENTS

(None.)

6. NEW BUSINESS

(None.)

7. OLD BUSINESS

a. Conversation with the County IT Director regarding the County's GIS program.

Commissioner Huxley read the numbered questions aloud with IT Director Weeks responding immediately after each.

1. Have the Commissioners charged you with GIS oversight? If your answer is "yes," were you given additional compensation if they did?

Answer: Yes, in 2012 the Board of Commissioners assigned the support of the GIS Enterprise to the IT Department, and no, there was no additional compensation provided to me for the additional responsibility.

2. One of your essential duties in the IT Director job description is to provide recommendations regarding network, hardware and software requirements. Were you ever instructed to forego providing your recommendation regarding the GIS system, and instead do "as you're told by the Board"?

Answer: Yes, with regard to GIS, I was instructed to do as I was told by the Commissioners when I attempted to warn the Commissioners that the steps that I had been directed to take with regard to Mr. Massie and Lane County were like to cause what precisely occurred.

3. On September 29, 2015, you responded to Commission Chair Brown's direction to remove Keith Massie and/or anyone from the Lane Council of Governments (LCOG) from having continued access to the GIS database with: "The Curry County Board of Commissioners now assumes all responsibility and liability of inconsistent, stale data and a predictably unstable Enterprise GIS system." At or about the same time (Sept. 30, 2015) you confirmed that the directive from Commission Chair Brown had been followed. Why did you refer to this as a "predictably unstable Enterprise GIS system"?

Answer: Microsoft Sql 2012 database security relies on local or domain account user mappings of permissions associated with roles to assigned levels of user access to a given database. The domain user accounts that were granted to Keith Massie and his programmer, both GIS User and GIS Admin, were unique domain accounts that were used for GIS Sql database mappings to allow the inner process communications to occur across GIS servers. These unique domain accounts have special identifiers that cannot be reproduced. Those service accounts must be recreated and re-coordinated with the vendor to map the appropriate user roles and permissions to the GIS database as they were before Commissioner Brown's directive. The understanding of technical repercussions of actions before they are taken is essential to efficient and effective management of IT systems. The sequence here is important. I tried to warn Commissioner Brown of the danger of doing precisely what I was directed. The response was a written directive to do what I had been told.

Huxley asked a question in regard to special domain procedures.

Answer: I was in consultation with my Counsel and I was not prepared for follow-up questions. If the Board would like to submit those in writing, I would be happy to answer those in conjunction with Counsel however was not prepared and I have no comment at this time.

4. Per Contract 4812 Section 11 and Contract 4723 paragraph 8, all documents, papers, and work product are and shall remain the property of Curry County. Revocation of the Consultant's access to the County's GIS system was requested by the Board of Commissioners on 9/29/2015. Per your email dated 9/30/2015, access revocation cannot be 'undone' and resulted in the GIS system shutting down. Please explain how this work product is the property of Curry County if the ability to access or continue development is dependent upon the consultant's access.

Answer: The question posed here is one that should be addressed to County Counsel. IT had no role in drafting the contract of the GIS system. IT did not review the contract in advance of it being signed by the County Commissioners. County Counsel approved the contract for legal sufficiency. I believe that County Counsel was aware of my communication concerning the likely effect of removing the accounts as directed. I assume that if County Counsel believed that the contractor breached this contract and failed to provide the County with its ownership property that it contracted for and to provide, the County Counsel will recommend and undertake the appropriate legal action.

5. Did you check to see if CurryMap.org was still active after removing the requested accounts?

Answer: No, this was not necessary. I fully understood and communicated that the new GIS system would not function correctly or be unstable if the Sql database domain service accounts assigned to the developer were removed.

6. If the answer to question number five is "no," when did you become aware that CurryMap.org was no longer online and what steps did you take (including reviewing the ArcGIS portal logs and Server logs) to determine what actually occurred, and when did you take these steps?

Answer: With all due respect, I knew what would happen. That's why I tried to warn the Commissioners that it would occur.

7. When did you first contact ESRI after you became aware that CurryMap.org was offline? Please describe what the contact with ESRI involved.

Answer: I did not contact ESRI. Our GIS vendor is the only authorized expert to open support tickets if or when ESRI software has technical issues which was clearly not the case here. Another unauthorized user Commissioner Huxley contacted ESRI and requested that a help ticket be opened on my behalf. I requested the ticket be closed as the requester was not only unauthorized but the reason for the database going offline was well known.

Huxley replied saying that he was authorized to open a ticket with ESRI at any time.

8. During October 2015, staff with the Oregon Geospatial Enterprise Office (GEO) were contacted and offered at no charge to Curry County to review the current status of CurryMap.org from a design perspective when compared to specific contracts awarded to Keith Massie, dba Columbia Cartographic. To accomplish this, GEO required admin access to the county GIS system.

- a. Do you agree that the Board of Commissioners directed you on November 24, 2015, to provide GEO with admin access to the County GIS system?

Answer: Yes

- b. Why did you delay providing GEO admin access to the county GIS system until December 29, 2015?

Answer: The Board of Commissioner directive did not include a timeframe. I contacted the State GEO office via telephone several times over the month to coordinate the Boards directive. While scheduling around the holidays can be difficult at best, we both did find some time in our schedules and scheduled to meet via teleconference on December 29th. The GISP or the Geographic Information System Professional experts spent several hours in the systems after I granted them unrestricted remote access to the Curry County GIS servers and they determined why it was offline. Thorough investigation revealed that the user service accounts that were removed caused the database to go offline as predicted.

9. When GEO staff attempted to access the system and take a look at the four GIS servers they encountered problems and provided you a report December 30, 2015 with the probable cause for the fatal error messages they received. When Commissioner Brown asked you that same day if you had provided access to the GEO staff, you responded yes and followed with "Their response shows that the service accounts that were removed caused the system to crash (as predicted)." Knowing that CurryMap.org was still offline, why did you not take the initiative to correct the technical issue(s) and get CurryMap.org back online?

Answer: I was told explicitly that no changes were to be made. Commissioner Huxley also had an associate and others working on the issue and I was marginalized.

10. Did you know that CurryMap.org would go offline when you removed the accounts as requested on September 29, 2015?

Answer: Yes, and again, this was clearly communicated before the action was taken.

11. Did you know the probable cause for the system 'crashing' prior to December 30, 2015? If your answer is "yes," what did you determine to be the probable cause for the system crashing, and when did you reach this conclusion?

Answer: Yes, I knew that would happen. That's why I tried to warn the Commissioners that it would occur.

12. On November 30, 2015 you were asked to provide a list of individuals who had access to the GIS servers in September 2015. You provided group names and not the names of individual people. What are the names of the individual people who have admin access to the GIS servers now and in September 2015?

Answer: Individual group membership in a domain environment is visible to the domain users. The public listing of account identifiers is not only contrary to my professional

education and security training but furthermore the public disclosure of sensitive accounts is a violation of Curry County personnel rules page 96 as well as a serious violation of the State of Oregon Criminal Justice Information Systems Requirement and disclosure of sensitive information in addition any unauthorized disclosure must be reported by myself to the Oregon State Police.

13. On November 30, 2015 you were asked to provide the login file(s) for physical or virtualized instances of GIS servers for the month of September, 2015 by Commissioner Huxley. You responded; "Your request is unintelligible." Then you followed with; "Please reply to all (five people you Cc: on your reply) describing the information you require and the intended purpose." ArcGIS Portal Logs and Server Logs are dependent on how the software is configured so these logs (evidence) may have already been deleted. You have yet to provide the requested information. Please provide the GIS access logs for the month of September, 2015.

Answer: Security log review and network security of the Curry County network are the sole responsibility of the Curry County IT Director. Administrative access to the GIS servers were granted to the State GEO office. If reviewing logs was determined to be beneficial in any way, I'm sure they would have looked at them. Apparently they were not and they did not.

14. Why were Mr. Massie's and LCOG's login accounts linked to and/or included in profiles that the GIS is dependent upon for normal day-to-day operations? If you didn't create those login accounts/profiles, who specifically is responsible for those configuration errors?

Answer: Under normal circumstances vendor or consultant assigned domain service accounts are not removed from the system at the end of the service contract. A final phase of information sharing is an industry standard where security accounts and passwords are shared by the vendor and secured by the customer.

15. Are you able to correct the cause of the issues with our new GIS servers that are known and place CurryMap.org back online? If you are able, when can this occur?

Answer: I will work diligently with Keith Massie and company as recommended by Assistant County Counsel to comply with the Board's directive also recreate the domain service accounts and work with Keith's programmer to reapply the roles and permissions to allow the database application to function properly again. This is a coordinated effort between myself, Keith Massie, and Assistant County Counsel and can occur immediately following this meeting.

16. Please explain procedures your department has in place for contract monitoring and provide back-up data used to determine the contract tasks regarding GIS were on schedule and approved for payment.

Answer: Service contract monitoring is an internal IT process that evaluates progress based on deliverables and verifies compliance within the terms of the contract. In the case of GIS, the service contracts were negotiated by Commissioner Brown, signed by the entire Board of Commissioners, and then simply left the IT Director to assume the responsibility of performance. The new GIS application was paid for in full by the City of Gold Beach and the City of Brookings. All coordination, all implementation tasks were done exclusively by the Curry County IT Director and Keith Massie. Mr. Massie and myself met regularly and discussed in detail the progress and the concrete milestones that ultimately delivered the beta CurryMap.org product. Phase one of this product is considered in beta form or what we call “still in testing phase not for public review”. Then the highly anticipated and partner agreed upon second phase was to be a final output deliverable. This type of develop methodology is widely used in computer software engineering.

17. Your job description says you are to "coordinate activities with Curry County users, contractors and vendors" (Curry County Job Description – Director of IT & Enterprise Network Security). Have you done this in regard to GIS? If your answer is "yes," please explain how you coordinated activities with Curry County users, contractors and vendors per the Job description?

Answer: Yes, in fact with coordination with Keith Massie we scheduled several meetings and demos with the end user agencies. Matter of fact, the last meeting we coordinated a demo of the beta product for the agency review. The members all agreed to report the issues and requested enhancements for preparation of the next stakeholder meeting to take place after phase two the final alpha draft was contracted. The County did not issue phase two of the contract and that meeting has not occurred. IT did not recommend summary termination of the contract with Mr. Massie. The directive to proceed as I understand it resulted from one of the Commissioners enlisting a competitive vendor to examine Mr. Massie's efforts as the Commissioner's surrogate and agent. That person contacted Mr. Massie informally and without introduction by County Counsel or by the Commissioner in question and interfered with my ability to work both with the contractor and the users who were generally pleased with the contractor's efforts. I have done what the job description requires of me. But in the case of GIS, one of the Commissioners chose to usurp my role. If that Commissioner had concerns about fulfillment and performance of phase one part of the product, then those should have gone to County Counsel and IT rather than the Commissioner and his surrogates becoming directly involved with end users and the contractor.

Thank you for your time today.

Commissioner Brown requested a copy of his answers. County Counsel Huttl asked if he had been reading his answers and Weeks informed him that what he had were notes taken during his discussion with his attorney. Weeks cited from the email that was sent to him the section that concerned his responses to the questions. It said that he may respond in writing and pointed out the word “may”.

8. PROCLAMATIONS/ RESOLUTIONS/ LEGISLATIVE ACTIONS

(None.)

9. ADMINISTRATIVE ACTIONS/ APPOINTMENTS

(None.)

10. CONSENT CALENDAR

(None.)

11. COMMISSIONER UPDATES/ LIAISON & STAFF REPORTS

(None.)

12. EXECUTIVE SESSION

(None.)

13. ANNOUNCEMENTS

Huxley did not read announcements aloud.

14. ADJOURN

Huxley adjourned the meeting at 9:27 a.m.

Respectfully Submitted,
Shelía M. Megson

These minutes from Tuesday, January 26, 2016 Board of Commissioners' Special Meeting approved this 02 day of March, 2016.

CURRY COUNTY BOARD OF COMMISSIONERS

Thomas Huxley, Chair

Susan Brown, Vice Chair

David Brock Smith, Commissioner



CURRY COUNTY BOARD OF COMMISSIONERS

MINUTES – WORKSHOP

Tuesday, February 02, 2016 –10:00 A.M.

Commissioners' Hearing Room, Courthouse Annex
94235 Moore St., Gold Beach, Oregon 97444

Commissioners Present: Chair Thomas Huxley, Vice-Chair Susan Brown, and David Brock Smith via telephone

Support Staff Present: Administrative Assistant, Shelia Megson; County Counsel John Hutt

1. CALL TO ORDER

Commissioner Huxley called the meeting to order at 10:00 a.m.

Commissioner Smith asked how many elected officials were in the audience besides the two Commissioners; the response was that no other elected officials were in the room. Motion by Smith to table the workshop until Thursday at 1:30 p.m. so that the elected officials and more department heads could attend. Motion died for lack of a second. Smith thanked them for their consideration and exited the meeting.

2. TOPIC: BUDGET

County Accountant Short used the overhead projector to display the workbooks and data sheets that he had previously provided to the Board and to the Department Heads. It was determined that questions should hold until the end because most may be answered during the review. Short displayed a cash flow sheet from an Excel workbook that had numerous tabs with supporting data within it. Short then showed a sheet for general fund expenditures. He hit some key spots to explain how the expenditures were actuals and did not include vacant positions or projected expenses not realized. He pointed out the Title III area and warned that all new monies received for it have the restriction of only using it for search and rescues on federal land. He then displayed a sheet concerning reserve funds and explained it did include an SRS payment that has not yet been received.

Short showed expected revenue that was somewhat color coded by cell fill color or text color/font. The yellow fill cells indicated discretionary income. Red text was used for pass-through monies that were handled by the County merely as an accounting procedure and could not be spent by the County. The Donations field showed zero without restrictive color key but advised that many donations do come with various restrictions. He pointed out a few recent adjustments that needed made to some of the figures. The next sheet showed fund balances and he explained that only the general fund can have a category for unassigned funds.

Short said property tax income may be lower since there tend to be some non-payments or delays. Red text on this sheet shows things that require some expenditure by the County before the income comes back from those sources. Another category shows that the income is only received if certain other situations occur. Commissioner Brown advised that another category likely had more money in it than what was shown.

Short quickly spoke about the new MyExcel plugin and how it can repopulate an entire sheet of figures within seconds after an adjustment as long as the initial setup had been done. He then

displayed a PDF summary of possible carry forward amounts. He explained that the reserve fund is not really supposed to be used for general expenses and some of it is strictly regulated as to what expenses it can be used for. He reminded them that the proceeding amounts shown were all based on no unexpected events.

Short said that when predicting things for the future to expect an increase of ten percent in the liability insurance which department heads would need to budget. There should be an additional \$50,000 for a salary buffer. He showed the various membership fees, monies for the fair, and expenditures for the airport. Building maintenance and expenses were shown with the Commissioners' fund and other operating contingencies. The adjustments after the aforementioned items would bring the carry-forward amount to around \$1 million. Bringing in money from the Road Department funds is not discretionary. O&C and PILT monies added with new funds would bring the available funds to \$3.5 million. The estimate does not include funds that are currently in departmental budgets that may not get used. Marine and 1145 monies are expected to be cut back some as an income for the County. Short asked if there were questions but none were asked. He then displayed a non-departmental worksheet. It showed the current year's budget verses actual receipts and expenses. This page was also used to explain where the carry-over amount had been achieved.

When scheduling the Budget Committee Hearings there are public notification requirements including wording and newspaper publications. Jackson County, which has a much larger budget, was able to conclude their Budget Hearings in a single day. The next budget needs to be adopted by 06-30-2016 and therefore solidified by 04-30-2016 at a Board of Commissioners General Meeting so that timelines for applying for the CAFFA grant can be observed. Commissioner Huxley recalled his memories of past year hearing schedules. Short warned against making the hearings too early in the year as it tends to lead to needed changes which then would trigger time and publication guidelines.

Commissioner Brown asked that if the County did again utilize the Road Department money, would the budget be able to remain status quo. Short responded that it could with some caveats. He showed a chart of depletion of cash reserves. It showed that if Road money was used and status quo for budgets was observed with no changes, the reserve fund would begin to be used and by fiscal year end it would be well over \$200,000 below standard amount. Short said that by next year some really hard decisions would need to be made but some actions such as a layoff do not end up saving as much as expected and cost the County around \$20,000 each. There is always also the chance for unforeseen events such as the current sinkhole situation that is still growing. Various ideas of suggesting an across-the-board of ten percent cut by every department or starting the cutbacks immediately were suggested.

Short said decisions should be made now to provide direction and give some lead time to the departments. Among those would be whether to use Road Department money or whether to start cutbacks immediately. He said that what has provided is based on realistic observations and does not include income or expenses that are speculative. In the future, Senior Accounting Clerk Cena Crook and Personnel Coordinator Julie Swift will be able to help make some documents but they cannot build a budget nor make decisions on it.

Short reminded them that decision points need to be made in Special or General Meetings. Commissioner Huxley suggested ending the meeting soon so that the video would be a good one

hour length for people to watch. Commissioner Brown said she would definitely want another Workshop and would like a time when all three Commissioners could be present. Huxley and Brown directed Administrative Assistant Megson to communicate with Commissioner Smith and then schedule a Workshop for Thursday 02-04-2016 at 10:00 a.m. or alternatively Friday 02-05-2016 at 10:00 a.m. Planning Director Johnson asked who the members were on the Budget Committee. Brown explained that it included the Board as well as three lay people. Huxley recalled the scheduling of meetings in the prior year and suggested setting up the Budget Committee Hearings so that other needed notices could be set around that schedule. Ward joined the meeting at 11:11 a.m.

Deputy District Attorney Herbage informed the Board that the District Attorney's office is very busy. Current calendar year cases filed were at 130. In comparison, the previous year was at 67. They were currently filing cases from police reports made back in September. The District Attorney's office requests no cuts to their budget. Herbage said that a blanket percentage cut across all departments would not be a workable solution. District Attorney Dial joined the meeting at 11:18 a.m. and told the Board that many District Attorneys in most Counties are usually active in the State Capitol for administrative actions and not working inside their County trial system. He, in comparison, is active in the case load inside the County.

ADJOURN

Commissioner Huxley adjourned the meeting at 11:22 p.m.

Respectfully Submitted,
Shelía M. Megson

These minutes from Tuesday, February 02, 2016 Board of Commissioners' Workshop approved this 02 day of March, 2016.

CURRY COUNTY BOARD OF COMMISSIONERS

Susan Brown, Chair

Thomas Huxley, Vice Chair

David Brock Smith, Commissioner



CURRY COUNTY BOARD OF COMMISSIONERS

MINUTES – GENERAL MEETING

Wednesday, February 03, 2016 –10:00 A.M.

Commissioners' Hearing Room, Courthouse Annex
94235 Moore St., Gold Beach, Oregon 97444

Commissioners Present: Chair Thomas Huxley, Vice-Chair Susan Brown, and David Brock Smith on the telephone.

Support Staff Present: County Counsel, John Huttli; Administrative Assistant, Shelia Megson

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Commissioner Huxley called the meeting to order at 10:03 a.m. The Pledge was recited by all.

2. AGENDA AMENDMENTS

(None.)

3. APPROVAL OF AGENDA

Motion by Commissioner Brown to approve, second by Commissioner Smith. Motion carried unanimously.

4. PRESENTATIONS

(None.)

5. PUBLIC COMMENTS

(None.)

6. NEW BUSINESS

(None.)

7. OLD BUSINESS

(None.)

8. PROCLAMATIONS/ RESOLUTIONS/ LEGISLATIVE ACTIONS

a. Budget Resolution-AllCare Health Grant

Motion to approve by Commissioner Brown, second by Commissioner Smith. Motion carried unanimously.

b. Emergency Declaration

County Counsel Huttli explained that the current sinkhole in the Harbor area is a large and expensive disaster that is still growing. The expenses that will be needed exceed our available funds. Declaring the Emergency will make forms of relief available to the County. He has discussed the situation with various agencies and the State Emergency Office. Emergency Services Coordinator Kendall explained that the items affected include water, sewer, port areas, dredging, landscaping, curbs, etc. Estimated repair work is easily over \$100,000 and will increase as the coming storms increase the sinkhole as well as the damage. Businesses and residents are being affected and will be reporting losses to the agencies. Many County departments will be affected and it is not known how long this will go on. A minimum of

\$80,000 in damage required before asking for assistance and the current estimated damage in total is well into the millions. It is expected that the Governor will approve this. Kendall ended reminding the Board that his first estimates did not include the road damage.

RoadMaster Robbins explained that there is easily over a million dollars of damage and is likely much more. Commissioner Huxley asked if only one road was damaged. Robbins said that there were other roads, but the roads being used for the detour were not made to handle the existing weight and amount of traffic, so they will need attention as well.

Huttl said that there are reported business interruptions and impacts on the residents. Kendall added that there is an RV village down the hill from the slide, homes on the side of the new canyon, and the County's only DMV office in the area of the sinkhole. Commissioner Smith listed many items that will need to be included such as the shopping center road, excavating, acquiring materials, the boat basin area, need to build a wall, and mitigating silt. Huttl had drafted the Resolution so it was agreed that he would change the document language to say "millions of dollars". Robbins said that the material lost into the ravine is estimated to be about sixty to sixty-five yards. Smith said care should be taken to make sure that the repairs be done correctly and in a fashion that would prevent any further damage to the properties at the lower elevations nor the Port.

Huttl explained that a staff meeting had taken place the day before and then he drafted the Resolution. In the Resolution it is stated that the land use and zoning ordinances will be temporarily set aside to allow for activities needed during the emergency. Activities will still be required to work with the state and adhere to environmental concerns. Smith asked if Planning Director Johnson would like to address the Board. She declined. Huxley said that he did not like the use of the word "reasonable". Smith explained that he had been at the scene with the RoadMaster and had even walked a section of road that fell into the ravine within the hour. Many departments were in constant communication working to mitigate problems for County residents. He said this is the most important job at the moment; actions should be taken as soon as possible to limit costs and future liability expenses to the County.

Motion by Commissioner Smith to approve as amended by changing the language to say "millions of dollars", second by Commissioner Brown. Motion carried unanimously.

9. ADMINISTRATIVE ACTIONS/ APPOINTMENTS

a. New Hire, Corrections Deputy 1, Melanie Flood – Sheriff

Sheriff's Executive Administrative Assistant Dickson informed that a recent resignation had made this position vacant. M. Flood is the recommended person to fill it. Motion by Commissioner Smith to approve, second by Commissioner Brown. Motion carried unanimously.

Smith said that the salary range for a Corrections Deputy for our jail is not competitive. Commissioner Huxley said benefits make the compensation substantially more. Smith replied that the positions in other locations throughout the State offer similar benefit packages so the low salary does affect our employee retention and therefore loss to the County. Huxley said it isn't relevant in rural areas.

b. Adopt a Position Description for an Existing Position - County Accountant – Commissioners

Commissioner Huxley informed that the advertising to fill this position was already being done. The revisions to the job description were minor. Motion by Commissioner Brown to approve, second by Commissioner Smith. Motion carried unanimously

c. Ratify RSVP Grant Renewal Application – Commissioners

Commissioner Brown brought this before the deadline and received consensus to apply for it. She has applied and it is for three years at \$40,000 per year to pay a portion of the program directors salary. RSVP Program Director McGuiness entered the room and Brown asked her if she wanted to address the Board. She declined. Commissioner Smith thanked Brown for her work on this and acknowledged that she had very little time to get it done before required deadlines. He was glad to see her get things that will help with housing, job skills, financial literacy, and other things needed for the residents. Brown said that with the volunteers there could be some real work done. Motion by Commissioner Smith to approve, second by Commissioner Brown. Motion carried unanimously

d. Resolution and Order Appointing Commissioner Susan Brown and Julie Schmelzer to the Border Coast Regional Airport Authority – Commissioners

Commissioner Brown explained that this appoints her to the Curry County representative role to the authority and names Director of Administration and Economic Development Schmelzer as her alternate. The term is for four years and this is to reappoint the same people in the positions. Motion to approve by Commissioner Smith, second by Commissioner Brown. Motion carried unanimously.

e. Appointment to the Safety Committee K. Risenhoover – Commissioners

Motion to approve by Commissioner Brown, second by Commissioner Smith. Motion carried unanimously.

10. CONSENT CALENDAR

a. MasterCard Request for County Counsel J. Huttl – Counsel

Motion to approve the Consent Calendar by Commissioner Brown, second by Commissioner Smith. Motion carried unanimously.

11. COMMISSIONER UPDATES/ LIAISON & STAFF REPORTS

Commissioner Smith apologized for not being able to attend the meeting and having to attend by telephone. He was summoned by the Farm Bureau to testify for a bill that will assist the agricultural industry in the County as well as around the State and is doing work concerning the Sudden Oak Death problems. He will return to the County and attend the Workshop scheduled for the following day.

Commissioner Brown said that a quit-claim deed was going to be needed for a property concerning a prior issue before the Board. It is a Port property and the records need to be fixed. Commissioner Huxley said that he had been contacted by a resident and he promised he'd look into it and get it passed on the next meeting. County Counsel Huttl was directed by the Board to bring the needed final documents to the next General Meeting.

Commissioner Huxley wanted to respond concerning an email sent out by Assessor Kolen. He said that when workshop for the day prior was scheduled, he had been notified through email by the Director of Administration and saw nothing out of the ordinary.

Commissioner Smith remarked that being in touch with the liaison departments is something he does constantly and suggest Huxley communicate with them directly. Smith informed the Board and public about his testimony on HJR202 that allows more of the Oregon lottery dollars to flow into Veteran help within the Counties. He also talked about HB4098 concerning resiliency that would be needed during a Cascadia event. It establishes a loan program for purchasing emergency equipment for future needs. Smith thanked the Chair for the opportunity to speak again during this section.

Resident Carl King pointed out that the cameras had not been switched and were currently recording from the wrong one. Matt Hall introduced himself as press to Huttl.

12. EXECUTIVE SESSION

Executive Session ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed and ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection.

The Board arose from exec11:23 without Commissioner Smith no longer on the telephone. Motion by Commissioner Brown to direct counsel as discussed in the Executive Session, second by Commissioner Huxley. Motion carried by both present Commissioners voting “aye”.

13. ANNOUNCEMENTS

Commissioner Huxley read the list of announcements.

14. ADJOURN

Commissioner Huxley adjourned the meeting at 11:29 a.m.

Respectfully Submitted,
Shelía M. Megson

These minutes from Wednesday, February 03, 2016 Board of Commissioners’ General Meeting approved this 02 day of March, 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

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

AGENDA ITEM TITLE: Notice of Grant Award-RSVP

AGENDA DATE^a: 3/2/2016 **SUBMITTING DEPARTMENT:** Commissioner

^aSubmit **5:00 p.m. on the Wednesday** prior to the next General meeting.

CONTACT PERSON: Susan Brown

PHONE/EXT: 3229

BRIEF BACKGROUND OR NOTE^b:

^bindicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Notice

(1) Notice of Award

(2)

(3)

(4)

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: Matters from Commissioners

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

Comment:

Notice of Grant Award**Corporation for National and Community Service**601 Walnut Street, Suite 876 E
Philadelphia, PA 19106-3323**Retired and Senior Volunteer Program****Grantee**

Curry County Board of Commissioners

EIN: 936002291

94235 Moore Street, Suite 213 Gold Beach OR 97444-0746

DUNS: 054973953

Award Information

Agreement No.:	16SRPOR001	Performance Period:	04/01/2016 - 03/31/2019
Amendment No.:	0	Budget Period:	04/01/2016 - 03/31/2017
CFDA No.:	94.002	Grant Year:	1

Award Description

FY 2016 Award for RSVP in the amount of \$40,000 for year 1 of 3.
The budget period is 04/01/2016 to 03/31/2017.

Purpose

The purpose of this award is to assist the grantee in carrying out a national service program as authorized by the Domestic and Volunteer Service Act of 1973, as amended (42 U.S.C. Chapter 22).

Funding Information

Year 1	Previously Awarded This Year	This Award/ Amendment	Total Current Year
Total Obligated by CNCS	\$0	\$40,000	\$40,000
Grantee's Unobligated Balance (Carryover)	\$0	\$0	\$0
Total Available	\$0	\$40,000	\$40,000

Cumulative Funding for Project Period

Total Awarded in Previous Amendments	\$0
Total CNCS Funds Awarded to Date	\$40,000

Funding Source and Amount

2016--OPE1-P74-OPO-22519-4101	\$40,000.00
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Terms of Acceptance: By accepting funds under this grant, recipient agrees to comply with General Terms and Conditions found at <https://egrants.cns.gov/termsandconditions/FinalGeneralTermsandConditions20151201.pdf>, and the Program Terms and Conditions found at <https://egrants.cns.gov/termsandconditions/RSVPSpecificTerms&Conditions20150114.pdf>. Recipient also agrees to comply with assurances and certifications made in the grant application, and applicable federal statutes, regulations and guidelines. Recipient agrees to administer the grant in accordance with the approved grant application, budgets, supporting documents, and all other representations made in support of the approved grant application.

Corporation for National and Community Service:

Notice of Grant Award

601 Walnut Street, Suite 876 E
Philadelphia, PA 19106-3323

Retired and Senior Volunteer Program

Grantee

Curry County Board of Commissioners
94235 Moore Street, Suite 213 Gold Beach OR 97444-0746

EIN: 936002291
DUNS: 054973953

Corporation for National and Community Service:



02/18/2016

Curry County Board of Commissioners

Legal Applicant

Signature

Award Date

Keisa Thompson

Senior Grants Officer

Vicky Mcguiness

Project Director

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Grants Officer

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Teresa O'Halloran, (503) 326-3310

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