



# CURRY COUNTY BOARD OF COMMISSIONERS

## GENERAL MEETING

Wednesday, February 17, 2016 – 10:00 A.M.  
Commissioners' Hearing Room, Courthouse Annex  
94235 Moore Street, Gold Beach, Oregon  
[www.co.curry.or.us](http://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. Opportunity to Recycle Update – Luke Pyke Curry Transfer & Recycle
- 5. PUBLIC COMMENTS**
- 6. NEW BUSINESS**
- 7. OLD BUSINESS**
  - a. Real Property Task Force Recommendations – Economic Development
- 8. PROCLAMATIONS/RESOLUTIONS/ LEGISLATIVE ACTIONS**
  - a. Ordinance Amending County Code, Article One, Division Seven, Maintenance of Order and Decorum of Board of Commissioner Meetings **EMERGENCY ADOPTION**
- 9. ADMINISTRATIVE ACTIONS/ APPOINTMENTS**
  - a. The Use Of Land Division application fees as deposits for Land Division applications received between February 17, 2016 and June 30, 2016 – Community Development
  - b. Fourth Amendment to OHA 2015-17 Agreement #148007 financing of Public Health Services– Curry Community Health
  - c. New Hire, Survey Tech C. Coons – Surveyor
  - d. New Hire, Survey Tech Q. Coons - Surveyor
  - e. QuitClaim Deed from Curry County to Port of Brookings-Harbor – Counsel
  - f. Re-Appointment to Curry County Budget Committee J. Spicer – Commissioners
  - g. Order Rescinding Previously Adopted Agenda Routing Slip Policy Amendments – 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. Master Card Request J. Hensley – Sheriff
- b. Approval Meeting Minutes 01-20-2016
- c. Approval Meeting Minutes 01-27-2016
- d. Approval Meeting Minutes 11-04-2015
- e. Approval Meeting Minutes 11-24-2015
- f. Approval Meeting Minutes 12-21-2015

**11. COMMISSIONER UPDATES/ LIAISON & STAFF REPORTS**

- a. Surveyor January Report
- b. Community Development Activity Report

**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. Residents interested in filling a position on the Budget Committee, apply in the Board of Commissioners Office
- e. 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**

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

**AGENDA ITEM TITLE:** Opportunity to Recycle Update

**AGENDA DATE<sup>a</sup>:** 02-17-16 **SUBMITTING DEPARTMENT:** Counsel

<sup>a</sup>Submit by nine days prior to the next General Meeting ( ten days if a holiday falls within that nine day period)

**CONTACT PERSON:** Huttl **PHONE/EXT:** 3291 **TODAY'S DATE:** 02-01-16

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:** Luke Pyke from Curry Transfer& Recycle - Presentation

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:**

**SUBMISSION TYPE:** Exhibit

(1)Recycling Collector Survey 2015

(2)Opportunity to Recycle Report

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

**QUESTIONS:**

1. Would this item be a departure from the Annual Budget if approved? Yes  No   
(If Yes, brief detail)
2. Does this agenda item impact any other County department? Yes  No   
(If Yes, brief detail)
3. If Land Transaction, filed with the clerk? Yes  No  N/A

**INSTRUCTIONS ONCE SIGNED:**

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

Due date to send:        /        /

Email:

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

**PART II – COUNTY CLERK REVIEW**

**EVALUATION CRITERIA:**

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

(If No, brief detail)

**PART III - FINANCE DEPARTMENT REVIEW**

**EVALUATION CRITERIA 1-4:**

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

**PART IV – COUNTY COUNSEL REVIEW**

**AGENDA ASSIGNMENT TYPE:** 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

# 2015 RECYCLING COLLECTOR SURVEY

Company/Collector Name Curry Transfer & Recycling Wasteshed Curry County  
**A. POST-CONSUMER MATERIALS HANDLED IN 2015 (Single Wasteshed)** *Use a separate page 1 for each Oregon wasteshed.*



**INSTRUCTIONS:** For each post-consumer material handled in 2015, record the amount obtained by each of the following collection methods. In columns (A)-(F) record the amount collected by your company. In column (G), record the amount received from other companies; list each company from which you received material. If material is received from multiple wastesheds, the totals reported (column H1) for each wasteshed should, when added together, equal the total reported in column (H2) on page 2. If material is collected in only one wasteshed, (H1) will = (H2).

Materials (See Recovered Materials Definitions on Attachment A)	Amount Collected: Only by Your Company						(H1) Total Amount Collected / Handled In This Wasteshed (A) thru (G)
	(A) On-Route Residential (Curbside Only)	(B) On-Route Commercial	(C) Multi-Family	(D) Disposal Sites & Transfer Stations	(E) Other Deposits & Other Residential	(F) Construction & Demolition	
<b>COMMINGLED</b> All Commingled Materials (XXX) Tons	416	69	69	139			693.000
<b>PAPER FIBERS</b>							
Newspaper / Mags. (FIB NP) Tons				61	30		91.000
Mixed Papers Only (FIB MW) Tons							0.000
Office Pack / HI Grade (FIB HI) Tons							0.000
Cardboard / Kraft (OCC) Tons		592		148			1125.000
<b>NON-FIBER</b>							
Film Plastics (PF) Tons							0.000
Plastic Bottles & Containers (RPC) Tons							0.000
Other Plastics (PO) [kind] Tons							0.000
Container Glass (GL) Tons	200						308.000
Aluminum (AL) Tons				108			0.000
"Tinned" Steel Cans (TC) Tons							0.000
Scrap Metal (SCM) Tons				620			620.000
Lead Acid Batteries (LAB) Units / Tons				1			1.000
Tires (TIR) Units / Tons				28.75			28.750
Used Motor Oil (OIL) Units / Tons				14.28			14.280
Electronics (EL) Tons				61			61.000
Asphalt Roofing (RF) Tons							0.000
<b>ORGANICS</b>							
Food Waste (FW) Tons							0.000
Food Waste / Yard Debris Mix Tons							0.000
Wood / Lumber (WW) Tons / CuYd							0.000
Compacted Yard Debris (YD) Tons / CuYd							0.000
Uncompacted Yard Debris (YD) Tons / CuYd							0.000
<b>OTHER</b>							
Other Tons							0.000
Other Tons							0.000
Other Tons							0.000

## 2015 RECYCLING COLLECTOR SURVEY

### B. TOTAL POST-CONSUMER MATERIALS SOLD, DELIVERED AND/OR USED IN 2015 (All wastesheds)

**INSTRUCTIONS:** This table is used to determine the total amount of each post-consumer material you sold, delivered and/or used on-site in 2015 by adjusting column (H2), "Total Amount Collected/Handled" in all wastesheds for changes in inventory (ending inventory minus beginning inventory). This table covers all wastesheds from which material is collected or obtained. In column (H2) below, if material is collected in multiple wastesheds, add together each wasteshed's column (H1) on page 1. If material is collected in only one wasteshed, (H1) will = (H2). For columns (I) & (J), if no inventory, enter zero. For column (I), "Beginning Inventory January 1, 2015," use the "Ending Inventory December 31, 2014" (from last year's form). In column (K) for each material, add (H2) to (I) and subtract (J). Note: Do not record inventory for yard debris or wood waste; the amount collected will be counted as recovered without regard to inventory.

MATERIAL	Unit of Measure (Circle One)	(H2) Total Amount Collected/Handled in All Wastesheds 2015	(I) Beginning Inventory Jan. 1, 2015	(J) Ending Inventory Dec. 31, 2015	(K) Total Sold, Delivered and/or Used on Site 2015 (H2) + (I) - (J) =
All Commingled Materials (XXX)	Tons	693.000	+	-	= 693.000
Newspaper / Mags. (FIB NP)	Tons	91.000	+	-	= 91.000
Mixed Papers Only (FIB MW)	Tons	0.000	+	-	= 0.000
Office Pack / HI Grade (FIB HI)	Tons	0.000	+	-	= 0.000
Cardboard / Kraft (OCC)	Tons	1,125.000	+	-	= 1,125.000
Film Plastics (PF)	Tons	0.000	+	-	= 0.000
Plastic Bottles & Containers (RPC)	Tons	0.000	+	-	= 0.000
Other Plastics (PO) [kind _____]	Tons	0.000	+	-	= 0.000
Container Glass (GL)	Tons	308.000	+	-	= 308.000
Aluminum (AL)	Tons	0.000	+	-	= 0.000
"Tinned" Steel Cans (TC)	Tons	0.000	+	-	= 0.000
Scrap Metal (SCM)	Tons	620.000	+	-	= 620.000
Lead Acid Batteries (LAB)	Units / Tons	1.000	+	-	= 1.000
Tires (TIR)	Units / Tons	28.750	+	-	= 28.750
Used Motor Oil (OIL)	Gallons / Tons	14.280	+	-	= 14.280
Electronics (EL)	Tons	61.000	+	-	= 61.000
Asphalt Roofing (RF)	Tons	0.000	+	-	= 0.000
Food Waste (FW)	Tons	0.000	+	-	= 0.000
Food Waste / Yard Debris Mix	Tons	0.000	+	-	= 0.000
Wood / Lumber (WW)	Tons / CuYd	0.000	+	0	= 0.000
Compacted Yard Debris (YD)	Tons / CuYd	0.000	+	0	= 0.000
Uncompacted Yard Debris (YD)	Tons / CuYd	0.000	+	0	= 0.000
Other _____	Tons	0.000	+	-	= 0.000
Other _____	Tons	0.000	+	-	= 0.000
Other _____	Tons	0.000	+	-	= 0.000

# 2015 RECYCLING COLLECTOR SURVEY

**Company:**

Curry Transfer & Recycling

## C. TOTAL POST-CONSUMER MARKETING INFORMATION 2015 (All Wastesheds)

**INSTRUCTIONS:** This table is used to track the statewide movement of material to end use markets. This information is necessary to help DEQ avoid double-counting or under-counting materials. This table covers all wastesheds from which material is collected or obtained. Total up all material sold, delivered, or used by your company and record in "Amount Sold, Delivered or Used" column. Please be consistent when reporting units of measure. In the last two columns list the name and city of each company to which material is sold or delivered or used in 2015. **Note: 1)** For each material, use a separate line for each recycler to whom material was sold, delivered or used by in 2015. The total of these entries should equal the amount recorded on page 2, column (K). **2)** Use the rows marked "other" on page 5 if you need more lines or if you handled materials not listed on this survey. **3)** If your company used a recovered material (example - used oil was burned in your shop heater), put "used on site" as the company to which material was sold, delivered or used. **4)** If requested, your response to this portion of the survey will be held as confidential business information. See the bottom of page 5 for further detail.

MATERIAL	Amount Sold, Delivered or Used (Total Amt. Should = Column (K), page 2)	Unit of Measure	Company Name Material Sold, Delivered or Used	Company Location City, State	Circle "R" if Recycled, or "E" if Burned for Energy Recovery
All Commingled Materials (XXX)	a. 669	Tons	Pioneer Recycling, Clackamas OR Garten, Salem OR	Clackamas, OR	
	b. 24	Tons		Salem OR	
<b>Total Amt. = a+b</b>	<b>693.00</b>				
Newspaper & Magazines (FIB NP)	a. 24	Tons	SP News, Newberg, OR Norpac (West Rock)	Newberg, OR	
	b. 67	Tons		Longview, WA	
<b>Total Amt. = a+b</b>	<b>91.00</b>				
Mixed Papers Only (FIB MW)	a.	Tons			
	b.	Tons			
<b>Total Amt. = a+b</b>	<b>0.00</b>				
Office Pack/HiGrade (FIB HI)	a.	Tons			
	b.	Tons			
<b>Total Amt. = a+b</b>	<b>0.00</b>				
Cardboard/Kraft (OCC)	a. 695	Tons	Longview Fibres (West Rock) IPR International Fibers GP ( for Fred Meyers)	Longview, WA	
	45	Tons		Eugene, OR	
	385	Tons		Toledo, OR	
<b>Total Amt. = a+b</b>	<b>1125.00</b>				
Film Plastics (PF)	a.	Tons			
	b.	Tons			
<b>Total Amt. = a+b</b>	<b>0.00</b>				
Plastic Bottles & Containers (RPC)	a.	Tons			R
	b.	Tons			E
<b>Total Amt. = a+b</b>	<b>0.00</b>				R
Other Plastics (PO)	a.	Tons			R
	b.	Tons			E
<b>Total Amt. = a+b</b>	<b>0.00</b>				R

**2015 RECYCLING COLLECTOR SURVEY**

**C. cont'd: POST-CONSUMER MARKETING INFORMATION 2015 (All Wastesheds)**

MATERIAL	Amount Sold, Delivered or Used (Total Amt. Should = Column (K), Page 2)	Unit of Measure (Circle One)	Company Name Material Sold, Delivered or Used	Company Location City, State	Circle "R" if Recycled, or "E" if Burned for Energy Recovery
Container Glass (GL)	a. 208 b. 100 Total Amt. = a+b 308.00	Tons Tons	Glass to Glass (E-Cullet) Road aggregate, Curry Transfer & Recycling	Portland, OR Brookings, OR	
Aluminum (AL)	a. b. Total Amt. = a+b 0.00	Tons Tons			
"Tinned" Steel Cans (TC)	a. b. Total Amt. = a+b 0.00	Tons Tons			
Scrap Metal (SCM)	a. 484 b. 136 Total Amt. = a+b 620.00	Tons Tons	Pacific Metal Metro Metal	Eugene, OR Portland, OR	
Lead Acid Batteries (LAB)	a. 1 b. Total Amt. = a+b 1.00	TON Units (Tons)			
Tires (TIR)	a. 28.75 b. Total Amt. = a+b 28.75	Units (Tons) Units / Tons	Waste Recovery West	Portland, OR	(R) E R E
Used Motor	a. 2.92 b. 3.64 Total Amt. = a+b 6.56	Units (Tons)	Thermo Fluids	White City, OR	(R) E
Oil (OIL)	a. 7.72 b. 14.28 Total Amt. = a+b 22.00	Units (Tons)	ORRCO Curry Transfer & Recycling	Talent, OR Brookings, OR	(R) E R (E)
Electronics (EL)	a. 61 b. Total Amt. = a+b 61.00	Tons Tons	URT	Portland, OR	
Asphalt Roofing (RF)	a. b. Total Amt. = a+b 0.00	Tons Tons			

**2015 RECYCLING COLLECTOR SURVEY**

**C. cont'd: POST-CONSUMER MARKETING INFORMATION 2015 (All Wastesheds)**

MATERIAL	Amount Sold, Delivered or Used (Total Amt. Should = Column (K), Page 2)		Unit of Measure (Circle One)	Company Name Material Sold, Delivered or Used	Company Location City, State	Circle "C" if Composted, or "E" if Burned for Energy Recovery
	a.	b.				
Food Waste (FW)			Tons			C E
			Tons			C E
Total Amt. = a+b	0.00					
Food Waste / Yard Debris Mix			Tons			C E
			Tons			C E
Total Amt. = a+b	0.00					
Wood / Lumber (WW)			Tons / CuYd			C E
			Tons / CuYd			C E
Total Amt. = a+b	0.00					
Compacted Yard Debris (YD)			Tons / CuYd			C E
			Tons / CuYd			C E
Total Amt. = a+b	0.00					
Uncompacted Yard Debris (YD)			Tons / CuYd			C E
			Tons / CuYd			C E
Total Amt. = a+b	0.00					
Other			Tons			
			Tons			
Total Amt. = a+b	0.00					
Other			Tons			
			Tons			
Total Amt. = a+b	0.00					
Other			Tons			
			Tons			
Total Amt. = a+b	0.00					

Confidentiality: You may return Part C (pages 3-5, "Total Post-Consumer Marketing Information") of this survey directly to DEQ rather than to the wasteshed representative if you prefer to limit access to this information. To limit access to only DEQ staff, write on these pages "confidential business information" and return by February 28, 2016 to Michelle Sheppard, DEQ, 811 SW 6th Avenue, Portland, OR 97204. Parts A & B & D of this survey must be returned directly to your wasteshed (county) representative for inclusion in the annual Opportunity to Recycle report. Please notify your wasteshed representative if you return this form directly to DEQ.

**D. OUT-OF-STATE SOLID WASTE DISPOSAL**

If you disposed of solid waste (residential, commercial, construction or demolition) out-of-state that was collected in the wasteshed, please indicate the total amount, type disposed during calendar year 2014, and where you shipped it.

Type of Waste (be specific; i.e. tires)	Tons	Shipped To

State of Oregon  
 Department of Environmental Quality

Memorandum

**To:** Gary Milliman – Brookings City Manager **Date:** December 2, 2015  
**From:** Craig C. Filip - DEQ Solid Waste Technical Assistance Staff *cef*  
**Subject:** 2015 Opportunity to Recycle Report - Form Instructions

It's time once again to prepare the Annual 2015 *Opportunity to Recycle Report*. Although Oregon Administrative Rule (OAR) assigns watershed reporting responsibility to the county, it also requires that cities provide mandatory information to the county in a timely manner. Each city over the population of 4,000 is required to complete the **General Requirements and Local Government Program Elements Form**. It is your responsibility to complete this form and return it to Watershed Representative David Brock Smith by January 29, 2016. Instructions on how to complete this form are provided below.

**How to complete the "General Requirements and Local Government Program Elements Form."**

- Review your city's recycling programs. Check each box that describes the program elements and recycling activities that are being implemented in your city. We recommend that you contact your collection service providers to obtain this information. After the form is completed, **don't forget to sign and date the bottom.**
- **In addition, please submit documentation of all education and promotional activities occurring in your city. This includes the education and promotional activities covered under the general requirements and if applicable the activities covered under the Expanded Education and Promotion program element.**

We appreciate your efforts in complying with these regulatory requirements. If you need any assistance with the reporting forms, please do not hesitate to contact your local DEQ TA staff listed below. Please submit all forms electronically to local Watershed Representative David Brock Smith by **January 29, 2016**.

Counties	TA Name and Address	How to Contact
Deschutes, Grant, Harney, Klamath and Malheur	<b>Susan Christensen</b> 475 NE Bellevue Drive, Suite 110 Bend, OR 97701	(541) 633-2007 <a href="mailto:Christensen.Susan@deq.state.or.us">Christensen.Susan@deq.state.or.us</a> Fax (541) 388-8283
Coos, Curry, Jackson, Josephine, Lane, and Douglas	<b>Craig Filip</b> 165 E. 7 <sup>th</sup> Ave, Suite 100 Eugene, OR 97401	(541) 686-7868 <a href="mailto:Filip.Craig@deq.state.or.us">Filip.Craig@deq.state.or.us</a> Fax (541) 686-7551
Baker, Crook, Gilliam, Hood River, Jefferson, Lake, Milton-Freewater, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco and Wheeler	<b>Shari Harris-Dunning</b> 475 Bellevue Drive, Suite 110 Bend, OR 97701	(541) 633-2010 <a href="mailto:Harris-Dunning.Shari@deq.state.or.us">Harris-Dunning.Shari@deq.state.or.us</a> Fax (541) 388-8283
Clatsop, Columbia, Tillamook, Clackamas, Multnomah, and Washington	<b>Leslie Kochan</b> 700 NE Multnomah St, Suite 600 Portland, OR 97232	(503) 229-5529 <a href="mailto:Kochan.Leslie@deq.state.or.us">Kochan.Leslie@deq.state.or.us</a> Fax (503) 229-6945
Benton, Lincoln, Linn, Marion, Polk, and Yamhill	<b>Cathie Rhoades</b> 4026 Fairview Industrial Dr., SE Salem, OR 97302	(503) 378-5089 <a href="mailto:Rhoades.Cathie@deq.state.or.us">Rhoades.Cathie@deq.state.or.us</a> Fax (503) 378-4196



**City of Brookings**  
**GENERAL REQUIREMENTS AND LOCAL GOVERNMENT PROGRAM ELEMENTS**  
**FOR 2015**

Please check the boxes that describe the recycling activities that are occurring in your jurisdiction. **You must also include examples and documentation of all education and promotional activities that are being implemented.** If possible please submit all documentation electronically. (Note: This form is merely a summary of the Departments requirements. The complete Opportunity to Recycle rules can be found in Oregon Administrative Rules Division 90 or OAR 340 090 0030 and OAR 340 090 0040.

**Collection Programs Providing the Opportunity to Recycle**

Please fill out the following table to indicate all the recycling collection programs that are providing required components of the Opportunity to Recycle in your jurisdiction. Check off which materials are included in each collection program. For residential curbside programs, please also indicate the frequency of collection and whether a free roll cart (C) or bin (B) is provided, or if no container (N) is provided.

	Container: C=Cart, B=Bin, N=None	Frequency: W=Weekly, E=Every other week M=Monthly, N=None	Paper				Metal			Plastic				Other					
			Cardboard & brown paper	Newspaper	Hi-grade (office) paper	Mixed scrap paper (junk mail, etc)	Steel (tinned) cans	Aluminum containers, foil	Other scrap metal	Plastic bottles (minimum PET, HDPE)	Plastic tubs (minimum HDPE, PP)	Other rigid plastic - not containers	Plastic film (polyethylene)	Container glass	Used motor oil	Yard debris	Wood waste	Food waste	Other
Residential commingled	B	W	X	X	X	X	X	X	X	X	X			X					
Residential yard debris	N																		
Residential materials not collected in the commingled container above												X	X						
Multifamily collection			X	X	X	X	X	X	X	X	X								
Commercial collection			X	X	X	X	X	X	X	X	X								
Expanded Recycling Depot: (list of depots)																			
CTR Brookings Transfer Site			X	X	X	X	X	X	X	X	X			X	X				ew
CTR Wridge Creek Transfer Site			X	X	X	X	X	X	X	X	X			X	X				ew

**1.) GENERAL REQUIREMENTS OAR 340-090-0030**

The Opportunity to Recycle General Requirements require that the appropriate city, county or metropolitan service district must ensure that on-route recycling collection is provided to all collection service customers within the urban growth boundary of the city, and that a public education and promotion program is provided that meets the rule requirements, or that an approved alternative program meeting the requirements of OAR-340-90-0080 is being implemented.

Please list below the companies or organization(s) that are providing on-route recycling collection services in your jurisdiction:

- 1) Curry Transfer & Recycling
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_

**XX Yes  No** Are ALL collection service customers within the city being offered the opportunity to recycle in accordance with OAR 340 090 0030?

If "no", please explain:

**XX Yes  No** Is a public education & promotion program being provided that meets the minimum requirements of OAR 340-090-0030(3)? If possible, please submit all documentation electronically.

- Provide initial notice to all residential and commercial generators of their opportunity to recycle.
- Provide a semi-annual notice of the opportunity to recycle, including: *materials collected, collection schedule, material preparation instructions, and why recycling is important.*
- Provide educational and promotional materials to local media. *Examples would be newspapers, television & radio stations, community groups, neighborhood associations, newsletters, social media, etc.*
- \_\_\_\_\_ is the official contact person for recycling education and promotion in our jurisdiction.
- Have a procedure for citizen involvement in your education and promotion program. *This is usually a solid waste advisory committee or contact person.*
- Distribute written recycling information describing how and what to recycle and why it is important to recycle to disposal site users when site attendants are present.
- Have posted signs at non-attended disposal sites notifying users of materials accepted and hours of operation.

Yes **XX No** Has DEQ approved an alternative recycling program that affects this city?

If yes, please provide a brief description below of the approved alternative program, and attach materials that help illustrate the status of the program's implementation.

**2.) LOCAL GOVERNMENT RECYCLING PROGRAM ELEMENTS OAR 340 090 0040(3)**

In addition to the general requirements, for 2015 cities with populations between 4,000 and 9,999, are required to implement a minimum of three recycling program elements: OAR 340-090-0040(3)(a), (b), and (c), or any three of its choice among OAR 340-090-0040(3)(a) through (i), pursuant to OAR 340-090-0040(2). Cities with populations of 10,000 and greater must implement, at a minimum, recycling program elements OAR 340-090-0040(3)(a), (b), and (c) plus one more of its choice (for a total of four), or any five of its choice from OAR 340-090-0040(3)(a) through (i)), pursuant to OAR 340-090-0040(2). Please check the box for all recycling program elements being implemented within the urban growth boundary of your city. Checking a box means that you certify that the element is being fully implemented in your city in compliance with OAR 340 90 0040(3).

**A.) XX Residential Recycling Containers**

Deliver to each residential collection service customer at least one durable recycling container.

**B.) XX Weekly Same-Day-As Garbage Residential Curbside Collection**

Provide on-route collection at least once each week of source separated recyclable materials, excluding yard debris, to residential collection service customers provided on the same day that solid waste is collected from each customer.

**C.)  Expanded Education and Promotion (including contamination prevention education in 2017)**

*Please provide documentation electronically.*

Provide a recycling education and promotion program that is expanded from the minimum requirements described in the General Requirements OAR 340 090 0030(3). At a minimum this program must include:

- Informing all solid waste generators how to and the benefits of waste prevention, reuse, recycling, and composting;

- Distributing an information packet to all new residential and commercial collection service customers;
- Providing information to all existing residential and commercial collection service customers four times a calendar year; *This information shall include: materials collected, collection schedule, material preparation instructions and why recycling is important and the benefits and "how tos" of preventing waste, reusing, recycling and composting;*
- Targeting at least one community or media event yearly to promote waste prevention, reuse, recycling and composting. *Not every event needs to promote all of those activities;*
- Using a variety of materials and media formats to disseminate the information in the expanded program in order to reach the maximum number of collection service customers and residential and commercial generators of solid waste. *For example, a web site address or a link to an advertisement on television;* OR

**Development and implementation of an “Expanded Education and Promotion Plan” Refer to Department rules for details, OAR 340-90-0040(3)(c)(B)(ii).**

**D.)  Multi-Family Dwelling Recycling**

Establish and implement a recycling collection program through local ordinance, contract or any other means enforceable by the appropriate city or county for each multi-family dwelling complex having five or more units. The program shall collect at least four principal recyclable materials, and provide educational and promotional information per OAR 340 090 0040(3) (d) (B) directed toward the residents of multi-family dwelling units.

**E.)  Residential Yard Debris Collection and Home Composting**

Establish and implement an effective residential yard debris program for the collection and composting of residential yard debris. The program shall include promotion of home composting; and

- At least monthly on-route collection of yard debris from residences or;
- A system of residential yard debris collection depots, for the production of compost or other marketable products, located such that there is at least one conveniently located depot for every 25,000 population and open to the public at least once a week.

**F.)  Commercial and Institutional Recycling**

Establish and implement regular, on-site collection of source separated principal recyclable materials from commercial entities.

- Shall provide to commercial entities that employ 10 or more persons and occupy 1,000 square feet or more in a single location.
- Shall include an education and promotion program.
- Should provide other elements including but not limited to:
  - (i) Provision of waste assessments to businesses;
  - (ii) Provision of recycling receptacles to businesses at no or low cost;
  - (iii) Waste prevention and recycling recognition programs.

**G.)  Expanded Recycling Drop-Off Depots**

Establish depots for recycling collection of all principal recyclable materials listed in the OAR 340 090 0070. This program shall provide at least one (1) recycling depot in addition to the depot(s), if any, required by the General Requirements OAR 340 090 0030(1) and shall result in at least one (1) conveniently located depot for every 25,000 population. The depots shall have regular and convenient hours for residential generators of solid waste and be open on the weekend days. Please list each expanded recycling depot and indicate the materials collected at that depot in the table on the first page of this form.

**H.)  XX, except 21 Gallon Container. Collection Rate Established as a Waste Reduction Incentive**

Establish collection rates for residential solid waste from single family residences that encourages source reduction of waste, reuse and recycling. The rates, at a minimum, shall include the following elements:

- At least one rate for a container that is twenty-one (21) gallons or less in size and costs less than larger containers;
- Rates shall be based on the average weight of solid waste disposed per container for various sizes of containers;
- Rates, as calculated on a per pound disposed basis shall not decrease per pound with the increasing size of the container or the number of containers;
- Rates per container service shall be established such that each additional container beyond the first container for each residential unit shall have a fee charged that is at least the same fee and no less than the first container.

**I.)  Commercial and Institutional Composting**

Establish and promote an on-going system to collect food waste and other compostables from commercial and institutional entities that generate large amounts of such wastes. Any composting facility to which collected compostable material is taken shall comply with Department composting facility rules.

- Before diverting edible foods to be composted, a local government should consider how to encourage making them available to charity for human consumption or to farmers for animal feed.

**New recycling program elements effective in 2017 (based on Senate Bill 263)**

Although elements J through M do not become effective until 2017, we are asking that cities indicate if they are already implementing any of these elements.

**J.)  Require Commercial Source Separation of Recyclable Material**

Establish a commercial recycling program that requires that commercial generators that generate large amounts of recyclable material to source separate recyclable material.

**K.)  Residential Food Waste Collection and Composting**

Provide a program for monthly or more frequent on-route collection and composting for food and other compostable waste from residential collection service customers. The program must include education or promotion to reduce contamination of the compost feedstock collected.

**L.)  Construction and Demolition Debris**

- Require that construction and demolition debris must be source separated or sent to a material recovery facility for processing and recovery.
- Implement an education and promotion program for developers, contractors, and residential owners to reduce waste during preconstruction planning and in building construction, renovation, and demolition, and to direct waste to reuse and material recovery facilities.

**M.)  Require Large Non-Residential Food Generators to Source Separate**

Provide a food waste collection program requiring non-residential generators that generate large amounts of food waste to source separate the food waste for recovery.

**3.) NEW WASTE PREVENTION AND REUSE PROGRAM ELEMENTS EFFECTIVE IN 2017 (from SB 263)**

Senate Bill 263 established a list of 7 waste prevention and reuse (WPR) program elements, taking the place of the Two Percent Credit programs for waste prevention and reuse. Cities that implement the WPR program elements are required to complete the first program element and then choose from the remaining elements. Cities of more than 50,000 population will be required to implement the first WPR program element, and any four additional elements. Cities with more than 10,000 but no more than 50,000 population that are in counties of 100,000 or more population will be required to implement the first WPR program element and any two additional elements. Many cities and wastesheds have already been implementing these programs as part of the Two Percent Credit programs formerly in Oregon Revised Statute 459A.010. Although these WPR elements will not be required to be implemented until 2017, we ask that cities indicate below which program elements they are currently implementing. *Please provide documentation electronically for all elements claimed.*

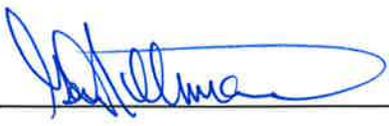
- 1.)  Provide a citywide or countywide education and promotion program about the environmental benefits of, and opportunities to reduce the generation of waste through waste prevention and reuse.
- 2.)  Provide a waste prevention campaign targeting residential generators of waste and focused on one or more toxic or energy intensive materials or consumer purchasing practices.
- 3.)  Provide a waste prevention campaign targeting commercial or institutional generators of waste and focused on one or more toxic or energy intensive materials or consumer purchasing practices.
- 4.)  Provide a waste prevention and reuse education program in elementary and secondary schools. Example would be Oregon Green Schools Program.
- 5.)  Provide a program for the provision of city or wasteshed funding or infrastructure support to promote and sustain reuse, repair, leasing or sharing efforts.
- 6.)  Provide a program for the provision of city or wasteshed technical assistance to promote and sustain the reuse, repair or leasing of materials or other sharing of efforts to reduce waste.

7.)  Provide city or watershed support for a food rescue program that diverts to residents food that would otherwise be composted or disposed.

**4.) Programs Outside City Limits but Within the Urban Growth Boundary of the City**

Yes  No  Unknown Are the same collection programs, recycling program elements, and waste prevention and reuse program elements being provided to within the urban growth boundary but outside city limits as is being provided within city limits?

If the answer to the above question is "no", please have your County Watershed Representative fill out the County General Requirements & Program Element Form to describe the programs that are being implemented outside the city limits but within the urban growth boundary.

City Official Signature:  Watershed: CURRY

## Curry County General Requirements & Program Elements - 2015

OAR 340-090-0030 (General Requirements) and OAR 340-090-0040 (Local Government Recycling Program Elements) require that county government take responsibility for assuring that collection service customers within the urban growth boundary (UGB) of a city of 4,000 or more, and outside of the city limits, be provided with programs selected from the local government recycling program elements. Throughout this form, UGB refers only to the area within the urban growth boundary but outside of city limits.

Please use the chart below to provide information on UGBs within your county.

	<b>City of Brookings UGB</b>
What is the approximate population of the area within the UGB but outside of city limits?	8400 (Harbor Gold Beach, Port Orford.
For each service below, indicate by code who provides the service, or leave blank if the service is not provided outside of city limits: COL = Collector; CI = City; CO = County	
1A) Curbside recycling provided at least monthly to all garbage service customers	COL
1B) A DEQ-approved alternative recycling program is being provided	
2A) Recycling containers are provided for all residential garbage collection service customers	COL
2B) Recycling collection weekly same day as garbage	COL
2C) Expanded education and promotion program	
2D) Recycling provided to all multifamily housing units	
2E) Residential yard debris collection and composting for all garbage collection service customers	
2F) Commercial recycling collection	COL
2G) Expanded recycling collection depots	COL
2H) Garbage service charges that per pound do not decrease with increased size or number of containers to provide waste reduction incentive	COL
2I) Collection and composting of food and organics from large commercial and institutional generators	
<b><i>New Program Elements: Not required for reporting until 2017</i></b>	
2J) Require Commercial Source Separation of Recyclables	COL
2K) Residential Food Waste Collection and Composting	
2L) Construction and Demolition Debris Recovery	
2M) Require Non-Residential Food Generators to Source Separate	
<b><i>New Waste Prevention and Reuse Program Elements: Not required for reporting until 2017</i></b>	
1.) Provide a citywide or countywide education and promotion program about the environmental benefits of, and opportunities to reduce the generation of waste through waste prevention and reuse.	
2.) Provide a waste prevention campaign targeting residential generators of waste and focused on one or more toxic or energy intensive materials or consumer purchasing practices.	
3.) Provide a waste prevention campaign targeting commercial or institutional generators of waste and focused on one or more toxic or energy intensive materials or consumer purchasing practices.	
4.) Provide a waste prevention and reuse education program in elementary and secondary schools. Example would be Oregon Green Schools Program.	
5.) Provide a program for the provision of city or wasteshed funding or infrastructure support to promote and sustain reuse, repair, leasing or sharing efforts.	

6.) Provide a program for the provision of city or wasteshed technical assistance to promote and sustain the reuse, repair or leasing of materials or other sharing of efforts to reduce waste.	
7.) Provide city or wasteshed support for a food rescue program that diverts to residents food that would otherwise be composted or disposed.	

Note - all areas within UGBs must implement either 1A or 1B above. For the UGB of cities of 4,000 to 10,000 population, at least 3 of the 9 elements 2A - 2I must be implemented. For the UGB of cities of greater than 10,000 population, either elements 2A, 2B, 2C, and any one of elements 2D - 2I must be implemented, or any 5 of the 9 elements 2A - 2I must be implemented. An approved alternative can be implemented in place of one or more of the required program elements.

### **County Provided Programs and Activities**

If the County/Wasteshed implements additional program elements or related activities beyond what the cities of 4,000 or more provide, list those programs and activities below. This could include programs and activities that the county implements for the cities of 4,000 or more and their UGBs, or programs and activities that the county implements for smaller cities or unincorporated areas (e.g., The County writes a monthly article on recycling, waste prevention or reuse for a county-read newspaper; the County sponsors a composting demonstration site somewhere in the County).

1. January 2015 Curry Coastal Pilot, Recycle Article
2. April 2015 Home Show Recycle Exhibit
3. April 2015 Print and Radio Home Show advertising
4. April 2015 Kalmiopsis, Kindergarten Tour
5. June 2015 Launch Web Site.
6. July 2015 Curry County Fair sponsor, advertising
7. Business Article
8. October 2015, Curry Coastal Pilot, Recycle Article

① Jan. 2015  
Curry Pilot

 print this

## Where do recyclables go?

By Jayati Ramakrishnan, Pilot staff writer January 13, 2015 08:40 pm



Submitted photo An employee of Curry Transfer and Recycling secures bails of cardboard on a flatbed truck. The recycling material will be trucked to Portland for processing.

A town the size of Brookings has enough people to warrant regular visits from a recycling truck. People toss their plastic bottles, old newspapers, and cardboard into large blue bins, haul them to the curb and walk back into their homes.

For them, that might be the end of it, but it's a long process before those materials are actually recycled.

“We take all of our material up to Portland to recycle it,” said Candie Wilk, office manager and recycling coordinator for Curry Transfer and Recycling (CTR).

CTR has five routes in Brookings, sending trucks to pick up materials in different parts of the city five days a week. They collect once a week in Gold Beach, and twice a month in Port Orford.

Curbside recycling is available to areas in the city and those within urban growth boundaries, such as Harbor, but not for homes located in more rural areas. Therefore, Curry County has four transfer sites where people who don't receive curbside service can bring recyclables — Port Orford, Nesika Beach, Ridge Creek, and Brookings.

“This is how we make recycling available to all in the county,” said Wilk, an employee of CTR for nearly 13 years.

CTR accepts all of the same materials as curbside recycling — cardboard, paper, plastic and metal — but also offers a place to recycle less common items, including all electronics.

“We're a part of the e-cycle Program here in Curry County,” Wilk said. “We take TV and computer monitors for no charge.” They also take laptops, printers, keyboards and mice for free.

The materials collected from curbside recycling — or “commingled” mix, get packed into bales at the CTR campus. They are collected seven or eight times a month and transported to Portland, where CTR sells the bales to processing plants.

“The material is more valuable to us if separated, but it's easier for people to recycle if they just put everything together,” Wilk said.

Once in Portland, the commingle recycling is sorted on conveyer belts. Magnets on the conveyer belt draw out metal products from the mix. The conveyer belt has sensors that separate different kinds of plastic into individual bins. Employees separate the cardboard and paper, and remove contaminants.

## What Can You Recycle?

<b>Recyclable Item-</b> Thank you for keeping your items clean - contaminated items cannot be recycled	<b>*Accepted For Curbside Pick-up</b>	<b>Accepted At Transfer Sites &amp; Recycling Center</b>	<b>Fee Charged</b>
<b>Aluminum &amp; tin cans.</b> Must be clean.	<b>Yes</b>	<b>Yes</b>	<b>No</b>
<b>Batteries-</b> Vehicle, household, and rechargeable	<b>No</b>	<b>Yes</b>	<b>Yes-</b> Vehicle and HH No-rechg
<b>Brown paper bags</b>	<b>Yes</b>	<b>Yes</b>	<b>No</b>
<b>Corrugated and pressed cardboard</b> (must be flattened) Egg Cartons- shipping, cereal, beverage boxes etc. <b>Unacceptable-</b> Styrofoam/plastic egg Paper products such as paper plates, cups, napkins, tissue.	<b>Yes</b>	<b>Yes</b>	<b>No</b>
<b>E-Waste-</b> Desktop and laptop computers, TV's, CPU's, and monitors –no charge. Other electronic devices such as, printers, cell phones, scanners, mice, speakers, are accepted for a small fee. Request information about our e-waste program.	<b>No</b>	<b>Yes</b>	<b>No-TV, computers, monitors, printers, mice, keyboard</b> <b>Yes-other items</b>
<b>Florescent Bulbs</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>
<b>Glass Jars-</b> Clear, green, brown. Must be clean. May leave labels on. No lids please. <b>Unacceptable-</b> Window or auto glass, light bulbs, dishes, ceramics, blue colored glass, or broken glass.	<b>Yes</b> Separate from other items Additional bins available upon request	<b>Yes</b>	<b>No</b>
<b>Magazines, Catalogs, &amp; Phone Books-</b>	<b>Yes</b>	<b>Yes</b>	<b>No</b>
<b>Metal-</b> Clean metal stripped of other material. <b>Accepted year round.</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<b>Motor Oil-</b> Used motor oil only.	<b>No</b>	<b>Yes</b>	<b>Yes</b> Except at Carpenterville
<b>**Newspapers-</b> Newsprint and inserts that normally come in newspapers. Leave flat.	<b>Yes</b>	<b>Yes</b>	<b>No</b>
<b>Office paper –</b> Light colored copy, computer or fax paper, envelopes, pale colored manila folders, post-it notes, and pamphlets. <b>Unacceptable –</b> carbon paper, junk mail, glue-bound books, catalogs, or bright colored paper.	<b>No</b>	<b>Yes</b>	<b>No</b>
<b>Plastic-</b> bottles and tubs 6 ounces or larger (except those containing hazardous product or motor oil). Rigid plastic plant pots 6" or larger. Plastic buckets of 5 gallons or less. Must be clean. Please no lids on, plastic bags, cellophane, plastic wrap, deli containers or plastic cups. tubs . Lids screwed on bottles and jars are okay.	<b>Yes</b>	<b>Yes</b>	<b>No</b>
<b>Tires-</b> Truck & Car, mounted or un-mounted.	<b>No</b>	<b>Yes</b> except Carpenterville site	<b>Yes</b>
<b>***Yard Waste-</b> Brush, grass, tree trimmings, stumps. <b>Unacceptable-</b> lumber or wood product; anything not organic.	<b>No</b>	<b>Yes</b> except Carpenterville site	<b>Yes</b>

\*Curbside recycling is available in most city and urban growth areas to our customers with disposal service. A fee will be charged

to recycle only customers. You must contact our office to sign up for curbside service.

\*\*Newsprint depots are also located at Ray's Food Stores in Brookings and Gold Beach,

\*\*\*Watch for our spring and fall yard waste event advertised in the local papers and on radio.

## Reduce, Reuse, & Recycle

**Reduce** – Prevent waste production in the first place. Reducing the waste you produce saves natural resources, money, and landfill space. *Tips:*

- Buy and use durable, long-lasting products
- Purchase items in refillable containers and buy in bulk whenever possible
- Purchase and reuse durable shopping bags at your local grocery store.
- Avoid disposable or single-use products such as disposable razors, pens, lighters, foam/paper cups and plates, plastic utensils, or batteries
- Choose products that are the least toxic as possible to reduce the toxicity of waste produced
- Conserve paper by making double-sided copies, sharing information via e-mail, and avoiding unnecessary printouts
- Buy smart

**Reuse** – Keep a good thing going! Reusing is preferable to recycling because the item does not need to be reprocessed before it can be used again. *Tips:*

- Use durable coffee mugs and refillable bottles
- Use cloth napkins or towels
- Donate clothes, toys, furniture, and other items to one of the many thrift stores or have a garage sale.  
*Local Thrifts: Brookings, CC's Clothes for Cancer, Outreach Gospel, S. Coast Humane, Star of the Sea, Sacs Thrift Avenue, Goodwill. Gold Beach, Christian Help Thrift*
- Turn empty jars into containers for leftover food
- Purchase refillable pens and pencils
- Reuse paper that has been used on one side
- Reuse cardboard boxes for storage or other uses
- Chetco Appliance will take back some white goods for refurbishing and resale. Appliance Ace rebuilds units.
- Check with your local grocery store to see about reusing their plastic bags.

**Recycle** – Turn old into new! Save valuable resources from being lost to the landfill. Curry Transfer & Recycling offers curbside recycling pick-up to most city limit and urban growth residents.

For those outside the curbside boundaries, recycle depots are conveniently located at all Transfer sites.

Fred Meyers and Rays recycle plastic bags, drop off areas differ in each store.

### Transfer Site Locations

- **Brookings Recycling Center**- 17498 Carpenterville Rd, Brookings- Open Mon-Fri 8am-5pm
- **Wridge Creek Transfer Site**- 9 miles north of Brookings (2 miles north of Thomas Creek Bridge) right off Hwy 101, east side – Open Tue-Sat 10am-5pm
- **Agness Transfer Site**- 28 miles northeast of Gold Beach, up South Bank Rogue River. Open Saturday only 10am-3pm
- **Nesika Beach Transfer Site**- 6 miles north of Gold Beach, at the flashing yellow traffic light turn east on Edson Ck Rd. Site is ½ mile on the right side just past Bonneville power sub-station. Open Tue-Sat 10am-5pm
- **Port Orford Transfer Site**- Off Hwy 101, just north of Port Orford, turn west on Paradise Point Rd and right on Arizona (at the end of Arizona) Open 10am-5pm

If recyclable material has garbage mixed in, it is considered contaminated, and has to be separated further. CTR collects its recyclables in 18-gallon tubs instead of roll carts, in order to decrease contamination levels.

“These buckets allow us to sort recycling at the curb. Our contamination rate is low, about 1.5 percent,” Wilk said. CTR takes about 16 thousand tons of garbage per year to White City, east of Medford, and recovers about 2,600 tons of recyclable material from that garbage, which they send to the Portland facility.

CTR also takes metal, glass, motor oil, tires and household appliances, and sells them back to companies who will recycle them.

Some of the materials stay within the county. It’s expensive to transport glass up to Portland, so CTR received a permit from the Oregon Department of Environmental Quality (DEQ) to crush the glass and use it for aggregate material to pave the CTR yard.

### **History of recycling**

Craig Filip, a solid waste reduction analyst for the DEQ, discussed the recent history of recycling programs in Oregon. In 1991, he said, the Oregon Legislature decreed that the state had to track all recycling material — called the “Material Recovery Survey.”

“I review the forms that all the waste haulers fill out, and double-check numbers and then send them up to headquarters,” Filip said. “We send out forms to all generators. We track them at each point so that everyone is reporting the same numbers. So if there’s a discrepancy, we have to investigate it. That’s why it takes 10 to 11 months to process the final report.”

According to the DEQ, the state of Oregon set a goal in 1991 to reach a 50-percent recovery rate for waste management statewide by 2000. Although recovery rates increased, so did the production of waste materials and, by 2000, the state had not met this goal. With the implementation of multiple recycling options within the state — including weekly curbside pickups, expanded systems of recycling depots, and increased recycling education programs — the state met its goal in 2010.

Curry County has its own goals for recovery.

“In this county, 22 percent of our waste is diverted and recovered for recycling,” said Wilk. “We’d like to get it to 30 percent.”

Some products are more difficult to recycle. Plastic bags, for example, cannot be recycled in typical processing plants, because they clog the conveyor belts. They can be recycled, but the market for plastic bags and other “film plastics” has decreased significantly over the last few years.

For years, film plastics were a popular export — mostly to China. In 2013, China launched an initiative called “Operation Green Fence,” which allows it to reject shipments of recyclable material that it feels exceed acceptable levels of contamination.

Some contaminants in film plastic are to be expected, but the bales of film plastic being sent to China were filled with more than usual. “It was a problem for processors — they felt they were being used as a dumping ground,” Filip said.

In light of this limit on the export market for recyclable materials, the market for film plastics has suffered enormously in the last few years. A lot less has been collected because it's difficult to market it these days.

"Only 2.91 tons of film plastics were recycled in Curry County in the last year," Filip said.

That's not to say that film plastics deposited at sites like Fred Meyer for recycling will be disposed of in landfills.

"It's illegal to dispose of something collected for recycling purposes," Filip said. However, the low demand for film plastics makes it difficult to find outlets that will buy them.

"What people have to understand is that there has to be a market for the material we collect — it doesn't magically get recycled," said Wilk.

As of now, there are only two locations in Curry County that accept plastic bags for recycling — McKay's, a grocery store in Gold Beach, and CTR, to whom Fred Meyer sends its film plastics and cardboard.

CTR conducts tours, by appointment, for groups and individuals. Contact Candie Wilk at 541-469-2425 for details.

 [print this](#)

 [rss feed](#)

 [subscribe](#)

---

[Close Window](#)



# Brookings-Harbor Business Review

② Home Show exhibit  
 + recycle brochure & information  
 \* e waste drop off



## Home & Garden Show

26th annual Home & Garden Show is at a new location, on a new date, and at a new time. This year's Home & Garden Show will have some unique elements that will surprise, entertain and educate even the most savvy do it yourselfer.

This year's Home & Garden Shows' new location is at the (Shop Smart building), 97900 Shopping Center Avenue in Harbor. This new location offers various benefits including an easy route from HWY 101.

The Home & Garden Show's new date is April 18, 19, 2015 with an early forecast of 61 degrees.

The Home & Garden Show's new time is 10am-5pm on Saturday the 18th, and from 10am-3pm on Sunday the 19th.

There will be something of interest for the entire family so bring your kids, spouse, and a friend and plan your next home project. Whether you are tackling the yard, remodeling your home, decorating, making some necessary repairs, building a deck, or considering a build you will find everything you need at the 26th Annual Home & Garden Show.

The Exhibitor map will be posted on the Brookings-Harbor Chamber of Commerce website and Facebook

pages, as well as in the Curry Coastal Pilot tab.

Interested in being an exhibitor or sponsoring the event? You will find the Exhibitor and Sponsorship Forms on the Chamber's website Event Calendar as well as attached to the Chamber newsletter.

Become an exhibitor and get noticed, demonstrate your product or service, share about your company and gain new leads. Contact the Brookings-Harbor Chamber of Commerce to learn more.

## Accepting exhibitor applications!

### Topics of Interest

- Home & Garden Show
- Azalea Festival Theme
- Business Outlook Conference
- Future's Forum
- Business Showcase Luncheon
- Business Showcase Industry Panel
- Macklyn Place Mixer / Flora Pacifica
- 

## WIN \$50 - Azalea Festival Theme

The Brookings-Harbor Chamber of Commerce is seeking a theme for the 76th Annual Azalea Festival.

Come up with a creative theme and submit it to the Curry Coastal Pilot or the Brookings-Harbor Chamber of Commerce. All ages welcome. Submission deadline is March 3rd.

**The theme selected by the Chamber Board of Directors will win \$50.**

Theme ideas submitted will be posted on the Brookings-Harbor Chamber of Commerce Facebook page.

### Recent submissions:

- "Go Wild Rivers Coast"
- "High Tides And High Times"
- "Redwoods, Moons, And Seashore Memories"
- "Calling All Ye Dogs Of The Salt"
- "A 100 Fun Jubilee"
- "Lost On The Coast"
- "Brookings Best"
- "Eclectic Brookings"
- "Trails, Tides, & Fries"
- "South Coast Waves"

More to come....

3a Home Show Radio Ad



1101 Marsh Rd.  
Eureka, Ca. 95501

### KURY 95 FM Invoice

Invoice ID: 15040372  
 Invoice Date: 4/30/2015  
 Account ID: 0474  
 Order ID: 0474-013  
 Account Rep: Brian Papstein

Amount Due: \$756.50

Amount Paid: \_\_\_\_\_

RFW MEDIA  
 59 WINDY RIDGE  
 HINESBURG, VT 05461

Sponsor: CURRY TRANSFER AND RECYCLING  
 2015 Ammia; Contract with KURY FM

Date	Time	Length	Description	CopyID / ISCI Code	Cost
4/13/2015	07:50 AM	:30	Spot	home show	12.00
4/13/2015	09:43 AM	:30	Spot	home show	12.00
4/13/2015	11:28 AM	:30	Spot	home show	12.00
4/13/2015	01:03 PM	:30	Spot	home show	12.00
4/13/2015	05:04 PM	:30	Spot	home show	12.00
4/14/2015	06:41 AM	:30	Spot	home show	12.00
4/14/2015	07:50 AM	:30	Spot	home show	12.00
4/14/2015	12:18 PM	:30	Spot	home show	12.00
4/14/2015	02:18 PM	:30	Spot	home show	12.00
4/14/2015	04:04 PM	:30	Spot	home show	12.00
4/15/2015	06:18 AM	:30	Spot	home show	12.00
4/15/2015	09:03 AM	:30	Spot	home show	12.00
4/15/2015	10:04 AM	:30	Spot	home show	12.00
4/15/2015	11:50 AM	:30	Spot	home show	12.00
4/15/2015	06:50 PM	:30	Spot	home show	12.00
4/16/2015	06:04 AM	:30	Spot	home show	12.00
4/16/2015	09:50 AM	:30	Spot	home show	12.00
4/16/2015	01:50 PM	:30	Spot	home show	12.00
4/16/2015	02:50 PM	:30	Spot	home show	12.00
4/16/2015	05:41 PM	:30	Spot	home show	12.00
4/17/2015	06:50 AM	:30	Spot	home show	12.00
4/17/2015	09:50 AM	:30	Spot	home show	12.00
4/17/2015	11:03 AM	:30	Spot	home show	12.00
4/17/2015	12:03 PM	:30	Spot	home show	12.00
4/17/2015	03:55 PM	:30	Spot	home show	12.00
4/18/2015	12:18 PM	2:00	Spot	Home Show live remote	25.00
4/18/2015	03:28 PM	2:00	Spot	Home Show live remote	25.00
4/20/2015	06:50 AM	:30	Spot	spring waste #1	12.00
4/20/2015	07:50 AM	:30	Spot	spring waste #1	12.00
4/20/2015	10:04 AM	:30	Spot	spring waste #1	12.00
4/20/2015	01:18 PM	:30	Spot	spring waste #1	12.00
4/20/2015	04:28 PM	:30	Spot	spring waste #1	12.00
4/21/2015	06:50 AM	:30	Spot	spring waste #1	12.00
4/21/2015	09:50 AM	:30	Spot	spring waste #1	12.00
4/21/2015	11:50 AM	:30	Spot	spring waste #1	12.00
4/21/2015	02:41 PM	:30	Spot	spring waste #1	12.00
4/21/2015	05:05 PM	:30	Spot	spring waste #1	12.00
4/22/2015	06:50 AM	:30	Spot	spring waste #1	12.00
4/22/2015	09:04 AM	:30	Spot	spring waste #1	12.00
4/22/2015	12:28 PM	:30	Spot	spring waste #1	12.00
4/22/2015	01:28 PM	:30	Spot	spring waste #1	12.00
4/22/2015	06:04 PM	:30	Spot	spring waste #1	12.00
4/23/2015	07:03 AM	:30	Spot	spring waste #1	12.00
4/23/2015	08:03 AM	:30	Spot	spring waste #1	12.00
4/23/2015	10:18 AM	:30	Spot	spring waste #1	12.00
4/23/2015	11:03 AM	:30	Spot	spring waste #1	12.00
4/23/2015	04:20 PM	:30	Spot	spring waste #1	12.00
4/24/2015	06:07 AM	:30	Spot	spring waste #1	12.00

Continued

Curry Pilot 4/12 4/14 4/19

**Curry**  
**CTR** Transfer & Recycling  
541-469-2425

26th Annual  
Brookings  
Harbor  
Home & Garden  
Show

**Come join us on  
April 18 & 19**

**Brookings Harbor Shopping Center**

*Reduce,  
Reuse & Recycle*

*Visit us at  
the Booth  
for Great  
Recycling  
Tips!*

*On Sunday ONLY, you can bring your computers, TV's,  
laptops, monitors, and computer mice, keyboards, and  
printers to the CTR drop-off site in the parking lot!*

81129113

## Candie Wilk

---

**Subject:** RE: kindergarten tours  
**Location:** here  
**Start:** Mon 4/20/2015 9:00 AM  
**End:** Wed 4/22/2015 9:30 AM  
**Recurrence:** (none)  
**Organizer:** Candie Wilk

④ Kalmiopsis School  
Kindergarten tour  
5 classes approx 22  
students each class  
plus teacher/parents

-----  
**From:** Candie Wilk  
**Sent:** Friday, April 10, 2015 2:07 PM  
**To:** Candie Wilk  
**Subject:** RE: kindergarten tours

Stephanie Moran 541-469-6968 243

22 kids in each class

**From:** Candie Wilk  
**Sent:** Friday, April 10, 2015 2:06 PM  
**To:** Ken Wold; Angela Hubler; Candie Wilk; Carla Smart; Cassandra Nelson; Jackie Taylor; Shelly Gollaher; Tanya Raiter  
**Subject:** kindergarten tours

The kindergarten classes will be showing up Mon- Wed 4/20-4/22 to tour the facility

Monday 2 classes 9:25 to 10:15 ish 12:15- 1pm ish (This includes time getting here and getting back)

Tues same schedule.

Wed I think only one class, but I'll confirm

Ken, they really want to see the side load truck in action, like we do when we visit the school.

I can conduct the first tour on Monday, but I'm going to the collection training in Vancouver leaving after the tour. Any volunteers to do the tour?

(541) 469-2425 (tel:(541) 469-2425)

⑤ website



(/home/)

## RECYCLING Menu

---



18-Gallon Recycle Bins



Full description at  
[www.currytransferrecycling.com](http://www.currytransferrecycling.com)

## Paper



Newspaper, magazines, phone books, catalogs, paper-back books, computer paper. Shredded Paper must be contained in a paper bag with the top securely closed.

## Cardboard



Flatten all cardboard.

No waxed cardboard.

## Plastic



Jugs, tubs and bottles only.

No plastic bags or plastic wrap.  
No Styrofoam-like products

## Metal



Food and beverage cans only.

Clean aluminum foil crumpled in a ball no smaller than your fist.

(b) Reuse Reduce &

**Candie Wilk**

---

**From:** David Wohlman [rfwohlman@gmail.com]  
**Sent:** Monday, August 10, 2015 6:14 AM  
**To:** Candie Wilk; Candie Wilk  
**Subject:** RFW Media-CTR/RR-County Fair Spot  
**Attachments:** RFWM-CTRRR-Fair-2015.mp3

Receipt Radio Ad  
Kury

Hi Candie,

Here is the Fair spot. It incorporates CTR and RR as requested.

Please approve asap and I will get it to our partner stations.

I am also hoping I might get a chance to spend a few minutes on the phone with you when you get in this morning.

Thanks in advance.

David

David Wohlman  
President/Creative Director  
RFW Media  
Main Office/Studios  
59 Windy Ridge  
Hinesburg, VT 05461  
1-978-910-0197  
[RFWohlman@gmail.com](mailto:RFWohlman@gmail.com)

**NOTICE:** The contents of this message, together with any attachments, may contain information that is legally privileged, confidential and exempt from disclosure. If you are not the intended recipient, you are hereby notified that any dissemination, distribution, printing, or copying of this message, or any attachment, is strictly prohibited. If you have received this message in error, please notify the sender immediately (call RFW Media at 978-910-0197 or e-mail: [RFWohlman@gmail.com](mailto:RFWohlman@gmail.com)) so that the address record can be corrected; and please immediately delete this message and any attachments from your computer. RFW Media does not discriminate on the basis of race or ethnicity.

## **Curry Transfer & Recycling** **“Keeping Curry Clean & Thriving For The Long Term”**

With the emphasis on conservation of the earth’s natural resources, a firm like CURRY TRANSFER & RECYCLING becomes a very important part of the community. They not only collect your trash, but also your metal, glass, plastic, and paper for recycling! It’s ecologically sound and environmentally wise to recycle.

Located at 17498 Carpenterville Rd. in Brookings, phone **800-826-9801**, CURRY TRANSFER & RECYCLING utilizes methods for packaging and shipping the raw materials back to the factories where they will, once again, become useful products for you! It’s the kind of business that will perpetuate America and it’s a good business for Curry citizens!

We, the writers of this 2015 Look At Business, are proud to be able to include this outstanding recycling service among our listings.

# "A Look At Business"

- continued -

## Curry Transfer & Recycling "Keeping Curry Clean & Thriving For The Long Term"

With the emphasis on conservation of the earth's natural resources, a firm like CURRY TRANSFER & RECYCLING becomes a very important part of the community. They not only collect your trash, but also your metal, glass, plastic, and paper for recycling! It's ecologically sound and environmentally wise to recycle.

Located at 17498 Carpenterville Rd. in Brookings, phone 1-800-826-9801, CURRY TRANSFER & RECYCLING features the latest equipment and methods for packaging and shipping the raw materials back to the factories where they will, once again, become useful products for you! It's the kind of business that will perpetuate America and it's a good business for Curry citizens!

We, the writers of this 2014 Look At Business, are proud to be able to include this outstanding recycling service among our listings.

## Strahm's Storage

Sonja Strahm - Owner & Operator

**Newly Added RV & Boat Size Units (FULLY ENCLOSED)!**

Do you face piles of household goods, furniture, seasonal toys and sports equipment that you must store? Do you spend all winter fighting to keep the plastic over your RV or boat because there is no room in the garage for it? Tired of that classic car sitting out in the cold?

There is no reason for anyone to face such problems when the convenient services of STRAHM'S STORAGE at 15417 Oceanview Dr. in Brookings, phone 541-661-3430 are available. This storage facility offers rental units from sizes 12X40 to 24X40, and even fully enclosed units for RV's and boats; whatever you need to store on a month-to-month or long term basis. You rent it...you lock it...and all in complete security! You'll feel better knowing the grounds are always well lit.

Contact STRAHM'S STORAGE soon to make arrangements for storage of anything from office records to furniture to boats, RV's, or cars. The cost is minimal and think of all the extra room you will have in your home or business. Call 541-661-3430 soon; you'll be glad you did.

## Dairy Queen

Locally Owned & Operated By Linda & Bart Burroughs

Drive on in for good eating! That's the motto at DAIRY QUEEN where your food is prepared just the way you want it. With two locations to serve you at 349 Chetco Ave. in Brookings, phone 541-469-2535 and at 29565 Ellensburg Ave. in Gold Beach, phone 541-247-6811, this well-known drive-in features all of your traditional favorites as well as some very special delicacies. Hamburgers, cheeseburgers, hot dogs, chicken sandwiches and many other delicious and nourishing sandwiches are popular items on their complete menu. Be sure to order a cold, refreshing soft drink or a thick, creamy shake to go with your meal, and don't forget French fries! They now serve the amazing Orange Julius as well.

If you're in a hurry and can't wait too long, just phone in your order and it will be ready when you are. Call 541-469-2535 or 541-247-6811 for orders to go.

The writers of this 2014 Look At Business would like to take this opportunity to commend DAIRY QUEEN for their fine food and fantastic service.



## Roto-Rooter Sewer & Drain Service

Professional drain cleaning and septic tank pumping are available in this area from ROTO-ROOTER SEWER & DRAIN SERVICE located in Brookings, phone 541-469-7557 or 1-800-274-7557 for residential and commercial service, 24-hours a day. This respected firm specializes in drain cleaning, video line inspection and location, septic tank pumping, septic inspecting and leach line locating and their quality work has won them the admiration of businesses and homeowners alike. ROTO-ROOTER prides itself on prompt, courteous and professional service.

ROTO-ROOTER SEWER & DRAIN SERVICE can also provide portable toilets for your construction site, sporting event, or any other special event where a portable restroom is necessary. Handicap units and portable hand washing facilities are also available, and all units are completely sanitized and delivered sparkling fresh and ready to go to your site.

The writers of this 2014 Look At Business suggest that you contact ROTO-ROOTER SEWER & DRAIN SERVICE for your septic tank and drain service as well as portable restroom rentals.

7

Pub + article  
Oct  
2015

8

**B** Inside: Classifieds, puzzles, weather



# Coastal Living

Saturday, Oct. 31, 2015

Bill Schlichting, community content editor • 541-469-3123 • news@CurryPilot.com



**NO ORDINARY MOMENTS**

Jane Stebbins

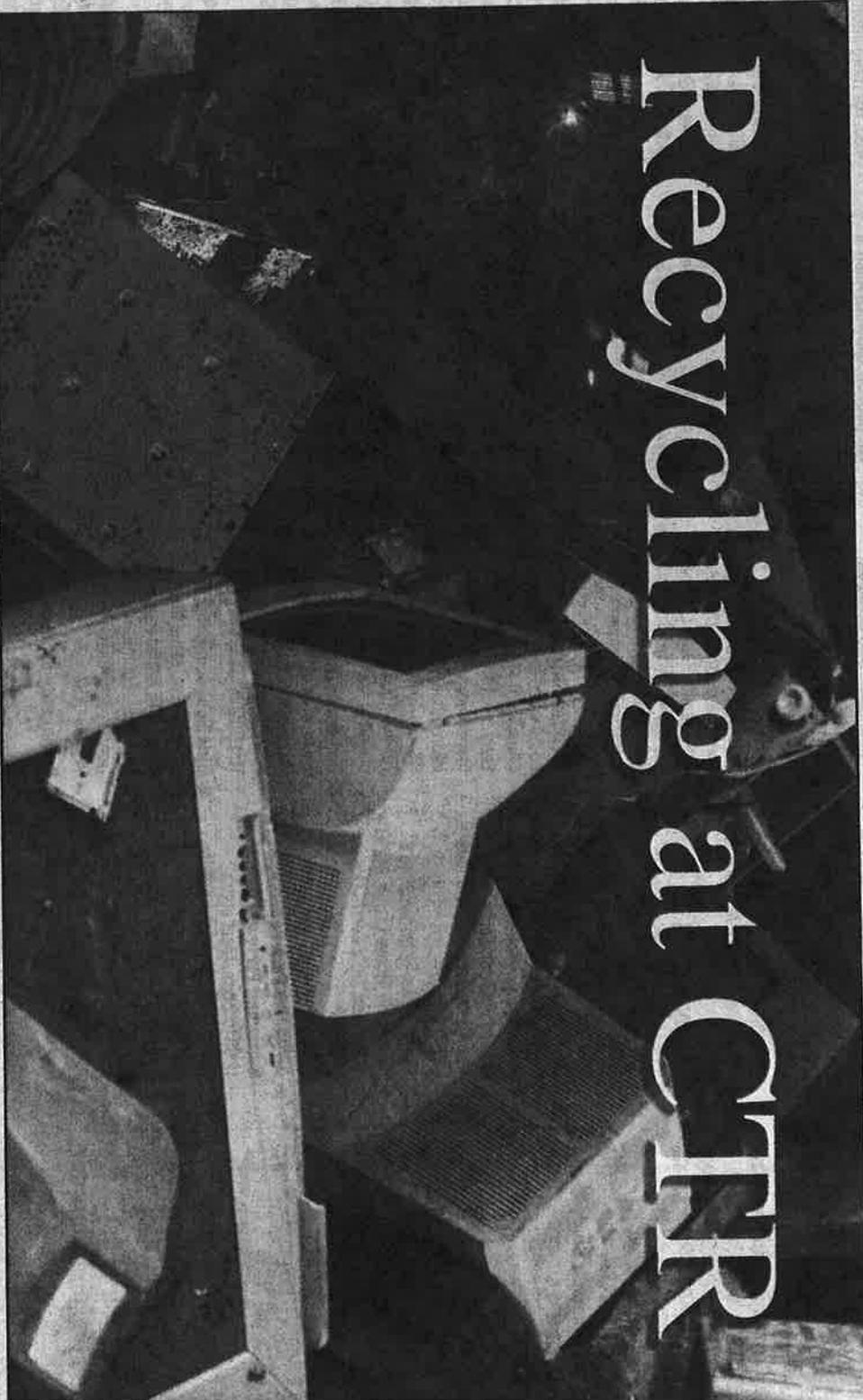
## Broke down in Brookings

Broke-down, busted in Brookings.

That's how my sister's vacation ended up this week.

She and my brother-in-law, Tom, haven't taken a vacation in eight years — count 'em! They were chomping at the bit, and I was eager to show them my little section of the coast, even if they were only here for a day.

## Recycling at CTR



A pile of computer parts and monitors waits to be delivered to a Portland facility, where they will be stripped of precious metals.



ORDINARY  
MOMENTS

Jane Stebbins

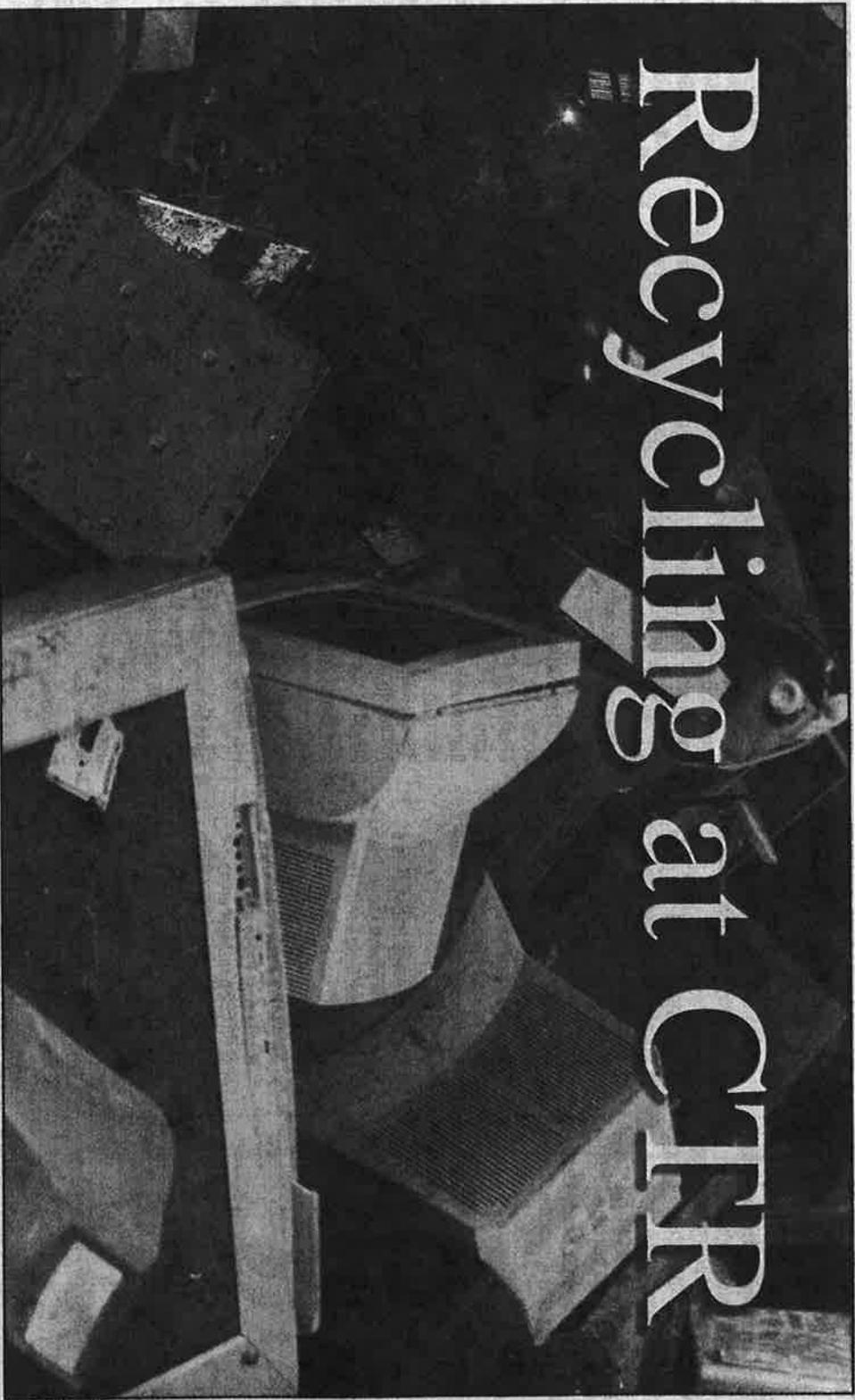
# Ke down Brookings

-down, busted in  
igs.  
; how my sister's  
n ended up this

nd my brother-in-  
n, haven't taken  
ion in eight years  
t'em! They were  
ng at the bit, and  
ager to show them  
e section of the  
ven if they were  
re for a day.

ppare for the trip,  
t someone to watch  
ts, loaded up on  
guides, put their  
per on 'hold' and,  
r respectable trav-  
placed the transmis-  
their van.

herein lies the  
1.  
eplace something  
k like the tranny,  
ust angling for say,  
n water pump.  
er, ironically, was  
ring the other day:  
ow, something  
ever had to replace  
van is the water



A pile of computer parts and monitors waits to be delivered to a Portland facility, where they will be stripped of precious metals.



water pumps in town. It's a 1995 VW Eurovan.

"They don't make 'em like this anymore," Tom says with pride.

No, they sure don't. And they don't make dem parts, either. So my sister and her hubby will be here a tad longer, another day or two — we thought. On one hand, that's really awesome; I don't get to spend much time with them. But on the other, it leaves me feeling as if (although it's really not the case) I need to "entertain."

My house, for starters, is very small for three people, two dogs and three (now angry) cats. Especially when it's raining. I have no TV, which dismays Tom because there's a ballgame being played somewhere. I have no wi-fi, which dismays my sister because she can't get on Facebook. I have no yard, which dismays the dogs — and my cats, which don't much like the dogs.

I've been racking my brain.

My sister and Tom live on the beach, so going to ours didn't interest them much.

Hiking kind of scares my sister since she broke her ankle — 12 years ago.

I'm sure they don't want to participate in any of my hobbies, like going to the gym or picking up trash around town.

So I was at a loss. There's only so many times a day (three) you can eat out.

I need something... memorable. Different. Unique.

Sign them in for karaoke.

## A visit to Curry Transfer and Recycling facility

Photos by Christopher Schell

The Curry Transfer and Recycling facility on Carpenterville Road just north of Brookings is busy on most days, as customers drop off recyclable items, trash and metal. Meanwhile, CTR employees sort the items for transport out of the area.

They also prepare trash cans and dumpsters for delivery to residential and business customers throughout Curry County.

Approximately 1,380 tons of trash is transferred from local garbage trucks at the facility and taken to the Dry Creek Landfill in White City via tractor trailer. There are no landfills on the southern coast of Oregon.

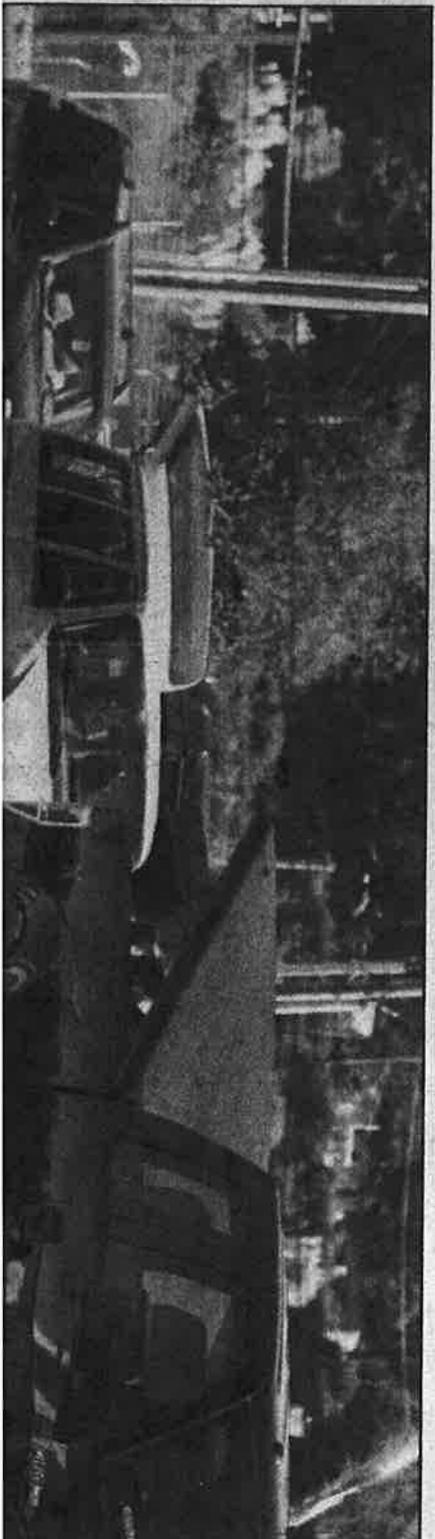
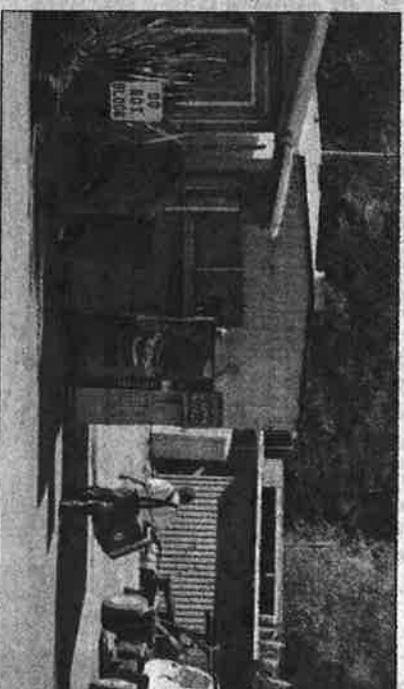
### Monthly recycling by the numbers:

- 90 tons of cardboard is collected and taken to Long View Fiber in Washington.
- 68 tons of co-mingled recycling (plastic products) is taken to Pioneer in Portland.
- 38 tons of metal is picked up by Metro Metals and taken to Portland.
- 30 tons of glass is taken to Glass to Glass in Portland.
- 10 tons of e-waste (TVs, computers and electronics) is taken to URT in Portland where it is stripped of precious metals and then shipped to India and China.



ABOVE: Recycled items dropped at the facility are sorted into categories such as plastic, cardboard and white paper.

RIGHT: An employee at CTR carries recycling bins past the main office at CTR.



# Opportunity to Recycle Report Reference Page

## Division 90 – Recycling and Waste Reduction

[http://arcweb.sos.state.or.us/pages/rules/oars\\_300/oar\\_340/340\\_090.html](http://arcweb.sos.state.or.us/pages/rules/oars_300/oar_340/340_090.html)

### OAR 340-090-0030

#### General Requirements

(1) The city, county, or metropolitan service district responsible for solid waste management shall insure that a place for collecting source separated recyclable materials is located at each permitted disposal site or located at an alternative location in the jurisdiction that is more convenient to the population being served.

(2) Each city with a population of 4,000 or more or, where applicable within the urban growth boundary established by a metropolitan service district, shall provide on-route collection service for source separated recyclable materials at least once a month for all collection service customers within the city limits and the county shall provide that service to the collection service customers within the urban growth boundary but outside of the city limits.

(3) The city or county responsible for solid waste management shall carry out a public education and promotion program that meets the following minimum requirements:

(a) An initial written or more effective notice or combination of both that is reasonably designed to reach each residential and commercial generator of recyclable materials, and that clearly explains why people should recycle, the recycling opportunities available to the recipient, the materials that can be recycled and the proper preparation of those materials for recycling. The notice shall include the following specific information:

(A) Reasons why people should recycle; and

(B) Name, address and telephone number of the person providing on-route collection where applicable; and

(C) Listing of depots for recyclable materials at all disposal sites serving the area and any alternatively approved more convenient locations, including the materials accepted and hours of operation; or

(D) Instead of paragraphs (B) and (C) of this subsection a telephone number to call for information about depot locations and collection service as appropriate.

(b) Existing residential and commercial collection service customers shall be provided information, at least semi-annually, through a written or more effective notice or combination of both, listing the materials collected, the schedule for collection, proper method of preparing materials for collection and an explanation of the reasons why source separation of materials for recycling is necessary;

(c) Written information to be distributed to disposal site users at all disposal sites or alternatively more convenient locations with attendants and where it is otherwise practical. The written information shall include the following:

(A) Reasons why people should recycle; and

(B) List of materials that can be recycled; and

(C) Instruction for the proper preparation of recyclable materials.

(d) At sites without attendants, a sign indicating availability of recycling at the site or at the more convenient location shall be prominently displayed that indicates materials accepted and hours of operation;

(e) Identify and establish a procedure for citizen involvement for the development and implementation of an education and promotion program;

(f) Notification and education materials provided to local media and other groups that maintain regular contact with commercial and residential generators and the public in general, including local newspapers, trade publications, local television and radio stations, community groups, neighborhood associations;

(g) A person identified as the education and promotion representative for the appropriate jurisdiction to be the official contact to work with the other affected persons in matters relating to education and promotion for recycling.

Stat. Auth.: ORS 459.045, ORS 459A.100 - ORS 459A.120 & ORS 468.020

Stats. Implemented: ORS 459A.005 & ORS 459A.010

### **OAR 340-090-0030 (3)**

#### **Public Education**

(3) The city or county responsible for solid waste management shall carry out a public education and promotion program that meets the following minimum requirements:

- (a) An initial written or more effective notice or combination of both that is reasonably designed to reach each residential and commercial generator of recyclable materials, and that clearly explains why people should recycle, the recycling opportunities available to the recipient, the materials that can be recycled and the proper preparation of those materials for recycling. The notice shall include the following specific information:
  - (A) Reasons why people should recycle; and
  - (B) Name, address and telephone number of the person providing on-route collection where applicable; and
  - (C) Listing of depots for recyclable materials at all disposal sites serving the area and any alternatively approved more convenient locations, including the materials accepted and hours of operation; or
  - (D) Instead of paragraphs (B) and (C) of this subsection a telephone number to call for information about depot locations and collection service as appropriate.
- (b) Existing residential and commercial collection service customers shall be provided information, at least semi-annually, through a written or more effective notice or combination of both, listing the materials collected, the schedule for collection, proper method of preparing materials for collection and an explanation of the reasons why source separation of materials for recycling is necessary;
- (c) Written information to be distributed to disposal site users at all disposal sites or alternatively more convenient locations with attendants and where it is otherwise practical. The written information shall include the following:
  - (A) Reasons why people should recycle; and
  - (B) List of materials that can be recycled; and
  - (C) Instruction for the proper preparation of recyclable materials.
- (d) At sites without attendants, a sign indicating availability of recycling at the site or at the more convenient location shall be prominently displayed that indicates materials accepted and hours of operation;
- (e) Identify and establish a procedure for citizen involvement for the development and implementation of an education and promotion program;
- (f) Notification and education materials provided to local media and other groups that maintain regular contact with commercial and residential generators and the public in general, including local newspapers, trade publications, local television and radio stations, community groups, neighborhood associations;
- (g) A person identified as the education and promotion representative for the appropriate jurisdiction to be the official contact to work with the other affected persons in matters relating to education and promotion for recycling.

### **340-090-0040**

#### **Local Government Recycling Program Elements**

In addition to the minimum requirements in OAR 340-090-0030 each city with a population of 4,000 or more and any county responsible for the area between the city limits and the urban growth boundary shall implement additional recycling program requirements selected from section (3) of this rule in accordance with the following requirements:

- (1) Each city with a population of at least 4,000 but not more than 10,000 that is not within a Metropolitan Service District and any county responsible for the area between the city limits and the urban growth boundary of such city shall implement one of the following, except where otherwise indicated:
  - (a) Implement subsections (3)(a), (b), and (c) of this rule; or
  - (b) Select and implement at least three program elements listed in section (3) of this rule; or

(c) Implement an alternative method that is approved by the Department in accordance with the requirements of OAR 340-090-0080.

(2) Each city with a population of more than 10,000 or that is within a Metropolitan Service District and any county responsible for the area within a Metropolitan Service District or the area between the city limits and the urban growth boundary of such city shall implement one of the following, except where otherwise indicated:

(a) Implement subsections (3)(a), (b), and (c) of this rule and one additional element in section (3) of this rule; or

(b) Select and implement at least five program elements listed in section (3) of this rule; or

(c) Implement an alternative method that is approved by the Department in accordance with the requirements of OAR 340-090-0080.

(3) Program elements:

(a) Deliver to each residential collection service customer at least one durable recycling container. For purposes of this program element a durable container shall be a rigid box or bucket with a volume of at least 12 gallons made of material that holds up under all weather conditions for at least five years, and is easily handled by the resident and the collector;

(b) Provide on-route collection at least once each week of source separated recyclable materials, excluding yard debris, to residential collection service customers provided on the same day that solid waste is collected from each customer;

(c) Provide a recycling education and promotion program that is expanded from the minimum requirements described in OAR 340-090-0030(3), and supports the management of solid waste in the following priority order: first preventing the generation of waste, then reusing materials, then recycling materials, then composting materials, then recovering energy, and finally safely disposing of solid waste that cannot be prevented, reused, recycled, composted or used for energy recovery.

(A) The expanded program:

(i) Shall inform all solid waste generators of how to prevent waste, reuse, recycle and compost material;

(ii) Shall inform all solid waste generators of the benefits of preventing waste, reusing, recycling and composting materials;

(iii) Shall promote the use of available recycling services; and

(iv) Shall target educational and promotional materials provided to commercial customers to meet the needs of various types of businesses and should include reasons to recycle, including economic benefits, common barriers to recycling and solutions, additional resources for commercial generators of solid waste, and other information designed to assist and encourage recycling efforts. These materials shall encourage each commercial collection customer to have a goal to achieve 50 percent recovery from its solid waste stream by the year 2009.

(B) The expanded program shall be provided in one of the two following ways:

(i) A "Specified Action" program, which shall include at a minimum the following elements:

(I) All new residential and commercial collection service customers shall each receive a packet of educational materials that contain information listing the materials collected, the schedule for collection, proper method of preparing materials for collection and an explanation of the reasons why source separation of materials for recycling should be done;

(II) Existing residential and commercial collection service customers shall be provided information identified in OAR 340-090-0040(3)(c)(B)(i)(I) at least four times a calendar year through a written notice or effective alternative to reach various solid waste generators, or combination of both;

(III) At least annually information regarding the benefits of recycling and the type and amount of materials recycled during the past year shall be provided directly to the collection service customer in written form and shall include additional information including the procedure for preparing materials for collection;

(IV) Targeting of at least one community or media event per year to promote waste prevention, reuse, recycling and composting, although not every media event needs to promote all of those activities;

(V) Utilizing a variety of materials and media formats to disseminate the information in the expanded program in order to reach the maximum number of collection service customers and residential and commercial generators of solid waste; or

(ii) Development and implementation of an "Expanded Education and Promotion Plan." The Plan shall:

(I) Include actions to effectively reach solid waste generators and all new and existing collection service customers;

(II) Include such actions as necessary to fulfill the intent of this subsection;

(III) Include a timetable for implementation, which shall be implemented; and

(IV) Be submitted to the Department:

(i) By February 28 of the first year that the Plan is to be in effect; or

(ii) Within 30 days of the beginning of the local government's fiscal year in which the Plan is first put into effect.

(d) Establish and implement a recycling collection program through local ordinance, contract or any other means enforceable by the appropriate city or county for each multi-family dwelling complex having five or more units. The collection program shall meet the following requirements:

(A) Collect at least four principal recyclable materials or the number of materials required to be collected under the residential on-route collection program, whichever is less;

(B) Provide educational and promotional information directed toward the residents of multi-family dwelling units periodically as necessary to be effective in reaching new residents and reminding existing residents of the opportunity to recycle including the types of materials to be recycled and the method for properly preparing those materials.

(e) Establish and implement an effective residential yard debris program for the collection and composting of residential yard debris. The program shall include the following elements:

(A) Promotion of home composting of yard debris through written material or some other effective media form that is directed at the residential generator of yard debris; and either

(B) At least monthly on-route collection of yard debris from residences for production of compost or other marketable products; or

(C) System of residential yard debris collection depots, for the production of compost or other marketable products, located such that there is at least one conveniently located depot for every 25,000 population and open to the public at least once a week.

(f) Taking into account material generation rates, establish and implement regular, on-site collection of source separated principal recyclable materials from commercial entities, taking into consideration how the generator could achieve 50 percent recovery. This program element does not apply to manufacturing, business or processing activities in residential dwellings or to the generation of industrial solid waste. At a minimum the commercial recycling program:

(A) Shall be provided to commercial entities that employ 10 or more persons and occupy 1,000 square feet or more in a single location;

(B) Shall include an education and promotion program which:

(i) Uses materials and messages specifically designed for commercial generators of solid waste; and

(ii) Informs all commercial generators of solid waste of the benefits of recycling, the recycling opportunities available to them and how to recycle; and

(iii) If the local government is providing the expanded education and promotion program element, includes any additional requirements needed to meet OAR 340-090-0040(3)(c);

(iv) Includes information on the benefits of waste prevention to commercial generators.

(C) Shall be conducted to effectively promote the commercial recycling program to commercial generators of solid waste;

(D) Shall encourage commercial generators to strive to achieve 50 percent recovery from their solid waste stream by the year 2009;

(E) Should provide other elements including but not limited to:

(i) Provision of waste assessments to businesses;

(ii) Provision of recycling receptacles to businesses at no or low cost;

(iii) Waste prevention and recycling recognition programs. Local governments are encouraged to involve local business organizations in publicly recognizing outstanding waste prevention and recycling efforts by commercial generators of solid waste. The recognition may include awards designed to provide additional incentives to increase waste prevention and recycling efforts.

(g) Establish depots for recycling collection of all principal recyclable materials listed in OAR 340-090-0070, and where feasible, additional materials. This program shall provide at least one (1) recycling depot in addition to the depot(s), if any, required by OAR 340-090-0030(1) and shall result in at least one (1) conveniently located depot for every 25,000 population. The expanded program shall include promotion and education that maximizes the use of the expanded depot program. The depots shall operate as follows:

(A) Have regular and convenient hours for residential generators of solid waste; and

(B) Open on the weekend days; and

(C) Be established in location(s) such that it is convenient for residential generators of solid waste to use the depot(s).

(h) Establish collection rates for residential solid waste from single family residences and single residential units in complexes of less than five units, that encourage waste prevention, reuse and recycling. The rates at a minimum, shall include the following elements:

(A) At least one rate for a container that is 21 gallons or less in size and costs less than larger containers; and

(B) Rates shall be based on the average weight, as determined in paragraph (E) of this subsection, of solid waste disposed per container for various sizes of containers; and

(C) Rates, as calculated on a per pound disposed basis shall not decrease per pound with the increasing size of the container or the number of containers; and

(D) Rates per container service shall be established such that each additional container beyond the first container for each residential unit shall have a fee charged that is at least the same fee and no less than the first container; and

(E) Rates, calculated on a per pound disposed basis, shall be established by the city or county through development of their own per pound average weights for various container sizes by sampling and calculating the average weights for a cross section of containers within their residential service area.

(i) An on-going system to collect food waste, paper that is not recyclable because of contamination, and other compostable waste from commercial and institutional entities that generate large amounts of such wastes, and compost it at facilities in compliance with Department composting facility rules and local government regulations:

(A) Before diverting edible (unwanted) foods to be composted, a local government should consider how to encourage making them available:

(i) To charity for human consumption;

(ii) Or if charity channels are not available, to farmers for animal feed.

(B) A commercial composting program shall include the following elements:

(i) On-going promotion of the commercial compost program through written material or other effective formats directed to targeted commercial and institutional generators within the local government (e.g.,

**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:** Real Property Task Force Recommendations

**AGENDA DATE<sup>a</sup>:** 2/17/2016 **SUBMITTING DEPARTMENT:** Econ Dev

<sup>a</sup>Submit 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:**  
2/8/2016

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:**

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:**

**SUBMISSION TYPE:** Discussion/Decision

- (1)Letter
- (2)Maps
- (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
- 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:** **Old Business**

**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



**Julie A. Schmelzer**  
**Director of Administration and Economic Development**

94235 Moore Street/Suite #122  
Gold Beach, OR 97444  
Ph. 541-247-3253  
schmelzerj@co.curry.or.us  
www.co.curry.or.us

February 8, 2016

Board of Commissioners  
Curry County  
94235 Moore St., Ste. 122  
Gold Beach, OR 97444

Commissioners:

In December 2015 you heard the recommendations of the County Real Property Task Force. At a Workshop in January, select parcels were discussed and it was agreed they should be scheduled for a General Meeting. I am asking you to approve the following:

- 1). R24684/Edson Creek Property—This 1.08 acre piece is occasionally used by the Road Department. The proposal is to apply for grant funding to move a modular office building on-site for use as an Emergency Operations Center/Tsunami Safety Center, and, erect a 60' x 80' (maximum) pole building storage/utility building for the Search and Rescue (SAR) division of the Sheriff's Department. Grant funding would also be sought for the SAR building, as well as sale proceeds from the current hangar location used to fund the building. The proposal is to develop the property with grants and sale proceeds, with no further expense from the budget. The Road Department will continue to use the south end of the property, as needed.
- 2). Transfer parcels to the Juvenile and Parks Department (re-class from 'Curry County' to 'Curry County Juvenile and Parks Department') so they can begin applying for grants to improve the properties so they can generate revenue for the Juvenile and Parks Department. Parcels include:  

R13227; R23870; R24669; R24670; R24686; R21699; R18607
- 3). Transfer parcels used by the Road Department to the Road Department:  

R26834; R24620; R24626; R24622; R24680; R24744; R24743; R26028; R25643; R24758
- 4). Begin preliminary discussions on a Forestry Plan for Curry County.

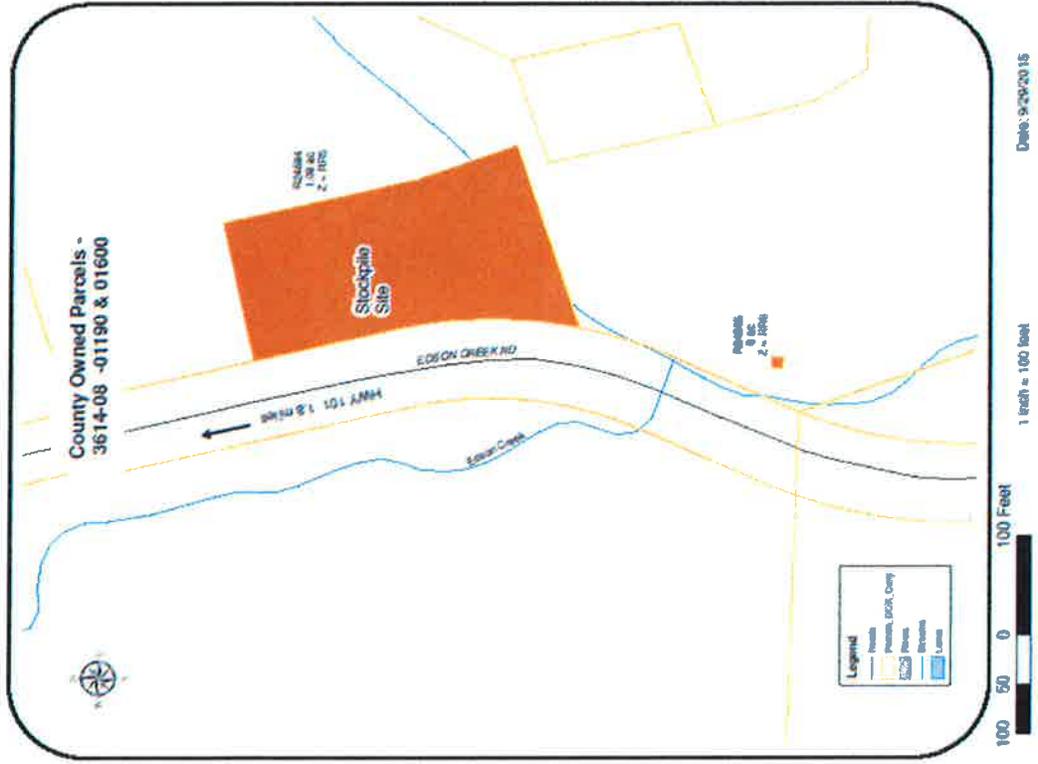
Attached are maps which show the subject parcels.

Sincerely,

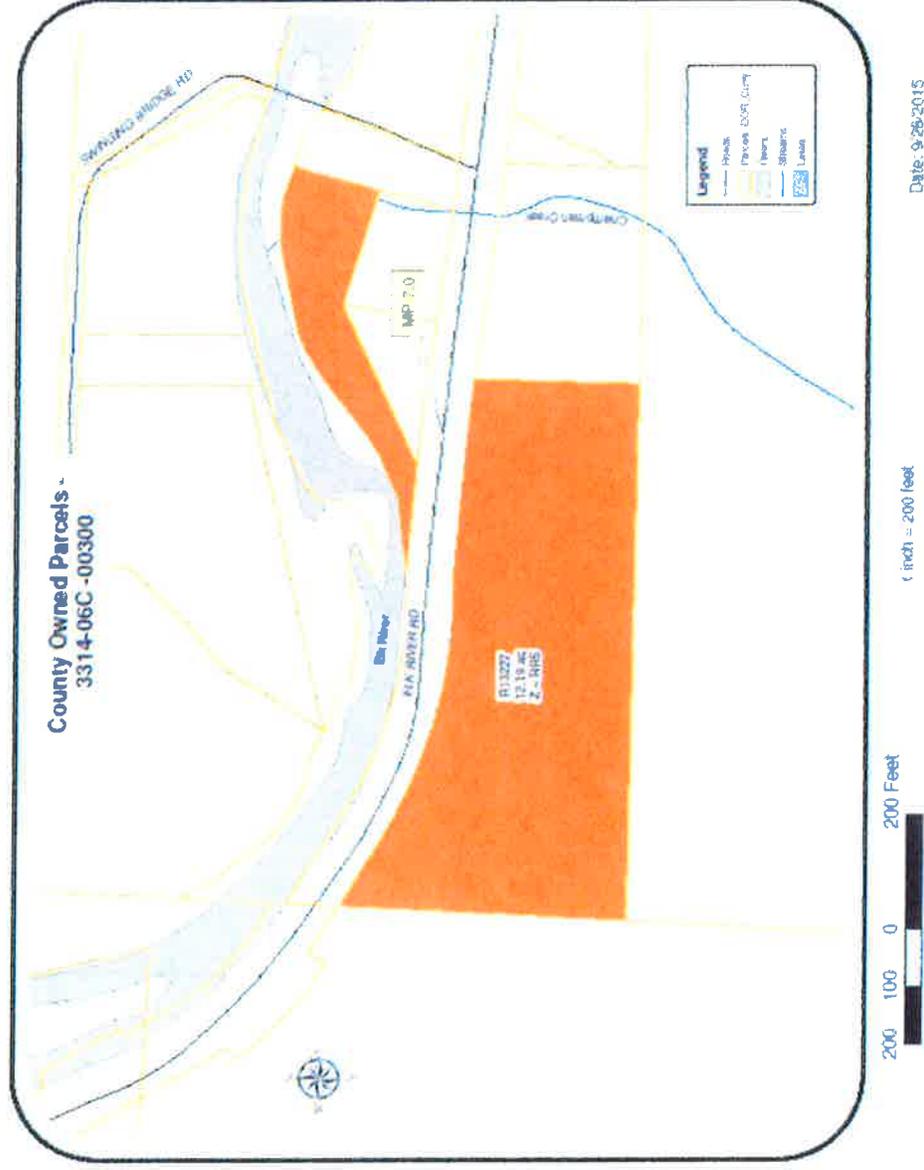
Julie A. Schmelzer  
Director of Administration and Economic Development

Enc.: Maps  
Copy: John Ward, Sheriff  
Don Kendall, Emergency Management  
Doug Robbins, Road Master  
Jay Trost, Juvenile and Parks Department Director

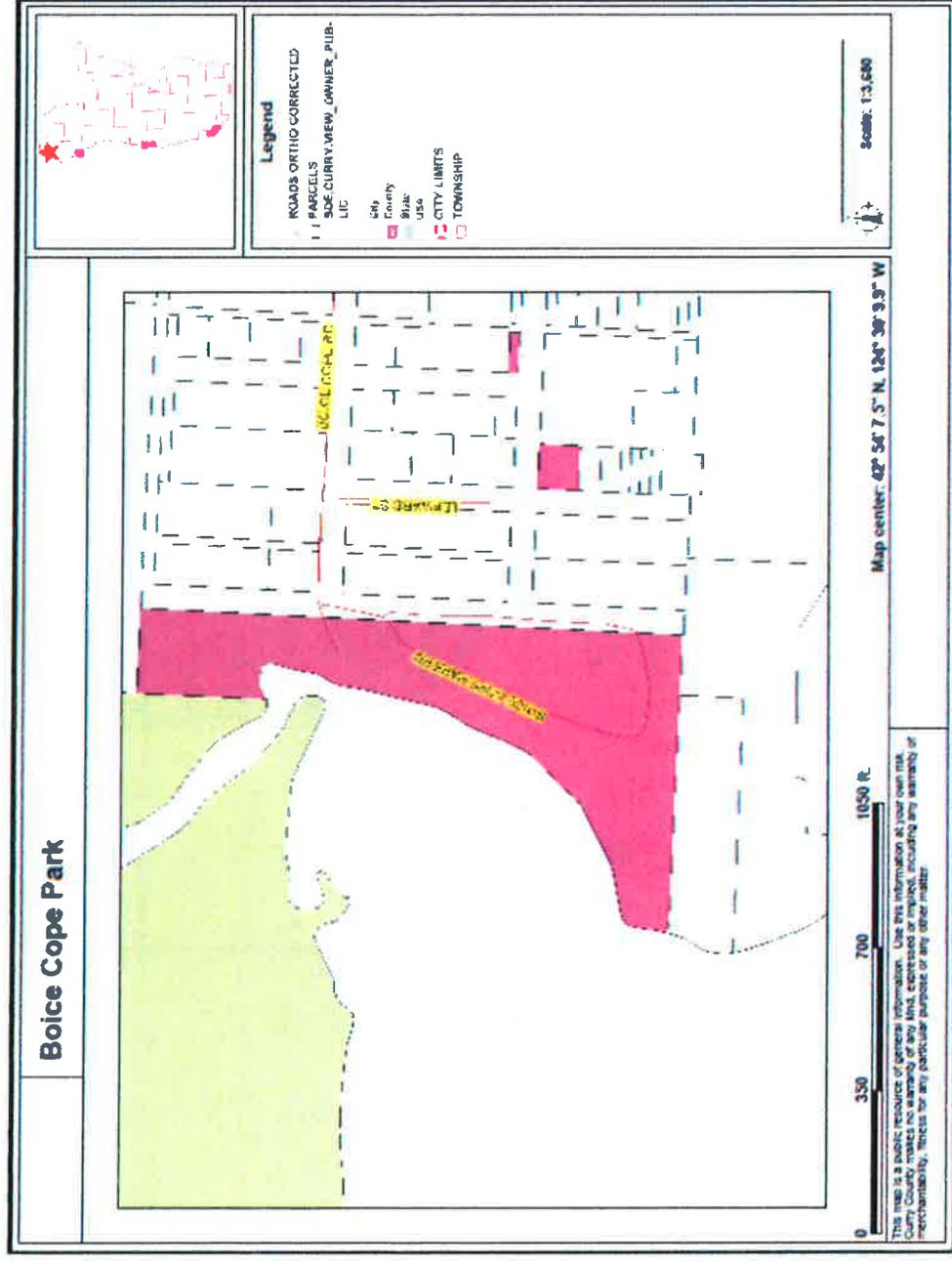
# R34685



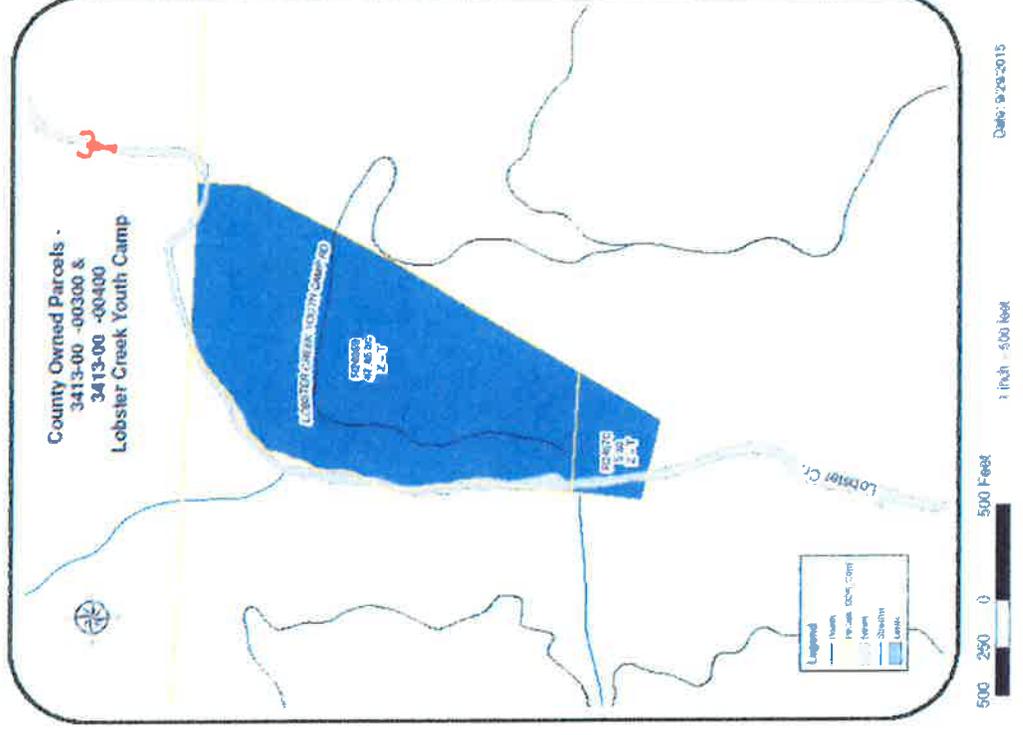
# 2. Re-class/Rename to County Parks: 12 ac. Elk River



# 2. Re-class to Parks: 10 Ac. Boice Cope County Park



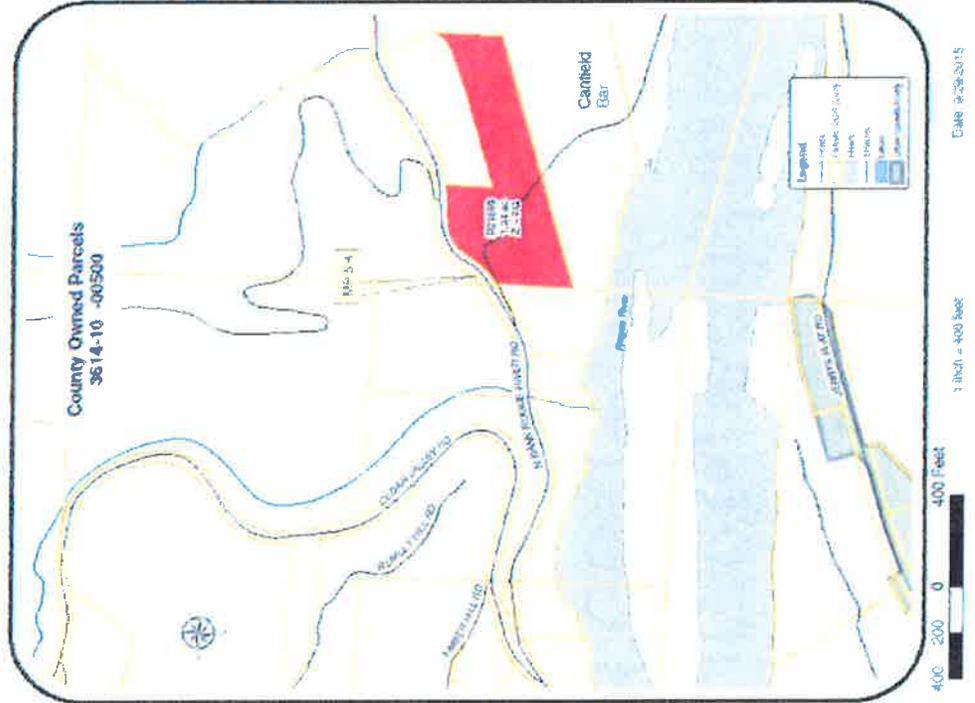
## 2. Re-class to Parks: 52 ac. Lobster Creek/Add Solar



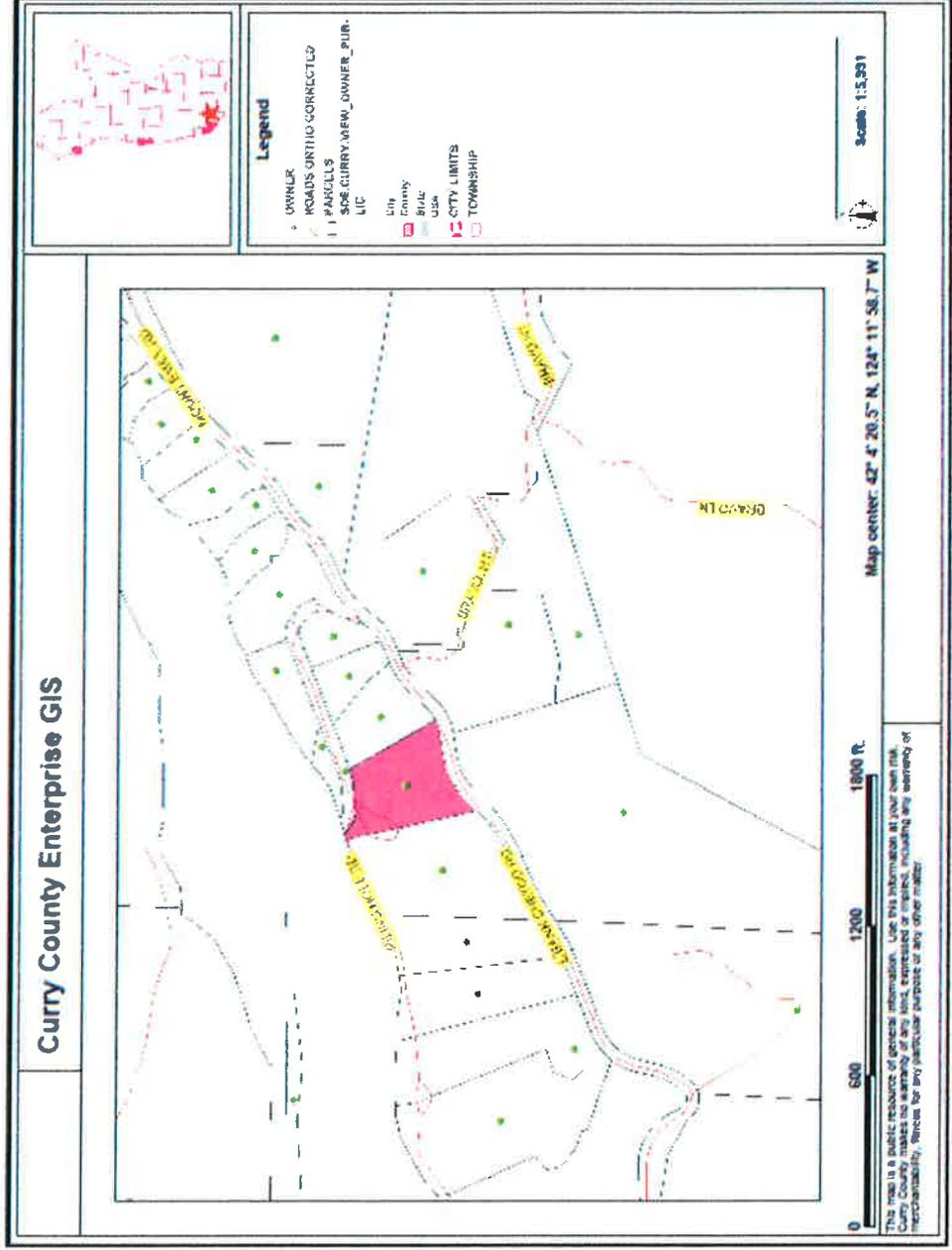
## 2. Re-class to Parks: .33 Ac. Bagnell Ferry Boat Ramp Develop w/Grants, Add Historic Rogue River and Gold Panning Signage



# 2. Re-class to Parks: 2 Ac. Canfield Bar w/Port Mountain Bike/Motorcross Park



# 2. Re-class to Parks: 3 Ac. on Chetco, Enhance



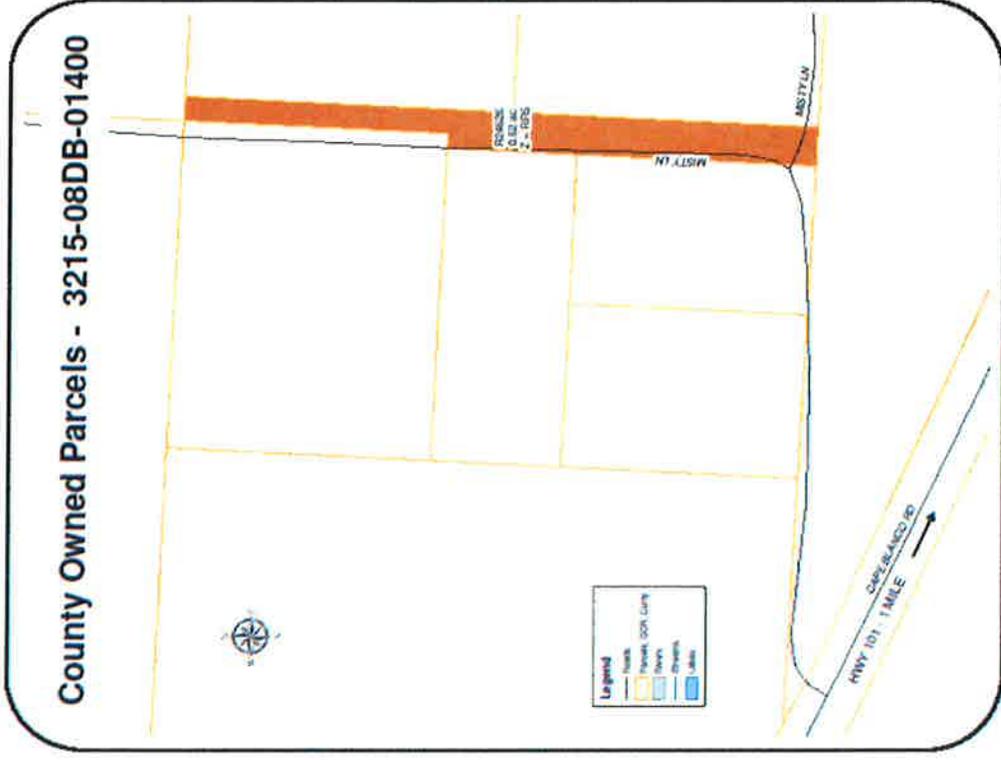
### 3. Re-class to Road Dept: 10 Parcels



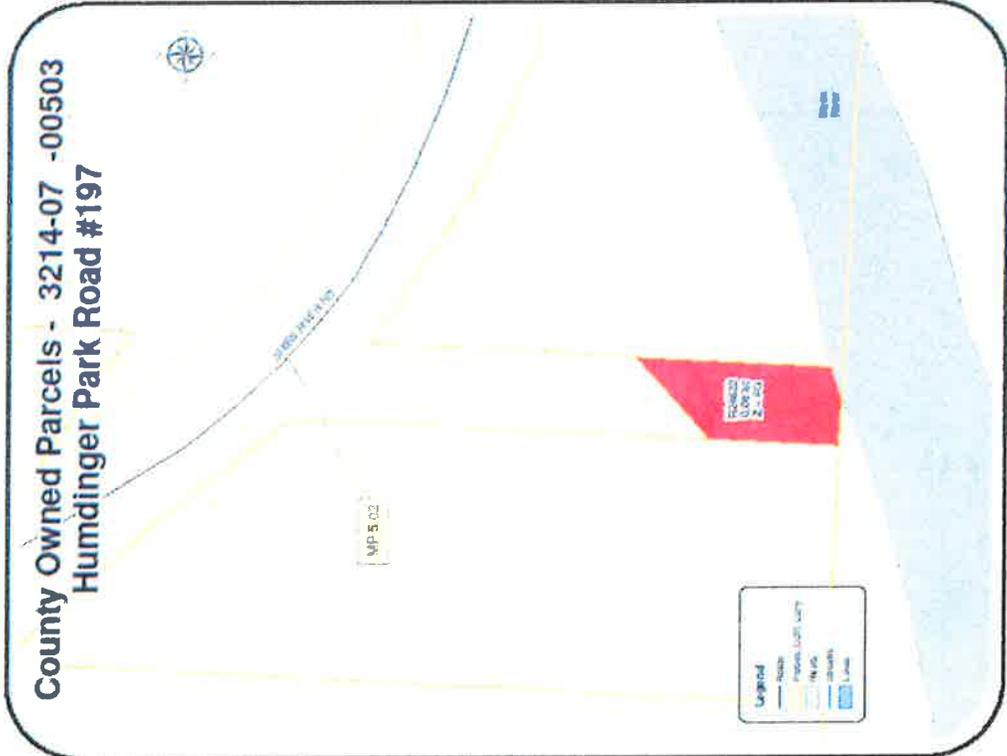
**County Owned Parcels - 3115-34 -00210**  
**County Road Department Shop / Stockpile Site**



**County Owned Parcels - 3215-08DB-01400**



**County Owned Parcels - 3214-07 -00503  
Humdinger Park Road #197**



50 25 0  
50 Feet  
1 inch = 50 feet

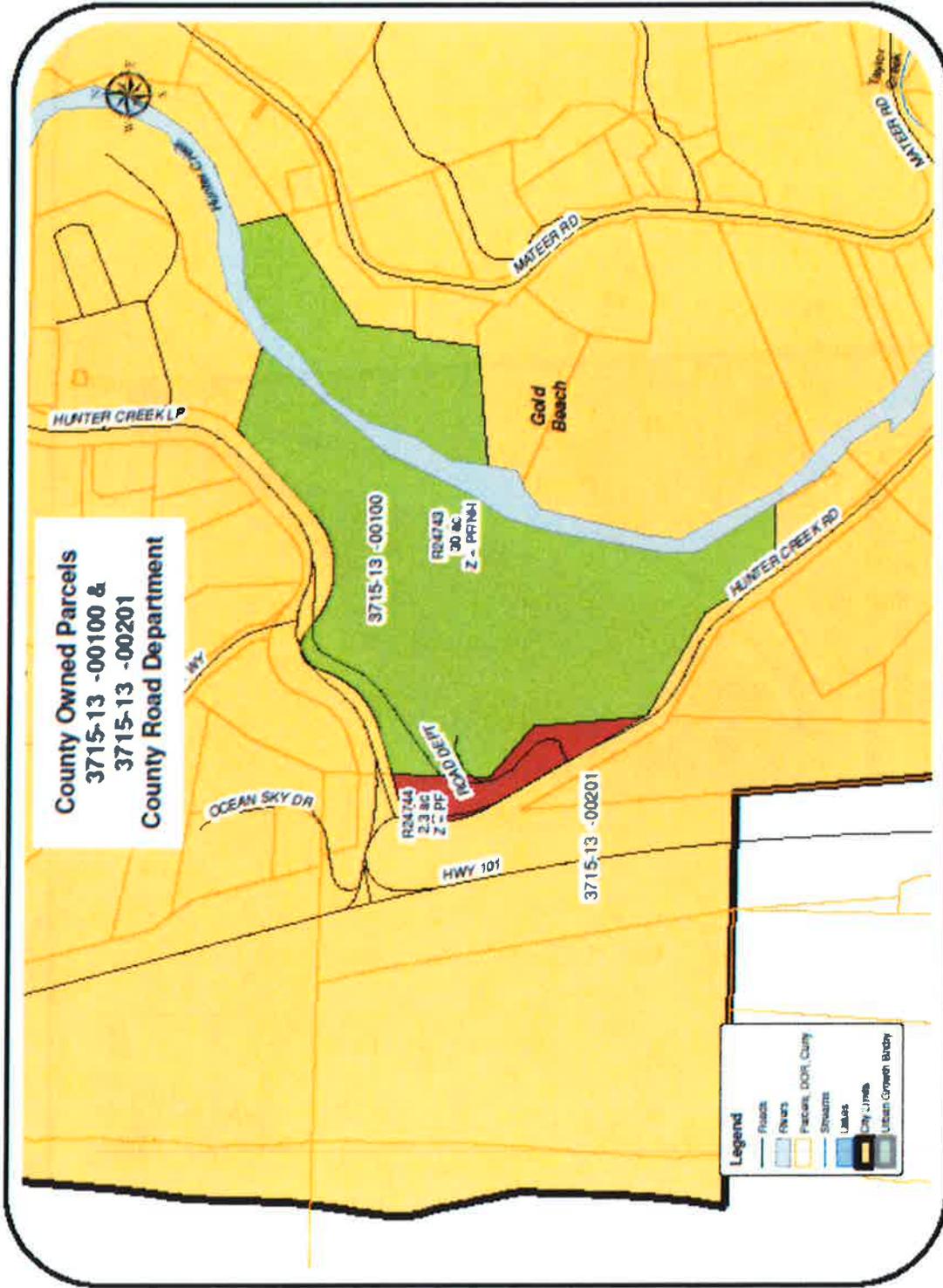
Date: 9/15/2015

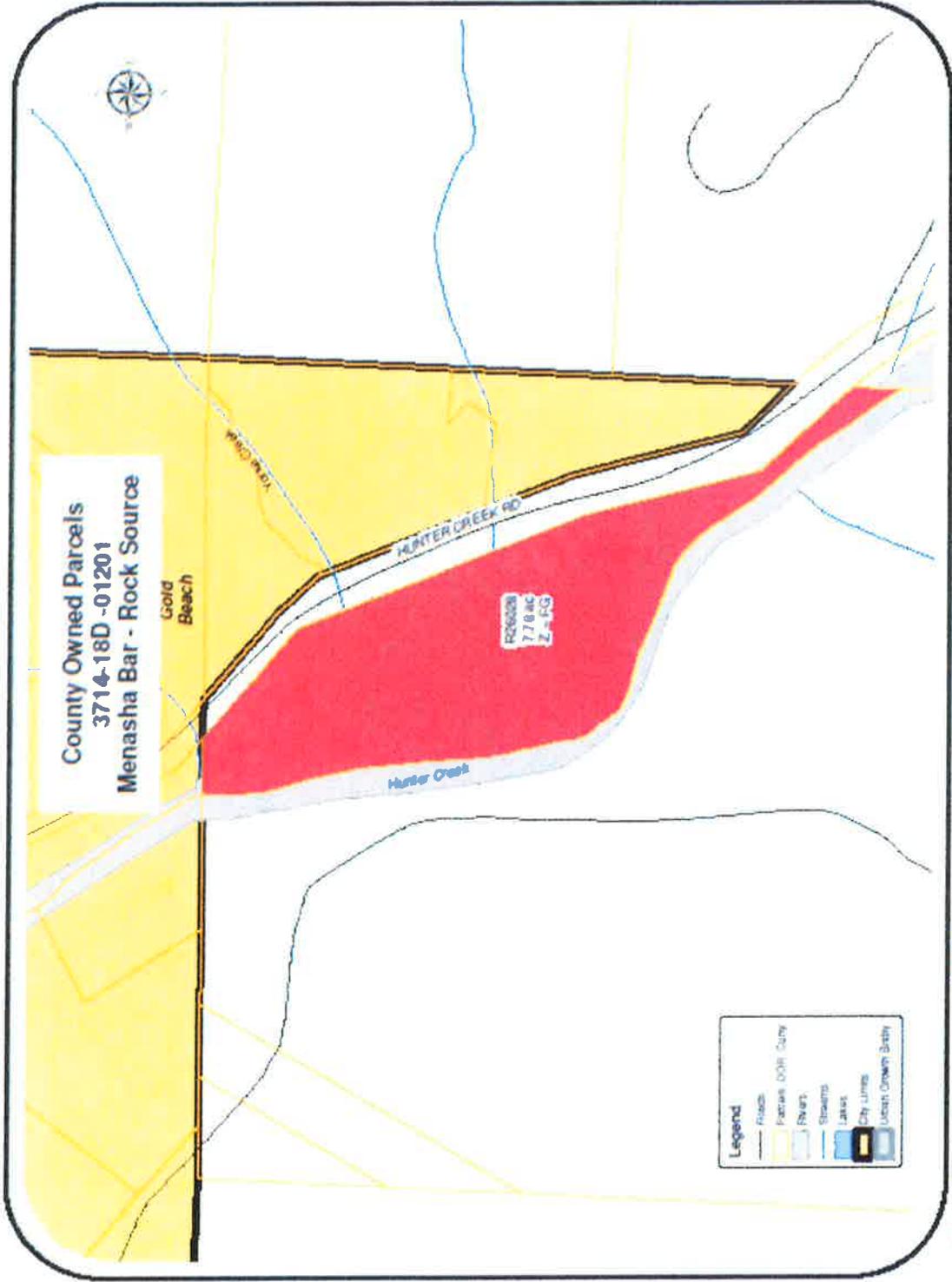
**County Owned Parcels - 3514-31C -00105  
County Road Right of Way**



200 100 0  
200 Feet  
1 inch = 200 feet

Date: 9/29/2015





County Owned Parcels  
 3714-18D -01201  
 Menasha Bar - Rock Source  
 Gold Beach

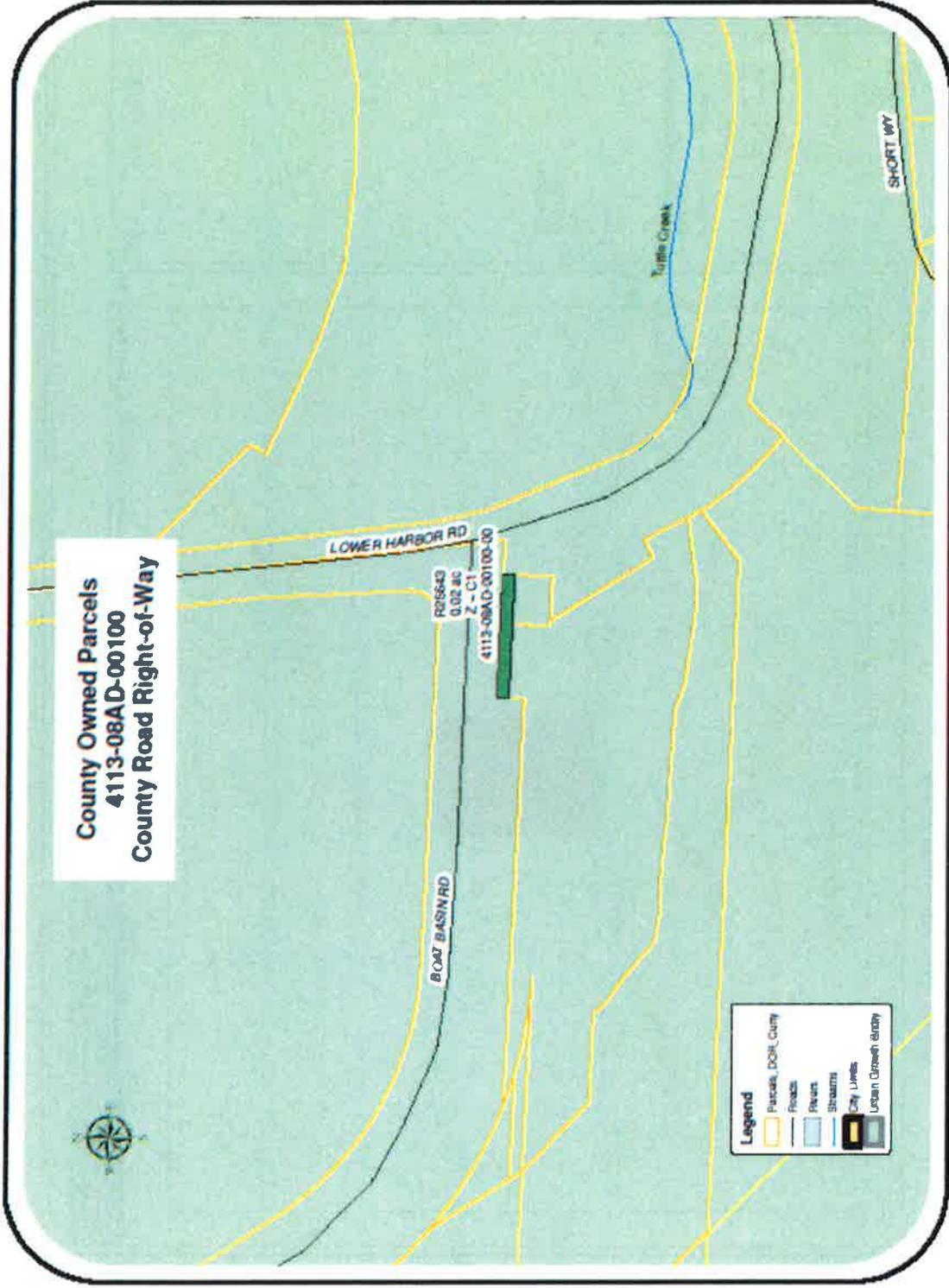
R265208  
 77.8 AC  
 Z-F-1G

- Legend**
- Roads
  - Parcels 0018 - Quarry
  - Rivers
  - Streams
  - Lakes
  - City Limits
  - Local Ownership Status

200 100 0 200 Feet

1 inch = 200 feet

Date: 9/30/2015



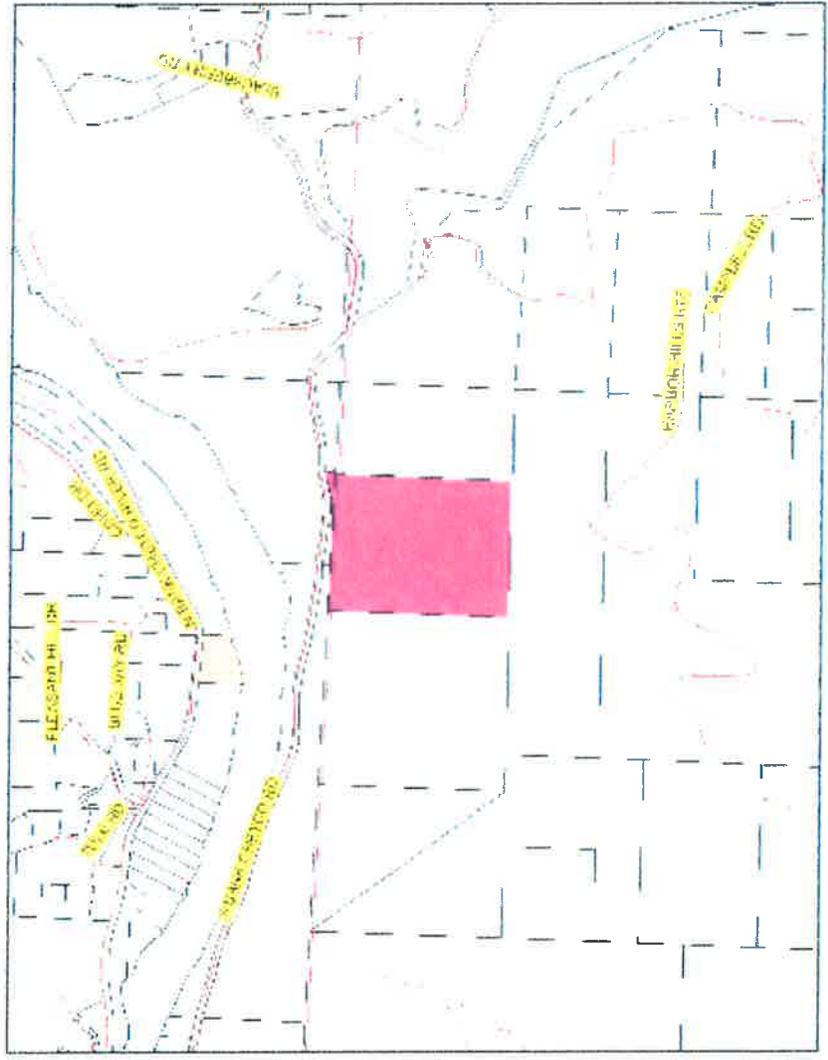
# 29.47 Ac. Rock Source



**Legend**

- ROADS: OPENING CORRECTED
- PARCELS
- SOLE CURRY, WARM, DARNIER, PUB- LIC
- CON. (City)
- PAWK (Park)
- USA (USA)
- CITY LIMITS
- TOWNSHIP

Scale: 1:12,547



Map center: 42° 3' 39" N, 124° 13' 33" W

0 1250 2500 3750 ft

This map is a public resource of general information. Use this information at your own risk. Curry County makes no warranty of any kind, expressed or implied, including any warranty of merchantability, fitness for any particular purpose or any other matter.

**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:** Ordinance Amending County Code, Article One, Division Seven, Maintenance of Order and Decorum of Board of Commissioner Meetings EMERGENCY ADOPTION

**AGENDA DATE<sup>a</sup>:** 2016\_02\_17      **SUBMITTING DEPARTMENT:** Commissioners  
<sup>a</sup>Submit **5:00 p.m. on the Wednesday** prior to the next General meeting.

**CONTACT PERSON:** T. Huxley      **PHONE/EXT:** 3296

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:** Ordinance Adopts Rosenberg's Rules of Order  
<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:**      **SUBMISSION TYPE:** Ordinance

- (1) Ordinance
- (2) Rosenberg's Rules of Order
- (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) 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
- Send Printed Copy to:
- Email a Digital Copy to:
- Other

Name:  
Address:  
City/State/Zip:

Phone:

Due date to send:      /      /

Email:

<sup>a</sup>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:** Legislative Actions

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

**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:

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

In the Matter of an Amendment            )  
To the Curry County Code, Article One,   )  
Division Seven, Maintenance of         )  
Order and Decorum of Board of         )  
Commissioner Meetings                    )                    ORDINANCE NO. \_\_\_\_\_

The Board of Commissioners for the County of Curry ordains as follows:

SECTION 1:    TITLE

This Ordinance shall be known as Ordinance \_\_\_\_\_, an Ordinance amending the Curry County Code which addresses "Maintenance of Order and Decorum of Board of Commissioner Meetings".

SECTION 2:    ADOPTION

Exhibit "A" attached hereto and incorporated by reference, is adopted as an amendment to the Curry County Code, adding Section 1.27.070.

SECTION 3:    EMERGENCY CLAUSE

The Board of Commissioners for the County of Curry deems this Ordinance necessary for the immediate preservation and protection of the public peace, health, safety and general welfare for Curry County and declares an emergency exists, and this Ordinance shall be in full force and effect on its passage.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2016

BOARD OF CURRY COUNTY COMMISSIONERS

\_\_\_\_\_  
Thomas Huxley, Chair

\_\_\_\_\_  
Susan Brown, Vice Chair

\_\_\_\_\_  
David Brock Smith, Commissioner

\_\_\_\_\_  
Recording Secretary

Reviewed as to Form:

\_\_\_\_\_  
John HuttI  
Curry County Counsel

First Reading\_\_\_\_\_

Second Reading\_\_\_\_\_

Third Reading\_\_\_\_\_

Emergency Adoption\_\_\_\_\_

Effective Date\_\_\_\_\_

EXHIBIT "A"

ARTICLE ONE – GENERAL ADMINISTRATION

DIVISION SEVEN

MAINTENANCE OF ORDER AND DECORUM OF BOARD OF COMMISSIONER  
MEETINGS

SECTION 1.07.070 In conduct of its meetings, the Board shall follow Rosenberg's Rules of Order, revised 2011. Failure to follow the rules of order is NOT a legal defect to the Boards' action(s).



# Rosenberg's Rules of Order

REVISED 2011

*Simple Rules of Parliamentary Procedure for the 21st Century*

*By Judge Dave Rosenberg*



## MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

## VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

### About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

© 2011 League of California Cities. All rights reserved.

### ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.



## TABLE OF CONTENTS

About the Author .....	ii
Introduction .....	2
Establishing a Quorum.....	2
The Role of the Chair.....	2
The Basic Format for an Agenda Item Discussion .....	2
Motions in General.....	3
The Three Basic Motions.....	3
Multiple Motions Before the Body.....	4
To Debate or Not to Debate.....	4
Majority and Super-Majority Votes .....	5
Counting Votes.....	5
The Motion to Reconsider.....	6
Courtesy and Decorum .....	7
Special Notes About Public Input .....	7

## INTRODUCTION

---

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

### Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

### The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

### The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:



**First**, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

**Second**, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

**Third**, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

**Fourth**, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

**Fifth**, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

**Sixth**, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

**Seventh**, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

**Eighth**, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

**Ninth**, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

**Tenth**, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

## Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move . . .”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

## The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

**The basic motion.** The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”

**The motion to amend.** If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

**The substitute motion.** If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

### Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

**First**, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

**Second**, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

**Third**, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

### To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

**Motion to adjourn.** This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

**Motion to recess.** This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

**Motion to fix the time to adjourn.** This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

**Motion to table.** This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

**Motion to limit debate.** The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

**NOTE:** A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

## Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

**Motion to limit debate.** Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

**Motion to close nominations.** When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

**Motion to object to the consideration of a question.** Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

**Motion to suspend the rules.** This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

## Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

*How does this work in practice?*

*Here are a few examples.*

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

## The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

## Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

**Privilege.** The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

**Order.** The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

**Appeal.** If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

**Call for orders of the day.** This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

**Withdraw a motion.** During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

## Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

**Rule One:** Tell the public what the body will be doing.

**Rule Two:** Keep the public informed while the body is doing it.

**Rule Three:** When the body has acted, tell the public what the body did.



1400 K Street, Sacramento, CA 95814  
(916) 658-8200 | Fax (916) 658-8240  
[www.cacities.org](http://www.cacities.org)

To order additional copies of this publication, call (916) 658-8200.

\$10

© 2011 League of California Cities. All rights reserved.

Printed on recycled paper.

**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:** The Use Of Land Division application fees as deposits for Land Division applications received between February 17, 2016 and June 30, 2016.

**AGENDA DATE<sup>a</sup>:** February 17, 2016 **SUBMITTING DEPARTMENT:** Community Development Department

<sup>a</sup>Submit by nine days prior to the next General Meeting ( ten days if a holiday falls within that nine day period)

**CONTACT PERSON:** Carolyn Johnson, Planning Director **PHONE/EXT:** 541-247-3228 **TODAY'S DATE:** February 8, 2016

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:** Board of Commission action on Resolution 2016-\_\_\_ determining the use of established Community Development Department Land Division fees in Resolution 2015-25 as deposits against staff time, materials and other services for applications received between February 17, 2016 and the end of FY 2015-16.

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:** **SUBMISSION TYPE:** Resolution

- (1) Staff report with two exhibits
- (2) Resolution

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:

Other Send signed copy (digital is fine) to Carolyn Johnson

Phone: 541-247-3228

Due date to send: / /

Email: Johnsonc@co.curry.or.us

<sup>\*</sup>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: It appears this is a departure from budget. The process change could have negative results.
- 2. Confirmed Submitting Department's personnel-related materials Yes  No  N/A   
Comment:
- 3. If job description, Salary Committee reviewed: Yes  No  N/A
- 4. If hire order requires an UA, is it approved? Yes  No  Pending  N/A

**PART IV – COUNTY COUNSEL REVIEW**

**AGENDA ASSIGNMENT TYPE:** (Select)

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

**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**

**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**

Commissioner Susan Brown Yes  No

Commissioner Thomas Huxley Yes  No

Commissioner David Brock Smith Yes  No

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



**BOARD OF COMMISSIONERS  
STAFF REPORT**

**DATE:** February 17, 2016

**SUBJECT:** Board of Commission action on Resolution 2016-\_\_\_ determining the use of established Community Development Department Land Division fees as deposits against staff time, materials and other services for Land Division applications received between February 17, 2016 and June 30, 2016, the end of FY 2015/2016.

**RECOMMENDATION:** Adopt Resolution 2016-\_\_\_.

**EXECUTIVE SUMMARY:** At the Board of Commission (Board) January 13, 2016 workshop, the Board and the public discussed community concerns about the cost of permits in the Land Division category of the FY 2015-2016 Department of Public Services Planning Division Fee Schedule. (The Department of Public Services has been re-named the "Community Development Department"). These fees are much greater than fees for similar services in adjacent counties; the Board has been asked about lowering the fees.

After review and public comment, the Board directed staff to use a deposit system (currently in place for processing major projects) for permits in the Land Division category. The deposit system will entail using the currently required fee for an application as a deposit. Staff is to track time and materials spent on each application; if the cost of processing an application is less than the deposit, the County will issue a refund to the applicant. The Board discussed whether an applicant should be billed if the cost of processing an application exceeded the deposit; however there was not consensus for this requirement.

The Board also directed the Planning Director to provide an assessment of the deposit system for Land Division permits during the FY 2016/2017 budget deliberations. Planning Staff will track the staff time and materials required of each application and share this information with the Board. The Board will decide whether a new fee should be considered or the deposit system outlined in Exhibit 1 should remain in place. Exhibit 1 is a to-be-numbered 2016 Resolution memorializing the Board's direction. Exhibit 2 is Resolution 2015-15 identifying the current Curry County fee schedule, and the related section of attachment A specifying the fees of the Public Services Department (now known as the Community Development Department).

**EXHIBIT 1**

BEFORE THE BOARD OF COUNTY COMMISSIONERS

IN AND FOR THE COUNTY OF CURRY, OREGON

In the Matter of determining the Use ) RESOLUTION No. \_\_\_\_\_  
 Of Land Division fees )  
 as deposits for Land Division )  
 applications received between )  
 February 17, 2016 and )  
 June 30, 2016, the end of FY 2015/2016. )

**WHEREAS**, on June 15, 2015 the Board of Commissioners adopted Resolution 2015-15 establishing County fees, including fees required for County services categorized in the Land Division category; and

**WHEREAS**, the fees for the Community Development Department (referred to in Resolution 2015-15 as the Public Services Department) related to Land Divisions were examined by the Board at a public workshop on January 13, 2016; and

**WHEREAS**, at their January 13, 2016 workshop, the Board directed that the current Land Division fees remain in place but be utilized as a deposit against staff time, services and materials; and

**WHEREAS**, the Board directed that during FY 2016/2017 budget deliberations the Planning Director advise on the staff time and material costs for Land Division Category applications processed between February 17, 2016 and the end of the FY 2015/2016 budget to determine whether the fees specified in Resolution 2015-15 are commensurate with the staff time and materials required for Land Division Category applications.

**NOW, THEREFORE, THE CURRY COUNTY BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:**

1) The Land Divisions Fees specified in Resolution 2015–15 are to be collected as and considered deposits for Land Division category applications. These include:

	<u>1-5 lots</u>	<u>6-10 lots</u>	<u>11-20 lots</u>	<u>20+ lots</u>
Property Line Adjustment or Vacation	\$1,242			
Determination of Discrete Parcel Status (with research)	\$2,066			
Tentative Partition Plan Review and Replat	\$4,124			
Tentative Subdivision Plan Review and Replat	\$4,124	\$6,509	\$10,282	\$14,051
Tentative Planned Unit Development Plat Review	\$4,124	\$6,509	\$10,282	\$14,051
Final Partition Plat Review	\$1,242			
Final Subdivision Plat Review	\$1,242	\$1,830	\$ 2,080	\$ 2,610
Final Planned Unit Development Plat review	\$1,242	\$1,830	\$ 2,080	\$ 2,610

2) County staff shall track their time and cost of materials related to processing Land Division category applications. Upon completion of processing the application, staff time and other actual costs such as copying, mailing, and noticing will be measured against the deposit provided by the applicant at the billing rate for a Planner rate specified in Resolution 2015-15 and the billing rate for any additional staff at a rate commensurate with their position. Should the time and cost of processing be less than the deposit, the balance shall be refunded to the applicant.

3) During the FY 2016/2017 budget deliberations, the Planning Director shall advise the Board of the staff time and other related costs observed since the adoption of this resolution for processing Land Division Category applications. The Board will consider at that time whether to continue the deposit system.

Dated this 17th day of February, 2016.

BOARD OF CURRY COUNTY COMMISSIONERS

---

Tom Huxley, Chair

---

Susan Brown, Vice Chair

---

David Brock Smith, Commissioner

Approved as to Form

---

John HuttI  
Curry County Counsel

EXHIBIT 2  
RESOLUTION 2015-15

FILED IN CURRY COUNTY  
Renee Kolen, County Clerk  
Commissioners' Journal

CJ:2015-224  
06/19/2015 10:39:48 AM  
9 PAGES

IN THE BOARD OF COUNTY COMMISSIONERS

IN AND FOR THE COUNTY OF CURRY, OREGON

In the Matter of a Resolution        )  
Establishing County Fees            )  
For Fiscal Year 2015-2016         )

RESOLUTION NO. R 201525

WHEREAS, the Board of Commissioners has initiated a policy to streamline the setting of County fees by having most County fees reviewed and adjusted as necessary once a year around July 1<sup>st</sup>; and

WHEREAS, the fees listed on the attached Exhibit "A" which is incorporated by reference are in need of being established or updated; and

WHEREAS, Curry County has published notice of its intent to charge fees pursuant to Article Nine Division One of the Curry County Code (Ordinance 96-7, as amended), and held a hearing on the proposal; and

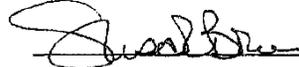
WHEREAS, the Board is in agreement with the proposed new rate schedules found on the attached Exhibit "A";

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

- 1) The new or amended fees shown on Exhibit "A" are adopted effective July 1, 2015, at which time any previous schedule of fees for the same service is repealed.
- 2) All other County fees shall remain the same as they currently are until further resolution of the Board.
- 3) The department head for each department is delegated the right to waive a fee or fees (or a portion of said fee or fees) in appropriate circumstances, such as for indigent persons seeking essential public services, or for other services that are provided to a member of the public, but that also provide a direct benefit to the department.

Dated this 17<sup>th</sup> day of June, 2015.

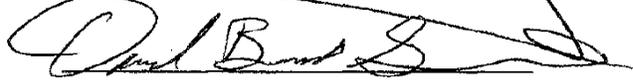
BOARD OF CURRY COUNTY COMMISSIONERS



Susan Brown, Chair

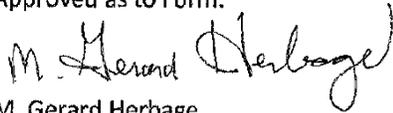


Thomas Huxley, Vice Chair



David Brock Smith, Commissioner

Approved as to Form:



M. Gerard Herbage  
Curry County Legal Counsel

# A-4

## CURRY COUNTY DEPARTMENT OF PUBLIC SERVICES PROPOSED PLANNING DIVISION FEE SCHEDULE FY 2015-2016

Type of Fee	2014-2015	2015-2016	2014-2015	2015-2016	2014-2015	2015-2016	2014-2015	2015-2016
<b>Comprehensive Plan/Zoning</b>								
Comprehensive Plan with Zone Change	\$6,038.00	\$6,177.00						
Zone Change with exceptions to Statewide Planning Goals	\$6,038.00	\$6,177.00						
Master Plan of Development		Actual Cost	Requires deposit equal to \$6,177.00 (See Note No. 1 Below)					
Destination Resorts		Actual Cost	Requires deposit equal to \$6,177.00 (See Note No. 1 Below)					
Zone Change (without Plan change or Goal exceptions)	\$4,031.00	\$4,124.00						
Land Use Decision by Planning Commission	\$1,818.00	\$1,860.00						
Administrative Land Use Decision by Planning Director	\$1,416.00	\$1,449.00						
<b>Renewal – Conditional Use Permit</b>								
Planning Commission Renewal – CUP		Actual Cost	Requires deposit equal to \$200.00 (See Note No. 1 Below)					
Administrative Renewal – CUP		Actual Cost	Requires deposit equal to \$66.00 (See Note No. 1 Below)					
			1-5 lots	6-10 lots	11-20 Lots	20+ Lots		
<b>Land Divisions</b>								
Property Line Adjustment or Vacation	\$1,214.00	\$1,242.00						
Determination of Discrete Parcel Status (with research)	\$2,019.00	\$2,066.00						
Tentative Partition Plat Review and Replat	\$4,031.00	\$4,124.00						
Tentative Subdivision Plat Review and Replat	\$4,031.00	\$4,124.00	\$6,362.00	\$6,509.00	\$10,050.00	\$10,282.00	\$13,735.00	\$14,051.00
Tentative Planned Unit Development Plat Review	\$4,031.00	\$4,124.00	\$6,362.00	\$6,509.00	\$10,050.00	\$10,282.00	\$13,735.00	\$14,051.00
Final Partition Plat Review	\$1,214.00	\$1,242.00						
Final Subdivision Plat Review	\$1,214.00	\$1,242.00	\$1,788.00	\$1,830.00	\$2,033.00	\$2,080.00	\$2,551.00	\$2,610.00
Final Planned Unit Development Plat Review	\$1,214.00	\$1,242.00	\$1,788.00	\$1,830.00	\$2,033.00	\$2,080.00	\$2,551.00	\$2,610.00
<b>Rural Address/Road Naming</b>								
Rural Address - New address	\$207.00	\$212.00						
Rural Address - Renumber Address	\$129.00	\$132.00						
Rural Address - Replacement or extra number plate	\$35.00	\$36.00						
New Road Name Review/Change Road Name	\$609.00	\$624.00						
<b>Flood Damage Prevention (FEMA)</b>								
Flood Damage Prevent. Ord. Development Permit Review	\$1,416.00	\$1,449.00						
<b>Appeals</b>								
Appeal - Administrative Land Use Decision	\$250.00	\$250.00						
Appeal - Planning Commission Land Use Decision		Actual Cost	Requires deposit equal to \$1,934.00 + 20% of initial application fee (See Note No. 1 Below)					
Remand Hearing	\$525.00	\$538.00						
<b>Planning Consistency Reviews</b>								
Planning Clearance, Agriculture Building, Septic and/or Erosion Prevention Review	\$113.00	\$116.00						
State/Federal Agency Permit Review (LUCS)	\$59.00	\$61.00						
<b>Other Fees</b>								
Pre-Application Conference	\$207.00	\$212.00						
Annual Subscription to Land Use/Limited Land Use Notices	\$68.00	\$70.00	Fee to cover postage for subscription to all land use notices					
Audio Recording (CD) of a public meeting	\$5.00	\$6.00	Plus research time					
<b>Service Charge Rates (per hour)</b>								
Planner	\$78.00	\$80.00						
Permit/Planning Clerk	\$60.00	\$62.00						

Notes:

1. Actual Cost includes, but is not limited to mailing costs for notices, copy charges, and staff time at \$80.00 per hour for a Planner and \$62.00 per hour for a Planning Clerk. Applicant/appellant must pay deposit amount at time of submission of application or appeal. If the actual cost of processing the application or appeal is less than the deposit amount received, the County will issue a refund to the applicant/appellant. If the actual cost exceeds the deposit amount received, the County will bill the applicant/appellant for the excess amount.

**EXHIBIT 1**

BEFORE THE BOARD OF COUNTY COMMISSIONERS

IN AND FOR THE COUNTY OF CURRY, OREGON

In the Matter of determining the Use ) RESOLUTION No. \_\_\_\_\_  
 Of Land Division fees )  
 as deposits for Land Division )  
 applications received between )  
 February 17, 2016 and )  
 June 30, 2016, the end of FY 2015/2016. )

**WHEREAS**, on June 15, 2015 the Board of Commissioners adopted Resolution 2015-15 establishing County fees, including fees required for County services categorized in the Land Division category; and

**WHEREAS**, the fees for the Community Development Department (referred to in Resolution 2015-15 as the Public Services Department) related to Land Divisions were examined by the Board at a public workshop on January 13, 2016; and

**WHEREAS**, at their January 13, 2016 workshop, the Board directed that the current Land Division fees remain in place but be utilized as a deposit against staff time, services and materials; and

**WHEREAS**, the Board directed that during FY 2016/2017 budget deliberations the Planning Director advise on the staff time and material costs for Land Division Category applications processed between February 17, 2016 and the end of the FY 2015/2016 budget to determine whether the fees specified in Resolution 2015-15 are commensurate with the staff time and materials required for Land Division Category applications.

**NOW, THEREFORE, THE CURRY COUNTY BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:**

1) The Land Divisions Fees specified in Resolution 2015–15 are to be collected as and considered deposits for Land Division category applications. These include:

	<u>1-5 lots</u>	<u>6-10 lots</u>	<u>11-20 lots</u>	<u>20+ lots</u>
Property Line Adjustment or Vacation	\$1,242			
Determination of Discrete Parcel Status (with research)	\$2,066			
Tentative Partition Plan Review and Replat	\$4,124			
Tentative Subdivision Plan Review and Replat	\$4,124	\$6,509	\$10,282	\$14,051
Tentative Planned Unit Development Plat Review	\$4,124	\$6,509	\$10,282	\$14,051
Final Partition Plat Review	\$1,242			
Final Subdivision Plat Review	\$1,242	\$1,830	\$ 2,080	\$ 2,610
Final Planned Unit Development Plat review	\$1,242	\$1,830	\$ 2,080	\$ 2,610

2) County staff shall track their time and cost of materials related to processing Land Division category applications. Upon completion of processing the application, staff time and other actual costs such as copying, mailing, and noticing will be measured against the deposit provided by the applicant at the billing rate for a Planner rate specified in Resolution 2015-15 and the billing rate for any additional staff at a rate commensurate with their position. Should the time and cost of processing be less than the deposit, the balance shall be refunded to the applicant.

3) During the FY 2016/2017 budget deliberations, the Planning Director shall advise the Board of the staff time and other related costs observed since the adoption of this resolution for processing Land Division Category applications. The Board will consider at that time whether to continue the deposit system.

Dated this 17th day of February, 2016.

BOARD OF CURRY COUNTY COMMISSIONERS

---

Tom Huxley, Chair

---

Susan Brown, Vice Chair

---

David Brock Smith, Commissioner

Approved as to Form

---

John HuttI  
Curry County Counsel

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

**PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC\\_Office@CO.CURRY.OR.US](mailto:BOC_Office@CO.CURRY.OR.US)**

**AGENDA ITEM TITLE:** Fourth Ammendment to OHA 2015-17 Agreement for the financing of Public Health Services in Curry County, Oregon; Agreement #148007; signature authority to the BOC Chair

**AGENDA DATE<sup>a</sup>:** 2/17/16 **SUBMITTING DEPARTMENT:** CCH

<sup>a</sup>Submit by nine days prior to the next General Meeting ( ten days if a holiday falls within that nine day period)

**CONTACT PERSON:** Ken Dukek **PHONE/EXT:** 373-8012 **TODAY'S DATE:** 2/4/16

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:**

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:** **SUBMISSION TYPE:** Agreement

(1)Fourth Ammendment to Agreement #148007

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) It appears CCH is grantee; County is responsible.
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 Hand deliver to CCH after BOC Chair signs

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: CCH is grantee for new funds; County responsible for correct utilization.
2. Confirmed Submitting Department's personnel-related materials Yes  No  N/A   
Comment:
3. If job description, Salary Committee reviewed: Yes  No  N/A
4. If hire order requires an UA, is it approved? Yes  No  Pending  N/A

**PART IV – COUNTY COUNSEL REVIEW**

**AGENDA ASSIGNMENT TYPE:** (Select)

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

(If Yes, brief detail)

**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**

**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**

Commissioner Susan Brown Yes  No

Commissioner Thomas Huxley Yes  No

Commissioner David Brock Smith Yes  No

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



Agreement #148007

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

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

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

**RECITALS**

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

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

WHEREAS, OHA, County, and LPHA wish to modify the information required by CFR Subtitle B with guidance at 2 CFR Part 200.

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

**AGREEMENT**

1. Exhibit A “Definitions”, Section 16 “Program Element” is amended to add Program Element titles and funding source identifiers as follows:

<b>PE Number and Title</b>	<b>Fund Type</b>	<b>Federal Agency/ Grant Title</b>	<b>CFDA#</b>	<b>Sub-Recipient (Y/N)</b>
PE 27 - Prescription Drug Overdose Prevention (PDOP)	FF	CDC / Injury Prevention and Control Research and State and Community based Programs	93.136	Y

2. Exhibit B “Program Element Descriptions” is amended to add “Program Element #27 - Prescription Drug Overdose Prevention (PDOP)” as set forth in Attachment 1 “Program Element Descriptions” to this Amendment and hereby incorporated into the Agreement by this reference.
3. Section 1 of Exhibit C entitled “Financial Assistance Award” of the Agreement is hereby superseded and replaced in its entirety by Exhibit 1 attached hereto and incorporated herein by this reference. Exhibit 1 must be read in conjunction with Section 4 of Exhibit C, entitled “Explanation of Financial Assistance Award” of the Agreement.
4. Exhibit J “Information required by CFR Subtitle B with guidance at 2 CFR Part 200” is amended to either add or supersede and replace selected federal award information datasheets as set forth in Exhibit 2 “Information required by CFR Subtitle B with guidance at 2 CFR Part 200” attached hereto and incorporated herein by this reference.
5. County represents and warrants to OHA that the representations and warranties of County set forth in Section 2 of Exhibit E of the Agreement are true and correct on the date hereof with the same effect as if made on the date hereof.
6. LPHA represents and warrants to OHA that the representations and warranties of LPHA set forth in Section 2 of Exhibit E of the Agreement are true and correct on the date hereof with the same effect as if made on the date hereof.
7. Capitalized words and phrases used but not defined herein shall have the meanings ascribed thereto in the Agreement.
8. Except as amended hereby, all terms and conditions of the Agreement remain in full force and effect.
9. This Amendment may be executed in any number of counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.
10. This Amendment becomes effective on the date of the last signature below.

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

**11. Signatures.**

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

By: \_\_\_\_\_  
Name: Priscilla M. Lewis  
Title: Deputy Public Health Director  
Date: \_\_\_\_\_

**CURRY COUNTY (COUNTY)**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**CURRY COMMUNITY HEALTH (LPHA)**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**DEPARTMENT OF JUSTICE – APPROVED FOR LEGAL SUFFICIENCY**

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

REVIEWED:

**OHA PUBLIC HEALTH ADMINISTRATION**

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

**OFFICE OF CONTRACTS & PROCUREMENT**

By: \_\_\_\_\_  
Name: Phillip G. McCoy, OPBC, OCAC  
Title: Contract Specialist  
Date: \_\_\_\_\_

**Attachment 1 to Amendment 4 to Agreement #148007  
Program Element Descriptions**

**Program Element #27 - Prescription Drug Overdose Prevention (PDOP)**

1. **Description.** Funds provided under the Financial Assistance Agreement for this Program Element may only be used, in accordance with and subject to the requirements, and limitations set forth below, for three funded Local Public Health Authorities (LPHAs): Multnomah County, Lane County, and Coos County, to each hire a local regional PDO Prevention Coordinator, who will be the primary coordinator of regional Pain Guidance Group (PGG) and Interdisciplinary Action Team (IAT) activities in their respective regions of two to three counties each. Awardees were selected based on highest burden of prescription drug overdose and problematic prescribing rates, as well as level of readiness to implement the intervention. The two-year funding period will be Sept 1, 2015 to August 31, 2017 at \$95,500 annually for each funded County. Each regional PDO Prevention Coordinator will implement Prescription Drug Overdose Prevention (PDOP) activities in the following areas:
  - a. Application of Prescription Drug Overdose Assessment and Capacity-Building Efforts. In coordination with the state project technical assistance team, set up initial activities, undergo training on using the Oregon Prescription Drug Monitoring Program (PDMP) and PDMP guidelines, and assisting the Oregon Public Health Division Injury and Violence Prevention Program (IVPP) grant evaluator and IVPP PDO Team with the collection of evaluation data.
  - b. Facilitation of Community Partnerships. Facilitate and coordinate access and use of PDO and PDMP data among regional stakeholders to inform decision and track regional PDO outcomes and regional prescribing behavior.
  - c. Advance Health System Interventions.
    - (1) Enroll 95% of the top controlled substance prescribers in the region in Prescription Drug Monitoring Program (PDMP).
    - (2) Present and educate local medical boards on state PDMP use guidelines and model opioid prescribing guidelines.
    - (3) Work with local health care providers, Coordinated Care Organizations (CCOs), health systems, and other agencies and organizations to build infrastructure for a community network within the region that contributes to the coordination of care (addictions services, primary care, pain clinics/specialist) for patients with opioid use disorder. To reduce prescription drug overdose and misuse the network goal will be to:
      - (a) Reduce problematic prescribing;
      - (b) Reduce the number of high Morphine Equivalent Dose (MED) patients (>100 MME/day);
      - (c) Move patients into addictions care when necessary;

- (d) Transition patients to Medically Assisted Treatment (MAT) where needed;
- (e) Increase the use of non-opioid treatment for chronic non-cancer pain;
- (f) Evolve a more interconnected community-level network of services.

**d. Facilitate Development of Local Prescription Drug Overdose Prevention Networks and Systems.**

- (1) Coordinate with statewide partners for strategic planning for the purpose of developing and sustaining a county and statewide infrastructure for prevention of prescription drug overdose. Form and convene an Interdisciplinary Action Team (IAT) and a regional (or county-level) Pain Guidance Group (PGG). Groups will be required to meet monthly, with the following goals:
  - (a) Decrease the morbidity and mortality associated with the inappropriate use of opiates.
  - (b) Shift the focus to non-opiate treatments for chronic non-cancer pain
  - (c) Institutionalize opioid prescribing guidelines within CCOs and health systems.
  - (d) Develop a plan to assess and meet the need for uniform emergency use of naloxone and medically assisted therapy (MAT) at the community-level.
  - (e) Host an Annual Symposium on opioid prescribing, pain management and MAT. The annual local symposium will aim to increase PGG and IAT involvement, educate health systems staff around the issue of prescription opioid overdose and misuse in the community and non-opioid treatments for complex chronic pain, and involve other health systems and non-health care partners in efforts to prevent opioid overdose (e.g. addictions services, law enforcement, local Veterans Affairs hospitals and the Oregon Department of Veterans Affairs).
- (2) PGGs will:
  - (a) Adopt and promote PDMP use guidelines and state opioid prescribing guidelines as a provider community standard;
  - (b) Engage their health care organizations to institutionalize PDMP use guidelines and opioid prescribing guidelines;
  - (c) Provide training and mentoring for prescribers and clinic staff around opioid use and pain treatment.
- (3) IATs will:
  - (a) Use data to drive action: track and monitor community-level PDMP data (population-level prescribing practices) and PDO data via web-based data dashboards;
  - (b) Increase community-level data-informed awareness of PDO through data dissemination (medical professional groups, media, etc.) and education;

- (c) Assess community-level availability and unmet need for MAT;
  - (d) Assess community-level availability, unmet need, and develop protocols for uniform emergency use of naloxone;
  - (e) Institutionalize model opioid prescribing guidelines as a community-level health systems standard;
  - (f) Promote PDMP use guidelines as a community-level health systems standard;
  - (g) Build health systems infrastructure that contributes to the coordination of care for patients with opioid use disorder. The network goals will be to reduce the number of high MED patients, transition patients to MAT where needed, move some patients into addictions care where necessary, and evolve a more interconnected community-level network of services for achieving this;
  - (h) Convene an annual symposium that focuses on: opioid prescribing, pain management and MAT aimed at increasing PGG involvement; education for health systems staff around prescription opioid overdose in the region; education on opioid misuse and diversion; skill training on non-opioid treatments for chronic non-cancer pain; skill training for providers and health systems on treatment of opioid use disorders by Oregon Health & Sciences University Northwest Addiction Technology Transfer Center; skill training on Naloxone prescribing, rescue, and rescue program infrastructure development; and involving other health systems and non-health care partners in efforts to prevent opioid overdose (e.g. addictions services, law enforcement, local Veterans Affairs hospitals and the Oregon Department of Veterans Affairs).
- e. Promote Community-Clinical Linkages to Support Prescription Drug Overdose Prevention. Disseminate local data (via the PDMP data dashboard) annually to local media outlets to convey the story of PDO in the local community, and what is being done about it.

## 2. Definitions Specific to this Program Element.

- a. Region: an area of 2-3 neighboring counties led by a funded Local Public Health Authority. The Multnomah County region includes Washington and Clackamas Counties. The Lane county region includes Douglas County. The Coos region includes Josephine and Curry Counties.
- b. LPHA: Local Public Health Authority
- c. IVPP: Oregon Public Health Division Injury and Violence Prevention Program
- d. PDMP: Prescription Drug Monitoring Program

- e. IAT: Interdisciplinary Action Team
- f. PGG: Pain Guidance Group
- g. PDO: Prescription Opioid Overdose
- h. MAT: Medically Assisted Treatment
- i. MED: Morphine Equivalent Dose

**3. Procedural and Operational Requirements.**

- a. By accepting and using the financial assistance funding provided by OHA under the Financial Assistance Agreement and this Program Element, the Region agrees to conduct activities in accordance with the following requirements:
  - (1) Region shall implement its activities in accordance with this Program Element.
  - (2) Region must assure that it is staffed at the appropriate level to address all sections in this Program Element. Region will designate or hire a lead staff person to carry out and coordinate all the activities in the region described in this Program Element, and act as a point of contact between the Region and IVPP. Region will also identify the person responsible for fiscal matters related to this Program Element. Funds for this program element are to be directed to personnel, travel and other expenses in support of all sections in this Program Element.
  - (3) Region must use the funds awarded under this Agreement for this Program Element in accordance with its budget as approved by OHA. Modifications to the budget may only be made with OHA approval.
  - (4) Region must participate in monthly phone calls with state Technical Assistance Team which will include evaluators, state staff and coalition members.
- b. Region must identify a county to act as the fiscal agent for the region which will hire and oversee required staff, and provide the workspace and administrative support required to carry out the grant-funded activities outlined in this Program Element.

**4. Reporting Requirements.** Funded LPHAs shall submit to IVPP copies of the Community Response Work Plan developed through the summit including: 1) official agreements such as Memorandum of Understanding, data sharing agreements, and other legal agreements; 2) protocols for referrals, payment and data sharing; and 3) other documentation demonstrating successful implementation which may include position descriptions, staffing plans, business plans, technology plans, etc. Successful Proposers will also work with IVPP to share experiences and promising practices with others.

**5. Program Evaluation.** Regions will assist IVPP with program evaluation throughout the duration of the Agreement period(s), as well as with final project evaluation. Such activities may include, but are not limited to, meeting with a state level evaluator soon after execution of

this Agreement to help develop an evaluation plan specific to the project, collecting data and maintaining documentation throughout the Agreement period, responding to evaluator's requests for information and collaborating with the evaluator to develop final reports to highlight the outcomes of the work. One representative from each region will be required to participate on a project evaluation advisory group.

6. **Performance Measures.** Regions that complete fewer than 75% of planned activities in its Local Program Budget, set forth within this Program Element and incorporated herein the Agreement by reference, for two consecutive calendar quarters in one state fiscal year will not be eligible to receive funding under this Program Element in the next state fiscal year.

**Exhibit 1 to Amendment 4 to Agreement #148007  
FINANCIAL ASSISTANCE AWARD**

State of Oregon Oregon Health Authority Public Health Division			Page 1 of 2
<b>1) Grantee</b> Name: Curry Community Health  Street: 94235 Moore St., Suite 121 City: Gold Beach State: OR      Zip Code: 97444	<b>2) Issue Date</b> January 19, 2015	<b>This Action</b> Amendment FY2016	
		<b>3) Award Period</b> From July 1, 2015 Through June 30, 2016	
<b>4) OHA Public Health Funds Approved</b>			
<b>Program</b>	Previous Award	Increase/ (Decrease)	Grant Award
PE 01 State Support for Public Health	25,117	0	25,117
PE 03 TB Case Management	404	0	404
PE 09 PHEP -- EBOLA	10,572	0	10,572
PE 12 Public Health Emergency Preparedness	68,993	0	68,993
PE 13 Tobacco Prevention & Education	58,125	0	58,125
PE 27 Prescription Drug Overdose Prevention	0	79,580	79,580 ( j )
PE 40 Women, Infants and Children FAMILY HEALTH SERVICES	89,500	0	89,500 ( b,c,f )
PE 41 Reproductive Health Program FAMILY HEALTH SERVICES	10,324	0	10,324 ( d,e )
PE 42 MCH/Child & Adolescent Health -- General Fund FAMILY HEALTH SERVICES	3,740	0	3,740 ( a )
PE 42 MCH-TitleV -- Child & Adolescent Health FAMILY HEALTH SERVICES	3,969	1,054	5,023 ( a )
PE 42 MCH-TitleV -- Flexible Funds FAMILY HEALTH SERVICES	9,260	2,460	11,720 ( a )
PE 42 MCH/Perinatal Health -- General Fund FAMILY HEALTH SERVICES	1,994	0	1,994 ( a )
<b>5) FOOTNOTES:</b>			
a) Funds will not be shifted between categories or fund types. The same program may be funded by more than one fund type, however, federal funds may not be used as match for other federal funds (such as Medicaid). b) July -September grant is \$23,154 ; and includes \$4,631 of minimum Nutrition Education: and \$1,062 for Breastfeeding Promotion. c) October-June grant is \$66,347 ; and includes \$13,269 of minimum Nutrition Education amount and \$3,187 for Breastfeeding Promotion. d) \$810 reflects the phase-out of the Title V supplement for Reproductive Health. Title V funding in support of Reproductive Health is for the period July 1, 2015 through December 31, 2015. e) \$9,514 represents Title X funding which may change due to availability of funds and funding calculation based on clients served in FY2014. f) \$ 1,038 increase is at the funding rate of \$2 per participant. This is done according to the certified caseload effective July 1st, 2015.			
<b>6) Capital Outlay Requested in This Action:</b>			
Prior approval is required for Capital Outlay. Capital Outlay is defined as an expenditure for equipment with a purchase price in excess of \$5,000 and a life expectancy greater than one year.			
<b>PROGRAM</b>	<b>ITEM DESCRIPTION</b>	<b>COST</b>	<b>PROG. APPROV</b>



**Exhibit 2 to Amendment 4 to Agreement #148007  
Information required by CFR Subtitle B with guidance at 2 CFR Part 200**

<b>PE 27 Prescription Drug Overdose Prevention Grant SFY 16 - July 1 2016 - June 30, 2016.</b>		
	<b>Federal Award Identification Number(FAIN):</b>	U17CE002751
	<b>Federal Award Date:</b>	8/31/2015
	<b>Performance Period:</b>	09/1/2015-08/31/2016
	<b>Federal Awarding Agency:</b>	Centers for Disease Control and Prevention
	<b>CFDA Number:</b>	93.136
	<b>CFDA Name:</b>	Injury Prevention and Control Research and State and Community based Programs
	<b>Total Federal Award:</b>	\$827,076
	<b>Project Description:</b>	Oregon Prescription Drug Overdose Prevention
	<b>Awarding Official:</b>	Shicann Phillips IBQ7@CDC.GOV
	<b>Indirect Cost Rate:</b>	17.45%
	<b>Research And Development(Y/N):</b>	N
<b>Agency/Contractors Name</b>	<b>DUNS</b>	<b>Award Amount</b>
CURRY	042631270	\$79,580

**PE 42 MCH Oregon Mother's Care Title V  
FY16 (July 15 - June 16)**

<b>Federal Award Identification Number(FAIN):</b>		1 B04MC29358				1 B04MC29358			
<b>Federal Award Date:</b>		10/22/2015				10/22/2015			
<b>Performance Period:</b>		10/01/2015-09/30/2017				10/01/2015-09/30/2017			
<b>Federal Awarding Agency:</b>		DHS/HRSA				DHS/HRSA			
<b>CFDA Number:</b>		93.994				93.994			
<b>CFDA Name:</b>		MCH Block Grant				MCH Block Grant			
<b>Total Federal Award:</b>		\$1,227,448				\$1,227,448			
<b>Project Description:</b>		Maternal and Child Health Services				Maternal and Child Health Services			
<b>Awarding Official:</b>		Shonda Gosnell, sgosnell@hrsa.gov				Shonda Gosnell, sgosnell@hrsa.gov			
<b>Indirect Cost Rate:</b>		10%				10%			
<b>Research And Development(Y/N):</b>		N				N			
<b>Agency/ Contractors Name</b>	<b>DUNS</b>	<b>Original Award MCH/ Title V Flexible Funds</b>	<b>Jan 2016 Award Increase</b>	<b>Revision 1/2016 MCH/ Title V Flexible Funds</b>	<b>MCH/ Title V Child- Adolescent Health</b>	<b>Jan 2016 Award Increase</b>	<b>Revision 1/2016 MCH/ Title V Flexible Funds</b>	<b>Total Federal Funds</b>	
Curry	042631270	\$9,260	\$2,460	\$11,720	\$3,969	\$1,054	\$5,023	\$16,743	

**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:** New hire - Survey Tech - C Coons

**AGENDA DATE<sup>a</sup>:** 2/17/16 **SUBMITTING DEPARTMENT:** Surveyor

<sup>a</sup>Submit **5:00 p.m. on the Wednesday** prior to the next General meeting.

**CONTACT PERSON:** Reily Smith                      **PHONE/EXT:** 3225              **TODAYS DATE:**  
2/8/16

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:**

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:**

**SUBMISSION TYPE:** Order

- (1) Order
- (2) Job description
- (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
- 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  
JOB DESCRIPTION**

**JOB TITLE: Survey Technician (Field/Office)**

---

**EXEMPT:** No  
**SALARY LEVEL:** U-5  
**SUPERVISOR:** County Surveyor  
**PREPARED BY:** County Surveyor January 2016

---

**POSITION SUMMARY:**

Performs a variety of office and field survey work. Does related work as required. Performs clerical duties to maintain records. Works under the supervision of the County Surveyor who makes assignments and reviews work performance. This is a part-time, as-needed position and work hours can be negotiated.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Examples of Work: (illustrative only)

An employee in this classification will do any or all of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to do.

1. Operate a scanner/copier and other office equipment.
2. Maintains office records for billing, payments & deposits
3. Updates map files and makes sure maps and other documents are entered into filing system.
4. Responds to the public and management inquiries.
5. Explains department policies and procedures to the public and others.
6. Assist the public as needed. Be able (with training) to locate Maps of Survey, make copies .
7. Tactfully handle inquiries from individuals in person, over the phone and through written correspondence.
8. Acts as chain-person/rod-person on survey crew. Assists with measurements, cuts brush and operates survey equipment.
9. With training, be able to operate survey equipment and perform some field work without direct supervision from the responsible Land Surveyor.

**QUALIFICATION REQUIREMENTS:**

Must be able to learn to read survey maps and assessor tax parcel maps. Must have the ability to safely and accurately use survey instruments, tools and make

survey notes. Must have the ability to follow written and oral instructions. Requires valid Oregon driver license.

**EDUCATION AND/OR EXPERIENCE:**

Graduation from high school or equivalent with basic computer/office knowledge/skills.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Must be able to carry survey equipment weighing up to 30 pounds. Must be able to safely use small brush cutting tools. Must be able to endure adverse conditions while on the job surveying.

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

**IN THE MATTER OF THE HIRING OF )  
A NEW EMPLOYEE )**

**ORDER NO: \_\_\_\_\_**

**WHEREAS**, it is the recommendation of Reily Smith, County Surveyor, that the following person be hired to fill the position identified below at the specified salary range, step, rate of pay, and status:

<u>Name</u>	<u>Position</u>	<u>Salary Range/Step</u>	<u>Rate</u>	<u>Status</u>
Cody A. Coons	Survey Tech	n/a	\$15.00/hour	Irregular

The job description for this position is attached hereto and incorporated by reference.

**WHEREAS**, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

**NOW, THEREFORE, IT IS HEREBY ORDERED** that the above stated recommendation be in effect as of February 17, 2016.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

CURRY COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Commissioner Susan Brown

\_\_\_\_\_  
Commissioner Thomas Huxley

\_\_\_\_\_  
Commissioner David Brock Smith

**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:** New hire - Survey Tech - Q Coons

**AGENDA DATE<sup>a</sup>:** 2/17/16 **SUBMITTING DEPARTMENT:** Surveyor

<sup>a</sup>Submit **5:00 p.m. on the Wednesday** prior to the next General meeting.

**CONTACT PERSON:** Reily Smith **PHONE/EXT:** 3225 **TODAYS DATE:**  
2/8/16

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:**

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:**

**SUBMISSION TYPE:** Order

- (1) Order
- (2) Job description
- (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
- 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  
JOB DESCRIPTION**

**JOB TITLE: Survey Technician (Field/Office)**

---

**EXEMPT:** No  
**SALARY LEVEL:** U-5  
**SUPERVISOR:** County Surveyor  
**PREPARED BY:** County Surveyor January 2016

---

**POSITION SUMMARY:**

Performs a variety of office and field survey work. Does related work as required. Performs clerical duties to maintain records. Works under the supervision of the County Surveyor who makes assignments and reviews work performance. This is a part-time, as-needed position and work hours can be negotiated.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Examples of Work: (illustrative only)

An employee in this classification will do any or all of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to do.

1. Operate a scanner/copier and other office equipment.
2. Maintains office records for billing, payments & deposits
3. Updates map files and makes sure maps and other documents are entered into filing system.
4. Responds to the public and management inquiries.
5. Explains department policies and procedures to the public and others.
6. Assist the public as needed. Be able (with training) to locate Maps of Survey, make copies .
7. Tactfully handle inquiries from individuals in person, over the phone and through written correspondence.
8. Acts as chain-person/rod-person on survey crew. Assists with measurements, cuts brush and operates survey equipment.
9. With training, be able to operate survey equipment and perform some field work without direct supervision from the responsible Land Surveyor.

**QUALIFICATION REQUIREMENTS:**

Must be able to learn to read survey maps and assessor tax parcel maps. Must have the ability to safely and accurately use survey instruments, tools and make

survey notes. Must have the ability to follow written and oral instructions. Requires valid Oregon driver license.

**EDUCATION AND/OR EXPERIENCE:**

Graduation from high school or equivalent with basic computer/office knowledge/skills.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Must be able to carry survey equipment weighing up to 30 pounds. Must be able to safely use small brush cutting tools. Must be able to endure adverse conditions while on the job surveying.

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

**IN THE MATTER OF THE HIRING OF )  
A NEW EMPLOYEE )**

**ORDER NO: \_\_\_\_\_**

**WHEREAS**, it is the recommendation of Reily Smith, County Surveyor, that the following person be hired to fill the position identified below at the specified salary range, step, rate of pay, and status:

<u>Name</u>	<u>Position</u>	<u>Salary Range/Step</u>	<u>Rate</u>	<u>Status</u>
Quincy A. Coons	Survey Tech	n/a	\$15.00/hour	Irregular

The job description for this position is attached hereto and incorporated by reference.

**WHEREAS**, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

**NOW, THEREFORE, IT IS HEREBY ORDERED** that the above stated recommendation be in effect as of February 17, 2016.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

CURRY COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Commissioner Susan Brown

\_\_\_\_\_  
Commissioner Thomas Huxley

\_\_\_\_\_  
Commissioner David Brock Smith

**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:** Quitclaim Deed From Curry County to Port of Brookings-Harbor

**AGENDA DATE<sup>a</sup>:** 02-17-16    **SUBMITTING DEPARTMENT:** Counsel

<sup>a</sup>Submit **5:00 p.m. on the Wednesday** prior to the next General meeting.

**CONTACT PERSON:** John Huttl

**PHONE/EXT:** 3291

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:** Request From Port of Brookings-Harbor Manager to County to quitclaim a piece of property in the Port of Brookings-Harbor. Commissioners concurred and instructed Counsel to Prepare Deed

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:**

**SUBMISSION TYPE: Deed**

- (1)Quitclaim deed
- (2)Exhibit "A" legal description
- (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: Port of Brookings-Harbor

Send Printed Copy to:

Address: 16340 Lower Harbor Rd.

Email a Digital Copy to:

City/State/Zip: Brookings, Oregon 97415

Other

Phone:

Due date to send:        /        /

Email:

<sup>c</sup>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**
- Comment:

## **Exhibit "A"**

That certain tract of land lying in Section Eight (8), Township Forty-one (41) South, Range Thirteen (13) West, of the Willamette Meridian, in Curry County, Oregon, more particularly described as follows:

Beginning at the SW corner of the Christian Tuttle Donation Land Claim number 39;  
thence North 35° 00' West 12.28';  
thence East to South right of way of Boat Basin County Rd;  
thence Southerly along said right of way to intersection with South line of Donation Land Claim number 39;  
thence West to the Point of Beginning.

(a.k.a. Assessor's Map 4113-08AD tax lot 200)

After Recording Return to & mail Tax Statements to:

Port of Brookings Harbor  
16340 Lower Harbor Rd., Suite 103  
Brookings, Oregon 97415

**Grantor's Name and Address:**

Curry County, a political Subdivision of  
the State of Oregon  
94235 Moore Street, Suite 122  
Gold Beach, Oregon 97444

**Grantee's Name and Address:**

Port of Brookings Harbor  
16340 Lower Harbor Rd., Suite 103  
Brookings, Oregon 97415

---

**QUITCLAIM DEED**

KNOW ALL BY THESE PRESENTS that Curry County, a political subdivision of the State of Oregon, hereinafter called grantor, for and in consideration of -0- dollars and other good and valuable consideration, does hereby release and forever quitclaim unto Port of Brookings Harbor, hereinafter called grantee, and unto grantee's heirs, successors and assigns, all of the grantor's right, title and interest in that certain real property, with the tenements, hereditaments and appurtenances thereunto belonging or in any way appertaining, situated in Curry County, State of Oregon, described as follows, to-wit: SEE ATTACHED EXHIBIT "A"

**Pursuant to ORS 93.040, all instruments contracting transfer or transferring title to real property must state:** BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSONS RIGHTS, IF ANY, UNDER ORS 195.300 (Definitions for ORS 195.300 to 195.336), 195.301 (Legislative findings) AND 195.305 (Compensation for restriction of use of real property due to land use regulation) TO 195.336 (Compensation and Conservation Fund) AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 (Definitions for ORS 92.010 to 92.192) OR 215.010 (Definitions), TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS

DEFINED IN ORS 30.930 (Definitions for ORS 30.930 to 30.947) AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300 (Definitions for ORS 195.300 to 195.336), 195.301 (Legislative findings) AND 195.305 (Compensation for restriction of use of real property due to land use regulation) TO 195.336 (Compensation and Conservation Fund) AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

To Have and to Hold the same unto grantee and grantee's heirs, successors and assigns forever.

IN WITNESS WHEREOF, the grantor has executed this instrument on this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**CURRY COUNTY**

Thomas Huxley, Chair

Susan Brown, Vice Chair

David Brock Smith, Commissioner

This instrument was acknowledged before me on \_\_\_\_\_

By \_\_\_\_\_

as Commissioners of Curry County, Oregon, a political subdivision of the State of Oregon.

\_\_\_\_\_  
Notary Public of Oregon

My Commission Expires: \_\_\_\_\_

**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:** Re-Appointment to the Budget Committee J. Spicer

**AGENDA DATE<sup>a</sup>:** 02-17-2016 **SUBMITTING DEPARTMENT:** Finance

<sup>a</sup>Submit by nine days prior to the next General Meeting ( ten days if a holiday falls within that nine day period)

**CONTACT PERSON:** Short **PHONE/EXT:** 3232 **TODAY'S DATE:** 02-08-16

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:** Existing Member Re-Appointment due to term expiration.  
Mr. Spicer has extensive experience with Oregon Local Budget Law and County budgets.

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:**

**SUBMISSION TYPE:** Appointment

- (1)Application
- (2)Order
- (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 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)

**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**

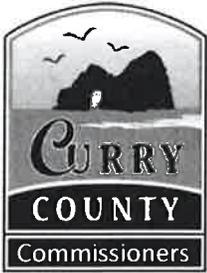
**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**

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](mailto: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](http://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 17 day of February, 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:** Order Rescinding Previously Adopted Agenda Routing Slip Policy Amendments

**AGENDA DATE<sup>a</sup>:** 02/17/2016 **SUBMITTING DEPARTMENT:** Commissioners

<sup>a</sup>Submit **5:00 p.m. on the Wednesday** prior to the next General meeting.

**CONTACT PERSON:** T. Huxley **PHONE/EXT:** 3253 **TODAYS DATE:**  
02-08-16

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:** This Order, if approved, would rescind the previously adopted order changing the Agenda Routing Slips Policy.

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:** **SUBMISSION TYPE:** Order

(1)Order Rescinding Previously approved Policy & Order No. 20290

(2)Order No. 20290 approved January 6, 2016

(3)Policy Chapter 14, Article 1 14.100-14.115 approved May 6, 2015

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

Send Printed Copy to:

Email a Digital Copy to:

Other

Name:

Address:

City/State/Zip:

Phone:

Due date to send:        /        /

Email:

<sup>a</sup>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) May impact publication deadlines

**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. 10290  
Policy 14.100-14.115,                )  
Agenda Routing Slip                )

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

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

WHEREAS, the Policy warrants revisions to allow more time for public notice of Commissioner's General Meetings; and

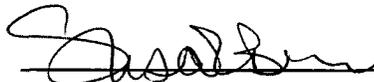
WHEREAS, with amendments the policy is lengthier than originally adopted;

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

The attached Curry County Agenda Routing Slip Policy, as amended, and hereby known as Chapter 14, Article 1, Sections 14.100-14.120, which is incorporated by reference, is approved and adopted.

DATED this 6<sup>th</sup> day of January, 2016.

BOARD OF CURRY COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Commissioner Susan Brown

  
\_\_\_\_\_  
Commissioner Thomas Huxley

NO DBS  
\_\_\_\_\_  
Commissioner David Brock Smith

**PART I – SUBMITTING DEPARTMENT: RETURN TO BOC OFFICE@CO.CURRY.OR.US**

**AGENDA ITEM TITLE:**

**AGENDA DATE<sup>a</sup>:**                      **SUBMITTING DEPARTMENT:**

<sup>a</sup>Submit 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<sup>b</sup>:**

<sup>b</sup>indicate if more than one copy to be signed

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

- (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

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:

<sup>\*</sup>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**

**Table of Contents**

14.100	PART I—Submitting Department .....	i+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 days prior to the meeting (if a holiday falls within the nine day period, the item shall be forwarded to BOC staff ten 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](mailto:BOC_Office@co.curry.or.us)
- Include Agenda Routing Slip with Part I Completed.
- Include Attachments.
- Deadline: Close of Business nine days prior to BOC meeting (if a holiday falls within the nine day period, the item shall be forwarded to BOC staff ten 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.



EXHIBIT B

Dated this \_\_\_<sup>th</sup> day of \_\_\_\_\_, 2015.

**CURRY COUNTY BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Susan Brown, Chair

\_\_\_\_\_  
Thomas Huxley, Vice Chair

\_\_\_\_\_  
David Brock Smith, Commissioner

**CURRY COUNTY POLICY**

**CHAPTER 14**

**Article I – AGENDA ROUTING SLIPS**

**Table of Contents**

14.100 PART I—Submitting Department ..... i  
 14.105 PART II-IV—Reviews ..... 3  
 14.110 Exhibit A, Form 10-001.1 ..... iv  
 14.115 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.

**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.

**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](mailto:BOC_Office@co.curry.or.us)

**POLICIES**

**ROUTING SLIP**

- Include Agenda Routing Slip with Part I Completed.
- Include Attachments.
- Deadline: Close of Business seven days prior to BOC meeting.

Be advised any handouts presented at the BOC meeting shall be given to the Operations Coordinator/Recording Secretary 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)

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

In the Matter of an Order )  
Rescinding Order 20290 Curry )  
County Policy Chapter 14, )  
Article 1, Sections )  
14.100-14.120, )  
Agenda Routing Slip )

ORDER NO. \_\_\_\_\_

**WHEREAS**, Curry County adopted an amended Agenda Routing Slip Policy on January 6, 2016;  
and

**WHEREAS**, said policy is referred to as Order No. 20290, Chapter 14, Article 1, Sections 14.100-14.120, changing the deadline for submission of agenda routing slips from seven days to nine days; and

**WHEREAS**, the policy is administratively burdensome; and

**WHEREAS**, the Board desires to revert to a seven day deadline for agenda items; and

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

Order No. 20290 be rescinded and policy 14.100-14.115 be re-instated as previously approved and adopted on May 6, 2015, hereby known as Policy 14.100-14.115, which is incorporated by reference.

DATED this 17th day of January, 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](mailto:BOC_Office@CO.CURRY.OR.US)**

**AGENDA ITEM TITLE:** Requesting MasterCard Charge Card for Sgt. Joel Hensley, Jail Commander

**AGENDA DATE<sup>a</sup>:** 02/17/2016 **SUBMITTING DEPARTMENT:** Sheriff's Office

<sup>a</sup>Submit 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:** 02/1/2016

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:** Sergeant Joel Hensley, Jail Commander requires a credit card.

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:**

**SUBMISSION TYPE:** Discussion/Decision

(1)Request document signed by Sheriff Ward

(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 Original to Cena/Finance

Phone:

Due date to send:        /        /

Email:

<sup>c</sup>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:** Consent Calendar

**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



**OFFICE OF THE SHERIFF**

**Sheriff John Ward**

94235 MOORE STREET, SUITE 311

29808 Colvin Street (Physical)

GOLD BEACH, OR 97444

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

FAX: 541-247-6893

---

MEMO

To: Curry County Board of Commissioners

From: Sheriff John Ward

Date 02/01/2016

Subject: Master Card

This communication is to approve the issuance of a new County MasterCard Credit Card with a \$2,000.00 credit limit for Sergeant Joel Hensley, Jail Commander.

Thank you for your assistance.

Sheriff John Ward \_\_\_\_\_

*John Ward*  
*2-1-16*

Date: \_\_\_\_\_

CURRY COUNTY BOARD OF COMMISSIONERS

Thomas Huxley, Chair \_\_\_\_\_

Susan Brown, Vice Chair \_\_\_\_\_

David Brock Smith, Commissioner \_\_\_\_\_

Date: \_\_\_\_\_

**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:** Approval of Past Meeting Minutes

**AGENDA DATE<sup>a</sup>:** 02-17-16 **SUBMITTING DEPARTMENT:** Commissioners

<sup>a</sup>Submit 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:** 02-08-16

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:** Multiple Meeting Minutes that have been reviewed by a majority of commissioners and administration

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:**

**SUBMISSION TYPE: Minutes**

(1)01-20-2016 General Meeting, 01-27-2016 Workshop, 11-04-2015 General Meeting

(2)11-24-2015 General Meeting, 12-21-2015 Special Meeting

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 Copies in Digital Meeting Files and Post Online

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: Consent Calendar**

**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 – GENERAL MEETING

Wednesday, January 20, 2016 –10:00 A.M.

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

---

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

**Staff Present:** Administrative Assistant, Shelia Megson; Planning Director, Carolyn Johnson;  
Roadmaster, Doug Robbins

### 1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Commissioner Huxley called the meeting to order at 10:10 a.m. The pledge was said by all. Commissioner Smith thanked the Chair for delaying the start of the meeting and Huxley asked Smith to give a summary of a recent tragedy. A Port Orford fishing vessel had crashed and sank in the evening hours the day prior. Four crewmen were on board. The captain made it to shore and the body of another crewmember had been found that morning. Two other crew members were still missing. A touching moment of silence was observed by all.

### 2. AGENDA AMMENDMENTS

#### a. ADDITION: Item 11.c. NACo Form Letter in Support of Sentencing Reform and Corrections Act and Second Chance Act

Smith said this was recent and just wanted to bring it to the attention of the Board and they could individually take action to support it.

Motion by Commissioner Brown to accept the addition, second by Smith. Motion carried unanimously.

### 3. APPROVAL OF AGENDA

No vote taken.

### 4. PRESENTATIONS TO THE BOARD

(None.)

### 5. PUBLIC COMMENTS

(None.)

### 6. NEW BUSINESS

(None.)

### 7. OLD BUSINESS

(None.)

**8. PROCLAMATIONS/RESOLUTIONS/ LEGISLATIVE ACTIONS**

**a. Ordinance 16-01 to correct Scrivener’s Errors in Ordinance 15-07 – Comm Dev.**

Johnson explained this was to make corrections to Ordinance 15-07 which was recently approved by the Board. Huxley asked what the department was called now and Johnson reminded him that it is Community Development. Huxley reminded the Board that he had recused himself during this issue and handed the topic over to Brown. Brown quickly reviewed the corrections. Smith asked if it would require a second reading and Johnson informed him that it was not required on this type of issue. Motion to approve by Brown, second by Smith. Motion carried with Brown and Smith voting “aye” and Huxley abstaining.

**9. ADMINISTRATIVE ACTIONS/ APPOINTMENTS**

**a. New Hire, Corrections Deputy 1, Jacob Howard – Sheriff**

Smith explained that this was a new hire in order to replace someone that had moved into a different position within the department. Motion by Brown to approve, second by Smith. Motion carried unanimously.

**b. Hold Harmless Agreement / City of Brookings – Roads**

Robbins explained that parcel is part of the maintenance facility in Brookings. Brookings had bought a small part of it and the County’s use had been ongoing for numerous years. Brookings representatives had requested that it finally be put into writing. Motion to approve by Smith with signature authority to the Roadmaster, second by Brown. Motion carried unanimously.

**c. Adopt a Position Description for an Existing Position of Survey Tech – Surveyor**

Huxley said that the Surveyor was in Salem renewing credentials needed for State licensing. He explained that this was just to address the description before budget talks began and not in anticipation of filling the position. Motion by Brown to approve, second by Smith. Motion carried unanimously.

**d. Appointment to Mountain Drive Special Road District V.Burton - Commissioners**

Huxley explained that this was to refill a position for a special district in which they recently had a resignation. Motion by Brown to approve with the term expiring on December 31, 2016, second by Smith. Motion carried unanimously.

**10. CONSENT CALENDAR**

(None.)

**11. COMMISSIONER UPDATES/ LIAISON & STAFF REPORTS**

**a. Staff Report – Surveyor Annual Report**

**b. Staff Report – Community Development December Activity Report**

Huxley gave positive comments about the thoroughness of the reports. Smith said he was appreciative of the reports.

**c. ADDITION: NACo Form Letter in Support of Sentencing Reform and Corrections Act and Second Chance Act**

Brown wanted to address the budget tool that had been sent to the Department Heads the day before. She said that there were errors in it that she saw and cautioned others that the Board did not yet have any ideas on how the budget would look or in which direction the Board would proceed with it. They have set up a workshop concerning the budget for February 02, 2016.

Brown expressed concern for the materials for the Executive Session. They had been marked as confidential but all of them were copies of information that she had already gotten through email. She thought that perhaps the topic should be discussed in front of the public. A document concerning another litigation had accidentally been placed in the file, which was removed the next day.

Smith said that he had asked for it to be an Executive Session because it concerned litigation, and, that the initial discussion and possible strategies should be handled inside a closed session, even though they may decide at the end to discuss it again in open session. He reminded the Board that no decisions are made until back in open session. Huxley agreed. Brown said that the public needs to be aware if the Board were to decide to move forward since this was such an important topic.

Huxley notified the room of the Board moving into Executive Session and asked nonparticipants to leave the room.

**12. EXECUTIVE SESSION**

- a. Executive Session ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. This concerns possible O&C related litigation.**

The Board moved back into open session at 11:31 a.m. with no decisions needing to be made.

There was consensus by the Board to openly talk about the subject addressed during the Executive Session. Smith explained that he is a board member of O&C Counties. The Federal Act concerning it was passed in 1937. Some changes had been made and during the 80's and 90's many of them had significantly declining timber receipts due to environmental concerns. An upcoming receipt referred to as a safety net payment will be the last one. A Record of Decision (ROD) will be issued in the spring or summer that will finally bring the income down to roughly ten percent of what had been paid to the County in earlier times. Litigation will be filed as it is seen as a direct violation of the O&C Act. The Counties involved need to figure out how to pay for the litigation.

Brown said that there has been a new resource management plan developing that will have the most negative effect on Coos and Curry Counties. The allowable harvest will drop significantly even over the already diminished activity. This new plan would be in place for the next twenty years and therefore of extreme importance to the County.

Smith said that it would be important that the O&C Board act quickly as to avoid other litigation decisions that would poorly affect the County and set precedence. Cutting out the use of natural resources such as fishing would be devastating to any city in the east founded on the use of those items. Western areas dependent on timber is no different.

**13. ANNOUNCEMENTS**

Huxley read the announcements.

**14. ADJOURN**

Huxley adjourned the meeting at 11:43 a.m.

Respectfully Submitted,  
Shelía M. Megson

These minutes from Wednesday, January 20, 2016 Board of Commissioners' General Meeting approved this 17 day of February, 2016.

**CURRY COUNTY BOARD OF COMMISSIONERS**

---

Thomas Huxley, Chair

---

Susan Brown, Vice Chair

---

David Brock Smith, Commissioner



## CURRY COUNTY BOARD OF COMMISSIONERS

MINUTES – WORKSHOP

Wednesday, January 27, 2016 –10:00 A.M.

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

---

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

**Staff Present:** County Counsel, John Huttli; Administrative Assistant, Shella Megson; Director of Administration and Economic Development, Julie Schmelzer; Parks Director, Jay Trost;

### CALL TO ORDER

Huxley called the meeting to order at 10:00 a.m. Pledge was said by all.

### **DISCUSSION TOPIC 1: Discuss County Real Property Task Force Recommendations Concerning the County Owned Properties**

Schmelzer explained that there are 910 parcels in the County name. The Real Property Task Force was formed to investigate the parcels and their recommendations were presented to the Board at a past General Meeting. She will bring those properties for discussion to the Board in groups to receive direction and then to the Board at General Meetings for final approval of those actions.

The 1.08 acre property on Edson Creek Road was recommended to be used for an emergency operations center and storage for emergency equipment. It is out of the inundation zone, has a preferable landscape, is centrally located in the County, and is the only property in the entire group that would suit the needs for one. The Road Department seldom uses it for rock pile storage and would be able to continue to use a small area if needed. A modular trailer that was utilized at the hospital could be repurposed for this center. A hangar at the airport could be sold to fund the property development as well as seeking grants. She has already communicated the idea to the Sheriff and the Emergency Services Coordinator who will begin researching grants. There was consensus to move forward with that idea for this property.

Huxley requested to use the tax lot numbers for the parcels since looking for a correct Rnumbers could be confusing. Schmelzer showed that the Rnumber for each parcel was prominent on each handout.

The following group is a list of properties that the task force recommended to have the titles transferred to the Parks Department. Twelve acres on the Elk River already resembles a park and could provide access to the river and revenue. The ten acres currently being used as Boice Cope Park should be reclassified as the Parks Department name as well as the fifty two acres currently used for Lobster Creek Park. A third acre parcel known as the ferry boat ramp is by the public but not maintained. Grant money for development and historical signage should be sought for it. Canfield Bar is another property close by and could be used for parking as well as mountain bike, youth, and veterans activities and could bring revenue. Veteran Service Director has been consulted about this. A former slide parcel on the south side of the Chetco River could bring income as a boat ramp. There was a consensus to bring those transfers before the Board at a General Meeting for approval.

Trost shared his opinions on the use of those properties and shared his idea of an annual park pass that the public would purchase as revenue to the County and increase use and attention to the eventually developed properties. He also brought up that there are two working County Parks yet the large wood map in the Commissioners' Hearing Room showed five. He said a lifetime pass should be offered for people to find them. Schmelzer said that the Parks Department is on that is making money and has exceeded budget income annual predictions. She also suggests that we need a dog park.

A lot on Langlois Mountain Road had been gifted to the County for a right-of-way and should be transferred to the Road Department. The County shop is currently used for Road Department stockpile and could also be utilized for tsunami equipment storage. The property should be transferred to the Road Department. Misty Lane could be developed and provide access to Sixes River and should be transferred to the Parks Department. She wanted to address the County highway shop in three separate parcels. One of the lots is across the river is not accessible to roads so therefore should be traded. The remaining two should be transferred to the Road Department. Menasha Bar which is a rock source and a right-of-way on Boat Basin Road should both be transferred to the Road Department. A rock source near the south end of the Chetco River is surrounded by other quarries and should kept and transferred to the Road Department. There was consensus to proceed with those properties as presented.

Schmelzer said she would bring all of the properties to the Board at the next available General Meeting after the transfers were prepared. Smith thanked Schmelzer and the task force. He thanked Jay for work in the Parks Department. Schmelzer said she will bring more properties for discussion to the Board and warned that the decisions will be more difficult.

Resident Carl King told the Board how some deed restrictions apply in another state. Smith said that if the properties were transferred into other departments or developed for use then it would be more beneficial to the County than receiving a small percentage of money from selling them.

Huttl asked if transferring the properties was referring to actual deeds or if only talking about budgetary entries. Existing deed restrictions and covenants would need to be researched. Schmelzer told him that the task force had summarily reviewed the restrictions. Huxley gave an example of a deed having a clouded title issue and wanted to know if the County would look into them more to avoid such things. Brown said that Counsel would be utilized for that.

## **DISCUSSION TOPIC 2: Public Records Request Policy**

Huxley handed out a document that he prepared to each board member and said that he wanted to go over some background. He had sent three pages of revisions that he would like in the policy to the Director of Administration. Those suggestions were included as well as other comments and then sent to Department Heads as well as the Commissioners. He suggested that the sharing of the information could be a public meeting and records law infraction and that the staff should not do this in the future. Schmelzer said that the other Commissioners had not replied to all like he did so therefore they did not violate law. Huxley said that any information from a Commissioner should not be shared with the others concerning topics that may be in future discussion.

Julie referred to her previously provided policy and clarified the color coding for the source of each suggested revision. She stated that the County Clerk's office had said that they do not wish to handle this anymore though the now retired Counsel had recommended that they do. Huttli confirmed that he had reviewed the document. Huttli's concern was to make sure that the future policy was in compliance with statutes that require the Clerk to hold the records.

Huxley pointed out that there are many stand-alone departments that handle their own requests. Schmelzer said that the proposed policy places the responsibility into all individual departments. Huxley suggested that the administrative department request go through a single source inside the County Counsel's office. He would most like to remove any costs for digital transfer or email as well as delete the initial \$3.75 charge as currently done in the Clerk's office. Smith said that he agreed with previous Counsel's advice and would like to keep it in the Clerk's office. It simplifies thing for the public, makes sure that charges are consistent, and keeps a concise tracking. He said that the current Counsel office does not have sufficient staff to handle this task.

The significant decrease in the number of requests was noted due to Huxley now being a Commissioner and not needing to do requests. Schmelzer reminded the Board that this policy has been debated for a very long time, undergone many revisions, and is in need of a decision. She pointed out that the other departments should still be following the policy as to process but currently are not. Brown pointed out that it was more than four departments included in this responsibility. Huttli said that if there were to be variations in the stand-alone departments then those should be pointed out in the policy as to eliminate confusion and in the interest of transparency.

Schmelzer said that each department has a fee schedule for such things as a copy. Smith pointed out that any document even just quickly printed as a copy and charged according to the department fee schedule is still a public record. Schmelzer agreed that Counsel's office should not be the clearinghouse for record requests because it does not offer a situation of checks and balances. Huxley said that autonomy was important to him. Smith recommended keeping the existing policy. Huttli said that in the area of the policy numbered 16.1 that the word reasonable should be kept. He said that language for appeals should be included. The area describing a request for fee reduction or waiver should be made more specific. Brown said that any waivers should come to the Board for approval as they are handled with any other topic. Huttli asked for some time to review this further and revisit the topic at another workshop.

## **ADJOURN**

Huxley adjourned the meeting at 11:35 a.m.

Respectfully Submitted,  
Shelía M. Megson

These minutes from Wednesday, January 27, 2016 Board of Commissioners' Workshop approved this 17 day of February, 2016.

**CURRY COUNTY BOARD OF COMMISSIONERS**

---

Thomas Huxley, Chair

---

Susan Brown, Vice Chair

---

David Brock Smith, Commissioner



## CURRY COUNTY BOARD OF COMMISSIONERS

MINUTES – GENERAL MEETING

Wednesday, November 04, 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

**Staff Present:** County Counsel, M. Gerard Herbage; Administrative Assistant, Shellia Megson; Sheriff, John Ward; Chief Civil Deputy II, Joan Allen-Steineke; Director of Finance, Gary Short; Community Development Director, Carolyn Johnson; Personnel Coordinator, Julie Swift; District Attorney's Office Manager, Stacey DeLonge; RoadMaster, Doug Robbins; Director of Juvenile and Parks Departments, Jay Trost

### 1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

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

### 2. AGENDA AMENDMENTS

- a. **ADDITION: Item 9.j.** - Employee Transfer M. Brace from Road Deputy I to Corrections Deputy I – Sheriff
- b. **ADDITION: Item 9.k.** - Employee Transfer M. Burdett from Corrections Deputy I to Road Deputy I – Sheriff
- c. **ADDITION: Item 10.a.** – Approval Minutes Remand Hearing of Pacific Gales Golf Course 08-31-2015
- d. **ADDITION: Item 10.b.** – Approval Minutes Continued Remand Hearing of Pacific Gales Golf Course 09-09-2015
- e. **ADDITION: Item 10.c.** – Approval Minutes Board of Commissioners General Meeting 10-06-2015
- f. **TABLED: Item 9.d.** - New Hire Deputy D.A. I, R. Hughes – District Attorney

### 3. APPROVAL OF AGENDA

Motion by Commissioner Smith to approve as amended, second by Huxley. Motion carried unanimously.

### 4. PRESENTATIONS

- a. **Years of Service Recognition for Chief Civil Deputy, Joan Allen-Steineke – Sheriff**  
Ward awarded a certificate and pin to Allen-Steineke along with accolades of her service to the County. She said thank you to the Sheriff and the Board. Smith thanked her for her good work.
- b. **Oregon Department of Environmental Quality - Curry County Total Maximum Daily Loads (TMDL) – Community Development**  
Johnson introduced Bill Meyers and Pam Blake. Meyers explained that according to the Clean Water Act, if a waterway is over the standards of pollution then a TMDL must be developed. The County's plan expired June 30<sup>th</sup> and he has been talking to Johnson about creating a new five year plan. Included in a large list of sources of pollution, home sites, riparian work, grading, road work, bridges, and anything under county jurisdiction would be required to submit an implementation plan. Blake explained that plans had been for the Rouge River but small streams north of the Sixes River down to the Winchuck River are under development. The new

plan will refer to rules, ordinances, and codes passed by the county. It will look at what other actions need to be completed and identify hurdles that keep it from happening.

Smith asked if they had been working with Road Department. Meyers said he had only worked with Johnson. Smith addressed funding and that County monies would be paying for the Planning Department to do this work but it is unavailable. Brown asked if the County was mandated to do this. Meyers said yes. Smith and Brown explained that an Article in the Oregon Constitution addresses the issue of unfunded mandates and that the County does not have resources to help.

Smith asked if there was monitoring by DEQ of the buildup of metals at the old dam that have now been allowed to flow downriver since the deconstruction of the dam as well as the amount of aggregate which is visible in Gold Beach. Meyers replied that Savage Rapids and others were field tested for sediment work and will get the documentation of it to the Board. He will connect the Board with someone that can answer the question of the amount of aggregate.

Meyers acknowledged that Curry County cannot fund this but suggests a possibility that DEQ partnered with the watersheds may pay. Brown said that she wants to preserve our lands but wanted to know what happens if counties cannot meet deadline. Meyers said that if a plan is not submitted at eighteen months the County would be in violation. If a plan is developed and there are problems implementing it, due to financial or other reasons, then there is help. Brown said there would need to be resources for enforcement and requests that his staff work on this since the circumstances are not unique to Curry County. Smith advised that he is on the AOC Public Land Use Committee and this concern will be submitted to the agenda.

Commissioner Huxley said that the prior plan was a lengthy form and that in response to seeing it, it made him chuckle and say “That’s not gonna happen”. Johnson said that she was looking at ways to make the implementation plan more efficient and still meet law. Blake said that there were some violations and that their code requires the County to make a report. Smith reminded Meyers of information wanted and asked that he email him directly. Smith said that he was appreciative of them coming here and would like to work together.

## **5. PUBLIC COMMENTS**

(None.)

## **6. NEW BUSINESS**

(None.)

## **7. OLD BUSINESS**

(None.)

## **8. PROCLAMATIONS/ RESOLUTIONS/ LEGISLATIVE ACTIONS**

### **a. Resolution to Support Malheur County Court's Opposition to the Creation of a National Monument within Malheur County - Commissioners**

Smith explained that this resolution is to support Malheur County in their opposition of creating a two and a half million acre monument. He said it was the top cattle producing County in the

State. The federal land, grasslands, and ranchers are important relationships for its survival and economic development. They work with local groups to have conservation and protection of those lands. Motion by Smith to approve, second by Huxley. Motion carried unanimously.

## **9. ADMINISTRATIVE ACTIONS/ APPOINTMENTS**

### **a. New Hire Maintenance and Construction Worker II, C. Gage – Roads**

Robbins informed that medical issues prevent the present employee from returning to work and therefore the Road Department has been running short on staff. He explained that there was an interview process and this candidate's experience qualified him for recommendation. Motion by Smith to approve, second by Huxley. Motion carried unanimously.

### **b. New Hire Community Service Coordinator, T. Wardle – Juvenile**

Trost informed that this is for a position that had been vacant since June. The candidate has a background in youth and parks, grew up in this area, and he recommends him for hiring. Wardle summarized his extensive work experience. Brown and Smith congratulated Wardle, thanked him for his prior service to the community, and welcomed him. Motion to approve by Smith, second by Huxley. Motion carried unanimously.

### **c. Moss Adams Fiscal Year 2015 Audit Engagement Letter – Finance**

Short explained that this is an audit requirement. There is an increase of \$2600 over last year. Motion to approve by Smith, second by Huxley. Motion carried unanimously.

### **d. TABLED: New Hire Deputy D.A. I, R. Hughes – District Attorney**

### **e. Intergovernmental Agreement Child Abuse Multidisciplinary Intervention (CAMI) Grant – District Attorney**

DeLonge explained this grant is a biannual agreement and is a primary source of funding. Motion to approve with signature authority to the District Attorney by Smith, second by Huxley. Motion carried unanimously.

### **f. Statewide Transportation Improvement Program (STIP) Grant Application for Public Transit – Commissioners**

Katherine Burnhardt informed the board that this grant would be used to replace two aging busses and a van. It will be for the timeframe of 2018-2021 but wishes to apply now. Motion to approve with signature authority to the chair by Smith, second by Huxley. Motion carried unanimously.

### **g. Connect Oregon VI Application Letter of Support for the Del Norte County Regional Airport Terminal Project – Commissioners**

Motion to approve by Smith, second by Huxley. Motion carried unanimously.

### **h. Adopt a Job Description for an Existing Position, County Legal Counsel – Commissioners**

Smith explained a proposal to move the position of County Counsel under the supervision of the District Attorney. It would not change any funding sources or move any accounts but would consolidate like departments and allow collaboration therefore cost savings. Budget discussions will prove this to be a needed change. This would put the position back to the department from which it originated. The DA is amicable to whatever is the will of Commissioners.

Brown said that consolidation would have no cost savings or personnel time and that it should remain under the Commissioners. Smith said that there were times that Counsel helped the DA's office but Brown said it had only been four or five times in the past couple of years. Smith said that the current cost savings may be small but needed due to the coming situation of implosion that would show itself in the coming budget analysis. A lack of resources will likely increase litigious acts and Counsel looks after the County as a whole. There are counties that utilize the DA as their Counsel.

Smith said that there is a level of politics involved as well. This move would allow transparency and insulation of the Counsel from the Board. Huxley said that Herbage had submitted his resignation and this suggestion is a knee-jerk reaction. He said that he had reviewed the new job description comparing it to the existing and did not see a single word of difference. Smith, Herbage and Brown explained and then showed him that the change is only where it shows supervisor at the beginning top of the document. He has other opinions and comments that he wants to submit during Commissioners comments but not at this time because he missed the cutoff for agenda items. He suggested this knee-jerk reaction so soon after the announcement of resignation would not be wise. Smith said that posting the opening of the position is a reason for expediting this so that the change would already be in place before hiring the new Counsel. Recent events bring focus to things that should have been addressed prior. Motion to approve by Smith, second by Huxley for discussion purposes. The Board then voted. Motion failed with Smith voting "aye", Brown and Huxley voting "nay".

The Board directed Swift to post the open position of County Counsel. Ways to list it were discussed.

**i. Criminal Justice Commission Justice Reinvestment Grant Program Agreement – Commissioners**

Smith explained this is for Local Public Safety Coordinating Council (LPSCC) to help fund many things and has shown an increase from last year. They worked hard through AOC and during the Safety Summits that began here in Curry County to achieve this.

Motion by Smith to approve with signature authority to Commissioner Huxley, second by Huxley. Motion carried unanimously.

**j. Employee Transfer M. Brace from Road Deputy I to Corrections Deputy I – Sheriff ADDITION**

Ward apologized and thanked the Board for allowing the late submission. He explained that the employee was best fit for the other position and brings the Corrections staff to par levels. Effective date would be 10-21-2015.

Motion by Smith to approve, second by Huxley. Motion carried unanimously.

**k. Employee Transfer M. Burdett from Corrections Deputy I to Road Deputy I – Sheriff ADDITION**

Ward explained this was part of the rearrangement to best fit employees to positions. This would bring the Patrol staff to five with two positions still to fill.

Motion by Smith to approve, second by Huxley. Motion carried unanimously.

## 10. CONSENT CALENDAR

- a. Minutes: Remand Hearing of Pacific Gales Golf Course 08-31-2015 – ADDITION
- b. Minutes: Continued Remand Hearing of Pacific Gales Golf Course 09-09-2015 – ADDITION  
Motion by Smith to group items 10.a. and 10.b together and have a vote on item 10.c. separately, second by Huxley. Motion carried unanimously.  
Motion by Smith to approve items 10.a. and 10.b., second by Brown. Motion carried with Smith and Brown voting ‘aye’ with Huxley recused.
- c. Minutes: Board of Commissioners General Meeting 10-06-2015 – ADDITION  
Huxley said that he did not look at this item until this morning and was not prepared to approve something that he had not reviewed.  
Motion by Smith to approve, second by Huxley. Motion carried with Smith and Brown voting “aye” and Huxley voting “no”.

## 11. COMMISSIONER UPDATES/ LIAISON & STAFF REPORTS

Huxley said that he had attended a luncheon at the Coos Curry Co-op on Thursday prior. At that meeting he had addressed topics such as lowering staff pay and benefits as well as making a County Administrator or Manager. He had colored and highlighted and color-coded things on the current agenda and gave a copy to each of the Board. He said that there were fifteen items that could have been handled by a County Manager and would not have had to come before the Board. It would save time from Commissioners having to approve and would save a tremendous amount of paperwork since agenda routing slips would not be made. He said that the time it takes to make the orders, get signatures, and take to the clerk is a significant significant time in order to handle correctly. With the time savings he suggests that the Board consider reducing the Commissioners to part-time. Smith expressed concern that taking items out of the general meeting would be contradictory to Huxley’s stated goal of transparency. Huxley said that many cities do not bring items such as hiring to the Board for approval. Smith agreed with the concept of a County Manager and said that the current Director of Administration Julie Schmelzer was highly qualified for the position. He looks forward to a workshop on the topic.

Smith talked about a bill currently in the Senate called Waters of the U.S. that could make any waterways that indirectly connected to navigable waters under the control of the EPA and Army Corp of Engineers. He opposes this proposed legislation. He asked the Board to move the next meeting to Tuesday November 24, 2015. Consensus was reached and staff was directed to make the needed changes. That will be retiring County Counsel Jerry Herbage’s last meeting.

Brown talked about the hospital annexation and the TLT tax ballot measures that had failed in the vote. Coos County also had a TLT proposal that failed. Smith pointed out that Coos County passed a second amendment law that forces the Sheriff to not go against the U.S. Constitution Bill of Rights. He suspects that it may cost that County monetarily but it is the will of the people. Smith and Brown expressed concern that the surveys had shown seventy-eight percent support for the TLT measure yet it had failed. Brown said she would like to figure out what the separation is there.

## 12. EXECUTIVE SESSION

(None.)

**13. ANNOUNCEMENTS**

Brown read the list of announcements.

**14. ADJOURN**

Brown adjourned the meeting at 11:13 a.m.

Respectfully Submitted,

Shelía M. Megson

These minutes from Wednesday, November 04, 2015 Board of Commissioners General Meeting  
approved this 17 day of February, 2016.

**CURRY COUNTY BOARD OF COMMISSIONERS**

---

Thomas Huxley, Chair

---

Susan Brown, Vice Chair

---

David Brock Smith, Commissioner



## CURRY COUNTY BOARD OF COMMISSIONERS

MINUTES – GENERAL MEETING

Tuesday, November 24, 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

**Staff Present:** County Counsel, M. Gerard Herbage; Administrative Assistant, Shellá Megson; Emergency Services Director, Don Kendall; Director of Finance, Gary Short; Finance Assistant, Cena Crook; Director of Human Resources, Julie Swift; Director of Administration and Economic Development, Julie Schmelzer; Counsel Legal Assistant, Brenda Starbird; Treasurer, Debbie Crumley; Economic Development Assistant, Summer Matteson-Kinney; Director of Veterans Affairs, Anthony Voudy; RoadMaster, Doug Robbins

**1. Call to Order and Pledge of Allegiance**

Commissioner Brown called the meeting to order at 10:00 a.m. Pledge was said by all.

**2. Agenda Amendments**

a. ADDITION: Item 4.aa.

**3. Approval of Agenda**

Motion by Commissioner Smith to approve as amended, second by Commissioner Huxley.  
Motion carried unanimously.

**4. Presentations to the Board**

**aa. ADDITION: Herbage Resolution – Retirement of County Counsel, G.Herbage**

Herbage was sat in front of the Board as a Resolution was read aloud in appreciation of his service to the County and addressing his retirement. Smith thanked staff for the idea. He expressed his appreciation for Herbage's guidance on not only for the County but personal items as well. Smith said that it was an honor to work with Herbage and that he would be missed. Brown said that while she didn't always agree with the advice of Counsel, she did appreciate where it came from. She suggested an additional "whereas" in the resolution. Huxley said that he had learned many things by spending lots of time with Herbage especially topics concerning statutes. Herbage had provided guidance along with an explanation for the suggestion so that he could understand. Herbage thanked the Commissioners, elected officials, county employees, staff, and volunteers.

Motion by Smith to approve, second by Huxley. Motion to amend the previous motion to include agreed up additional wording added to the resolution, second by Huxley. Motion to amend carried unanimously. Motion to approve carried unanimously.

**a. CASA of Curry County Acknowledgement of the Boards support**

Mona Chandler, director of CASA Curry County for 7 years, read a letter from CASA Curry and Douglas counties of thanks and their successes. She said that they could not have done any of this without the help and guidance of the Commissioners. She presented plaques to each Commissioner. She gave them copies of the letters to be placed in previously supplied frames.

**5. Public Comments**

(None.)

**6. New Business**

**a. Discussion of Possible Tree Removal on Merrill Lane, Harbor, Oregon – Counsel**

Robbins and Herbage explained this is for a lane in the Harbor area that is going through a County owned piece of property but is not a County road. There is a tree overhanging a dwelling and there are concerns about possible damage that could occur. Robbins got two quotes for tree removal. This is not a County road so any expenses would come from the general fund and not from the road fund. If the Board decided to not have the work done they would still have legal protection using discretionary. Another option would be to sell the property. Robbins said that there had been past small damages and owners now complain of issues due to the shaded environment.

Schmelzer informed that the Real Property Task Force looked at this road along with others. Their recommendation would be to vacate the property. If the County took the trees down it would set a precedent. There was a discussion of possibly selling the property and what parties may be interested in purchasing them. Robbins showed pictures to the Board and said that the property is roughly 30 feet by 120 feet and mostly covered in asphalt. It is the only access road for some residences. According to old paperwork the value had shown to be only a couple thousand dollars. Huxley said that he does not know how tree damage is handled or by what property owner.

Brown asked Robbins to talk to the neighbors in the area to see if there was any interest in buying the lot. Smith suggested that CIS be consulted so that actions would be covered under that insurance.

**b. Approval of the Coos-Curry Family Law Plan - Counsel**

Motion to approve by Smith, second by Huxley. Motion carried unanimously.

**7. Old Business**

(None.)

**8. Proclamations/Resolutions/Legislative Actions**

**a. Resolution Adopting an Excessive Force Policy – Counsel**

Brown explained that this and the next agenda item were for the CBDG Head Start grant. Motion to approve by Smith, Second by Huxley. Motion carried unanimously.

**b. Resolution Regarding Fair Housing - Counsel**

Motion to approve by Smith, Second by Huxley. Motion carried unanimously.

**9. Administrative Actions/Appointments**

**a. Homeland Security Grant, OpsCenter program purchase - Emergency Services**

Kendall explained that this is to approve certain expenses but will be fully repaid by Homeland Security. This program would help run EOC, get statuses, allow instant reporting, sharing information, make checklists, and utilize preloadable data. It will cut the need of extra staff hours in EOC significantly. It is made by the same company that makes another program that is used through various similar departments. Huxley asked how long

it would be until the County received repayment. Kendall said it would be as soon as we show Homeland Security that the expense had been paid. The cost is around \$33,000. Motion to approve by Smith, Second by Huxley. Motion carried unanimously.

**b. Second Amendment to OHA 2015-2017 Agreement for the funding of Public Health Services – Curry Community Health**

Herbage said that he had looked at this and saw some small funding changes and he noticed language differences but had no problem with it.

Motion to approve by Smith, Second by Huxley. Motion carried unanimously.

**c. Public Records Policy – Administration**

Schmelzer explained that this was one of the original goals discussed in the workshops early in the year and was again addressed at recent workshops. This was a draft based on the information from those workshops and the few comments given to her when she polled the departments. This policy has every department handling their own requests therefore making it uniform. The current process is cumbersome, wasteful of staff time and burdensome to the County Clerk office. The fee schedule given would not be included.

Huxley had thought that there would be another workshop on this topic. He has talked to other departments and he still had questions. He also said that there was no use in having a policy if the fee schedule isn't included. Schmelzer explained that it because fees are to be addressed separately by the Board. Huxley then spoke about current costs of fees and what he would like to see different in them. He said that this was confusing when he had requested various records because the list of custodians did not have telephone or email contact information. Schmelzer explained that requests had to be in writing and signed but agreed that phone numbers could be included. Huxley informed everyone that he had a new topic of PEG materials that he wanted to present at the next workshop but would like this policy addressed at the following scheduled workshop.

Smith said that he would prefer the County Clerk to be the clearinghouse for records request. The proposed policy adds work to the departments and does not allow for sufficient tracking. Huxley agreed. Huxley added that the Planning Department, the Surveyor, Mental Health, the DA's office, and Nancy all have different systems without using a policy and it works just fine. Schmelzer clarified that some departments are exempt by law. She says we do need a policy and all should have a cash box due to other charges that are supposed to be collected and then turned in to the Treasurer at least monthly. She reminded the Board that this topic has been going on for a year and needs to be finalized. Smith thanked Schmelzer for her work.

Motion to table to a workshop by Huxley, second by Smith. Motion Carried unanimously.

**d. Coast Community Health Center Partner Sublease Agreement - Veterans**

Voudy explained that this sublease was in partnership with Coast Community Health. They are willing to provide space, electricity, and wifi at no cost to the County at the Port Orford location. There are many departments and agencies at the same location making it easier for citizen access. Herbage and Smith thanked Voudy for working on acquiring such a valuable asset at no cost to the residents.

Motion to approve by Smith, second by Huxley. Motion carried unanimously.

e. **Resignation from the Safety Committee J. Herbage – Counsel**  
Motion to accept by Smith, second by Huxley. Motion carried unanimously.

f. **Appointment to the Safety Committee C. Johnson – Counsel**  
Motion to appoint by Smith, second by Huxley. Motion carried unanimously.

## 10. Consent Calendar

a. **MasterCard Request B. Starbird, County Counsel Legal Assistant**  
Motion to approve by Smith, second by Huxley. Motion carried unanimously.

## 11. Commissioner Updates , Liaison and Staff Reports

### a. Community Development Activity Report

Brown thanked Johnson in absentia for submitting this report and remarked on her surprise concerning the data. She said that polls indicate positive public opinion and interaction and would like more departmental reports.

Smith requested a change of a general meeting date in December. He is scheduled at that time for a sustainable forest meeting which is of high value to the County. He also added that the general meeting would need to include an Executive Session to discuss potential litigation and there would be an attorney present. There was consensus to move the meeting to the following day after Community Development's public hearing.

Smith said that he has been working with Curry Citizens for Public Land Access. They have worked on grading, clearing, and have their own equipment. They have an MOA with various federal agencies like BLM and US Forest and Ag services. According to RS2477, any roads prior to 1905 in the federal system cannot be 'closed' now. He would like to bring this matter to the Board by 17<sup>th</sup> or first of the year for coordination to make sure roads are not closed by federal agencies. He sent a letter to them yesterday and to Rob McWarder.

Smith talked about the concept of sister counties that help each other in times of need. He suggested that they consider sistering with Klamath. It is far enough inland that if the Cascadia event does happen they should be okay and that they have road reserves. He will get information for the partnerships.

Smith thanked the Board for passing the Malheur County support letter in opposition of the proposed National Monument. Another issue had come up and the State Representatives and Senators were looking for funding streams for it.

Huxley said that he did not make the deadline for submitting agenda items so he wanted to address a topic during Commissioner Updates. He read from what he called a memo that he had written to the Board and gave copies to the Board. He said the letter subject was "Request that the Curry County Board of Commissioners direct Todd Weeks to coordinate with and provide the State of Oregon Geospatial Enterprise Office (GEO) staff remote access to all software effecting or related to GIS currymap.org so that they may see where the web app currently stands." He said that things during the last two months make the county dependent on one individual. He said Weeks was directed to remove all access from Keith Massie and anyone from Lane Council from the GIS system and no other changes were to be done. He said that Weeks had responded unprofessionally but did as he was directed. Immediately afterwards, the entire system was offline. He had advised that he had received various letters from the cities concerning GIS and

that they did not have access or correct passwords. He talked of various attempts that he had coordinated for access to the system were unsuccessful due to a firewall block. He talked about the workshop concerning GIS in September. GEO officials have been given information during this time. Cy Smith, the senior officer from GEO, said that he would be willing to help without cost to the County. Huxley said that he recently created what he called a Final GIS information packet.

Smith asked that directions from the Board to a department head be given without derogatory comments during the delivery. Smith asked where the current statuses of the contract with Massie as well as the letter that was sent to him requesting a response. Brown said there were no contracts. Smith said that there had been a contract for service and that is what he is addressing. Huxley said he had a zip file with correspondence between Brown and Massie. Smith said that an Executive Session had happened concerning this topic and that the result had been to send the letter to Massie. Herbage said that Assistant Counsel had informed him that a response had not yet been received but that the given period of thirty days had not expired. Smith said that he appreciated Huxley getting consultations and asked if he consulted with the County IT Director. Huxley replied that he had not. Based upon the correspondence that had gone between IT and Brown, he felt that communication with him would cause a confrontation.

Smith said that a firewall being present to block outside access would be normal to protect our systems. He said that the IT department doesn't do anything to the program, does not use the program, does not code the program, and only housed in inside the server machines in the basement. IT did not have the expertise to manipulate the GIS at all so he suggested moving it to another department that has people that do use it. Rob Schafer in the Roads Department is such an individual and was requested access by Huxley. Motion by Smith to give the GIS to the Road Department. Motion died for lack of a second.

Huxley said the motion was a knee-jerk reaction. He said that his concern was that things had happened that showed there were indeed changes such as exemplified by Lucas with screenshots of the site at different times. If the GIS were to move then it would further open access permissions and he'd want to figure out if this was sabotage first. Smith said that the person that would have access is one that they had already tried to give access, Rob Schafer. Huxley said that the motion was not prudent at this time.

Brown said that she would like the state to look into the situation and take things slow. Smith asked Huxley who he wanted to have access. Huxley replied naming Cy Smith and his staff as well as Schafer from the County Road Department.

Smith asked if Weeks would have a problem with any of those individuals having access. Weeks said that he just gotten wind about this discussion and had not been notified to it. He explained that he knew Cy Smith and has a high opinion of him. He said that Cy had actually worked with Massie to put in place things used by the County. Weeks explained that he had received a request from a subordinate in another department to access a system under his department. This was a direct security issue and had not gone through proper channels. He suggested they should have gone to their manager to handle this issue. Weeks said that he would be happy to work with Cy Smith on this issue and security of the County system will continue at a high standard.

Commissioner Smith left the meeting.

After Smith had left the room, Huxley began his concerns again. Huxley brought up that in a past meeting Smith had claimed that he said the phrase “knee jerk” six or seven times. He watched the video of the entire meeting and recorded that he said it only three times. He also addressed a set of minutes that had been done for 10-06-2015 quickly due to a need for them concerning another matter. The consent calendar showed them as being approved unanimously but since the minutes on it were from 2014 he had recused himself of approving them.

During a conversation concerning finding a replacement for retiring County Counsel, Brown said that there are three or four counties that outsource their legal services. They resolved to try to do interviews on December 02 or 17. Brown spoke about a housing proposal by AllCare, participation in OHP, and helping those with low income. She also spoke of the need for additional warming shelters due to the coming cold snap in the weather. She expressed concern and opposition of a proposed State Constitutional Amendment called the Two Dollar Bill. She is concerned that voters in other parts of the State will restrict County Commissioner decisions for lower taxes. She said all other commissioners at AOC were in support of this bill.

**12. Executive Session**

(None.)

**13. Announcements**

**14. Adjourn**

Brown adjourned the meeting at 11:58 a.m.

Respectfully Submitted,  
Shelía M. Megson

These minutes from Tuesday, November 24, 2015 Board of Commissioners’ General Meeting approved this 17 day of February, 2016.

**CURRY COUNTY BOARD OF COMMISSIONERS**

---

Thomas Huxley, Chair

---

Susan Brown, Vice Chair

---

David Brock Smith, Commissioner



# CURRY COUNTY BOARD OF COMMISSIONERS

MINUTES – SPECIAL MEETING

Monday, December 21, 2015 – 2:00 P.M.

Commissioners' Hearing Room, Courthouse Annex

94235 Moore Street, Gold Beach, Oregon

[www.co.curry.or.us](http://www.co.curry.or.us)

---

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

**Staff Present:** Administrative Assistant, Shella Megson; Sheriff, John Ward; Assessor, Jim Kolen; Legal Assistant, Brenda Starbird; Treasurer, Debbie Crumley; Clerk, Renee Kolen

**1. Call to Order and Pledge of Allegiance**

Commissioner Brown called the meeting to order at 2:04 p.m.

**2. Agenda Amendments**

(None.)

**3. Approval of Agenda**

**4. Presentations to the Board**

(None.)

**5. Public Comments**

(None.)

**6. New Business**

(None.)

**7. Old Business**

(None.)

**8. Proclamations/Resolutions/Legislative Actions**

(None.)

**9. Administrative Actions/Appointments**

(None.)

**10. Consent Calendar**

(None.)

**11. Commissioner Updates , Liaison and Staff Reports**

(None.)

*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.*

**12. Executive Session**

**a. Executive Session ORS 192.660(2)(h) consider applicants for the position of Curry County Legal Counsel.**

The Board entered Executive Session at 2:07 p.m.

The Board emerged from Executive Session and reconvened Open Session at 3:21 p.m.

Motion by Commissioner Smith to move forward offering the position of County Counsel to Mr. Huttel with the top salary of range D and to direct the liaison Commissioner, Vice-Chair Huxley to extend the offer of the position, second by Commissioner Huxley. Motion carried unanimously.

**13. Announcements**

(None.)

**14. Adjourn**

Brown adjourned the meeting at 3:22 p.m.

Respectfully Submitted,  
Shelía M. Megson

These minutes from Wednesday, December 21, 2015 Board of Commissioners' Special Meeting approved this 17 day of February, 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](mailto:BOC_OFFICE@CO.CURRY.OR.US)**

**AGENDA ITEM TITLE:** Staff Reports

**AGENDA DATE<sup>a</sup>:** February 17, 2016 **SUBMITTING DEPARTMENT:** ComDev, Survey  
<sup>a</sup>Submit by nine days prior to the next General Meeting ( ten days if a holiday falls within that nine day period)

**CONTACT PERSON:** Planning Director & Surveyor **PHONE/EXT:** 3228 & 3225  
**TODAY'S DATE:** February 3, 2016

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:** Community Development Department January 2016  
Activity Report.

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:**

**SUBMISSION TYPE:** Memorandum

- (1) January Report Surveyor
- (2) Activity Report ComDev

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:

<sup>c</sup>Note: Most signed documents are filed/recorded with the Clerk per standard process.

**PART II – COUNTY CLERK REVIEW**

**EVALUATION CRITERIA:**

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

**PART III - FINANCE DEPARTMENT REVIEW**

**EVALUATION CRITERIA 1-4:**

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

**PART IV – COUNTY COUNSEL REVIEW**

**AGENDA ASSIGNMENT TYPE:** (Select)

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

**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**

**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**

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

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

**CURRY COUNTY SURVEYOR**  
**MONTHLY ACTIVITY REPORT**  
**JANUARY 27, 2016**

CUSTOMERS: Serviced from Dec. 2, 2015 - Jan. 27, 2016

WALK-IN'S: 29 (We usually spend between ½ and 1 hour with a walk-in.)

PHONE CALLS: 26 (We sometimes spend up to ½ hour helping people.)

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

T30 - 0	Far North County
T31 - 1	“
T32 - 0	“
T33 - 0	“
T34 - 0	“
T35 - 0	“
T36 - 0	“
T37 - 0	“
T38 - 0	“
T39 - 0	“
T40 - 2	Brookings-Harbor area
T41 - 2	“

Our customer service this period included the following:

- General info question relating to boundaries
- Real estate investment - feasibility study
- Verification of survey completion - 2
- Plat research
- Email Partition Plat
- ¼ Corner Records
- Easement issues
- Survey assistance
- Map copy requests
- Boundary Line questions/research
- Metes & Bounds research
- Lot Line adjustment queries
- Encroachment issues
- Website navigational assistance
- Flood Certification research question
- Corner research
- Retired Civil Engineer – gifted the dept. with a level rod
- Plotter/scanner used for a fee by Water Conservation District

- Map checks by Surveyor – 5
- Surveyor questions regarding procedures
- Surveyor checked Public Land Corner for citizen complaint
- Work indexing GPS books to Corner Records was extensive and on going
- We've noticed about 12 guides to using the on-line resources are taken each week.

NOTE:

Due to being out-of-office on Mondays & Fridays, average 3 missed calls recorded on phone system, followed up on Tuesday mornings.

Respectfully submitted,

Reily Smith  
County Surveyor



## Community Development Department January 2016 Activity Report

### Permit Applications and Plan Review for Commercial Buildings

Commercial Mechanical – 2 permits  
Commercial Plumbing – 2 permits  
Commercial Structural – 1 permit

### Permit Applications and Plan Review for Residential Buildings

Single family homes/stick built – 1  
Residential demolition – 1  
Residential manufac. dwelling – 3  
Residential Mechanical – 8  
Residential Plumbing – 3  
Residential Structural – 5

### Inspections - 77

Phone/counter/300 calls/ visits

Planning Clearance – 4

Land Use Compatibility Statements – 7

Property line adjustment/vacation – 2

Tentative Part. Map review and re-plat - 1

CUP renewal - 2

January Revenue - \$64,944.51

### Administration

Safety meeting  
Evaluation of Land Division permitting fees, preparation of report and presentation to BOC, notification of concerned citizens.  
Interface with Coos county planning staff regarding design guidelines for new development.  
Violation – interface with complainant and owner

Conferral with Don Kendall regarding pending class in Portland on  
Leveraging Tools for Conducting Damage Assessments for Building Official  
Department Manager Meeting  
Beginning budget review

### Development Projects meet, confer, CUP preparation and issuance

CUP incompleteness letter out (twice, same case)

### Long Range Planning

Comp Plan/Zoning Code change – Benham Lane property. Preparation of staff report and presentation to BOC

Conferral and coordination with DLCD regarding Risk map and project management team meeting. Meeting held in January, draft schedule put together for future community meetings and plan of action.

Preparation of material, collaboration with Planning Commission chair and commissioner on workshop with BOC regarding Business license feedback from Planning Commission.

Meeting with ODOT representative regarding US 101 Corridor Study from McVay to the California Border and updating the Curry County Transportation Plan. Future meetings will be held and include Planning Director and Roadmaster.

Interface with Angelo Planning Group regarding Forest Grazing/Timber, AG and EFU zoning updates.

Preparation of staff reports for Planning Commission January 28 meeting regarding recreational marijuana and modification to the Zoning Code related to Planning Commission duties and responsibilities.