



CURRY COUNTY BOARD OF COMMISSIONERS

MINUTES – GENERAL MEETING

Wednesday, October 21, 2015 –10:00 A.M.

Commissioners' Hearing Room, Courthouse Annex

94235 Moore St., Gold Beach, Oregon 97444

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

Staff Present: Commissioners Administrative Assistant, Shelia Megson; County Counsel, M. Gerard Herbage; Director of Administration, Julie Schmelzer; Facilities Director, Eric Hanson; District Attorney Office Manager, Stacy DeLonge; Victims Advocate, Christine Mather; Sheriff, John Ward; Roadmaster, Doug Robbins; Roads Office Manager, Diana Carpenter; Roads Worker III, D. Hannen; Juvenile Director, Jay Trost

1. Call to Order and Pledge of Allegiance

Brown called the meeting to order at 10:02 a.m. Pledge was said by all.

2. Agenda Amendments

- a. **TABLED:** Item 9.j. New Hire Community Service Coordinator, T. Wardle – Juvenile

3. Approval of Agenda

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

4. Presentations to the Board

- a. **Years of Service Award for Diana Carpenter – Roads**

Robbins presented a certificate and a pin to Carpenter and gave many praises. Smith, as the liaison Commissioner, and Ward both agreed and added to the accolades of Carpenter.

5. Public Comments

Connie Hunter of Brookings spoke about the Brookings resiliency project. She thanked the Commissioners for supporting it and reminded everyone that it was the last day to submit letters of support. She had attended the Curry Mental Health Advisory Board meeting the prior day and was impressed with the progress. Jay Trost, Director of Parks and Juvenile Departments, is their new president. She wanted to make sure to speak about Veterans and Mental Health. She praised the progress that she has observed in the services to them since she has moved here.

6. New Business

Huxley wanted an explanation of the new agenda format. He also wanted the public comments to be extended past the currently observed three minute time limit. Brown explained that the public comments needed to be moved in order accommodate the public and to not have people waiting for hours to address the Board.

7. Old Business

(None.)

8. Proclamations/Resolutions/Legislative Actions

(None.)

9. Administrative Actions/Appointments

a. New Hire Maintenance and Construction Worker III, E. Allen – Roads

Motion by Smith to approve, second by Huxley. Motion carried unanimously.

b. Promotion Maintenance and Construction Foreman, D. Hannen - Roads

R. Speece had retired and Hannen is his replacement. Open recruitment among employees had been done. Smith asked of Hannen's experience and employment with the county so that the public would be more familiar with the reasoning of this choice. Robbins obliged. Smith thanked both.

Motion by Smith to approve, second by Huxley. Motion carried unanimously.

c. Add the Custody Policy Manual Including Jail Standards to the Lexipol/OSSA Online Subscription Agreement – Sheriff

Ward explained that the department already had Lexipol and the addition will bring needed custody and jail policies.

Motion to add addendum by Smith with signature authority to the Sheriff, second by Huxley. Motion carried unanimously.

Herbage recommended seeking grant funding. Huxley asked and Herbage explained that it was through CIS and would pay for half of the cost for the first year. Ward said a recent inspection alerted them and that this would bring the department policies into compliancy.

Motion by Smith to approve funding from a grant from CIS, second by Huxley. Motion carried unanimously.

d. New Hire Communications Deputy I, M. Dennard – Sheriff

Motion by Smith to approve, second by Huxley. Motion carried unanimously.

e. New Hire Corrections Deputy I, J. Rhodes – Sheriff

Ward explained this is a vacant position and introduced Rhodes. Rhodes summarized his background. Ward said this will bring Corrections and Dispatch up to par staff levels but would still need another road deputy.

Motion by Smith to approve, second by Huxley. Motion carried unanimously.

f. Victims of Crime Act (VOCA CFA) 2015-2017 Grant Application – District Attorney

DeLonge and Mather explained that this used to be two grants but have been combined into one. They received \$46,000 this year. Smith complimented Mather for a job well done in Victim Assistance. There was a push for more funding, and a lot of it has happened from the Safety Summits held here in Curry County.

Motion by Smith to approve with signature authority to the District Attorney as the authorized representative, and the Director of Finance as the fiscal officer, second by Huxley. Motion carried unanimously.

g. New Hire Victim Assistance Program Advocate, J. Campbell – District Attorney

DeLonge explained that the additional funding from VOCA allowed for filling this position of 14 hours per week. Campbell had been on the County office pool and a volunteer for victims as well as worked in the Juvenile Department. Smith thanked her for support on behalf of the people of the county.

Motion by Smith to approve, second by Huxley. Motion carried unanimously.

- h. **Change to Full Time Employee (FTE) Status, C. Mather – District Attorney**
DeLonge explained that the additional funding from VOCA allowed for increasing this position. Motion by Smith to approve, second by Huxley. Motion carried unanimously.
- i. **Coastal Center for Youth Counseling Services Agreement – Juvenile**
Trost explained that there had been many times where they needed to send kids out of the area for services we could not provide. This will bring more services. The funding is done on a reimbursement per service basis. Brown asked what the ceiling amount was and Trost explained that the Department has never met that limit so he was unsure of the amount. Huxley asked that at a future meeting the monetary summations and ceilings be presented. Smith thanked Trost and recognized him as treasurer and recently named as the president of Curry Community Health Advisory Board.
Motion by Smith to approve, second by Huxley. Motion carried unanimously.
- Smith shared new brochures of Boice Cope County Park with Brown and Huxley, and asked Trost for update. Trost shared that the received revenue exceeded budgeted revenue in 10 weeks versus the full year expectation. Based on survey results, they added a laundry service to the park and implemented a reservation system. He has more improvements coming including possible yurts along the area. Lobster Creek County Park had a lot more traffic including a wedding and two more wedding reservations for the future. Smith thanked Trost and added that the Department moral is high and the parks are moving forward well.
- j. **New Hire Community Service Coordinator, T. Wardle – Juvenile – TABLED**
- k. **Contract with HarborView Windows Heating & Air, Inc. for Ductless System – Facilities**
Hanson explained this is for climate control in the Elections area, is for health reasons as well as document retention. It was included in the budget. Three proposals for the work were received but only one was reasonable. Smith thanked Hanson for his work and foresight for these needed projects and Hanson thanked him for the recognition. Huxley said that they should close the windows, that Hanson should make a schedule to clean the systems, and that he sees closed doors and windows in areas of paperwork so Hanson should install a venting solution. Hanson explained that he has already done that along with humidity controls.
Motion to approve by Smith, second by Huxley. Motion carried unanimously.
- l. **New Hire Buildings & Grounds Custodian, D. Richardson – Facilities**
Hanson disclosed that new hire person is a tenant of his and he wished to address the possible perceived conflict of interest. He explained that Richardson does not require this income in order to afford the rent. Richardson has over twenty years of experience in this field of work. Smith thanked him for the disclosure.
Motion by Smith to approve, second by Huxley. Motion carried unanimously.
- m. **Airport Fencing Contract – Economic Development**
Schmelzer reminded the Board from the last meeting that the first bidder did not sign the agreed contract on time. The second bidder was 2G but at a higher cost. The next agenda item addresses covering that cost.
Motion by Smith to approve as presented for 2G with signature authority to Schmelzer, second by Huxley. Motion carried unanimously.

n. **Airport Fencing Grant Signature Authority – Economic Development**

Schmelzer explained that the FAA is willing to help with the difference in costs between the two contracts with grants. WHPacific helps to get all the work done for these grants and will also apply to get costs covered for the required 10 percent match. Smith thanked Randy at WHPacific for his help. Huxley asked for the amount of the difference between the two contracts. Schmelzer said it was \$160,000. Huxley expressed that he wanted it stated so that the residents would know the magnitude of public dollars being talked about. Schmelzer explained that the first bidder changed the size of the pipe and therefore the amount was not properly represented.

Huxley said any contract given signature authority does not then go to counsel. He wants Counsel to keep copies of all contracts. Schmelzer and Brown explained that the current policies do require certain contracts do have to go through County Counsel and that they were also working on an update for it. Herbage explained that the personnel policy has an additional statement on the matter. Brown agreed that she wanted a place for all contracts. Motion by Smith to approve with signature authority to the liaison Commissioner, second by Huxley. Motion carried unanimously.

o. **Airport Capital Improvement Plan Update – Economic Development**

Schmelzer explained that this is an annual submission to ODA and FAA. It includes the plans, costs, and the requested dollar amount from them. \$750,000 of improvements should be shown to meet their limits for possible funding. She named various items and reminded the Board that WHPacific would help to find funding for the required 10 percent match on the projects. She recognized the large amount of work Hanson has done at the airport. Smith thanked Schmelzer and Hanson. He commented that the difference in cost for the fence project is large but is needed due the risk of lives from elk on the runway. Schmelzer said she was surprised an incident had not already happened.

Motion by Smith to approve with signature authority to Julie Schmelzer if needed in the future, second by Huxley. Motion carried unanimously.

p. **Community Development Block Grant (CDBG) Delegation of Authority – Counsel**

Brown explained that a number of documents will be coming concerning the HeadStart grant. Motion by Smith to give signature authority to Julie Schmelzer, second by Huxley. Motion carried unanimously.

q. **Airport Hangar Lease Transfer – Counsel**

Herbage informed that this was a transfer from Raymond Forsberg to Matt Fearing and had no variations from the standards or conditions.

Motion by Huxley to approve and related documents, second by Smith. Motion carried unanimously.

r. **Brookings Disaster Resiliency Support Letter – Commissioners**

Smith explained that this is from \$850 million of federal monies and that south Curry County and Reedsport had been chosen. Brookings has submitted seven projects which included expansions of the reservoir and medical facilities. Geology and site locations had been obstructions in trying to help the Harbor reservoir. Studies had shown trapped pockets of salt

water existing from times of the terrain formation. He thanked the Chair for bringing this letter of support to the Board.

Motion by Smith to approve, second by Huxley. Motion carried unanimously.

s. **Dissolving the Public Services Financial Advisory Committee – Counsel**

Smith said that this committee presented an annual report at the beginning of the year completing their assigned task. Brown says same committee members work on citizen involvement so this was to streamline efforts.

Motion by Smith to approve, second by Huxley. Motion carried unanimously.

t. **Committees and Task Force Policy for Filing of Agendas and Minutes - Commissioners**

Brown said that the changes discussed at the workshop are now in the policy. This is to make sure public notices, agendas, and minutes for committees are properly done. Herbage is reviewing the application form due to new laws. Huxley says he agreed with the policy but opposed the order because of the formality. Smith said it is needed to make sure staff members are included so that tracking and correct filing are done. Smith thanked Brown for her work. Motion to approve by Smith, second by Huxley. Motion carried with Smith and Brown voting “aye” and Huxley voting “No”.

10. Consent Calendar

a. **Minutes Commissioners Workshop 09-23-2015**

Huxley said the minutes did not meet requirements, read a section of the law and presented the Board with his own set of minutes that he wanted put into record. He recounted his version of a discussion with staff and then suggested that the workshop was of higher importance so should have been handled differently. Herbage was asked to clarify which rules governed the meeting minutes. Smith said that Huxley’s set of minutes did not meet requirements, the law allows for audio or video or written minutes of which this county provides all three. Huxley made a statement concerning the DOJ. Smith reminded him that written minutes were not to be a transcript but address the substance and are not to include personal opinions. He suggested that Huxley’s focus on this law was limited instead of understanding the entire text. He questioned why the topic of the DOJ was brought up and corrected some points about the statement. Smith said that the topic of the workshop in question was to be addressed at this meeting. Executive Session and he still had questions on the issue. Brown disagreed with the tone of the conversation.

Motion to approve as presented by Smith, second by Huxley. Motion carried with Smith and Brown voting “aye” and Huxley voting “no”.

The Board took a ten minute break and then moved into Executive Session.

The Board came out of Executive Session with no decisions needed.

11. Commissioner Updates , Liaison and Staff Reports

Huxley referred to the Board’s general meeting on 10-6-15. For the topic of a suggested liaison change, he wanted to point out that the supplemental folder was used for LGPI letters. Huxley brought a newspaper article that he had copied and wanted it entered in the record. He highlighted where he disagreed with the article and said that he was tired of this person reporting things incorrectly. Huxley then quoted Smith during that meeting concerning practices about changing a liaison. He then quoted a past meeting in which Brown had asked for liaison change. The topic had been tabled during a December meeting due to liaison changes routinely addressed in January which

would be coming up soon. He wanted to point out that since it had been not done before then the same rules should apply for him.

Brown said that she had hosted 25 forums over the last few months. They were well attended with good amount of participation. Huxley said he wanted something to be pursued as a result of all that. Brown said she wanted three more in November. She will use the winter to compile and make a plan using the responses on the questionnaires.

12. Executive Session

Pursuant to 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 GIS. This executive session was done out of order and held before Item 11.

13. Announcements

Brown read the announcements.

14. Adjourn

Brown adjourned the meeting at 12:26 p.m.

Respectfully Submitted,
Shelía M. Megson

These minutes from Wednesday, October 21, 2015 Board of Commissioners' General Meeting approved this 06 day of January, 2016.

CURRY COUNTY BOARD OF COMMISSIONERS



Commissioner Susan Brown



Commissioner Thomas Huxley



Commissioner David Brock Smith