



## CURRY COUNTY BOARD OF COMMISSIONERS

### MINUTES – GENERAL MEETING

Tuesday, October 06, 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, Shelia Megson; Emergency Services Director, Don Kendall; Sheriff's Lt, Michael Espinoza; Sheriff's Executive Administrative Assistant, Pamela Dickson; Director of Finance, Gary Short; Community Development Director, Carolyn Johnson; Director of Human Resources; Julie Swift; Facilities Director, Eric Hanson; Director of Administration and Economic Development, Julie Schmelzer; Assessor, Jim Kolen

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

Brown called the meeting to order at 10:00 a.m. The Pledge was recited by all present. A moment of silence was observed by all for the recent tragedy on the campus in Roseburg.

#### 2. AGENDA ALTERATIONS

**TABLED: Item 9.a.:** Resolution in Opposition to the Proposed New Monument Areas  
Motion by Smith to accept the agenda as amended, second by Huxley. Motion carried unanimously.

#### 3. PUBLIC COMMENT

(None.)

#### 4. CONSENT CALENDAR

a. Meeting Minutes: 04-21-2014, 04-30-2014, 05-07-2014, 05-15-2014, 05-21-2014

b. Mastercard Request – Shelia Megson

c. Correcting Scrivener's Error on Shake-Out Resolution

d. ODF&W/Sixes River Fishing Access in lieu of tax certification

Smith thanked Megson for the work done for the minutes.

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

#### 5. PRESENTATIONS

a. Years of Service Presentation for Director of Emergency Services Don Kendall – Sheriff

A certificate and pin were presented to Kendall by Espinoza. The Board expressed thanks for his hard work and dedication to this position as well as other services in the community.

#### 6. ADMINISTRATIVE ACTIONS

a. Curry County Emergency Services Performance Grant – Emergency Services

Kendall informed this is an annual requirement. The grant for \$64,647 pays for half of his position and various other services and is represented as such in the budget. Motion by Smith to approve with signature authority to the chair, second by Huxley. Motion carried unanimously.

b. Ricoh Curry County Sheriff's Office Lease and Maintenance Agreement – Sheriff

Dickson informed that this is for a copier and allows for a better machine without increased cost to the county. Herbage explained that the non-appropriation clause had been included and that there was a separate maintenance clause.

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

**c. Colvin Street Lease Extension – Curry Community Health**

Herbage informed that the two leases, Items 6.c. and 6.d. expire at the end of the month and that Smith had negotiated new ones with a three percent increase. Smith expressed thanks to Herbage and Ken Dukek from CCH for helping him with this task. Motion by Smith to approve, second by Huxley. Motion carried unanimously.

**d. Moore Street Lease Extension – Curry Community Health**

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

**e. Caselle Software Maintenance & Support Agreement – Finance**

Short gave out a new contract that had the addition of a non-appropriation clause as County Counsel had requested. Utilizing the single payment option would lower the cost by five percent and carry it through September. The Excel add-in will allow the various departments to pull their own reports. Brown and Short agreed training would be done by the Finance Department after the initial by Caselle. Support will be included in this agreement but not upgrades.

Smith asked Short to explain for the public about Caselle. He summarized the numerous things that are done in the Finance Department, which works with and tracks things for every department, and then explained that this program allows all of those functions to be handled digitally, saving lots of employee time as well as lower errors.

Huxley suggested there are small programs out there. Short explained that just using a spreadsheet program like Excel would be insufficient for the needs. Motion by Smith to approve with signature authority to the Chair, second by Huxley. Motion carried unanimously.

**f. Harbor View Windows, Heating & Air Inc. Contract – Facilities**

Hanson informed that this is replacements for two failed windows in the Sheriff Lieutenant's Office and another in the Community Development Office. Motion by Smith to approve, second by Huxley. Motion carried unanimously.

**g. Head Start Contract with CCD Business Development Corporation for Administration**

Herbage informed that Brown had worked a lot on this and it was a good sum of money to the County. It has gotten approval from Becky at CCD and Brown said that CCD is familiar with doing the grants. Motion by Smith to approve, second by Huxley. Motion carried unanimously.

**h. Order Following Remand Regarding Pacific Gales**

Huxley recused himself. Smith thanked him for doing so in recognition of the importance of the issue. Herbage said that he and Community Development Director Carolyn Johnson both recommended it for approval. Motion by Smith to approve, second by Brown. Motion carried: Aye-2 (Brown, Smith); Abstain-1 (Huxley).

**i. Order Establishing Policies for Committees and Task Forces**

Brown explained the need for the policy to bring them into compliance with public meetings laws. Brown made a draft committee application. Smith thanked her for her work on this project. Huxley asked at what meeting this need was discussed and was told by Smith that it had been during the general meeting prior. Huxley said that he had not looked at this order until the

day before this general meeting and thought that it was too extreme. He cited other counties and said ours was dictatorial in comparison. He is concerned that this would require additional time and money of county staff. Brown and Smith agreed it would add to time needs but it needed to be done for compliance. Huxley said that there are no consequences for being out of compliance. Huxley disliked the use of the word ‘shall’ instead of ‘‘may’’ or ‘‘consider’’. He wanted it to be in a workshop and not in an order passed by the Board. Smith asked if Huxley had opinions on the committee application but Huxley had not reviewed it yet. Brown said she wished for all commissioners to be happy with it so they agreed to table the item and add the policy to the discussions on the next workshop already scheduled on 10-14-2015. The application would be considered an interoffice document and therefore would not need to be formally approved by the Board. Motion by Huxley to table the discussion to the upcoming workshop, second by Smith. Motion carried unanimously.

**j. Risk Management Policy**

Herbage explained that an amendment had been made to the discipline area. Approval of the policy and related tasks will qualify the county for a \$1000 bonus. It outlines the people that are affected by the policy. It is a living document that will allow for updates as needed. It is needed to reduce exposure to liability and save the county from potential loss of money. Smith thanked Herbage, Swift, CIS, Brown, and Assessor Jim Kolen for their work on the policy. Motion by Smith to approve, second by Huxley. Motion carried unanimously.

**k. Franchise Renewal to Cal-Ore Life Flight for ASA-2 and ASA-3**

Brown informed that ASA had met last month to review these agreements. The second agreement is Item 6.l. on this agenda. This will give a five year extension to the current agreement but is the last extension that can be done. The next one will need to be a new application. Herbage explained that this is to provide ambulance services in specified areas and that each company has mutual aid agreements with others for backup support. Motion by Smith to approve, second by Huxley. Motion carried unanimously.

**l. Franchise Renewal to Port Orford Community Ambulance for ASA-1**

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

**m. Intergovernmental Agreement #5115 Regarding Correctional Services**

Herbage explained that this had been brought by Huxley and it concerned the Local Public Safety Coordinating Committee (LPSCC). It is standard with past iterations and is a funding source with some revisions by Herbage. Huxley advised the Board that LPSCC will finally meet to catch up on 10-22-2015. Smith informed that the state increased the funding. Huxley said that the County received \$200,000 and he is trying to make sure of compliance. Brown thanked Huxley for working on his committee. Motion by Huxley to approve with signature authority to the Chair, second by Smith. Motion carried unanimously.

**7. OLD BUSINESS**

**a. Liaison Commissioner Change for Information Technologies Department**

Letters from the LPGI moderator were made available to the Board that said that they could no longer help the situation. Smith said that liaison changes in the past had not been a problem when they were needed before January of this year.

Motion by Smith to change the liaison to himself. Brown declared that the motion died due to lack of second. Huxley asked the Chair for time to comment. He said his comments have to do

with the Department of Justice and criminal investigations. IT Director Todd Weeks entered the meeting room. Huxley then said that he would follow his mother's advice and keep the comments to himself.

**b. Brookings Airport Fence**

Schmelzer explained that the Sloan company had not returned a signed contract within the allotted time. They had bid with using smaller pipes on the fence that were not consistent with the engineer's specifications. Schmelzer spoke with the FAA and they support the move to the second bidder, 2G, since it became a question of quality. FAA indicated that the added cost could be covered through grants. WHPacific is available by phone if needed for questions. 2G is still willing to honor their original bid and can start work this fall.

Smith informed that the project had been started by past Commissioner Itzen and is crucial to complete due to safety concerns. There is a consistent notice on file with the FAA due to the elk on the runway. Schmelzer recommends to rescind the award to Sloan and then to award the contract to 2G. A \$30,000 bond had been put up by Sloan and it is in question as to whether move to take it.

Motion by Smith to rescind the bid award to Sloan for the fence project, second by Huxley. Motion carried unanimously. Motion by Smith to instruct staff to move forward with the intent to award the contract to 2G, second by Huxley. Motion carried unanimously.

**8. NEW BUSINESS**

**a. Letter of Support for the Oregon Department of Land Conservation and Development Model Code Project to Update Farm and Forest Zones**

Johnson informed that she has seen the work. This is of no additional cost to the County and she recommends approval. Smith thanked Johnson for her work on this. Motion by Smith to approve, second by Huxley. Motion carried unanimously.

**9. PROCLAMATIONS/RESOLUTIONS**

**a. Resolution in Opposition to the Proposed New Monument Areas – Commissioners - TABLED**

**10. LEGISLATIVE ACTIONS**

(None.)

**11. APPOINTMENTS**

**a. Appointment of James Martin to Western Oregon Advanced Health (WOAH) Community Counsel Advisory Committee**

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

**b. Appointments of Dori Statton, Megan Riffle, Jonathon Trost, Laurie Van Zante, Jackalene Antunes, Connie Hunter, Holly Stephens, Rita Maye, Joel Hensley, Kay Minker, Leslie Mason, and Michael Espinoza to the Curry Community Health Advisory Board**

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

**c. Appointment of Julie Schmelzer as an alternate to the South West Area Commission on Transportation (SWACT)**

Huxley asked what this was. Roadmaster Doug Robbins is the main member and this would make Schmelzer his alternate if needed. Alternates have same privileges when serving instead of the original appointee. It deals with regions for lighting, sidewalks, railroad streets, etc. Motion by Smith to appoint, second by Huxley. Motion carried unanimously.

**d. Appointments of Summer Matteson-Kinney and Jodi Frits to CCD Business Development Corporation Board of Directors.**

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

**e. Appointments of Huxley, David Denney, Jay Trost, Ken Dukek, and Lea Sevey to the Local Public Safety Coordinating Council (LPSCC)**

Smith offered some advice to Huxley as he had been on it for numerous years. Motion by Smith to appoint, second by Huxley. Motion carried unanimously.

**f. Appointments of Brent Thompson, Huxley, and David Griffith to the Board of Property Tax Appeals (BOPTA)**

Huxley informed that they were all reappointments. Herbage informed that all training was complete for the candidates. Motion by Smith to appoint, second by Huxley. Motion carried unanimously.

**12. CITIZENS CONCERNS**

Tom Moore, resident and retired Captain in United Airlines, shared pictures and expressed deep concern over the elk on the Brookings Airport runway. He commented that this has been discussed for many years and thinks it is an emergency situation as to avoid injury and mitigate possible County liability. Brown and Smith expressed thanks to Moore and explained that the previous agenda item was to make sure no more delays would be experienced, to move forward with timely construction and completion dates. Huxley said that from recent emails he is confident that the FAA will accept the contract referenced in that agenda item.

**13. EXECUTIVE SESSION**

Executive Session ORS 192.660(2)(h)- To consult with Counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed- This concerns a hangar at the Brookings Airport.

The Board entered executive session at 11:24 a.m. and reopened the general meeting at 11:38 a.m. without the need for action.

**14. MATTERS FROM COMMISSIONERS**

Huxley followed up on a resident's comment from a past meeting concerning Oregon House Joint Resolution 21. He said that in the 2015 session there were two HJR21 proposed. He showed a letter from Marion County to Smith in support of it and a letter from Kolen in support.

Brown discussed streamlining the agenda for the commissioner meetings. She will make sure some needed workshops are set. AOC has training for new commissioners and there is a benefit to having mentors. Huxley agreed with streamlining as to keep paid employees from not wasting money sitting in these meetings. The idea of a live feed was brought up but Huxley expressed concern that the employees and elected officials would still use the time to focus on the broadcast.

**15. ANNOUNCEMENTS**

Brown read the list of announcements.

**16. MISCELLANEOUS**

(None.)

**17. ADJOURN**

Brown adjourned the meeting at 11:46 a.m.

Respectfully Submitted,  
Shelia M. Megson

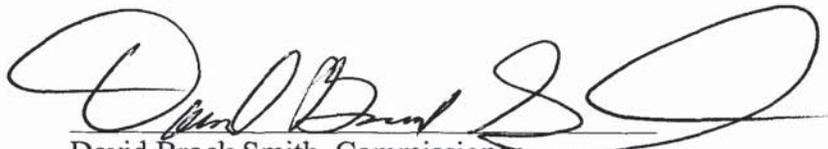
These minutes from Tuesday, October 06, 2015 Board of Commissioners' General Meeting approved this 04 day of November, 2015.

**CURRY COUNTY BOARD OF COMMISSIONERS**

  
Susan Brown, Chair

Opposed insufficient time to  
thoroughly review document  
created late afternoon 11/3/15

Thomas Huxley, Vice Chair

  
David Brock Smith, Commissioner