



CURRY COUNTY BOARD OF COMMISSIONERS

MINUTES – GENERAL MEETING

Wednesday, January 06, 2016 –10:00 A.M.
Commissioners' Hearing Room, Courthouse Annex
94235 Moore St., Gold Beach, Oregon 97444

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

Support Staff Present: Administrative Assistant, Shella Megson

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

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

2. STATE OF THE COUNTY ADDRESS

Chair Brown read her State of the County Address. She would like a strategic plan and resolve to do what is best for the residents. Keep open minds and not dismiss ideas because of topic or personal views?. She listed successes such as the retirement of long serving County Counsel Herbage and new County Counsel Huttel will be a welcome addition. Sheriff Ward has had funding issues but has reached out for citizen input, increased jail space, and there have been many awards to people in the department. Planning Director Pratt retired and his replacement Johnson is showing positive growth in permits. Director of Administration and Economic Development Schmelzer has gotten the new TravelCurryCoast.com website up, formed the STED task force for the redundant fiber loop, and examined over 900 properties. There's a movie concerning the local cloning of the champion redwoods. Veterans Services Officer Voudy has finished his training and has helped over a thousand vets this year. Juvenile and Parks Director Trost is doing very well and cabins are being fixed through fundraisers. The Surveyor is now organized, and RSVP shows a great number of donated hours. The airport is in progress of finishing a new elk fence and Facilities Director Hanson had added a new ventilation system to the Courthouse. She said 2016 will be difficult and they need to be a team.

3. AGENDA AMENDMENTS

Commissioner Huxley requested moving the order of the items within the agenda. The Board agreed on the following order for items: Presentations, Items 12a-k, 11a-b, Item 9 and then Item 10. Motion by Huxley to make the changes as suggested by Huxley, second by Commissioner Smith. Motion carried unanimously.

4. APPROVAL OF AGENDA

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

5. APPOINTMENT OF THE CHAIR & VICE CHAIR OF THE CURRY COUNTY BOARD OF COMMISSIONERS

Commissioner Huxley requested that he be the Chair for the next year. Motion by Huxley to name himself as Chair, second by Commissioner Smith. Motion carried unanimously. Commissioner Brown handed the control of the meeting over to Huxley. Motion by Smith to name Brown as the Vice Chair, second by Brown. Motion carried unanimously.

6. ASSIGN COMMISSIONER LIAISON LIST AND OTHER RESPONSIBILITIES

Commissioner Huxley read off all the current department assignments. On other liaison responsibilities, Commissioner Smith had seven, Huxley three, and Commissioner Brown eight. Motion by Smith to keep the assignments the same as the previous year, second by Brown. Brown asked about liaison to the Sheriff's Department. Huxley said that he was told by the Sheriff in March that they were equals as elected. Huxley had told the Sheriff that he would not be his liaison and wished him well. Smith offered to be the liaison for the Sheriff's department. Brown asked Ward how he felt being without a liaison. Ward said he preferred not having a liaison. Huxley asked for a motion. Brown reminded him that there was currently a motion on the floor. Motion carried unanimously.

7. PRESENTATIONS TO THE BOARD

a. Years of Service Award W. Lang – Juvenile

Juvenile and Parks Director Trost thanked Commissioner Brown for her State of the County address and said that he likes the 'year of opportunity' attitude and hoped the new chair would continue in that spirit.

Trost had a certificate for Lang but said that she was not present due to working at her usual nonstop pace. He explained that this award was for ten years of service. During times of considerable cuts to the department, she used the opportunity to bring consistency to the youth services with unparalleled levels. She won the Juvenile Professional of the Year award, organized a 5k fundraising run, a dance for the youth during Halloween, and wrote a grant that the County received. Brown asked Trost to pass along the thanks of the Board.

b. PEG Task Force Recommendations

Chair of PEG task force and Director for the Gold Beach Library Jeremy Skinner read the recommendations of the Task Force to the Board. He said that the needed A/V professional could be a volunteer to reduce cost to the County. Whoever does the RFP work should be excluded from being allowed to submit a bid. He also said that when equipment is bid the item need to be accompanied by an explanation of why it is needed. Skinner said the Task Force agreed that the government channel should be addressed first with education being the next focus. It would be short-sighted to not set up the equipment to enable live internet streaming.

Commissioner Smith thanked Jeremy Skinner, Carl King, Todd Weeks, Shelia Megson, and Eric Hanson for serving on the Task Force. Commissioner Huxley talked about the presentation on 12-09-2015 from Brandt Media, a company that he had contacted, concerning purchasing equipment and a service contract for the A/V equipment.

8. PUBLIC COMMENTS

(None.)

12. ADMINISTRATIVE ACTIONS/ APPOINTMENTS

a. Promotion of Corrections Deputy 1 L. Tobias to Road Deputy 1-Sheriff

Sheriff Ward explained to the Board that there was a small correction needed on the paperwork. He said that there were seven positions for deputies and this is filling the sixth. He is trying to fill the last one but finding it difficult due to funding and work doing the

background checks. Motion by Smith to approve, second by Brown. Motion carried unanimously.

b. Copier Lease and Service Agreements – District Attorney

District Attorney Dial said that the old machine had begun to have lot of service problems. The new machine lease would be \$169/month. This would be the same as the old contract but get the department a new machine. Motion by Smith to approve with signature authority to Dial, second by Brown. Motion carried unanimously.

c. Employee Re-Hire Deputy District Attorney/Irregular G. Herbage – District Attorney

Motion by Smith to approve, second by Commissioner Brown. District Attorney Dial said that this was the recently resigned County Legal Counsel and that he was now working in the same room that he originally had in 1981 when hired by then District Attorney Wallace. Wallace had been the longest serving District Attorney in the County and then Herbage went on to be the longest serving County Legal Counsel. Herbage said that he had done a trial the day before and was successful. Commissioner Smith congratulated him and said that he was elated that Herbage was back to serve the County again. Herbage also said that there was a large backlog in the department and it would be hectic to catch it up. Dial pointed out that the Hire Order showed a retroactive date. Commissioner Huxley asked if a motion was needed. Commissioner Brown said that only a vote was needed. Motion carried unanimously.

d. Employee New Hire County Legal Counsel J. Huttl – Commissioners

Commissioner Huxley explained that two interviews had been done for this hire and that an offer had been accepted. Huttl had given notice to his current employer, City of Medford. It had been hoped that they would release him immediately but they had wished him to stay which is a good reflection on him. Huttl's expected start date is January 25, 2016. Motion by Brown to approve, second by Smith. Motion carried unanimously.

e. Employee New Hire On-Call Administrative Pool B. Boice – Commissioners

Commissioner Huxley said that Items 12.e. through 12.k. were all irregular and part time hires for the administrative pool. He asked Director of Administration and Economic Development Schmelzer if one motion could be used for all the items. Schmelzer said yes but make sure to name each person. Motion by Commissioner Brown to approve the hires of Boice, Colton, Jezuit, Manghillis, Creasey, Allen, and Nessel, second by Commissioner Smith. Motion carried unanimously.

f. Employee New Hire On-Call Administrative Pool B. Colton - Commissioners

g. Employee New Hire On-Call Administrative Pool J. Jezuit - Commissioners

h. Employee New Hire On-Call Administrative Pool J. Manghillis - Commissioners

i. Employee New Hire On-Call Administrative Pool K. Creasey - Commissioners

j. Employee New Hire On-Call Administrative Pool M. Allen - Commissioners

k. Employee New Hire On-Call Administrative Pool R Nessel – Commissioners

Commissioner Smith suggested continuing with items l. and m. since the Roadmaster was present in the room and he could then get back to his other work.

l. Temporary Construction Easement for Repair of Roadside on Pistol River Loop Rd. – Roads

Roadmaster Robbins said that this work needed to be done right away. Commissioner Huxley asked if the agreement had been looked over by Assistant County Counsel and Robbins said yes. Commissioner Smith thanked Robbins and his department for all the work being done especially recently with the significant amounts of water. Motion by Smith to approve, second by Brown. Motion carried unanimously.

m. Temporary/ Permanent Construction Easements for N. Fork Floras Cr. Bridge Project – Roads

Roadmaster Robbins explained that these were three properties that bordered and touching the needed work area. One is for a permanent easement and compensation will be given to the owners in return. Commissioner Huxley asked if the documents had been reviewed by Assistant County Counsel and Robbins replied in the affirmative. Commissioner Smith thanked Robbins for working amicably with the residents and then suggested that the motions be made separately since they require notaries. Motion by Smith to approve the easement with Flemming, second by Brown. Motion carried unanimously. Motion by Smith to approve the easement with Liptig, second by Brown. Motion carried unanimously. Motion by Smith to approve the second easement with Liptig, second by Brown. Motion carried unanimously. Motion by Smith to approve the final easement, second by Brown. Motion carried unanimously.

Commissioner Smith made note that with many agenda order changes, he was thankful for the page numbers of the packet being provided to the Board by Administrative Assistant Megson.

11. PROCLAMATIONS/RESOLUTIONS/LEGISLATIVE ACTIONS

a. Comprehensive Plan/Zone Change from Rural Residential-5 to Heavy Commercial C-2 at 15887 Highway 101 in Harbor – Community Development

Commissioner Brown explained this is the second reading on the matter and that the plan had been approved during the first reading. Commissioner Smith asked if Huxley would be recused on the matter, Commissioner Huxley answered affirmatively. He also said that some documents were not in the packet and said they could be referenced. Exhibits A, B, and C would be needed. Motion by Smith to reference by record, second by Brown. Motion carried by both voting 'aye'. Motion to have the reading done by title only by Smith, second by Brown. Motion carried with both voting 'aye'. Planning Director Johnson read the title. Motion by Smith to approve, second by Brown. Motion carried with both voting 'aye'. Smith thanked Johnson for her work.

b. Budget Appropriations Transfers – Finance

County Accountant Short informed these were adjustments in various departments that are needed to correct titles to categories. He said the Surveyor wants to use the Cornerstone fund, repair work had been done to the Justice Department, and some required cameras would be included. There had been work done for less than expected so a \$20,000 refund had to be sent to the State. Smith asked if the Sheriff Department might need an adjustment due to damage caused by an inmate. Short said the damage would be covered by self-insurance. Motion by Smith to approve, second by Brown. Motion carried unanimously.

Commissioner Smith shared that he had received an email concerning the retirement of County Accountant Short. He thanked Short for his many budgets over the years and the making of many scenarios for the Board to investigate budget options. He said that Short would take the time to

thoroughly explain things so that others could understand, has amazing knowledge of the County finances, and served through the difficult and painful downsizing. Smith said that Short was very important to the County.

9. NEW BUSINESS

a. RSVP Continuation Grant Discussion – Commissioners

Commissioner Brown updated the Board and said that this needed to be filed by next Friday. It is an increase in funding but requires a 30% match. It is difficult since this is before budget discussions. It will begin on April 01 so will cross fiscal budget calendars. Commissioner Smith said it is an important service not only to the County but the residents. Brown thanked the Board for recognizing the importance. Brown said that they had cleaned up most of the audit problems with a minor one left concerning a job description. She will submit for the grant and will then bring it back to the Board. Motion by Smith to allow Brown to move forward with signature authority under this focus, second by Brown. Motion carried unanimously.

10. OLD BUSINESS

GIS Discussion – Commissioners

Motion by Smith to move forward with the recommendation by Assistant County Counsel to have Assistant County Counsel and staff work with Massie to bring the GIS system up to the standards that were in the contract, second by Brown for discussion. Legal Assistant Starbird got Assistant County Counsel Kudlac on the speaker phone. Commissioner Huxley said he had some confusion so was glad to hear the motion again. Smith pointed out that the motion would not hinder any other possible issues that might be going on.

Commissioner Huxley passed out a handout of steps that he wanted followed. The Board had not previously seen this document. He said that he would be in agreement of the motion if the steps were included. He said that the list was pointed and talked about why the steps were needed. Brown said that it looked like normal items for doing contracts.

Commissioner Smith asked Kudlac to expound on the communications with Massie and Columbia Cartographic. She explained that he had agreed to do the work necessary to finish the agreed upon scope within the contract. Smith asked Huxley if the steps he was submitting would allow the scope of work already paid for and the software to be done. Huxley replied strongly affirmative. Smith asked if the final acceptance of the test plan were included. Huxley answered in the affirmative.

Smith directed Administrative Assistant Megson to hand a copy to IT Director Weeks. Weeks said that the document had not been shared publicly and could have been included in the meeting packet but was not. Smith asked Weeks if he immediately saw any issues with the suggested steps. Assessor Kolen requested a copy of the handout. Kolen said that his first reaction to it would be the question of allowing volunteers into the system. He then added that he hoped that the steps did not create onerous hoops for Massie to jump through. Brown said that the volunteers would be the cities which are vested partners in the project. Kudlac, Weeks, and Smith all said they did not have a problem with accepting the steps if they were to not hinder Massie working with staff and altering the original contract at all. Huxley said that if the steps on his handout were included then he would

guarantee success. Motion to amend his original motion by Smith to implement the steps on Huxley's handout, second by Brown. Smith and Kolen both expressed happiness that the project would be allowed to move forward. Smith thanked Kudlac for all her work on this. Motion carried unanimously.

12. Cont. ADMINISTRATIVE ACTIONS/ APPOINTMENTS

n. Agenda Routing Slip Policy – Administration

Director of Administration and Economic Development Schmelzer said that the Board had asked her to bring this change that would require an agenda routing slip and documentation be submitted nine days prior to the meeting. If there was a holiday then the time requirement would be ten days. A field was added for the date of the submission. A wording change of administrative assistant replacing operations coordinator was also done. Any late submissions would have to wait until the next meeting to be added to the agenda unless the department's liaison Commissioner or the Chair approved it to be voted on in the Agenda Amendments part of the meeting.

Commissioner Brown said that she had asked Schmelzer to do this and her goal was to have the packet published one full week prior to the meeting. She said this will prevent items being slid in on the agenda and therefore the public will see everything.

Commissioner Smith said that Commissioners can bring any item to the agenda, even though it would need to be voted on. Commissioner Huxley agreed but said that submitting anything to meetings after the packet is published is a very bad habit and should not be done. He also said that the title of the items put on the agenda by Administrative Assistant Megson should be more descriptive so that the public can understand. Brown said that the titles are taken directly from the agenda routing slips and therefore the responsibility would lie with the department head.

Commissioner Smith gave examples of various items that each Commissioner has brought to the agenda late. He was concerned that it would in the end decrease transparency due to the increased time and would cause more things to be late and therefore not published in the public meeting packet. Many things are time sensitive and they may not know that far in advance that the item is needed. He asked Brown if there had been input from department heads on this matter. Huxley said that training will let them know that they can't get away with it. He also said that there should be some attention to the number or items because he did not want long meetings. Smith said a policy should have been in a workshop as well as addressed to the department heads in the Management Meeting before bringing the policy to a Board general meeting. Huxley said that they can pursue information and modify it later if needed. Motion by Brown to approve, second by Huxley. Motion carried by Huxley and Brown voting "aye" and Smith voting "no". Schmelzer volunteered to bring the matter to a Management Meeting for input. Brown added if the Department Heads didn't feel they could support the change, the Board could always amend the policy to revert back to seven days, but, we should give it a try for a month or so to see how things go before changing anything.

o. Workshop Policy – Administration

Director of Administration and Economic Development Schmelzer said that there had not been an existing workshop policy and this will define it. It says that the same timelines of nine or ten days and accompanying documentation as the agenda routing policy now has but

also require the name of the submitting person. Commissioner Huxley had talked to Schmelzer about this and that he wanted better descriptions on the notices. He also said that he wanted more days of workshops to again shorten possible meeting lengths. Schmelzer again reminded him that descriptions were determined by the submitting party.

Brown and Smith discussed that it had been determined in the past that striving to keep meetings on every Wednesdays had been the goal. They said it allowed the public to expect consistency. Smith said that he did not like the working of the timeline or required documentation or else the workshop would not be scheduled. He said that he cannot support a policy that would limit him in doing his job. Huxley said it should be dealt with on a case by case basis and he will know if it is unreasonable. Smith said that for the record, this does not limit the ability for Commissioners to schedule a workshop. Motion by Brown to approve, second by Smith. Motion carried unanimously.

13. CONSENT CALENDAR

- a. Letter to Oregon Dept. of Parks and Recreation for Temporary Beach Restrictions due to 2016 Western Snowy Plover Nesting Season - Counsel**
- b. Special Meeting Minutes 05-27-2014**
- c. Workshop Minutes 10-14-2015**
- d. General Meeting Minutes 10-21-2015**
- e. Special Meeting Minutes 11-30-2015**
- f. Special Meeting Minutes 12-09-2015**
- g. Resignation from Mountain Drive Special Road District Commissioners and Letter of Appreciation T. Brand**

Commissioner Huxley noted that he is listed as abstaining on the 2014 minutes since he was not a Commissioner. He had issues with many things on the other minutes such as one showing that he had not known that the topic would be discussed at the meeting. He feels that the new policies put in place today will remedy that and he will be able to be prepared in the future. Motion by Smith to approve, second by Brown. Motion carried unanimously.

14. COMMISSIONER UPDATES/ LIAISON & STAFF REPORTS

Commissioner Brown said that the Board had all received County Accountant Short's resignation that morning. She said the job description should be updated and have the open position announced. As liaison, Commissioner Huxley should take the lead on that. Commissioner Smith suggested utilizing Moss Adams for assistance in recruiting or advice. There was consensus to move forward.

Brown said that U.S. Senator Merkley would have a town hall in Brookings and that the Commissioners were invited. Smith said that he would be at an O&C meeting in Springfield so he couldn't attend. He advised the Board that a meeting that he will attend in a couple of days may prompt him to need the Board to call a Special Meeting with an Executive Session.

15. EXECUTIVE SESSION

(None.)

16. ANNOUNCEMENTS

Commissioner Huxley read the announcements.

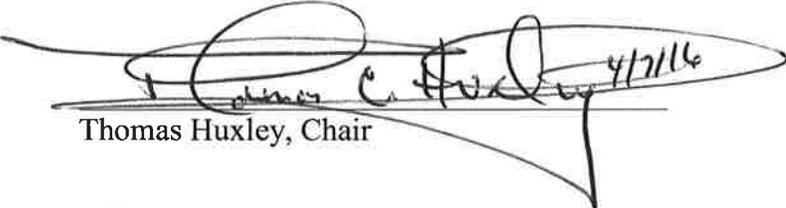
17. ADJOURN

Commissioner Huxley adjourned the meeting at 12:33 p.m.

Respectfully Submitted,
Shelia M. Megson

These minutes from Wednesday, January 06, 2016 Board of Commissioners’ General Meeting approved this 06 day of April, 2016.

CURRY COUNTY BOARD OF COMMISSIONERS



Thomas Huxley, Chair



Susan Brown, Vice Chair



David Brock Smith, Commissioner