

**MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' BOARD MEETING – Monday, July 14, 2008**  
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TASSI O'NEIL  
COUNTY CLERK

**COMMISSIONERS PRESENT:** Charles J. Hurliman, Chair  
Mark Labhart, Commissioner

**COMMISSIONER ABSENT:** Tim Josi, Vice-Chair (NACo Conf)

**STAFF PRESENT:** Su Yaremchuk, Staff Assistant

**STAFF PRESENT FOR PORTIONS OF THE MEETING:** Paul Levesque, Director, Facilities, Fleet and Contracts; Terry Huntsman, UnderSheriff; Liane Welch, Director, Public Works; Marlene Putman, Director, Commission on Children and Families; Curtis Hesse, Administrator, Health Department; Del Schleichert, Director, Parks Department and Sue Becraft, Board Assistant.

**GUESTS:** John Gettman, Helen Armstrong, Gus Meyer and Dale Bernards.

**CALL TO ORDER:** By Chair Hurliman at 9:05 a.m. Commissioners' Meeting Room B.

**ITEM NO. 1: PUBLIC COMMENTS – NON-AGENDA ITEMS - REQUEST TO SIGN**

**GUEST LIST:** Chair Hurliman welcomed everyone and reminded them to sign the guest list. There were no public comments at this time.

**ITEM NO. 2: DISCUSSION CONCERNING EXCHANGE OF PROPERTY WITH AN OWNER OF PROPERTY ON BAYOCEAN SPIT FOR ANOTHER COUNTY-OWNED PROPERTY:**

Paul Levesque said the county owns most of the land on the spit. There are a number of small private parcels. There is one (1) large parcel owned by the heirs of the estate of John Hathaway and consists of most of the area between the two gates. It is in escrow. Dale Bernards is proposing a discussion about whether the county would be interested in exchanging property for it.

Mr. Bernards said Mr. Levesque gave him a list of the county properties and he wanted to know if it is something that is possible. They know it is a sensitive piece of property. They are looking at oyster farming and other options.

Chair Hurliman said there should be a discussion with the Parks Director and a very comprehensive review done before making a decision.

Commissioner Labhart asked about the size of the property. Mr. Bernards said it is fifty-three (53) acres. The final survey was done by Terry Jones. They have a statement from the Division of State Lands indicating that they do not have any interest in the property. They met previously with the Army Corps of Engineers whose attorney is on medical leave. They are trying to work out a mutual agreement to allow access down

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the dike road in the form of an easement. Commissioner Labhart asked if any of the land is submerged. Mr. Bernards said about ten (10) acres is in the bay and the corners are marked on the ocean side.

Mr. Levesque said he has long wondered if the county should own the peninsula and believes Del Schleichert thinks the same. It takes a lot of maintenance, work and obligation with no opportunity for revenues to offset costs. State parks is the logical owner of the entire peninsula, but there may be some political ramifications.

Chair Hurliman said he would like to see if there was a way to make the spit an asset for the county. Mr. Levesque said we would be using a valuable asset to acquire this piece of property, probably forest lands, much of which are dedicated as county parks or forest land. Their value is in the timber and the proceeds from those properties would have to be used to acquire additional county park lands. It would be a question of whether or not we should be using valuable assets to acquire land which is at this point a financial burden. State parks might have a fund or acquire property and they might have an interest in owning Bayocean Spit.

Mr. Bernard said the owner was looking into putting yurts on that property and met with community development to see what it would take to do that. He discussed the advantages of turning it into a park with yurts.

Commissioner Labhart said he was open to a broader discussion with our parks committee and to approach the state about their interest in acquiring the entire parcel. If there was an interest we would need to proceed cautiously, slowly and involve the public in the process.

There was consensus for Mr. Levesque to schedule and coordinate a meeting with the County Parks Advisory Committee, the commissioners and representatives from state parks to discuss whether the state would be interested in acquiring all the properties on Bayocean Spit.

**ITEM NO. 3: DISCUSSION CONCERNING INTERAGENCY AGREEMENT WITH  
NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT FOR OFFICE SPACE  
FOR THE TILLAMOOK COUNTY COMMISSION ON CHILDREN AND FAMILIES:**

Helen Armstrong said this is the annual agreement for rental space. The base rental cost has not increased since they began but there is a five (5%) percent increase for utilities. The school district needed more space for pre-school students so the Commission on Children and Families (CCF) moved down the hall last month across from the big meeting room. It is a great community service to have them housed together.

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Marlene Putman said since CCF has been renting from them they have had access to meeting rooms and support from their staff and maintenance. They are hoping their wireless system is connected soon and that they can hook into the county phone system.

This will be carried forward to Wednesday.

**ITEM NO. 4: DISCUSSION AND CONSIDERATION CONCERNING DONATION FROM THE ESTATE OF GENEVIEVE MOORE BURGETT FOR TILLAMOOK COUNTY LIBRARY:** Mrs. Yaremchuk the library is the beneficiary and will get the balance of her estate after all the debts have been paid.

A motion was made by Commissioner Labhart to approve the donation from the estate of Genevieve Moore Burgett for the Tillamook County Library. The motion was seconded by Chair Hurliman. The motion carried with two (2) aye votes. Chair Hurliman signed the Beneficiary Distribution Form.

**ITEM NO. 5: DISCUSSION CONCERNING CONTRACT WITH STATE MARINE BOARD FOR BOATING SAFETY AND LAW ENFORCEMENT SERVICES:** Terry Huntsman said this is the annual boating safety grant and funds three (3) full time deputies to patrol the waterways in Tillamook County. They also provide safety education for children in schools and assist with search and rescue work. This will be carried forward to Wednesday.

**ITEM NO. 6: DISCUSSION CONCERNING PROPERTY DISPOSITION SERVICES AGREEMENT WITH PROPERTYROOM.COM:** Undersheriff Huntsman said this is something new they would like to try. They have had a problem in the past in getting rid of abandoned property in their evidence room. The contractor will pick up the property and list it on line. There is no cost to the county. There are different percentages in the proceeds, depending on the property, that will go back into the general fund. This will be carried forward to Wednesday.

**ITEM NO. 7: DISCUSSION CONCERNING NOTICE OF INTENT TO AWARD A CONTRACT TO DIAMOND N. CONSTRUCTION FOR MEMALOOSE POINT BOAT LAUNCH FLOAT PROJECT:** Mrs. Yaremchuk said the low bidder was Diamond N Construction. This will be carried forward to Wednesday.

Del Schleichert was present later in the meeting and said the low bidder was Diamond N. Construction at Forty-Four Thousand (\$44,000) Dollars and Berguson Construction came at Sixty-Eight Thousand (\$68,000) Dollars. They have enough grant money for the project and are good to go.

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**ITEM NO. 8: DISCUSSION CONCERNING PROFESSIONAL SERVICES CONTRACT WITH EDGAR SHIROMA, DDS TO PROVIDE FQHC DENTAL HEALTH SERVICES:**

Curtis Hesse said this is the annual renewal to provide dental services for the Federally Qualified Health Center (FQHC) clientele. Dr. Shiroma wanted to increase the fee amount, but they came to a compromise. The county has been charging a Two Hundred (\$200) Dollar per month administrative fee for billing, which they cut back to One Hundred (\$100) Dollars per month. The charge remains at One Hundred Twenty (\$120) per visit. The case managers and clientele are very pleased with Dr. Shiroma's services, which are evaluated almost monthly.

This will be carried forward to Wednesday.

**UNSCHEDULED:** Dr. Hesse said the Governor proclaimed August 10 - 16, 2008 to be "Community Health Center Week" in Oregon. Chair Hurliman suggested putting it on Wednesday for a formal proclamation. Dr. Hesse agreed.

Dr. Hesse said they have survived the first two (2) weeks of using electronic medical records and are beginning to make some money again. Some of the support staff have done a superb job.

**ITEM NO. 9: DISCUSSION CONCERNING APPLYING TO THE WATT BROTHERS SCHOLARS TRUST FOR GRANT FUNDING IN THE AMOUNT OF \$1,200 TO PURCHASE BOOKS (BOTH ENGLISH AND SPANISH) FOR "JUMP START TO EARLY LITERACY":**

Ms. Putman said they had been invited to apply for this small grant. They have been working with the library and a couple of other partners on improving literacy outreach. Diane Barnes, from the health department, does some outreach to Spanish speaking people and helps purchase books. It will not require additional staff. This will be carried forward to Wednesday.

**ITEM NO. 10: HUMAN RESOURCES UPDATE:** David Dickman was not present.

**ITEM NO. 11: PUBLIC WORKS UPDATE: a) DISCUSSION CONCERNING LOCAL AGENCY AGREEMENT (NO. 25,042) WITH THE OREGON DEPARTMENT OF TRANSPORTATION FOR TEMPORARY EMERGENCY RELIEF WORK:**

Liane Welch said this is the federal highways portion of the December 2007 storm reimbursement for clean up. It is for Four Hundred Nine Thousand (\$409,000) Dollars. They actually spent about Three Hundred and Fifty (\$350,000) Dollars so there is about Two Hundred Thousand (\$200,000) Dollars that she will put into the paving program. They need about another One Hundred Twenty Thousand (\$120,000) Dollars to buy enough good quality cold patch. She read the proposed paving list that she will take to the County Road Advisory Committee today. Only one (1) to one point two (1.2) miles can be paved this year. This will be carried forward to Wednesday.

**b) DISCUSSION CONCERNING PERSONAL SERVICES AGREEMENT WITH CAPITOL ASSET & PAVEMENT SERVICES, INC. FOR PAVEMENT MANAGEMENT, ROADSIDE DITCH ANALYSIS AND DIGITAL IMAGING SERVICES:** Ms. Welch said this contract is for Thirty-Three Thousand Three Hundred (\$33,300) Dollars. It is with the same person who has been doing our visual ratings for streets for many years and has started new company. The contract has three parts:

- 1) Visual rating of the streets;
- 2) Condition assessment, and
- 3) Inventory of ditches.

Public works gave up ditching twenty (20) years ago and she wants to know where the ditches are located.

This will be carried forward to Wednesday.

**c) DISCUSSION CONCERNING GRANT OF EVACUATION ROAD EASEMENT BY GREEN DIAMOND RESOURCE COMPANY:** Ms. Welch said it is in the City of Garibaldi area. Counsel Sargent sent this to her for review, but she does not know anything about the project. Sue Becraft said Counsel Sargent has been working with Green Diamond on the language and it has something to do with putting in tsunami sirens, signs and a gate. Butch Parker said he will follow up on it. It will be rescheduled at a later date.

**TAKEN OUT OF ORDER e) DISCUSSION CONCERNING CHANGE ORDER #1 TO CONTRACT #3932 WITH BRIAN WERNER CONSTRUCTION INC. TO CONSTRUCT A CONCRETE RETAINING WALL AT THE MANZANITA TRANSFER STATION:** Ms. Welch said they are extending the contract completion date to July 31. There is no cost increase. This will be carried forward to Wednesday.

**d) DISCUSSION CONCERNING AGREEMENT WITH THE OREGON ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT FOR FEMA MATCHING FUNDS RELATED TO THE DECEMBER 2007 STORM DAMAGE:** Ms. Welch reported she and Commissioner Labhart met with Vickie Goodman about Federal Emergency Management Agency (FEMA) match funds. This is an agreement for about Twenty-Nine Thousand (\$29,000) Dollars that they will pay us for work that has not started yet. When the agreement arrives it will be placed on a Wednesday agenda.

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**f) DISCUSSION AND CONSIDERATION OF NOTICE OF INTENT TO AWARD A CONTRACT TO WESTWIND CONCRETE, INC. TO CONSTRUCT A 60' X 84' FULLY ENCLOSED POLE BUILDING, CEMENT PERIMETER AND RETAINING WALL AT TILLAMOOK TRANSFER STATION:**

Ms. Welch said the bid process was followed. She asked the commissioners to sign the Notice today. Mrs. Yaremchuk said it needed to be signed today because of a discrepancy in the number of days that protests could be done and it would put the project two more weeks behind if it was not signed today. Ms. Welch said they are trying to take advantage of the good weather season.

A motion was made by Commissioner Labhart to approve the Notice of Intent to Award a Contract for construction of a recycle building at the Tillamook Transfer Station. The motion was seconded by Chair Hurliman. The motion carried with two aye votes. The Commissioners signed Order #08-076.

**OTHER:** Ms. Welch said she will be taking the recommendations from the risk workshop to the road advisory committee meeting today on what services will be cut. Tonight she will be at the McCormick Loop group meeting.

Ms. Welch said the contractor doing Long Prairie and Hwy 101 has accepted responsibility for the bumpy paving. The contractor will grind and re-pave, at their expense, the areas identified by herself and the Oregon Department of Transportation.

Ms. Welch said they got the permits for Johnson Bridge. Chair Hurliman asked if she had received the e-mail from John Griffith and felt we should follow through with counsel because there was an unnecessary time delay caused by the engineers. Ms. Welch said so far it has cost us Ten Thousand (\$10,000) Dollars in delays. Chair Hurliman said we should not be held liable and they should pay for that. Ms. Welch said she will research this.

Ms. Welch said she presented the layoff plan to her employees. Dave Dickman, an AFSCME Union representative and Del Schleichert were present.

Chair Hurliman said he got a call about a street in Neskowin that has potholes that are big enough to swallow cars. He asked Ms. Welch to talk to the road advisory committee about how we are going to create strategies to deal with reduced crews on isolated roads, including contracting to grade them. Ms. Welch said she met with the caller but she does not have the money to contract anyone.

**ITEM NO. 12: COMMUNITY DEVELOPMENT UPDATE: a) PERMIT REPORT and b) SANITATION REPORT:** Mr. Parker said the building is pretty constant. There was no change on the sanitation report since Chris Chiola was on vacation.

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Mr. Parker said they have been meeting with the City of Tillamook and Oregon Emergency Management about the Dairy Queen and RV Repair to get them cleaned up. He has a meeting in Salem today with Dennis Sigrist and will meet with appraisers.

**ITEM NO. 13: FACILITIES, FLEET AND CONTRACTS DIRECTOR UPDATE: a) DISCUSSION CONCERNING MODIFICATION #2 TO INTERGOVERNMENTAL AGREEMENT #3757 WITH CITY OF TILLAMOOK TO OPERATE THE COUNTY'S DOG CONTROL PROGRAM:** Mr. Levesque said this renewal will provide a vehicle, equipment and training. There is a slight increase that the City requested to cover the cost of living increases. This will be carried forward to Wednesday.

**b) DISCUSSION CONCERNING MODIFICATION #1 TO AGREEMENT #3852 WITH SHELDON OIL COMPANY FOR CARDLOCK FUEL PURCHASE:** Mr. Levesque said this rolls the contract over another year. The current contract amount is tied to a weekly newsletter that averages pricing for fuel. Every two to three years we open the contract up to bid. This will be carried forward to Wednesday.

**c) DISCUSSION CONCERNING MODIFICATION #2 TO AGREEMENT #3661 WITH ECONOMIC DEVELOPMENT COUNCIL OF TILLAMOOK COUNTY FOR THE CDBG AGREEMENT FOR THE HEBO WATER SYSTEM:** Mr. Levesque said this agreement is for grant management, not project management. The council does a good job with the grant management. Currently Melanie Olson is doing it.

Mr. Levesque said the county just did a Request for Proposals (RFP) to hire an architect to do the design for the Hebo water project. The Notice of Intent to Award has been signed. The contract for Westech Engineering provides for project management directly from the engineer. This will be carried forward to Wednesday

**d) DISCUSSION CONCERNING MODIFICATION #2 TO AGREEMENT #3598 WITH ECONOMIC DEVELOPMENT COUNCIL OF TILLAMOOK COUNTY FOR THE ADMINISTRATION OF CEDAR CREEK CHILD CARE CENTER:** Mr. Levesque said this modification is for grant management. This will be carried forward to Wednesday.

**ITEM NO. 14: STAFF UPDATE/CALENDAR REVIEW & SCHEDULING/AGENDA REVIEW/SUGGESTION BOX/INTER-OFFICE MATTERS:** The commissioners reviewed and approved the Wednesday agenda.

Ms. Becraft asked if there would be a quorum on August 6, 2010 since the fair starts at 10:00 a.m. Consensus was to cancel that meeting.

Ms. Becraft reported there were no suggestions in the suggestion box.

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**ITEM NO. 15: BOARD CONCERNS – NON-AGENDA ITEMS & ANNOUNCEMENTS:**

There were none.

**ITEM NO. 16: PUBLIC COMMENTS:** There were none.

There being no further business Chair Hurliman adjourned the meeting at 9:55 a.m.

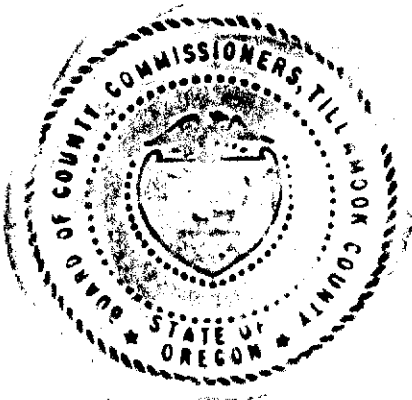
RESPECTFULLY SUBMITTED this 4 day of November, 2010.

County Clerk: Tassi O'Neil

Susan L. Becraft  
Susan Becraft, Recording Secretary  
& Special Deputy

APPROVED BY:

Mark Latta      Chris J. Hurliman      Travis  
Chair                      Vice-Chair                      Commissioner





**NOTICE OF MEETING AND AGENDA  
of the  
TILLAMOOK COUNTY BOARD OF COMMISSIONERS**

Also sitting as the Board of the  
**SOLID WASTE SERVICE DISTRICT &  
THE 4-H AND EXTENSION SERVICE DISTRICT**  
to be held

**Monday, July 14, 2008, at 9:00 a.m.**

**Commissioners' Meeting Room B**  
County Courthouse, 201 Laurel Avenue  
Tillamook, Oregon

**BOARD OF COMMISSIONERS**

Charles J. Hurliman, Chair  
E-mail: [churlima@co.tillamook.or.us](mailto:churlima@co.tillamook.or.us)

Tim Josi, Vice-Chair  
E-mail: [tjosi@co.tillamook.or.us](mailto:tjosi@co.tillamook.or.us)

Mark Labhart, Commissioner  
E-mail: [mlabhart@co.tillamook.or.us](mailto:mlabhart@co.tillamook.or.us)

201 Laurel Avenue  
Tillamook, Oregon 97141  
Phone: (503) 842-3403 FAX: (503) 842-1384

ANY QUESTIONS? Contact  
Paul Levesque (503) 842-1809  
E-mail: [plevesqu@co.tillamook.or.us](mailto:plevesqu@co.tillamook.or.us)

COUNTY WEBSITE: <http://www.co.tillamook.or.us>

WATCH THIS MEETING ON TV: TLCTV Channel 35

Monday – 1:00 p.m.  
Thursday – 1:00 p.m.  
Sunday – 1:00 p.m.

Tuesday – 8:00 p.m.  
Friday – 8:00 p.m.

Wednesday – 9:00 a.m.  
Saturday – 9:00 a.m.

NOTE: The Board of Commissioners reserves the right to recess to Executive Session as may be required at any time during this meeting, pursuant to ORS 192.660(1).

NOTE: The Tillamook County Courthouse is accessible to persons with disabilities. If special accommodations are needed for persons with hearing, visual or manual impairments who wish to participate in the meeting, please contact (503) 842-3403 at least 24 hours prior to the meeting so that the appropriate communications assistance can be arranged.

**CALL TO ORDER: Monday, July 14, 2008 9:00 a.m.**

**BOARD OF COMMISSIONERS**

1. Public Comment – Non-Agenda Items – Request to Sign Guest List
2. Discussion Concerning Exchange of Property with an Owner of Property on Bayocean Spit for Another County-owned Property/Paul Levesque
3. Discussion Concerning Interagency Agreement with Northwest Regional Education Service District for Office Space for the Tillamook County Commission on Children and Families/Helen Armstrong
4. Discussion and Consideration Concerning Donation from the Estate of Genevieve Moore Burgett for Tillamook County Library/Sarah Beeler
5. Discussion Concerning Contract with State Marine Board for Boating Safety and Law Enforcement Services/Terry Huntsman
6. Discussion Concerning Property Disposition Services Agreement with PropertyRoom.com/Terry Huntsman, Todd Anderson
7. Discussion Concerning Notice of Intent to Award a Contract to Diamond N. Construction for Memaloose Point Boat Launch Float Project/Del Schleichert
8. Discussion Concerning Professional Services Contract with Edgar Shiroma, DDS to Provide FQHC Dental Health Services/Curtis Hesse, M.D.
9. Discussion Concerning Applying to The Watt Brothers Scholars Trust for Grant Funding in the Amount of \$1,200 to Purchase Books (both English and Spanish) for “Jump Start to Early Literacy”/Marlene Putman
10. Human Resources Update/David Dickman
11. Public Works Update/Liane Welch
  - a. Discussion Concerning Local Agency Agreement (No. 25,042) with the Oregon Department of Transportation for Temporary Emergency Relief Work
  - b. Discussion Concerning Personal Services Agreement with Capitol Asset & Pavement Services, Inc. for Pavement Management, Roadside Ditch Analysis and Digital Imaging Services
  - c. Discussion Concerning Grant of Evacuation Road Easement by Green Diamond Resource Company
  - d. Discussion Concerning Agreement with the Oregon Economic and Community Development Department for FEMA Matching Funds Related to the December 2007 Storm Damage
  - e. Discussion Concerning Change Order #1 to Contract #3932 with Brian Werner Construction Inc. to Construct a Concrete Retaining Wall at the Manzanita Transfer Station/Jennifer Purcell
  - f. Discussion and Consideration of Notice of Intent to Award a Contract to Westwind Concrete, Inc. to Construct a 60' x 84' Fully Enclosed Pole Building, Cement Perimeter and Retaining Wall at Tillamook Transfer Station/Jennifer Purcell
12. Community Development Update/Butch Parker
  - a. Permit Report

- b. Sanitation Report
13. Facilities, Fleet and Contracts Director Update/Paul Levesque
  - a. Discussion Concerning Modification #2 to Intergovernmental Agreement #3757 with City of Tillamook to Operate the County's Dog Control Program
  - b. Discussion Concerning Modification #1 to Agreement #3852 with Sheldon Oil Company for Cardlock Fuel Purchase
  - c. Discussion Concerning Modification #2 to Agreement #3661 with Economic Development Council of Tillamook County for the CDBG Agreement for the Hebo Water System
  - d. Discussion Concerning Modification #2 to Agreement #3598 with Economic Development Council of Tillamook County for the Administration of Cedar Creek Child Care Center
14. Staff Update/Calendar Review & Scheduling/Agenda Review/Suggestion Box/Inter-Office Matters/Sue Becraft
15. Board Concerns – Non-Agenda Items & Announcements
16. Public Comments

## **ADJOURNMENT**

### BOARD MEETINGS AND ANNOUNCEMENTS

The Commissioners will hold an Executive Session on **Thursday, July 17, 2008**, at **3:00 p.m.** pursuant to ORS 192.660(2)(i) to conduct a performance evaluation. The Executive Session will be in the Commissioners' Meeting Room A of the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook. The Executive Session is not open to the public.

Commissioners' Staff Meetings are held on Monday except for the second week each month when it is held on Tuesday. The second Tuesday, Staff Meeting schedule for the remainder of 2008 is:

- August 12
- September 9
- October 14
- November 11 – No meeting (Veterans Day)
- December 9

# BOARD OF COMMISSIONERS' STAFF MEETING

**Monday, July 14, 2008**

PLEASE PRINT

Name	Address	Item of Interest
JOHN GETTMAN		all
John Anthony	PO Box 217 Dept 97122	NWREP facility agreement
TERRY HUNTSMAN	TCSD	5 & 6
Gus Meyer		General
James Welch		Public Works
Dale Bernards	Pde, Cr	Item 2
Martene Putman		#3 & #9
Curtis Hesse	HEALTH	#8
Pat Scheldat	Pak	7

(Please use reverse if necessary)

# IRA/IRRA®/ROTH IRA/SEP/SRA BENEFICIARY DISTRIBUTION FORM

**PART 1: Beneficiary Information**

Your Name (Please Print) Tillamook County Library Social Security Number 936.00.2312

Street Address 1716 3rd St Date of Birth (month/day/year) \_\_\_\_\_ Phone Number \_\_\_\_\_

City Tillamook State OR Zip Code 97141 Merrill Lynch Retirement Account Number 54F-80710

**PART 2: Original Acct Owner's Information**

Original Account Owner's Name Genevieve Moore Burgett Original Account Owner's Social Security Number 540.60.6367

**PART 3: Amount of Distribution**

1. Part of my account (please check one)

(a) Cash Only \$ \_\_\_\_\_

(b) Securities in-kind\* only (describe below) \_\_\_\_\_

(c) Cash \$ \_\_\_\_\_ AND Securities in-kind\* (describe below) \_\_\_\_\_

2. My entire account (Your account will be closed and fees may apply.)

(a) Distribute all available cash AND sell all securities and distribute all cash proceeds as directed in Part 5.

(b) Distribute all available cash AND all eligible securities in-kind\*.

**Description of Securities:** Use descriptions as they appear on your account statement. If you select more securities than the space provides, attach a supplemental list of securities to be distributed in-kind. The securities you've selected will not be sold but will be transferred to your non-retirement account or mailed to you in certificate form, based on your election within Part 5. If you do not indicate a quantity for the securities selected, your distribution may not be processed.

*\*If you selected the distribution of securities in-kind, a fee may apply.*

**Quantity Security Name or Symbol**

3. Standing Letter of Instruction (STLOI)

Periodic Installments of \$ \_\_\_\_\_ on a (circle one) Monthly Quarterly Semi-Annual Annual basis

Starting on \_\_\_\_/\_\_\_\_/\_\_\_\_ and expiring on \_\_\_\_/\_\_\_\_/\_\_\_\_

4. Standing Letter of Authorization (STLOA)

Requested distributions will vary and will be provided to Merrill Lynch by verbal instruction. The maximum allowable amount for each transaction will be: \$ \_\_\_\_\_. I agree that this authorization and my withholding elections made in Part 4 will remain in effect until it either expires, per my instruction below, or until changed by completing a new distribution form.

This instruction should expire on \_\_\_\_/\_\_\_\_/\_\_\_\_

**PART 4: Withholding Election**

**Important:** Please read the Withholding Notice below or on the following page before completing this section. Please note that if you do not make a withholding election, federal income tax will be automatically withheld from your distribution at a rate of 10%.

(a) Do not withhold federal income tax from my distribution. By checking this box, I am also electing not to have state income tax withheld from my withdrawal, unless I check (c) below.

(b) Withhold federal income tax from my distribution (check one):

At a rate of 10%  At a rate of: \_\_\_\_\_% (must be greater than 10%)  At \$ \_\_\_\_\_ (must be greater than \$1)

*Note: State withholding may also be required in certain states when you elect federal income tax withholding.*

(c) Withhold state income tax for the state of \_\_\_\_\_ from my distribution at the rate indicated on the appropriate state form, which must accompany this distribution form. You may obtain a state withholding form from your Financial Advisor or Financial Advisory Center Team.

**PART 5: Distribution Instructions**

Please select one of the following methods:

(a) Distribute to a Merrill Lynch non-retirement account number: \_\_\_\_\_

Merrill Lynch Non-Retirement Account Number \_\_\_\_\_

(b) Rollover to the spousal beneficiary's Merrill Lynch Retirement Account Number: \_\_\_\_\_

(c) Send to another Financial Institution (ACH)

Name of Institution \_\_\_\_\_

Outside account to be credited: Please select one and see the instructions on the previous page for more details.

Checking. (Attach a pre-printed, voided check for the account)

Savings. (Attach a Letter of Authorization from your Financial Institution)

Other. (Attach either a pre-printed, voided check for the account or a letter from your Financial Institution)

Account Number \_\_\_\_\_

Name on Account \_\_\_\_\_

(d) Mail check/securities to the mailing address on file

(e) Pick up check at Merrill Lynch office (Available for one time check requests only)

Wire Call \_\_\_\_\_ (For office use only)

(f) Mail check/securities to the address noted below:

Check here if this is your new mailing address to be updated on our records.

Sara Charlton

Tillamook County Library

1716 Third Street

Tillamook, Oregon 97141

(g) Federal Funds Wire Transfer - Provide wire instructions on the next page. Please note that Merrill Lynch charges a transaction fee for this service.

Your one time distribution noted in Part 3 (a) (b) or (c) will be processed by Merrill Lynch upon receipt of this form unless a future transaction date is inserted here \_\_\_\_/\_\_\_\_/\_\_\_\_ (See Instructions)

If you checked Federal Funds Wire Transfer in Part 5, please provide the information below when you return the form.

Merrill Lynch IRA Account Number

Please note that Merrill Lynch charges a transaction fee for this service. (Please speak to your Financial Advisor or Financial Advisory Center Team for details.)

PART 6:  
Federal Funds Wire Transfer  
Instructions

Bank Name

For further credit (if-applicable)

ABA number

Name on Account

Name

Account Number

For credit to

For international transfers only:

Name on Account

Non-Fed Member/International Bank SWIFT CODE

Account number

I acknowledge that I have read the terms of the Merrill Lynch retirement plan from which I am taking the distribution and the Withholding Notice and my instructions comply with those terms.

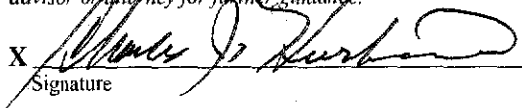
If electing a Standing Letter of Authorization or a Standing Letter of Instruction, I hereby authorize Merrill Lynch to effect distributions from my Merrill Lynch IRA, IRRA, Roth IRA, SEP IRA, or SIMPLE IRA in the manner specified within Part 3 of this form, either 1) on a recurring basis in such amount, after income-tax withholding, if any, and upon such schedule as I have instructed, or 2) upon my verbal instruction, subject to any limitation I have specified. I also authorize Merrill Lynch to distribute the funds as directed by my instruction from my Merrill Lynch retirement account to another Merrill Lynch non-retirement account, to me by check, or to another financial institution via Automated Clearing House (ACH).

I agree that Merrill Lynch will not perform a scheduled distribution if the dollar amount of the scheduled distribution is not available in one or a combination of the following accounts: cash credit balance, money market mutual fund shares, or Retirement Asset Savings Program account balance. I agree that it is my responsibility to ensure that timely instructions are given to Merrill Lynch so that such amounts are available to be distributed as scheduled.

If electing ACH distributions, I authorize the Financial Institution holding the bank account to accept ACH transfers to my account without responsibility for the correctness thereof. I agree that Merrill Lynch will not be liable for any loss, liability, cost or expense for acting or failing to act upon my authorization, except to the extent required by applicable law. I authorize Merrill Lynch to initiate debit or credit transfers to correct erroneous transfers, to the extent permitted by law.

Note: The rules governing distributions can be complex, and you might be subject to taxes based on your distribution. We urge you to consult your tax advisor or attorney for further guidance.

PART 7:  
Signature

X   
Signature

7-14-08  
Date

### WITHHOLDING NOTICE FOR IRA/IRRA®/ROTH IRA/SEP/SRA DISTRIBUTIONS ONLY

Federal income taxes are required to be withheld (subtracted) from your distribution at a flat rate of 10% unless you tell us that you do not want any taxes withheld. State income taxes will be withheld according to the specific requirements of the state in which you reside. You must use this form to instruct us whether you want income taxes withheld from distributions you will receive from your retirement account. Even if you elect to not have federal and state taxes withheld from your distribution, you are liable for payment of federal and state income taxes on the taxable portion of your distribution.

#### How to choose not to have taxes withheld.

If you do not want any federal taxes withheld from your distributions, check box 4(a) (Withholding Election) on the Distribution Form and sign at the bottom. Your selection of 4(a) will also serve as an election not to have state taxes withheld from your distributions. If you do want state taxes withheld, check box 4(c) in Part 4 and indicate your election on the appropriate form, which is available from your Financial Advisor or Financial Advisory Center Team.

If you do not check box 4(a), we will assume you choose to have federal and, if applicable, state income taxes withheld from all distributions.

**Changing your choice.** You can change your withholding election at any time or as often as you wish by completing the appropriate federal and state tax withholding forms, which can be obtained from your Financial Advisor or Financial Advisory Center Team.

**Estimated Taxes.** Under Internal Revenue Service Rules, if you choose not to have federal income taxes withheld, or if the amount withheld from your distribution is not sufficient, you may be responsible for paying estimated taxes each quarter. When your actual taxes for a year are determined, you could incur IRS penalties if your estimated federal income tax payments were not sufficient. You may incur similar tax penalties under state law.



L-12-03

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Code 10187 BENE (REV 10/06)

# IRA/IRRA<sup>®</sup>/ROTH IRA/SEP/SRA BENEFICIARY DISTRIBUTION FORM

Use this form to take a beneficiary distribution from any of the following Merrill Lynch account type from which you have inherited assets:

- Individual Retirement Account (IRA)
- IRRA\* (rollover IRA)
- Roth IRA
- Simplified Employee Pension (SEP) plan, or
- SIMPLE Retirement Account (SRA)

Special instructions are provided to help you complete this form.

Your distribution options include having cash and/or securities distributed directly into another of your Merrill Lynch accounts (e.g. a CMA account), having a check sent to you or Automated Clearing House (ACH)\*

As a beneficiary your relationship to the deceased account owner at the time of their death or when they passed away and the type of IRA they owned, dictate the distribution options available to you. Based on these factors and the distribution option you choose, you may be required to distribute a minimum amount annually. Failure to do so may result in the assessment of tax penalties. You should speak with your tax advisor and your Merrill Lynch Financial Advisor, your Financial Advisory Center Team,<sup>SM</sup> or if applicable, Merrill Lynch Direct.<sup>SM</sup> Clients should visit [www.mldirect.ml.com](http://www.mldirect.ml.com) to review these options before taking a distribution.

When completed and signed, send the applicable pages to your Merrill Lynch Financial Advisor, your Financial Advisory Center Team,<sup>SM</sup> or if applicable, to Merrill Lynch Direct.<sup>SM</sup>

**Important: Please ensure funds are available prior to requesting a cash distribution.**

\*ACH is only available for Standing Letters of Instruction (STLOI) and Standing Letters of Authorization (STLOA) on cash distributions

# INSTRUCTIONS FOR COMPLETING THE IRA/IRRA®/ROTH IRA/SEP/SRA BENEFICIARY DISTRIBUTION FORM

**Part 1:** Please provide all information as requested.

**Part 2:** Original Account Owner's information. Merrill Lynch must have a certified copy of the death certificate in order to make distributions to a beneficiary. Additional documentation may be required. Please speak to your Merrill Lynch Financial Advisor or Financial Advisory Center Team. For Merrill Lynch Direct clients, visit [www.mldirect.ml.com](http://www.mldirect.ml.com).

This section is required for the first distribution following the death of the original account owner.

**Note:** The rules governing beneficiary distributions are complex. We urge you to consult with your attorney or tax advisor.

**Part 3:**

- 1) Part of my account: (a) cash only, (b) securities only, or (c) cash and securities.
- 2) My entire account: You are requesting to have your Merrill Lynch retirement account balance distributed in full. Your account will be closed and a fee may be assessed.
- 3) Standing Letter of Instruction: Take periodic distributions. This option is only available to beneficiaries who have established a Beneficiary Controlled IRA account. This option can be established up to one year in advance.
- 4) Standing Letter of Authorization: Merrill Lynch will process distributions based on your future verbal requests. These requests must comply with the instructions you have provided on this form. If not, a new form may need to be completed in order to process your distribution request. This option is only available to beneficiaries who have established a Beneficiary Controlled IRA account. This option can be established up to one year in advance.

**Note:** Merrill Lynch will not perform a scheduled distribution if the dollar amount of the scheduled distribution is not available in one or a combination of the following accounts: cash credit balance, money market mutual fund shares, or Retirement Asset Savings Program account balance. Please provide timely instructions to Merrill Lynch so that such funds are available to be distributed as scheduled.

**Part 4** – Please read the Withholding Notice.

**Part 5** – Please indicate where you would like your distribution sent.

- (a) For example, Beyond Banking Account or CMA Account. This instruction is available for all options noted in Part 3.
- (b) This option is available only to the surviving spouse of the deceased.
- (c) Use this option to electronically transmit funds (cash only) to another financial institution. This instruction is only available when establishing a Standing Letter of Instruction (STLOI) or a Standing Letter of Authorization (STLOA) in Part 3.
- (d) Use this option to have a distribution(s) mailed to the current mailing address on file at Merrill Lynch. This instruction is available for all options noted in Part 3.
- (e) Use this option if you would like to pick up your check at a local Merrill Lynch branch office. This instruction is only available when requesting a "cash only" distribution in Part 3.
- (f) Use this option if you would like to mail your check and/or securities to an address other than the mailing address on file at Merrill Lynch. This instruction is available for all options noted in Part 3.
- (g) Detail wire instructions should be provided in Part 6. Merrill Lynch charges a transaction fee for this service. You should speak with your Financial Advisor or Financial Advisory Center Team for details. This instruction is only available when requesting a "cash only" distribution in Part 3.



Private Client Group

4004 SW Kruse Way Place  
Suite 100  
Lake Oswego, Oregon 97035  
503 699 7200  
800 677 9346  
FAX 503 699 4113



June 3, 2008

Tillamook County Library  
Attn: Sara Charlton  
1716 3<sup>rd</sup> St  
Tillamook OR 97141

Ms. Charlton,

As you know, the Tillamook County Library was named as one of Genevieve Moore Burgett's IRA beneficiaries. Enclosed is the form that needs to be completed and signed by someone authorized to sign on behalf of the library.

Here are instructions on completing the beneficiary form:

1. Part 3 - if the library would like to receive it's share in cash, please check box a
2. Part 4 - please complete the tax withholding elections.
3. Part 5 - please complete the address the check should be mailed to
4. Part 7 - please sign

In addition we will also need the Tax Identification number for the library as well as a Corporate Resolution/Charter or a Non-Profit Organization Authorization showing who can sign on behalf of the library.

Thank you and please feel free to call me or Andrea Merrifield at the number below if you have any questions.

Sincerely,

Kristi Van Damme  
Client Associate  
503-699-7204

7/10/2008

Dept. of Community Development - Building Section

Week Ending	Plan Review	Structural Inspections	Mechanical Inspections	M.D. insp.	Mileage for Inspectors	Electrical Inspections	Plumbing Inspections	Investigate Proj. check	Citations Issued	Stop Work Orders	Court Hours
05/07/08	17	89	22	2	1114	43	34	0	0	0	0
05/14/08	22	79	28	3	966	76	29	1	0	1	0
05/21/08	16	79	27	5	1324	63	58	2	0	0	0
05/28/08	10	52	5	4	769	39	27	3	0	0	0
06/04/08	18	78	15	3	980	51	30	5	0	1	0
06/11/08	43	72	16	3	1018	49	20	1	0	1	0
06/18/08	13	82	35	11	1363	51	27	0	0	1	0
06/25/08	22	75	31	1	1021	65	43	6	0	0	0
07/02/08	12	81	29	1	928	59	42	5	0	0	0
07/09/08	15	58	9	1	1337	42	25	0	0	0	0
<b>Total</b>											
<b>YTD</b>	429	1922	639	58	26939	1385	874	47	0	7	0

**Sanitation Permit Intake: May 29th, 2008- June 4th, 2008**

Week	Permit #	Type	rec'd	field	approved	reason held
06/26-07/02	08-2317-S	Authorization Notice	06/26	07/01	07/02	
	08-0628-S	Final Inspection	06/27	06/30	07/01	
	08-2331-S	Tank Replacement	06/27	07/02	07/02	
	08-	Partial Inspection	06/30	07/01	07/01	
	08-2355-S	Major Repair	07/01	07/03		
	08-2360-S	Tank Replacement	07/01	07/03		
	07-4102-S	CSC	07/01	05/28	07/01	
	08-2361-S	Major Repair	07/01	07/03		
	08-0812-S	Authorization Notice	03/07	07/02	07/03	*planning sign-off
	08-0813-S	Major Repair	03/07	07/02	07/03	*planning sign-off
	08-2372-S	Tank Replacement	07/02	07/03		
06/19-06/25	08-2215-S	Tank Replacement	06/19	06/20	06/20	
	08-2213-S	Tank Replacement	06/19	06/20	06/20	
	08-2265-S	Authorization Notice	06/23	06/30	07/01	
	08-2175-S	Final Inspection	06/23	06/30	07/01	
	08-1970-S	Final Inspection	06/23	06/30	07/01	
	08-2290-S	Authorization Notice	06/25	07/02	07/02	
06/12-06/18	08-2132-S	Major Repair	06/12	06/13	06/13	
	08-2120-S	Tank Replacement	06/12	06/13	06/13	
	07-3302-S	Final Inspection	06/12	06/13		* need as/built & mat. list
	08-2146-S	Site Evaluation	06/13	06/05		* denied pending stake-out
	08-2152-S	Site Evaluation	06/13			
	08-0511-S	Final Inspection	06/16	06/17	06/18	
	08-1418-S	Final Inspection	06/16	06/17	06/17	
	07-4593-S	Final Inspection	06/16	06/17	06/17	
	08-2175-S	Tank Replacement	06/16	06/18	06/18	
	08-2180-S	Authorization Notice	06/17	06/17	06/17	
	08-2191-S	Permit Renewal	06/17	07/02	07/02	
07-2028-S	CSC	06/18	10/17	06/18		

06/05-06/11	08-2068-S	Site Evaluation	06/09	06/03	06/13	
	08-2067-S	Site Evaluation	06/09	06/19	06/20	
	08-2084-S	Authorization Notice	06/10	06/13	06/13	
	08-2109-S	Permit to Construct	06/11	06/16	06/16	
05/29-06/04	08-1339-S	Final Inspection	05/29	06/02	06/02	
	08-2090-S	Authorization Notice	05/29	06/02	06/10	
	08-1927-S	Site Evaluation	05/29	06/12	06/13	* minor partition
	08-1970-S	Permit to Construct	06/02	06/05	06/09	
	08-0627-S	Final Inspection	06/02	06/04	06/09	
	08-1990-S	Tank Replacement	06/03	06/05	06/05	
	08-1982-S	Site Evaluation	06/03			*waiting for test pits
	08-1983-S	Site Evaluation	06/03			*waiting for test pits
	08-1989-S	Tank Replacement	06/03	06/05	06/05	
	08-1977-S	Permit to Construct	06/03	06/11	06/11	
	08-2001-S	Site Evaluation	06/03	06/05	06/13	
	08-2006-S	Permit to Construct	06/03	06/12	06/12	
	08-1997-S	Permit to Construct	06/03	06/13	06/16	
	08-1912-S	Final Inspection	06/04	06/05	06/09	
	08-0794-S	Final Inspection	06/04	06/05	06/09	
	08-2029-S	Site Evaluation	06/04	06/12	06/16	