

**A G E N D A**  
COOS COUNTY BOARD OF COMMISSIONERS  
Owen Building Large Conference Room  
March 5, 2019  
8:30 A.M.

1. **EXECUTIVE SESSION under the authority of ORS 192.660**
  - A. (2)(e) Real Property Transactions
  - B. (2)(h) Consultation with Counsel
  
2. **PLEDGE OF ALLEGIANCE**  
**CITIZEN COMMENTS (agenda items or general comments) – limited to 3 minutes per person- scheduled to begin at 9:30 AM**
  
3. **DEPARTMENT HEADS**
  - A. Presentation on Air Service Between North Bend & Portland- Southwest Oregon Regional Airport
  - B. Request Approval of Merit Step Increase- Coos Health & Wellness (CHW)
  - C. Request Approval to Fill Maintenance Worker IV Position at Step 4- Road
  - D. Request Approval of Advance Tactical Dispatch Training & Authorize Sheriff to Sign- Sheriff
  - E. Request Approval of Networking Training- Information Technology
  
4. **CONSENT CALENDAR- administrative matters not up for discussion**
  - A. **Approval of Minutes**

Hearing- Ordinance Amending the Coos County Code to Promulgate Rules and Regulations Protecting County Citizens from Arbitrary and Excessive Utility Charges- January 15, 2019  
Worksession- Budget Planning & Nationwide Plan Amendment- January 29, 2019  
Regular Meeting Minutes- February 19, 2019  
Worksession- Pay Equity- February 20, 2019  
Worksession- Parks Succession Planning- February 20, 2019
  - B. **Orders & Resolutions**

Resolution 19-02-027B, In the Matter of Dissolving the Planning Fund  
Resolution 19-02-028P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date  
Resolution 19-02-029P, In the Matter of Granting Salary Merit Step Increase for Amy Dibble Effective March 1, 2019  
Resolution 19-02-030P, In the Matter of Filling a Vacant Position Effective February 18, 2019  
Resolution 19-02-031P, In the Matter of Filling a Vacant Position Effective February 13, 2019
  - C. **Items Previously Approved (authorize Chair to sign where necessary)**

Contract with Creative Creations Landscaping- CHW- landscaping at Swan Building  
IGA #153119 Amendment #6 with State of Oregon- CHW- additional funding  
Contract Amendment with Yockim Carollo LLP- County Counsel- legal services  
Contract Amendment with HGE Architects- County Counsel- Dora/Sitkum RFPD garage project
  - D. **Maintenance Agreements/Licensing (authorize Chair to sign where necessary)**

Contract Renewal with MTS Call Accounting- IT- software licensing & support
  
5. **LATE AGENDA ITEMS**
  
6. **CCAT GOVERNING BODY**
  - A. Request Approval to Renew Insurance Agreement
  
7. **COMMISSIONERS REPORTS**

This agenda does not limit the ability of the Commissioners to consider additional subjects. The Board reserves the right to place a time limit on public testimony on any matter. The meeting place is handicapped accessible; if special accommodation is needed, please contact the office at least 24 prior to the meeting.

BOC only:  
Consent Agenda \_\_\_\_\_  
Regular Agenda \_\_\_\_\_

### AGENDA ITEM COVERSHEET

**Agenda Item Title:** Executive Session Requested

**Department:** Counsel                      **Requested Agenda Date:** 3/05/2019

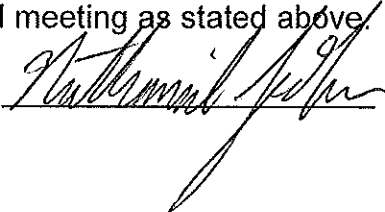
**Contact Person:** Nathaniel Johnson                      **Phone/Ext.:** 7690

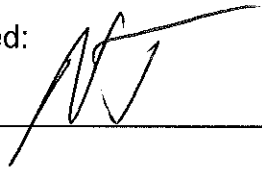
**Background and description of need or problem:** Need executive session for:

- ORS 192.660(2)(e) – to negotiate real property transactions
- ORS 192.660(2)(h) – consulting with regard to current litigation and litigation likely to be filed

**Requested Action:** Go into Executive Session during Board meeting as stated above.

Date: 2/26/19

Signature of Dept. Head: 

Departments Affected: 

COUNSEL: \_\_\_\_\_  
\_\_\_\_\_

BOC only: Consent Agenda _____
Regular Agenda _____

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Air Service Between North Bend and Portland

**Department:** BOC

**Requested Agenda Date:** 3/5/19

**Contact Person:** John Sweet

**Phone/Ext.:** 7541

**Background and description of need or problem:** Southwest Oregon Regional Airport Executive Director Theresa Cook would like to make a brief presentation regarding services between North Bend and Portland

**Funding Source:** n/a

**Requested Action:** listen to presentation

**Date:**

**Signature of Dept. Head:** \_\_\_\_\_

For all matters, forward the document to Counsel **no later than the Monday prior to the Agenda deadline.** Counsel will forward to Treasurer.

If this is a contract or grant:

- Is the contract or grant an original?
- Is the Contract/Grant Summary Form attached?
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County Counsel \_\_\_\_\_

Treasurer \_\_\_\_\_

Human Resources \_\_\_\_\_

OC only: \_\_\_\_\_  
Consent Agenda \_\_\_\_\_  
Regular Agenda \_\_\_\_\_

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Request Board approve merit step increase.


**Department:** Coos Health & Wellness      **Requested Agenda Date:** 3/19/2019

**Contact Person:** Mike Rowley      **Phone/Ext.:** 541-266-6500

**Background and description of need or problem:** Eric Gleason was promoted to the position of Health Care Integration and Promotion Director on June 1, 2018. Since the promotion, Eric has earned his doctorate degree in Behavioral Health with a concentration on integrated healthcare. CHW respectfully requests Board permission to accelerate his probationary period end date to March 1, 2019 and further approve a merit step increase to step 3 of his current paygrade (819), which would raise his monthly salary as noted in the attached Resolution 19-02-026 P.


**Funding Source:** 021-1304-444.10-01.

**Requested Action:** Board to approve ending probationary period and approve recommended merit step increase, effective March 1, 2019.

**Date:** 2/20/2019      **Signature of Dept. Head:** 

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**Departments Affected:** \_\_\_\_\_  
**COUNSEL:**  \_\_\_\_\_

**TREASURER:**  \_\_\_\_\_

**HUMAN RESOURCES:**  \_\_\_\_\_

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1 BOARD OF COMMISSIONERS

2 COUNTY OF COOS/STATE OF OREGON

3 In the Matter of Granting a Salary ) R E S O L U T I O N  
4 Merit Step Increase for Eric Gleason ) 19-02-026 P  
5 Effective March 1, 2019 )

6 THIS MATTER HAVING COME BEFORE the Board of Commissioners at a regular  
7 meeting held March 5, 2019; and

8 WHEREAS, on March 5, 2019 during the regular Board Meeting the Board of  
9 Commissioners approved early termination of the probationary period for Eric  
10 Gleason and approved a merit step increase effective March 1, 2019;

11 THEREFORE BE IT RESOLVED that the merit step increase be granted and the  
12 salary for Eric Gleason be adjusted as of March 1, 2019 as follows;

13 From:

<u>EMPLOYEE</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>RGE.</u>	<u>STEP</u>	<u>AMOUNT</u>
<u>HEALTH &amp; WELLNESS-ALCOHOL - 021-1304-444.10-01</u>					
Gleason, Eric	Health Care Integration & Promotion Dir.	819		1+3%	\$6,471

16 To:

<u>EMPLOYEE</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>RGE.</u>	<u>STEP</u>	<u>AMOUNT</u>
<u>HEALTH &amp; WELLNESS-ALCOHOL - 021-1304-444.10-01</u>					
Gleason, Eric	Health Care Integration & Promotion Dir.	819		3+3%	\$7,026

19 BE IT FURTHER RESOLVED Eric Gleason's anniversary date shall be amended  
20 to March 1 each year.

21 DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2019.

22 BOARD OF COMMISSIONERS

23 \_\_\_\_\_  
24 Commissioner

25 \_\_\_\_\_  
26 Commissioner

27 \_\_\_\_\_  
28 Commissioner

BOC only: Consent Agenda _____
Regular Agenda _____

### AGENDA ITEM COVERSHEET

**Agenda Item Title:** Request to approval to fill the Maintenance Worker IV position at a Step 4.

**Department:** Road                      **Requested Agenda Date:** 3/5/19

**Contact Person:** John Rowe    **Phone/Ext.:** 7665

**Background and description of need or problem:** We would like to fill our vacant Maintenance Worker IV position at a Step 4.

**Funding Source:** 003-2700-431.10-01

**Requested Action:** Request Board to approve filling the Maintenance Worker IV position at a Step 4.

**Date:** 2-18-19

**Signature of Dept. Head:** John Rowe

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Departments Affected:

**COUNSEL:** NO

**TREASURER:** MS

**HUMAN RESOURCES:** THIS IS FOR THOMAS WILLIAMS WHO IS CURRENTLY NEW HIRE. STEP 4 AT \$20.42 P/H. NEW HIRE WOULD BE \$21.52 P/H.

**BOC forwards signed document to Counsel's office.**

*3C*

Pay Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
801	Maintenance Worker I (No CDL)	\$ 16.31	\$ 16.80	\$ 17.30	\$ 17.82	\$ 18.35	\$ 18.91
802	Maintenance Worker II	\$ 17.33	\$ 17.85	\$ 18.38	\$ 18.93	\$ 19.50	\$ 20.09
803	Maintenance Worker III	\$ 18.69	\$ 19.25	\$ 19.83	\$ 20.42	\$ 21.04	\$ 21.66
804	Maintenance Worker IV	\$ 19.70	\$ 20.29	\$ 20.90	\$ 21.52	\$ 22.17	\$ 22.84
805	Maintenance Worker V	\$ 20.57	\$ 21.19	\$ 21.82	\$ 22.48	\$ 23.15	\$ 23.85
806	Maintenance Worker VI	\$ 21.18	\$ 21.81	\$ 22.46	\$ 23.14	\$ 23.84	\$ 24.54
809	Fleet Service III	\$ 20.12	\$ 20.72	\$ 21.34	\$ 21.98	\$ 22.64	\$ 23.32

BOC only: \_\_\_\_\_  
Consent Agenda \_\_\_\_\_  
Regular Agenda \_\_\_\_\_

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Advance Tactical Dispatch Training Course

**Department:** Sheriff's Office - CSU

**Requested Agenda Date:** 3-5-2019

**Contact Person:** SSgt. Strain

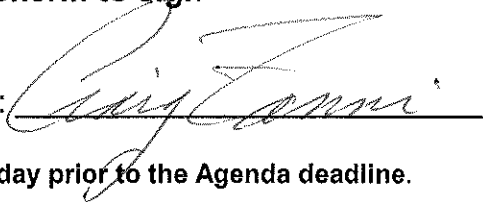
**Phone/Ext.:** 7809

**Background and description of need or problem:** Host advance tactical dispatch training course. Provide training for the Incident Dispatch team to increase skills and readiness for response on active critical incidents.

**Funding Source:** \$6,000 009-1610-421-30-05

**Requested Action:** Board review, and approval for the Sheriff to sign

**Date:** 02/06/2019

**Signature of Dept. Head:** 

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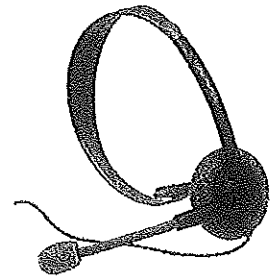
**County Counsel** NT

**Treasurer** MS

**Human Resources** MP



Dispatch Training and Consulting  
P.O. Box 167  
Bliss, Idaho 83314



INVOICE NO.	DATE
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BILL TO	SHIP TO	INSTRUCTIONS	DATE
Name Coos County Sheriff's Office 250 N. Baxter St Coquille, OR 97423	Same as recipient	Advanced Tactical Dispatch Course <i>April 1-3, 2019</i>	<i>2/14/19</i>

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
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	Hosted by: Coos County Sheriff's Office	Advanced Tactical Dispatch Training	\$6000.00 for Maximum of 24 students	\$6000.00
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BOC only:  
Consent Agenda \_\_\_\_\_  
Regular Agenda \_\_\_\_\_

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Request Approval of Purchase of Training

**Department:** Information Technology    **Requested Agenda Date:** 3/5/19

**Contact Person:** Daris Bouthillier    **Phone/Ext:** 7739

**Background and description of need or problem:** This is to request approval to purchase two classes in networking for our Network Administrator. These classes are on-line classes and cover training on Cisco Networking Devices. The cost for the two classes is \$5,392.50 and there is money in our Training & Travel line item to cover the cost.

**Funding Source:** 001-4002-419.30-05 Training & Travel

**Requested Action:** Approve purchase of a 2 classes concerning Cisco Networking devices from Global Knowledge in the amount of \$5,392.50.

Date: 2/15/19

Signature of Dept. Head: 

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Departments Affected:

COUNSEL:   NS  

TREASURER:   MS  

BOC forwards signed Contract/Grant to: ~~Counsel~~

Commissioners Initials to Place on Agenda ONLY: \_\_\_\_\_

*BE*



# Global Knowledge®

## Training Quote

**Quote date:** February 15, 2019

**Student contact information:**

Adam Gill  
County of Coos  
250 N Baxter St  
Coquille, OR, 97423-1875  
(541) 396-7741

**Quote #:**00145078

**Global Knowledge contact information:**

Weale Fisher  
Account Manager  
9194637351  
weale.fisher@globalknowledge.com

Course	Course Name	Start Date	End Date	Location	Price	Qty	Discount	Total
4549L	ICND2 v3.0 - Interconnecting Cisco Networking Devices, Part 2	March 18, 2019	March 22, 2019	Virtual	\$3,595.00	1	\$898.75	\$2,696.25
4548L	ICND1 v3.0 - Interconnecting Cisco Networking Devices, Part 1	March 11, 2019	March 15, 2019	Virtual	\$3,595.00	1	\$898.75	\$2,696.25

**Subtotal:** \$5,392.50  
**Estimated Tax:** \$0.00  
**Total:** \$5,392.50

## Payment Options

**Remit by mail:**

Global Knowledge Training LLC  
Attn: Weale Fisher  
29214 Network Place  
Chicago, IL 60673-1292

**Email copy of check or PO:**

Weale Fisher  
weale.fisher@globalknowledge.com

**Call with a credit card:**

Weale Fisher  
9194637351

## Policy and Purchase Information

Total does not include applicable taxes. Non promotional pricing is valid 30 days from February 15, 2019. Promotional pricing may end at any time. GSA contract number: GS-35F-501GA.

Enrollment and purchase polices are available at [www.globalknowledge.com/termsandconditions](http://www.globalknowledge.com/termsandconditions).

BOC only: \_\_\_\_\_  
Consent Agenda \_\_\_\_\_  
Regular Agenda \_\_\_\_\_

CCAT

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Pay/renew insurance agreement

**Department:** CCAT

**Requested Agenda Date:** 5 Mar 2019

**Contact Person:** Sergio Gamino

**Phone/Ext.:** 571-232-4674

**Background and description of need or problem:** CCAT's annual insurance bill is due. Seeking permission to expend funds to renew insurance on our rolling stock and other transit property. Invoice is for \$32,609.00.

**Funding Source:** STF/General operating fund

**Requested Action:** Approve and renew

**Date:** 2/25/2019

**Signature of Dept. Head:** \_\_\_\_\_

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County Counsel NS \_\_\_\_\_

Treasurer NS \_\_\_\_\_

Human Resources NA \_\_\_\_\_

GA



SPECIAL DISTRICTS  
INSURANCE SERVICES

**INVOICE**

Date: 01-Jan-19

Named Coos County Area Transit Service District Agent: Abel Insurance Agency  
 Participant: PO Box 1118 PO Box 1780  
 Coos Bay, OR 97420 Coos Bay, OR 97420

Invoice#	Entity ID	Effective Date	Expiration Date	Invoice Date
34P30001-382	30001	01-Jan-19	31-Dec-19	01-Jan-19
Coverage		Contribution		

2018 Longevity  
Credit Amount\*\*

\$2,633.50

<b>SDIS Liability Coverage</b>	Liability Contribution	\$2,261
	Less Best Practices Credit	(\$226)
	Less Multi-Line Discount Credit	(\$68)
	Adjusted Contribution	\$1,967
<b>Auto Liability (Includes Auto Excess and Auto Supplemental Coverages)</b>	Auto Contribution	\$27,159
	Less Best Practices Credit	(\$2,828)
	Adjusted Contribution	\$24,331
<b>Non-owned and Hired Auto Liability</b>		\$150
<b>Auto Physical Damage</b>		\$5,650
<b>Hired Auto Physical Damage</b>		\$0
<b>Property</b>	Property Contribution	\$272
	Less Best Practices Credit	(\$28)
	Adjusted Contribution	\$244
<b>Earthquake</b>		\$52
<b>Flood</b>		\$26
<b>Equipment Breakdown / Boiler and Machinery</b>		\$0
<b>Crime</b>		\$189
<b>Total:</b>		<b>\$32,609</b>

\*\*Only Eligible Districts that signed the Longevity Credit and Rate Lock Guarantee Agreement will receive the indicated Longevity Credit Amount

Coverage is provided for only those coverages indicated above for which a contribution is shown or that are indicated as "included." Your payment evidences "acceptance" of this renewal. Please use the payment coupon on the following page to help us apply your payment correctly.

Payment instructions are on the following page.