

REVISED AGENDA
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
September 20, 2016
8:30 A.M.

1. **EXECUTIVE SESSION under the authority of ORS 192.660**
 - A. (2)(e) Real Property Transactions
 - B. (2)(f) Records or Information Exempt from Public Inspection
 - C. (2)(h) Consultation with Counsel

- PLEDGE OF ALLEGIANCE**

2. **CITIZEN COMMENTS (agenda items or general comments) – limited to 3 minutes per person- scheduled to begin at 9:30 AM**

3. **PUBLIC HEARINGS**
 - A. Community Development Block Grant Application for Charleston Sanitary District Wastewater System Upgrade

4. **DEPARTMENT HEADS**
 - A. Presentation of Triennial Review Results- Public Health
 - B. Request Approval to Create/Advertise/Fill Medical Assistant Position- Coos Health & Wellness (CHW)
 - C. Request Approval to Advertise & Fill 3 Vacant Positions- CHW
 - D. Request Approval of Job Description & Pay Grade Adjustment for CHW System Tech II- CHW
 - E. Request Approval to Waive Fees for Metal Collection- Solid Waste
 - F. Request Approval of Promotion for Jody Newby to Chief Deputy DA- District Attorney
 - G. Request Approval of Job Descriptions; Advertise & Fill Positions- Crime Victims Assistance (CVA)
 - H. Request Approval to Hire Business Operations Manager at Step 4- Sheriff
 - I. Request Approval of Resolution to Increase Spending Authority- Sheriff
 - J. Request Award of Elevator Maintenance Contract- Maintenance
 - K. Request Acceptance of BLM Grant for Noxious Weed Education- Finance
 - L. Request Approval of Wildlife Services Work Plan & Authorize Chair to Sign- Finance
 - M. Request Award of Contract for Court Domestic Mediation Services- County Counsel/ State Courts
 - N. Request Approval of Resolution Amending County Rules Ch. 4: Financial Administration- County Counsel
 - O. Request Approval of Resolution Amending County Rules Ch. 2: Personnel Policies & Procedures- County Counsel

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.

5. **CONSENT CALENDAR- administrative matters not up for discussion**

A. **Approval of Minutes**

Joint Workgroup Minutes- May 24, 2016
Joint Workgroup Minutes- June 28, 2016
Joint Workgroup Minutes- July 25, 2016
Worksession- Award of Contract for CHW Building Construction- August 4, 2016
Joint Workgroup Minutes- August 23, 2016
Regular Meeting Minutes- August 30, 2016
Worksession- Administrative Matters- September 2, 2016

B. **Ratification of All Routine Expenditures, Tax Overpayments and Adjustments and Transfer of Funds within the Budget**

Transfer of Appropriations within a Department- Medical Examiner canopy

C. **Orders & Resolutions**

Order 16-09-072C, In the Matter of Appointing Carl Linderman to the Coos County Noxious Weed District Advisory Board
Order 16-09-073C, In the Matter of Appointing Kara Long to the Coos-Curry Housing Authority Board
Resolution 16-09-129P, In the Matter of Granting Salary Merit step Increases for Various Coos County Employees Effective Retroactive to August 1, 2016
Resolution 16-09-130P, In the Matter of Granting Salary Merit Step Increases for Various Coos County Employees Effective September 1, 2016
Resolution 16-09-131P, In the Matter of a Longevity Increase for Daniela Kellum Effective September 1, 2016
Resolution 16-09-132P, In the Matter of Filling a Vacant Position Effective September 1, 2016
Resolution 16-09-133P, In the Matter of Filling a Vacant Position Effective September 6, 2016
Resolution 16-09-134P, In the Matter of a Salary Adjustment Due to Licensure for Karla Bertolini Effective September 1, 2016
Resolution 16-09-136P, In the Matter of a Salary Adjustment Due to Certification for Scott Moore a Coos County Employee Effective September 1, 2016
Resolution 16-09-137P, In the Matter of a Salary Adjustment Due to Certification for JoAnne beck a Coos County Employee Effective September 1, 2016
Resolution 16-09-138P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date
Resolution 16-09-139P, In the matter of a Salary Adjustment Due to Licensure for Amy Hood Effective September 1, 2016

D. **Items Previously Approved (authorize Chair to sign where necessary)**

Agreement with DAS for Preparing/Mailing Property Tax Statements- Finance/Tax
Contract with Stemmerman Construction for Leachate Building at Beaver Hill- Solid Waste
Contract for GASB 45 & 75 Calculations & Report Updates- Finance
Radio Tower Repairs at Coquille Hill Site- Sheriff
Renewal of Advertising Agreement with Lee Enterprises- County Counsel
Contract with IB Reforestation for Planting Seedlings- Forestry

6. **LATE AGENDA ITEMS**

- A. Request Approval of Water Gaging Station Agreement- BOC
B. Approval for AOC to Work on Coos Bay Wagon Road Issues- BOC

7. **COMMISSIONERS REPORTS**

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Agreement for Water Gaging Stations

Department: BOC

Requested Agenda Date: 9/20/16

Contact Person:

Phone/Ext.:

Background and description of need or problem: this agreement covers 4 streamflow and stage gaging stations along the Coquille River

Funding Source:

Requested Action: Approve the agreement in the amount of \$10,930

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? (2)
- Is the Contract/Grant Summary Form attached?
- Is the contract signed first by the vendor (except state/federal grants or contracts)?
- If insurance is required, is the insurance certificate attached?
- Is the Clerk's Coversheet attached or do you want it returned to you for filing?

County Counsel KL _____

Treasurer OK, B _____

Human Resources na _____

6A

CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: _____ (complete after filed with Clerk) Contract/Agreement/Grant No.: 17WNOR0000170300

Name/Agency Name and Address: US Department of the Interior, US Geological Survey, 2130 SW 5th Avenue, Portland, OR 97201

Contact Person: Keith Overton, Supv Hydrologist Data Chief

Phone No. 503-251-3246

Amount of Contract/Grant Award: \$ 10,930

Payment Terms: lump sum (state lump sum or amount and time of payments)

Start Date: 10/1/2016 End Date: 9/30/2017

County Department and Employee Responsible for Performance: Board, Melissa Cribbins

Description: Streamflow and stage gaging stations in the Coquille Basin

FINANCIAL INFORMATION

STATE %	OTHER %	FEDERAL % (CFDA # Required)	Catalog of Federal Domestic Asst. *(CFDA) Number

*CFDA is a five digit number in the following format: xx.xxx. The first two digits designate the federal agency and the last three the grant description. The following is a partial listing of the two digit agency identifier:

10.xxx USDA 14.xxx HUD 20.xxx USDOT 66.xxx EPA 84.xxx Dept. of Education
 11.xxx Dept. of Commerce 16.xxx USDOJ 39.xxx General Svs. Admin. 83.xxx FEMA 93.xxx USDHHS

NOTE: If the contract/grant is associated with more than one CFDA number, each segment must have it's own summary form.

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> New | <input type="checkbox"/> Renewal | <input type="checkbox"/> Modification |
| | Previous Amount: \$ | Original Amount: \$ |
| | Previous Date: | Original Date: |
| Automatic Renewal? <input type="checkbox"/> Yes <input type="checkbox"/> No | Staff Requirements: <input type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> Subcontract | |
| Will unemployment cost be incurred? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

PUBLIC CONTRACTING INFORMATION

Method of Selection:

- Bid None
 Quote Other IGA
 Proposal

Type of Contract:

- New (complete sections below)
 ~~Renewal~~ (no need to complete sections below)
 Modification (no need to complete sections below)

Type of Contract:

Goods and Services - If Not Using Bid or Proposal, Mark Exemption:

- | | |
|---|--|
| <input type="checkbox"/> Under \$10,000 | <input type="checkbox"/> Equipment Maintenance |
| <input type="checkbox"/> Under \$50,000 for Quotes | <input type="checkbox"/> Office Supplies |
| <input type="checkbox"/> Under \$150,000 & Approval from Board for Quotes | <input type="checkbox"/> Used Vehicles |
| <input type="checkbox"/> Sole Source | <input type="checkbox"/> State Purchasing |
| <input type="checkbox"/> Contract with Public Agency | <input type="checkbox"/> Other _____ |

Public Improvement – If Not Using Bid, Mark Exemption:

- | | |
|--|---|
| <input type="checkbox"/> Under \$5,000 | <input type="checkbox"/> Alternative Contracting Method Approved by Board |
| <input type="checkbox"/> Under \$50,000 for Quotes | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Under \$100,000 & Not a Transportation Project for Quotes | |

Personal Services Contract – If Not Using Proposal, Mark Exemption:

- Under \$50,000
 Under \$150,000 & Approval from Board

Will project be reported to Bureau of Labor for Prevailing Wages under ORS 279C.800? Yes No

Certificate of insurance required? Yes No

Form of contract: Oral Written (attach the written contract)

Date Approved by BOC: _____	Reviewed by Counsel: _____
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BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Request for approval for the Association of Oregon Counties (AOC) to work on Coos Bay Wagon Roads issues.

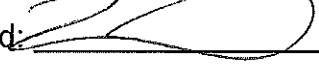
Department: BOC **Requested Agenda Date:** 9/20/16

Contact Person: Keith Leitz **Phone/Ext.:** 7690

Background and description of need or problem: The AOC has sought permission from Douglas County and the Executive Board of the Association of O&C Counties to look into issues regarding the Coos Bay Wagon Roads. The AOC is requesting the same permission from Coos County.

Funding Source:

Requested Action: Grant permission to AOC to look further into this issues of the Coos Bay Wagon Roads.

Date 15 Sep 16 Signature of Dept. Head: 

If this is a Human Resources issue, forward to the Treasurer who will forward it to Human Resources. For all other matters, forward the document to Counsel **no later than the Monday prior to the Agenda deadline.** Counsel will forward to Treasurer.

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- Is the contract or grant an original?
 - Is the Contract/Grant Summary Form attached?
 - Is the contract signed first by the vendor (except state/federal grants or contracts)?
 - If insurance is required, is the insurance certificate attached?
 - Is the Clerk's Coversheet attached or do you want it returned to you for filing?

Departments Affected:

COUNSEL: KAL

TREASURER: _____

