

REVISED AGENDA
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
May 5, 2015
8:30 A.M.

1. **EXECUTIVE SESSION under the authority of ORS 192.660**
 - A. (2)(d) Deliberations with Labor Negotiators
 - B. (2)(e) Real Property Transactions
 - C. (2)(f) Records or Information Exempt from Public Inspection
 - D. (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. **DEPARTMENT HEADS**

- A. Proclaiming Week of May 17-23 as EMS Week in Coos County- BOC
- B. Discussion re: Second Amendment Ordinance- BOC
- C. Discussion re: Transient Lodging Tax- BOC/Counsel
- D. Request Approval of Job Description & to Advertise/Post & Fill Health Education Director Position- Coos Health & Wellness- (CHW)
- E. Request Approval of Training Contract with Business Development Center- CHW
- F. Request Approval of Agreement with Bicoastal Media & Authorize Chair to Sign- CHW
- G. Request Approval to Purchase Tape Backup Drive- CHW
- H. Request Award of Electrical Contract- Solid Waste
- I. Request Acceptance of Donation of Tax Account #3685500- Land Agent
- J. Request Approval of Contract Amendment with Coos Watershed- Road
- K. Request Approval of Contract with Bob Belloni Ranch Inc. for Shelter Care- Juvenile
- L. Request Approval of Ticor Title Doing Foreclosure Lien Searches- Tax/Treasurer
- M. Request Approval of Job Description for GIS/Planner I- Planning
- N. Request Approval of Memorandum of Understanding the Teamsters Local 206- County Counsel
- O. Request Approval of Corrected/Original Pipeline Easements- County Counsel

4. **LIBRARY SERVICE DISTRICT GOVERNING BODY**

- A. Request Approval of Coastline Services Access Agreement with City of Coos Bay and SOCC

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**

Worksession- Budget- March 4, 2015
Budget Committee- March 19, 2015
Regular Meeting Minutes- April 7, 2015
Road Advisory Committee- April 7, 2015
Worksession- Insurance Issues- April 14, 2015
Executive Session ORS 192.660 (2)(i)- April 14, 2015
Regular Meeting Minutes- April 21, 2015

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

Transfer of Appropriations Within a Department- Sheriff/Dispatch- equipment
Transfer of Appropriations Within a Department- Sheriff/PSAP- equipment

C. **Orders & Resolutions**

Order 15-04-001C, In the Matter of Reappointing Members to the CCD Business Development Corporation Board of Directors
Order 15-04-012PL, In the Matter of a Land Use Application, File Number HBCU-15-01 on Property Owned by David and Eileen Schradieck, Applications in the Matter
Resolution 15-04-054L, In the Matter of Amending the Coos County Rules Chapter 4- Financial Administration
Resolution 15-04-058L, In the Matter of Adopting the Coos County Employee Handbook

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

Ratification of Amendment #16 to State IGA #141406- Coos Health & Wellness (CHW)
Ratification of Amendment #2 to State IGA #142579- CHW
Ratification of Amendment #2 to Oregon Health Authority IGA #144370- CHW
Rental Agreement for Leep's Field- Fair
Economic Development Letter of Understanding with Coos County Fair- BOC
Temporary Use of Annual OLCC License for Halfway Tavern- BOC
Declaring 2003 Ford Crown Victoria as Surplus Property & Approval to Auction- Juvenile
Advertise & Fill Corrections Secretary I Position- Community Corrections
Purchase of Printer- Surveyor- \$4,136.58
Quitclaim Deeds for Tax Accounts 2273804, 2618200, 2459900 & 2460100, 29610, 3830212, 2266400, 3485700, 513305, 4682300, 5205600, 2115200, 4840800, 4840500, 4842301, 170100, 839800 (parcels sold at annual land sale)

E. **Cancellation & Reissuance of Checks**

Check #193928 to Renogy- \$387.18

6. **LATE AGENDA ITEMS**

- A. Request Approval to Create MHS III Position, Approve Job Description, Advertise & Fill- CHW
- B. Request Acceptance of Quitclaim/Surrender of Oil & Gas Lease/Release Letter of Credit- Land Agent
- C. Request Award of Contract for Security Locks- Maintenance
- D. Request Award of Contract for Cleaning/Closing Underground Fuel Tanks- Maintenance
- E. Request to Call Up Appeal of Decision for Jordan Cove & Hire Hearings Officer- Planning
- F. Request Approval of Reconveyance Deed & Substitution of Trustee- County Counsel

7. **COMMISSIONERS REPORTS**

BOC only:	
Consent Agenda	_____
Regular Agenda	_____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Create additional MHS III position, approve position description and post & advertise until filled

Department: Coos Health & Wellness

Requested Agenda Date: 05/05/2015

Contact Person: Ginger Swan

Phone/Ext.: 541-751-2547

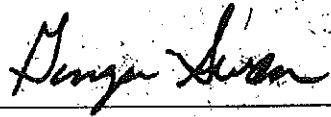
Background and description of need or problem: The Behavioral Health department has received new State funding for an Older Adult Behavioral Health position. This position will promote and develop a more comprehensive and connected system of care for the treatment of older adults having significant and challenging care needs. We have created a new position description for this exempt managerial position.

No County General Funds will be used for this contract.

Funding Source: 021-1302-444.10-01

Requested Action: Approve additional MHS III position, approve position description and post & advertise until filled.

Date: 04/29/2015

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.


If this is a contract or grant:

- 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: SS

Treasurer: n/a

Human Resources: 

BOC forwards signed Contract/Grant to: n/a

GA

DESCRIPTION OF POSITION

Revision: 04/08/2015

1.	Classification Title: Mental Health Specialist III		
2.	Working Title: Older Adult Mental Health Manager		
3.	Department: Coos Health and Wellness		
4.	Pay Grade: 820		
	Position Is:	Full Time <input checked="" type="checkbox"/>	Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/>
		Seasonal <input type="checkbox"/>	Other _____
	Excluded from Bargaining Unit?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Eligible for Overtime?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
5.	<p>What is the purpose of this position?</p> <p>To manage the variety of Mental Health Services and supports for Older Adults. To promote and develop a more comprehensive and connected system of care for the treatment of older adults having significant and challenging care needs. To engage other community partners and vested entities in these efforts. To work on both a population basis as well as on individual one.</p>		
6.	<p>Essential functions of position. (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position.</p> <p>a. Supervise the programs, employees and functions related to Older Adult Mental Health including Enhanced Care Outreach services, PASRR evaluations, local Adult Disability Resources Connection (ADRC) staff and others.</p> <p>b. Prevention and Health Promotion</p> <p>i. Increase expertise in community regarding needs of older adults and provision of services.</p> <p>ii. Coordinate standardization of processes within the community in conjunction with State efforts</p> <p>iii. Implement plans to eliminate system barriers for older adults to increase their success within the community</p> <p>iv. Promote evidenced based prevention, screening and treatment approaches for this population.</p> <p>v. Identify gaps in services, working with State coordinator and at local level with APD, AAA, primary care, hospitals, caregivers, family and served individuals.</p> <p>c. Coordinating Urgent Placement Services</p> <p>i. With a thorough understanding of levels of care and placement options, assist care teams in accessing appropriate care within the least restrictive/most integrated setting possible.</p> <p>ii. Maintain database of resources for placement for family and care team use.</p> <p>d. Coordination</p> <p>i. Coordinate and collaborate with community partners and supports to promote healthy living.</p> <p>ii. Respond to individuals with urgent/acute needs by engaging resources and facilitating process.</p> <p>iii. Assist with transitions for Long Term Care facilities as well as diversions from higher levels of care.</p> <p>iv. Coordinate ongoing joint service delivery between APD and AMH.</p> <p>v. Enhance working relationships between agencies at all levels along with advocates, consumers and families to provide full range of services.</p> <p>e. Planning</p> <p>i. Work with care team to deliver best practices for older adults living within our community.</p> <p>ii. Assess community needs and ways to reduce barriers.</p> <p>iii. Maintain/monitor access and referral to existing community services.</p> <p>iv. Assure services are provided with dignity and are responsive to unique needs,</p> <p>f. Education</p> <p>i. Provide information as need to families, PCP, local community regarding available resources.</p>		

DESCRIPTION OF POSITION

- ii. Create reporting elements specific to coordination of services.
- iii. Document data based on identified outcomes.
- iv. Train and inform local community partners in the use of identified peer support program, Mental Health First Aid and other evidenced based practices.
- g. Work effectively with Statewide Coordinator to gain technical assistance and meet State objectives.
- h. Maintain regular and consistent attendance.
- i. Complete other assignments and tasks as directed by supervisor and/or Director.

7. List other duties, competencies and skill requirements:
- a. Must have demonstrated experience in the supervision and management of employees.
 - b. Must have experience directing complex programs and service arrays.
 - c. Must possess excellent verbal and written communication skills
 - d. Flexibility and ability to multi-task in response to time-sensitive and changing situations
 - e. Ability to work cooperatively and effectively within groups and teams to accomplish clear outcomes
 - f. Effective listening skills
 - g. Knowledgeable of best/promising practices in the field of older adult services, specifically those addressing behavioral, developmental, and physical health service needs.
 - h. Objective, solution-oriented problem solving skills
 - i. Ability to handle highly sensitive and confidential information
 - j. Resourceful; able to network and connect people to appropriate resources
 - k. Technology savvy; comfortable using MS software products
 - l. Strong planning and organizational skills
 - m. Effective presentation skills, including public speaking and meeting facilitation
 - n. Resilient; stays positive and solution-oriented
 - o. Perceptive; discovers underlying issues in situations and re-states them in a helpful way
 - p. Must be able to establish and maintain harmonious working relationships with other employees, maintain a positive attitude and represent the County and the Department in the community in a positive manner

8. Supervision
 This position is supervised by the Mental Health Director.
 This position supervises 3-5 staff.

9. Working conditions of position.
 This position is typically 40 hours per week, 8:00am - 5:00pm, Mon-Fri with need to accommodate flexibility during evenings and weekends to accomplish essential functions. This position requires frequent travel and covers both the Coos and Curry service areas. Typical work settings will include office settings, hospitals, care facilities, consumer homes. Some travel within the State for ongoing training and technical assistance. . Position will be required to bend, squat, kneel, push, pull and lift a minimum of 25 pounds

10. List required special skills, licenses, certificates, etc.
 Must be a Qualified Mental Health Professional or eligible; master's degree in social work, psychology, counseling, or other mental health related field; or Bachelors' in nursing or occupational therapy w/license and experience. A minimum of 5 years experience in mental health or aging/disabilities with at least 2 years experience with Geriatric/older adult care. 1 year of related Program Management/Supervisory experience.

11. Is operation of motor vehicle required? Yes No

12. List equipment, tools, and machines used in performance of duties.
 Basic office equipment: Computers with standard office based programs such as MS Word, PowerPoint, Excel along with unique software related to Electronic Health Records; copy machine; fax; telephone.

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Westport Energy Lease Surrender

Department: Land Agent

Requested Agenda Date: 5/5/15

Contact Person: Kathy Hathaway

Phone/Ext.: 7750

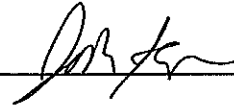
Background and description of need or problem: Westport Energy has requested that they be released from their Lease with Coos County and that we release their \$100,000 Irrevocable Letter of Credit. They have prepared a quitclaim for surrender of the oil and gas lease. Counsel's office has reviewed the document and added acceptance language. Westport will record the document.

Funding Source: N/A

Requested Action: Accept the Quitclaim/Surrender of Oil and Gas Lease; sign and notarize the original; *approve releasing Letter of Credit*

Date: 4/30/15

Signature of Dept. Head: _____



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- Is the Clerk's Coversheet attached or do you want it returned to you for filing?

Departments Affected:

COUNSEL: JS

TREASURER: _____

BOC forwards signed document to: Counsel's Office for coordination with Land Agent and Mr. Robinson of Westport for final step of recording the document.



After recording, return to:
Westport Energy, LLC
Attn: Stephen Schoepfer
100 Overlook Center, 2nd Floor
Princeton, New Jersey 08540

Space above this line for Recorder's use.

**QUITCLAIM
SURRENDER OF OIL AND GAS LEASE**

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS, Westport Energy, LLC, as successor lessee ("Lessee"), and Coos County, a political subdivision of the state of Oregon, acting by and through the Coos County Board of Commissioners ("Lessor"), entered into that certain Oil and Gas Lease dated June 19, 2002 covering the described lands in Exhibit A attached hereto, being in Coos County, Oregon (the "Lease"); and

WHEREAS, under the terms of said Lease, Lessee has the right at any time to surrender said Lease in whole or in part.

NOW THEREFORE, by virtue of such rights granted to Lessee by said Lease, the undersigned does hereby remise, release and forever quitclaim unto said Lessor, all right, title and interest in and to said lands created by said Lease, and said Lease is hereby surrendered and wholly terminated.

No monetary consideration is being paid or received for this surrender.

BOC only: Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Request Award of Contract for Security Locks

Department: Maintenance

Requested Agenda Date: 5/5/15

Contact Person: Ken Gross

Phone/Ext.: 7734

Background and description of need or problem: Several companies were contacted in attempt to obtain costs and quotes for security locks for the Courthouse and the Owen Bldg. One company advised that we were outside their area and they would not quote; 1 company said they wouldn't quote but referred us to their subcontractor. When the subcontractor was contacted, they advised that this wasn't really their thing and they were not interested. Chown was the only company that came and walked both buildings and gave us a quote. This cost is included in this fiscal year's budget. We are requesting the Board award the contract for security locks to Chown in the amount of \$17,334.45 pending approval of our application with the insurance company for reimbursement.

Funding Source: 001-9900-415.60-11 Capital Outlay – Major R & I

Requested Action: Award contract for security locks to Chown in the amount of \$17,334.45 pending approval of insurance application for reimbursement funds.

Date: 5/1/15

Signature of Dept. Head: Ken Gross

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Departments Affected:

COUNSEL: JS

TREASURER: B

HUMAN RESOURCES: na

BOC forwards signed Contract/Grant to: Maintenance Dept. na

bc

SUMMARY OF QUOTES COOS COUNTY

County Department: Maintenance Dept.

Goods and/or Services Specifications:

- 1) Schlage Proximity Locks w/ Primus Keys or equivalent with Network capability
- 2) Primus locks for remaining doors

How Solicited: Written Oral

The Department requested quotes from the following firms:

Date	Firm	Contact Person	Quoted Price
3/2/15	Sonitrol Pacific	Jim Payne	Not Going to Quote
4/7/15	Chown	Jason McCauley	\$17334.45
4/7/15	Allied Sales	Spoke on phone w/ sales rep.	Will not Quote – Referred to Subcontractor
4/27/15	Aladdin Lock – 541-601-7724	Martin Daniel	Isn't really his thing – referred me back to Allied

Solicitor: Virginia Harris Department's Recommendation: Chown –

Chown Quote would include:

Courthouse:

- 2 Network access control panel and exit device w/ electric strike for the Rear Entry After Hours Door and for the DA Courtyard Entry door;
- 8 Schlage Everest Primus locks/cylinders to be installed on the Courthouse Main Entry, Courtyard NE Entry, Elections North Entry (3rd St.), back doors of DA, CVA and Server Rooms and included in the Rear Entry and DA Courtyard Entry door upgrades

Owen Bldg.

- Schlage AD-400 wireless electronic access control locksets on 2 doors at Owen Bldg.
- 1 Cylindrical AD-400 with high security Schlage Everest Primus cylinder and 1 exit device trim AD400 with high security Schlage Everest Primus cylinder;
- Vanderbilt Lite Blue access control panel in server room;
- Wireless access point for AD400 locks to communicate to panel;
- 7 Schlage Everest Primus locks/cylinders to be installed on the following doors at the Owen Bldg.: Planning, Vetearns, Handicap entrance, Maintenance entrance, Watermaster, EOC Storage, Conference room Front door and the Owen Bldg. side door.

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Request Award of Contract for Cleaning & Closing of Underground Heating Fuel Tanks

Department: Maintenance

Requested Agenda Date: 5/5/15

Contact Person: Ken Gross

Phone/Ext.: 7734

Background and description of need or problem: Request for Quotes for Cleaning and Closing of Underground Heating Fuel Tanks located at the Coquille Courthouse and the North Bend Annex were sent out to vendors from the DEQ Licensed Service Providers listing. We received quotes from two companies to clean and close the tanks located at the Courthouse and the North Bend Annex. There is funding in this year's Major R & I line item to cover these costs. We are requesting the Board award the contract(s) for cleaning & closing the underground heating fuel tanks in place to the low quotes.

Funding Source: 001-9900-415.60-11 Capital Outlay – Major R & I

Requested Action: Award contract for cleaning and closing underground heating fuel tank at the North Bend Annex to Koos Environmental in the amount of \$17,455.85 and award the contract for cleaning and closing the underground heating fuel tank at the Coquille Courthouse to CCS, a Div of PNE Corp, in the amount of \$17,500.

Date: 5/1/15

Signature of Dept. Head: Ken Gross

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- Is the Clerk's Coversheet attached or do you want it returned to you for filing?

Departments Affected:

COUNSEL: JS

TREASURER: BS

HUMAN RESOURCES: n/a

BOC forwards signed Contract/Grant to: Maintenance Dept. n/a

GD

SUMMARY OF QUOTES
COOS COUNTY

County Department: Maintenance

Goods and/or Services Specifications:

1. Clean and Fill Underground Heating Fuel Tank – Coquille Courthouse

How Solicited: Written Oral

The Department requested quotes from the following firms:

Date	Firm	Contact Person	Quoted Price
	Koos Environmental	Ken Newman	\$17,685.85
	CCS, a Div of PNE Corp	Scott Gilfillan	\$17,500

Solicitor: Ken Gross, Director, Maintenance Dept.

Department's Recommendation: Low Quote – CCS, a Div of PNE Corp

BOC only
 Consent Agenda _____
 Regular Agenda _____
 Workgroup _____

AGENDA ITEM COVERSHEET

Agenda Item Title: To call up the appeal of ACU-14-31 a decision for Jordan Cove and hire a hearings officer to review the matter.

Department: Planning Department

Requested Agenda Date: May 5, 2015

Contact Person: Jill Rolfe, Planning Director

Phone/Ext.: 7770

Background and description of need or problem: A decision for the Jordan Cove project went out on April 18, 2015 and was appealed. Staff is requested that the Board call the matter up and appoint a hearings officer to make a recommendation.

Funding Source: Planning Department

Requested Action: The requested action, is for the Board of Commissioners to call the matter up and hire the same hearing officer to hold a public hearing and take testimony on the matter. Once the record has been closed he will make a recommendation for the Board of Commissioners to consider.

Date: April 21, 2015

Signature of Dept. Head:

Jill Rolfe JR

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- Is the Clerk's Coversheet attached or do you want it returned to you for filing? Please returns to Planning do not file.

Departments Affected:

COUNSEL _____

TREASURER: _____

HUMAN RESOURCES: _____

WE

WHEN RECORDED RETURN TO:
Dora-Sitkum Rural Fire Protection District
P.O. Box 164
Myrtle Point, OR 97458

MAIL TAX STATEMENTS TO:
Dora-Sitkum Rural Fire Protection District
P.O. Box 164
Myrtle Point, OR 97458

SUBSTITUTION OF TRUSTEE & DEED OF RECONVEYANCE

Coos County, an Oregon municipal corporation, holder of Performance Lien recorded as Coos County instrument #2006-10884; party to Agreement To Subordinate Reversionary Interest recorded as Coos County instrument #2006-10882; and beneficiary to Trust Deed recorded as Coos County instrument #2006-10883, does hereby appoint Josh Soper, an Oregon attorney, 250 N. Baxter St, Coquille, OR 97423, as Successor Trustee of the above Trust Deed.

Josh Soper hereby accepts said appointment as Successor Trustee, and pursuant to the request of the owner of the beneficial interest, does hereby reconvey without warranty to the person(s) entitled thereto, the above Trust Deed #2006-10883; acting on behalf of and with the authority of Coos County, terminates, extinguishes, and releases all of Coos County's rights and interest under the Agreement To Subordinate Reversionary Interest recorded as Coos County instrument #2006-10882; and expressly releases Performance Lien #2006-10884.

Dated this _____ day of _____, 2015.

Coos County, a political subdivision of the State of Oregon

by _____
Robert "Bob" Main, Chair

by _____
John Sweet, Vice Chair

by _____
Melissa Cribbins, Commissioner

by _____
Josh Soper, Successor Trustee

STATE OF OREGON)
) ss.
County of Coos)

This instrument was acknowledged before me on _____, 2015, by Robert Main, John Sweet, and Melissa Cribbins as members of the Board of Commissioners of Coos County, Oregon.

Notary Public for Oregon

This instrument was acknowledged before me on _____, 2015, by Josh Soper as Successor Trustee of the above Trust Deed.

Notary Public for Oregon