

REVISED AGENDA
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
February 21, 2017
8:30 A.M.

1. **EXECUTIVE SESSION under the authority of ORS 192.660**

- A. (2)(d) Labor Negotiations
- B. (2)(e) Real Property Transactions
- 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 HEARING**

- A. Early Redemption of Properties- Tax/County Counsel

4. **DEPARTMENT HEADS**

- A. Request to Declare Property as Surplus & Authorize Sale- Parks
- B. Request Approval to Transfer from Operating Contingency Fund- Parks
- C. Request Approval to Transfer from Operating Contingency Fund- Road
- D. Request Approval of IGA with ODOT for Continuous Operations Variance Permit Authorization- Road
- E. Request Approval to Purchase Office Furniture- Community Corrections
- F. Request to Proclaim March 29, 2017 as Welcome Home Vietnam Veterans Day- Veterans
- G. Request Approval to Appoint Hearings Office & Direct Staff to Hold Hearing- Planning
- H. Request Adoption of Sole Source Findings & Approve Contract with Sentieros Consulting LLC-
County Counsel
- I. Request Approval of Amended Job Description for Ready to Smile Program Manager- Human
Resources
- J. Request Approval of Letter of Support for Public Health Accreditation- BOC/Board of Health

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

- A. **Approval of Minutes**
Regular Meeting Minutes- February 7, 2017
- B. **Ratification of All Routine Expenditures, Tax Overpayments and Adjustments and
Transfer of Funds Within the Budget**
Transfer of Appropriation Within Department- Sheriff- from supplies to equipment
- C. **Orders & Resolutions**
Order Initiating Vacation 17-02-007PL, In the Matter of Initiating a Vacation of a Portion of
Newman Place Lane Abutting Lots 6, 7 & 21 of the Wilkinson Addition Plat, Located in Coos
County, Oregon (VAC-17-001)
Order 17-02-008C, In the Matter of Appointing C. Kay Claybourn to the Parks Advisory
Committee
Order 17-02-009C, In the Matter of Appointing Members to the Coos County Fair Board
Amended Resolution 16-12-183B, In the Matter of Making an Additional Appropriation in the
Amount of \$214,618 Within the County Forest Fund

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.

Resolution 17-02-015P, In the Matter of Granting Salary Merit Step Increases for Various Coos County Employee, Effective February 1, 2017
Resolution 17-02-017P, In the Matter of Reclassifying as Exempt from Overtime the Position of Ready to Smile Program Manager for Coos Health & Wellness, Effective Retroactive to December 1, 2016
Resolution 17-02-018P, In the Matter of Filling a Vacant Position Effective Retroactive to January 1, 2017
Resolution 17-02-019P, In the Matter of a Wage Adjustment for Zachary Olander Effective Retroactive to January 1, 2017
Resolution 17-02-020P, In the Matter of a Longevity Increase for Bryan Valencia Effective February 1, 2017
Resolution 17-02-021P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date
Resolution 17-02-023P, In the Matter of Granting Salary Merit Step Increases for Various Coos County Employees, Effective February 1, 2017

- D. Items Previously Approved (authorize Chair to sign where necessary)**
Contract Amendment with OHSU- Coos Health & Wellness
Agreement with Umpqua Bank for Treasury Management Services- Treasurer
Contract with Mechanical Heating & Air for boiler maintenance- Maintenance
Contract with Western Exterminator for pest control- Maintenance
Professional Services Contract Renewal with Ron Yockim- County Counsel
Contract Amendment with PBS Engineering for consultation services- County Counsel
- E. Cancellation & Reissuance of Checks**
Check #202479 to Bay Area First Step House

6. LATE AGENDA ITEMS

- A. Request Approval of Change Order #3 with DLB Construction- Solid Waste
B. Request Approval of IGA with South Slough & Resolution 17-02-024B- Planning
C. Request Approval of Letter of Support for Lakeside Water Transmission Line Replacement- BOC

7. CCAT GOVERNING BODY

- A. Request Acceptance of Grant from City of Coos Bay
B. Request Approval to Purchase Transit Van & Authorize Chair to Sign Purchase Order

8. COMMISSIONERS REPORTS

BOC only
Consent Agenda
Regular Agenda

AGENDA ITEM COVERSHEET

Agenda Item Title: Request for change order #3 for HHW facility contract with DLB Construction Inc.

Department: Solid Waste Department

Requested Agenda Date: Feb 21, 2017

Contact Person: Cheryl Westgaard

Phone/Ext.: ext 7623

Background and description of need or problem: The fire suppression system for the bulking room of the HHW facility needs to have a dialer/communicator to complete the operational system. DLB Construction Inc. has provided the proposal by subcontractor C&S Fire Safe that will cover the cost of the dialer/communicator and final installation to make the system operable. This cost will be funded by the Coos-Curry HHW fund.

Funding Source: 302-1702-432.60-11

Requested Action: Approve amendment to the contract with D.L.B. Construction, Inc. to include dialer/communicator and installation to complete the work for the fire suppression system of the HHW facility. Cost of this amendment will be \$1808.79. Please authorize the BOC chairman to sign the amendment.

Date: 02-10-17

Signature of Dept. Head: Cheryl Westgaard

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? (3)
- 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 ES

Treasurer MS

Return 3 rep. to: Counsel's Office / dd

6A

CONTRACT / GRANT SUMMARY FORM

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

Name/Agency Name and Address: D.L.B. Construction, Inc. PO Box 58, Coos Bay, OR 97420

Contact Person: Larry Burroughs Phone No. 541-267-7194

Amount of Contract/Grant Award: \$ change order No. 3 to \$328,778.42

Payment Terms: progress payments once or twice a month (state lump sum or amount and time of payments)

Start Date: upon notice to proceed End Date: _____

County Department and Employee Responsible for Performance: Solid Waste/Public Works: Cheryl Westgaard/John Rowe

Description: Change order No. 3 for Household Hazardous Waste Facility project at Beaver Hill Transfer Site

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.

- New Renewal Modification
 Previous Amount: \$ Original Amount: \$
 Previous Date: Original Date:
 Automatic Renewal? Yes No Staff Requirements: New Existing Subcontract
 Will unemployment cost be incurred? Yes No

PUBLIC CONTRACTING INFORMATION

Method of Selection:

- Bid None
 Quote Other _____
 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: 

BOC only: _____
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Approval of Intergovernmental Agreement with Department of State Lands/South Slough National Estuarine Research Reserve. *and Resolution 17-02-024B*

Department: Planning Department
Contact Person: Jill Rolfe, Planning Director

Requested Agenda Date: February 21, 2017
Phone/Ext.: 7770

Background and description of need or problem: The South Slough National Estuarine Research Reserve (SSNERR) received grant funding from the National Estuarine Research Reserve System Science Collaborative (a program of the National Oceanic and Atmospheric Administration and administered by University of Michigan) for an estuarine and shoreland use and zoning analysis. This is a data gathering and assessment of lands with Coos Bay Estuary. This is cooperative process including both cities and the county to help with the Coos Bay Estuary Management Plan.

Funding Source: Planning

Requested Action: Approve the IGA. *and Resolution 17-02-024B* This will allow staff to participate in this process and receive funding.

Date: February 15, 2017

Signature of Dept. Head: *Jill Rolfe*

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.**

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? Please returns to Planning do not file.

Departments Affected:

COUNSEL: *[Signature]*

TREASURER: *[Signature]*

lob

1 BOARD OF COMMISSIONERS
2 COUNTY OF COOS
3 STATE OF OREGON

4 In the Matter of Making an Additional) RESOLUTION
5 Appropriation in the Amount of \$57,729) 17-02-024B
6 Within the Planning Fund)

7 THIS MATTER HAVING COME BEFORE the Board of Commissioners at a meeting
8 held February 21, 2017, and whereas Oregon Department of State Lands/South Slough
9 National Estuarine Research Reserve has provided funds to the Planning Department in the
10 amount of Fifty-seven Thousand Seven Hundred Twenty-nine Dollars (\$57,729); and

11 WHEREAS, the above stated amount to complete a Estuarine and Shoreland Use and
12 Zoning Integrated Assessment for the Coos Estuary Management Plan was not anticipated
13 and was not included in the budget; and

14 WHEREAS, the above stated amount should be appropriated according to O.R.S.
15 294.338(2);

16 NOW, THEREFORE, BE IT RESOLVED that an additional amount of Fifty-seven
17 Thousand Seven Hundred Twenty-nine Dollars (\$57,729) be appropriated as follows:

18 PLANNING FUND

19 Resources	
006-0000-334.01-09 DSL-CB Estuary Mgmt Plan	<u>\$57,729</u>
20 Expenditures	
Planning Department	
Materials & Services	
006-1500-419.36-01 Contracted Services	<u>\$57,729</u>

21 DATED THIS _____ day of February 2017.

22 BOARD OF COMMISSIONERS

23
24
25 _____ Commissioner _____ Commissioner _____ Commissioner

26 Prepared by:
27 
28 _____
Budget Office

CONTRACT / GRANT SUMMARY FORM

Clerk's File C&A No.: _____ (complete after filed with Clerk) Internal Contract/Agreement or Grant No.: 141-1029-16

Name/Agency Name and Address: Department of State Lands/South Slough National Estuarine Research Reserve

Contact Person: Cynthia Wickham, Assistant Director Phone No. 503-986-5227

Amount of Contract/Grant Award: \$ 57,729

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

Start Date: January 1, 2017 End Date: October 31, 2018

County Department and Employee Responsible for Performance: County Planning Department, Jill Rolfe, Planning Director

Description: An Estuarine and Shoreland Use and Zoning Integrated Assessment for Coos Estuary

FINANCIAL INFORMATION

STATE %	OTHER %	FEDERAL % (CFDA # Required)	Catalog of Federal Domestic Asst. *(CFDA) Number
100%			

*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.

New Renewal Modification

Previous Amount: \$

Original Amount: \$ 57,729

Previous Date:

Original Date: 1/1/17

Automatic Renewal? Yes No

Staff Requirements: New Existing Subcontract

Will unemployment cost be incurred? Yes No

PUBLIC CONTRACTING INFORMATION

Method of Selection:

- Bid None
 Quote Other _____
 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 \$5000 | <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 \$5000 | <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: _____

BOC only:	
Consent Agenda	_____
Regular Agenda	_____

AGENDA ITEM COVERSHEET

Agenda Item Title: Letter of Support for Lakeside Water Transmission Line Replacement

Department: BOC

Requested Agenda Date: 2/21/17

Contact Person: Bob Main

Phone/Ext.: 7540

Background and description of need or problem: letter of support for the major water transmission line replacement for Lakeside

Funding Source:

Requested Action: approve letter of support

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?
- 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 _____

Treasurer _____

Human Resources _____

bc



BOARD OF COMMISSIONERS
250 No. Baxter Street, Coquille, Oregon 97423

(541) 396-7535
FAX (541) 396-1010 / TDD (800) 735-2900
E-mail: bbrooks@co.coos.or.us

MELISSA CRIBBINS

ROBERT "BOB" MAIN

JOHN SWEET

Oregon Water Resources Department
Attention: Grant Program Coordinator
725 Summer Street NE, Suite A
Salem, OR. 97301

Dear Program Coordinator,

We, the Coos County Commissioners, would like to express our support for the major water transmission line replacement for the community of Lakeside. This 12" transmission line will pump water to three storage tanks; two are 500,000 gallons and the third is 150,000 gallons. These tanks provide water to the customers of Lakeside Water District.

Lakeside Water District has provided safe drinking water to our community since 1959. They understand that the population is growing and the need of the infrastructure of the Lakeside Water District to grow along with the population. Replacing the fragile, fifty-year-old 8" transmission/service line will allow the residents to continue to receive dependable, safe drinking water. Enlarging it to 12" line will result in saved labor and maintenance time and provide for community growth.

Lakeside has a median household income less than 80% of Oregon's average income. Grant funding would assist the Lakeside Water District to complete this project. We hope you consider this project for funding.

Melissa Cribbins
Chair

Robert "Bob" Main
Commissioner

John W. Sweet
Commissioner

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET
COOS COUNTY AREA TRANSIT SERVICE DISTRICT

Agenda Item Title: Purchase of a Ford Transit Van T150

Department: CCAT

Requested Agenda Date: 2/21/17

Contact Person: Rebecca Jennings

Phone/Ext.: 541.267.7111

Background and description of need or problem: CCAT would like to purchase a Ford Transit Van with a 1000lb Braun Lift. Purchase of this vehicle would allow transport to clients we currently are unable to serve due to the large size of other transit vehicles.

Funding Source: STF Funds

Requested Action: Request CCAT Board of Directors to ^{authorize} sign and authorize purchase of Ford Transit Van

Date: 2/16/2017

Signature of Dept. Head: Rebecca Jennings

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?
- 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 KAL

Treasurer MS

Human Resources na

7B

