

**REVISED AGENDA**  
COOS COUNTY BOARD OF COMMISSIONERS  
Owen Building Large Conference Room  
September 15, 2015  
8:30 A.M.

**PLEDGE OF ALLEGIANCE**

1. **EXECUTIVE SESSION under the authority of ORS 192.660**
  - A. (2)(d) Deliberations with Labor Negotiators
  - B. (2)(f) Information or Records Exempt from Public Inspection
  - C. (2)(h) Consultation with Counsel
  
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. Request Approval of Proclaiming October 4-10 as South Coast Folk Week- BOC
  - B. Presentation of Report from Rural Tourism Studio on Wild Rivers Coast Strategic Planning- BOC
  - C. Request Approval to Extend Waiver of Fees for Metal Collection- Solid Waste (SW)
  - D. Request Approval of Contract for Scrap Metal Removal at Beaver Hill- SW
  - E. Request Award of Timber Sale- Forestry
  - F. Request Approval to Call Up of Appeal 15-03 & Appoint Hearings Officer- Planning
  
4. **CONSENT CALENDAR- administrative matters not up for discussion**
  - A. **Approval of Minutes**  
Regular Meeting Minutes- August 18, 2015
  
  - B. **Orders & Resolutions**  
Resolution 15-09-116P, In the Matter of Granting Salary Merit Step Increase for Valerie Goldrick Retroactive to July 1, 2015  
Resolution 15-09-117P, In the Matter of Granting Salary Merit Step Increase for Various Employees Retroactive to August 1, 2015  
Resolution 15-09-118P, In the Matter of Filling a Vacant Position Effective September 1, 2015  
Resolution 15-09-119P, In the Matter of Filling a Vacant Position Effective September 1, 2015  
Resolution 15-09-120P, In the Matter of Filling a Vacant Position Effective September 1, 2015  
Resolution 15-09-121P, In the Matter of Granting Salary Merit Step Increases for Various Coos County Employees Effective September 1, 2015  
Resolution 15-09-122P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date  
Resolution 15-09-123P, IN the Matter of an Add Pay for Melissa Hager Effective Retroactive to July 13, 2015
  
  - C. **Items Previously Approved (authorize Chair to sign where necessary)**  
Contract Amendment with Coquille Watershed Association- Planning  
Annual Advertising Contract with Lee Enterprises dba The World- 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. **LATE AGENDA ITEMS**

- A. Request Approval to Continue Utilizing Clean Harbors Environmental Services State Purchasing Contract- Solid Waste
- B. Request Determination in Vacation Request- Planning/County Counsel
- C. Request Approval of Contract for Community Health Improvement Plan Consultation- Coos Health & Wellness
- D. Request Approval of Low Quote for Restroom Roof Repair- Parks
- E. Request Approval of Budget Modifications- Sheriff
- F. Discussion Regarding Formation of Tourism Workgroup- BOC
- G. Request Approval of Revised Job Descriptions for Human Resources & Finance/Advertise & Fill Positions- BOC

6. **COMMISSIONERS REPORTS**

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

LATE AGENDA ITEM COVERSHEET

**Agenda Item Title:** Request to continue to purchase services under state contract # 8909 with Clean Harbors Environmental Services

**Department:** Solid Waste Dept.      **Requested Agenda Date:** Sept. 15, 2015

**Contact Person:** Cheryl Westgaard      **Phone/Ext.:** 7623

**Background and description of need or problem:** Clean Harbors Environmental Services has a service contract with the state of Oregon for statewide service of collecting, packaging, removing, transporting and disposing of hazardous wastes. Clean Harbors performs temporary HHW collection events and permanent HHW Facility operations.

**Funding Source:** HHW funds – 1700-302-432.36-17 only – no general fund money will be spent.

**Requested Action:** Authorize Solid Waste Department to purchase services from Clean Harbors again to run the HHW Collection Events in Coos and Curry Counties under Oregon's state contract #8909. And also to run the permanent operation at Beaver Hill in the renovated ash containment building for the Conditionally Exempt Generators Events as well as the 8 annual collection events after the renovation has been completed and authorized by DEQ to move forward with the HHW operations.

**Date:** September 10, 2015

**Signature of Dept. Head:** Cheryl Westgaard

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:** KN

**TREASURER:** B

5A

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

**LATE AGENDA ITEM COVERSHEET**

**Agenda Item Title:** BOC determination of Vacation Petition

**Department:** Planning Dept/Counsel's office      **Requested Agenda Date:** 9/15/2015

**Contact Person:** Jill Rolfe      **Phone/Ext.:** 7700

**Background and description of need or problem:** On August 18, 2015 the BOC signed Order 15-07-032PL initiating a vacation process for Petitioner Wanda M. Dawson. Petitioner requested a Vacation of the alley separating her two tax lots, and a portion of Harrison Avenue. The property is located between blocks 4 and 7 of Bennett's Bandon Beach Plat "A". Petitioner obtained 100% approval of abutting property owners. The Road Master, Surveyor's office, and Planning Department have submitted written statements indicated no objection to Petitioner's request (attached).  
Should the BOC decide to grant the vacation request without a hearing being necessary, this office has prepared Order 15-08-038 PL (attached).

**Funding Source:** Petitioner Wanda Dawson

**Requested Action:** BOC to make a determination on the Vacation request, and sign Order 15-08-038 PL if applicable.

Date: 9/08/2015      Signature of Dept. Head: [Signature] (for Jill Rolfe)

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Departments Affected:

COUNSEL: KAL

TREASURER: N/A

HUMAN RESOURCES: N/A

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

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BOARD OF COMMISSIONERS, COUNTY OF COOS, STATE OF OREGON

IN THE MATTER OF THE VACATION OF AN ALLEY IN  
BLOCK 4 WITHIN TL 5600, AND A PORTION OF HARRISON  
AVENUE BETWEEN BLOCKS 4 & 7 OF BENNETT'S BANDON  
BEACH PLAT "A", LOCATED IN COOS COUNTY, OREGON

)  
) ORDER GRANTING VACATION  
) (NO HEARING REQUIRED)  
) 15-08-038 PL

NOW BEFORE the Board of Commissioners sitting for the transaction of County business on the 15<sup>th</sup> day of September, 2015, is the matter of the vacation of an alley in block 4 within TL 5600, and a portion of Harrison Avenue between Blocks 4 & 7 of Bennett's Bandon Beach Plat "A", described as follows and as further shown on the map attached hereto, labeled Exhibit "A" and incorporated herein by reference:

NW ¼ of the NE ¼ of Section 36, Township 28 South, Range 15 West of the Willamette Meridian, Coos County Oregon Bennett's Bandon Beach Plat "A". That portion of a ten (10) foot wide alley located between, adjacent and contiguous to Lots 7, 8, 9 and 10 of Block 4, Bennett's Bandon Beach Plat "A", more particularly described as follows: Beginning at the Southwest corner of said Lot 7, Block 4; thence Easterly for a distance of 100 feet more or less to the Southeast corner of said Lot 8, Block 4; thence Southerly for a distance of 10 feet to the Northeast corner of said Lot 9, Block 4; thence Westerly for a distance of 100 feet more or less to the Northwest corner of said Lot 10, Block 4; thence Northerly for a distance of 10 feet back to the point of beginning. Said parcel containing 1000 square feet of land more or less.

NW ¼ of the NE ¼ of Section 36, Township 28 South, Range 15 West of the Willamette Meridian, Coos County Oregon Bennett's Bandon Beach Plat "A". That portion of a sixty (60) foot wide roadway located between, adjacent and contiguous to Lots 8 and 9 of Block 4, and Lots 1 and 20 of Block 7, Bennett's Bandon Beach Plat "A", more particularly described as follows: Beginning at the Northeast corner of said Lot 8, Block 4; thence Easterly for a distance of 60 feet to the Northwest corner of said Lot 1, Block 7; thence Southerly for a distance of 210 feet more or less to the Southwest corner of said Lot 20, Block 7; thence Westerly for a distance of 60 feet to the Southeast corner of said Lot 9, Block 4; thence Northerly for a distance of 210 feet more or less back to the point of beginning. Said parcel containing 0.29 acres of land more or less.

AND IT APPEARING to the Board that Wanda M. Dawson submitted a petition for said vacation on June 2, 2015 (Case #VAC-15-02);

AND IT FURTHER APPEARING to the Board that, in accordance with ORS 368.351, 100% of the abutting landowners have submitted written consent to this vacation and the County Roadmaster has submitted a written report finding this vacation to be in the public interest;

AND IT FURTHER APPEARING that the Board, having read said Petition and report from the County Roadmaster, has determined the vacation of the above described alley in block 4 within TL 5600, and a portion of Harrison Avenue between Blocks 4 & 7 of Bennett's Bandon Beach Plat "A" to be in the public interest and consistent with the requirements of Oregon law;

NOW, THEREFORE, IT IS HEREBY ORDERED that the above described portion of alley in block 4 within TL 5600, and a portion of Harrison Avenue between Blocks 4 & 7 of Bennett's Bandon Beach Plat "A" be vacated;

AND IT IS FURTHER ORDERED that the amount of the costs resulting from this approved vacation, not including any recording fees, is \$1,661.00, and the above-described petitioner(s) shall be liable for and is/are hereby directed to pay such sum, after subtracting therefrom any amounts previously paid, and shall additionally be required to pay any and all fees for recording this Order as determined by the County Clerk;

AND IT IS FURTHER ORDERED that this Order and supporting document(s) be recorded with the Coos County Clerk, with copies filed with the County Planning Department, County Assessor, and County Surveyor.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

BOARD OF COMMISSIONERS

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

STATE OF OREGON )

) ss.

COUNTY OF COOS )

2015 hv

\_\_\_\_\_ acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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

*LATE* AGENDA ITEM COVERSHEET

**Agenda Item Title:** Community Health Improvement Plan (CHIP) consultation contract with V Consulting & Associates, Inc.

**Department:** Coos Health & Wellness

**Requested Agenda Date:** 09/01/2015 *09/15/2015*

**Contact Person:** Ginger Swan

**Phone/Ext.:** 541-751-2547

**Background and description of need or problem:** The attached contract is for consulting on the Community Health Improvement Plan (CHIP). The consultant will develop and facilitate a written obesity reduction and prevention assessment and plan for review and approval by the Healthy Eating Active Living subcommittee of the Community Health Improvement Plan coalition. The contract award will not exceed \$10,000.

**Funding Source:** Contract is fully funded by OCTRI Grant

**Requested Action:** Approve contract with V Consulting & Associates, Inc.

**Date:** 08/20/2015

**Signature of Dept. Head:** *Ginger Swan*

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? *(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?

**Departments Affected:**

**Counsel:** *KM*

**Treasurer:** *B*

**Human Resources:** *n/a*

**BOC forwards signed Contract to:** 1 to Coos Health & Wellness, Carrie McKim  
1 to Clerk's Office for filing

**CONTRACT / GRANT SUMMARY FORM**

Clerk's CJ No.: \_\_\_\_\_ (complete after filed with Clerk) Contract/Agreement/Grant No.: \_\_\_\_\_  
 Name/Agency Name and Address: V Consulting & Associates, Inc, 444 NE Winchester, PMB 31D, Roseburg, OR 97470  
 Contact Person: Vanessa Becker Phone No. 541-817-6552  
 Amount of Contract/Grant Award: \$ NTE \$10,000  
 Payment Terms: As billed (state lump sum or amount and time of payments)  
 Start Date: When OCTRI Grant is received End Date: 06/30/2016  
 County Department and Employee Responsible for Performance: Coos Health & Wellness, Ginger Swan, Director  
 Description: This PH contract is for a CHIP consultation in regard to obesity reduction and prevention.

**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:**  
 Under \$10,000                                       Equipment Maintenance  
 Under \$50,000 for Quotes                                       Office Supplies  
 Under \$150,000 & Approval from Board for Quotes                                       Used Vehicles  
 Sole Source                                       State Purchasing  
 Contract with Public Agency                                       Other \_\_\_\_\_

**Public Improvement – If Not Using Bid, Mark Exemption:**  
 Under \$5,000                                       Alternative Contracting Method Approved by Board  
 Under \$50,000 for Quotes                                       Other \_\_\_\_\_  
 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: KLV

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

**LATE AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Bastendorff Beach C-Loop Restroom Roof Repair

**Department:** Parks

**Requested Agenda Date:** 9/15/15

**Contact Person:** Larry Robison

**Phone/Ext.:** 7756

**Background and description of need or problem:** The cedar shake roof on C-Loop restroom at Bastendorff Beach has reached its life expectancy and is in need of replacement. The restroom was constructed in 1990 and during heavy rains the shake roof is leaking. The skylites are also beginning to crack allowing condensation to form between the two layers of plastic. We solicited quotes for materials only; park staff will do the repairs. The low quote is from Probuild in the amount of \$3,796.71.

**Funding Source:** 010-1800-452.21-01 Minor R&I

**Requested Action:** The BOC approve low quote from Probuild in the amount of \$3,796.71

**Date:** 9/10/2015

**Signature of Dept. Head:** *Larry Robison*

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**Departments Affected:**

**COUNSEL:** *KAC*

**TREASURER:** *B*

**HUMAN RESOURCES:** *n/a*

*SD*



**SUMMARY OF QUOTES**  
COOS COUNTY

County Department: Parks

Goods and/or Services Specifications:

1. Composition Roofing and materials to repair BB C-Loop restroom
- 2.

How Solicited:        \_\_\_\_\_ Written \_\_\_\_\_ Oral

The Department requested quotes from the following firms:

Date	Firm	Contact Person	Quoted Price
9/9/15	Probuild	Darwin	\$3,796.71
8/31/15	BJs	Larry	\$4,649.86
8/28/15	Coquille Supply	Curtis	\$5,187.41

If evaluation factors other than price:

Firm	* (Factor #1) Score	* (Factor #2) Score	* (Factor #3) Score	* (Factor #4) Score	Total Score

Solicitor: Larry Robison

Department's Recommendation: Probuild

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

**LATE AGENDA ITEM COVERSHEET**

Agenda Item Title: MODIFY SO budget - accept reimbursement program

Department: SHERIFF

Requested Agenda Date: 09-15-15

Contact Person: SHERIFF  
DEP. STAIN

Phone/Ext.: 7827

Background and description of need or problem: SEE ATTACHED DOCUMENTS

Funding Source: JORDAN COVE LNG

Requested Action: AUTHORIZE additional deputy to Sheriff's staff to utilize funds provided for SAFETY PLANNING EFFORTS AND NEEDED EQUIPMENT. AUTHORIZE TREASURER to SET UP APPROPRIATE ACCOUNT for funds.

Date: 09/08/15

Signature of Dept. Head: [Signature]

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County Counsel KM copy 9/8/15 07

Treasurer B copy 9/8/15 07

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

[Signature]

**ORIGINAL**



Jordan Cove LNG LLC  
5615 Klrby, Suite 500  
Houston, Texas  
77005  
T: (713) 400-2800

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[www.jordancovelng.com](http://www.jordancovelng.com)  
A Veresen Inc. company

September 8, 2015

**Attn: Craig Zanni, Sheriff**  
Coos County Sheriff's Office  
250 N. Baxter  
Coquille, Oregon 97423

**Subject: Coos County Sheriff's Support for Jordan Cove LNG Security Planning**

Sheriff Zanni,

As you are aware, Deputy Doug Strain has been assisting in security planning and other safety planning efforts related to the Jordan Cove LNG Project ("Project"); the Project understands that Deputy Strain's efforts on our behalf have and continue to put additional workload on the Sheriff's Office. In order to mitigate that workload moving forward the Project would like to fund via reimbursement of costs, the hiring of a replacement deputy to allow Doug to be released for Jordan Cove planning activities full time.

Please treat this letter as official confirmation that the Project will reimburse the Coos County Sheriff's Office for the costs of hiring of one (1) deputy, including the costs of a deputy vehicle, for the initial period of one (1) year. The Project fully expects to reimburse the costs for a deputy and deputy vehicle beyond the initial one year period in line with the planned long term support, however, at this time, the Project can only commit to a period of one year.

The value of reimbursement for the year long period, commencing when new deputy starts his duties work shall not exceed one hundred and sixty thousand USD (\$160,000.00).

In the next month, a formal Reimbursement Agreement that will detail the terms of all future funding required for the Construction of the LNG facility will be proposed. Once agreed the details of this request and all future expanded support will be appended to the Reimbursement Agreement as 'Service Orders' once the specific scope elements are established with the Coos County Sheriff's Office.

The intended reimbursement once the facility has become operational will be covered by a separate agreement. Please confirm, at the earliest convenience, the name and title of the representative that will review and execute the Reimbursement Agreement on behalf of the Coos County Sheriff's Office.

If you require any clarification or additional information please contact the undersigned.

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

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Formation of Tourism Workgroup

**Department:** BOC

**Requested Agenda Date:** 9/15/15

**Contact Person:** Melissa Cribbins

**Phone/Ext.:** 7539

**Background and description of need or problem:**

**Funding Source:**

**Requested Action:** Discuss the formation of a workgroup

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

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

Treasurer \_\_\_\_\_

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

SF

BOC only: Consent Agenda _____ Regular Agenda _____
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### AGENDA ITEM COVERSHEET

**Agenda Item Title:** Job Description Approval

**Department:** BOC

**Requested Agenda Date:** 9/15/15

**Contact Person:** Melissa Cribbins

**Phone/Ext.:** 7539

**Background and description of need or problem:** job descriptions for Human Resources and Finance have been updated. Before moving forward, the Board needs to approve the new descriptions and advertising the positions

**Funding Source:** general fund

**Requested Action:** Approve the updated job descriptions, advertising & filling the positions

**Date:**

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

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**County Counsel** \_\_\_\_\_

**Treasurer** \_\_\_\_\_

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