

REVISED AGENDA
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
August 19, 2014
8:30 A.M.

1. **EXECUTIVE SESSION under the authority of ORS 192.660**
 - A. (2)(d) Labor Negotiations
 - B. (2)(f) Information or Records Exempt from Public Inspection

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. Request Approval of Contract Amendment for School Based Health Centers- Health & Human Services (HHS)
- B. Request Approval of Contract Renewal with Trillium Family Services- HHS
- C. Request Approval of Consultant Agreement with ADAPT- HHS
- D. Request Approval of Digital Photo Imaging & Pavement Condition Survey Contract & Adopt Sole Source Findings- Road
- E. **Request Approval to Use Informal Quotes to Purchase Dump Truck- Road CANCELED**
- F. Request Approval of IGA Amendment for Child Dependency Work- District Attorney
- G. Request Approval of IGA with State Dept of Admin Services for Printing/Mailing Tax Statements- Tax
- H. Request Approval & Promulgation of Emergency Operations Plan- Sheriff/Emergency Management
- I. Request Approval of Amendment to State IGA #4902 & Authorize Chair to Sign- Community Corrections
- J. Request Approval to Fill Vacancies and Reclass a Position- Planning

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

- A. **Approval of Minutes**
Regular Meeting Minutes- July 15, 2014
Regular Meeting Minutes- July 29, 2014
- B. **Ratification of All Routine Expenditures, Tax Overpayments and Adjustments and Transfer of Funds Within the Budget**
Transfer of Appropriation Within a Department- Sheriff/Jail- various equipment
Transfer of Appropriation within a Department- Road- copier
Transfer of Appropriation within a Department- District Attorney copier
- C. **Orders & Resolutions**
Resolution 14-08-102P, In the Matter of Granting Salary Merit Step Increase for Coos County Employees Retroactive to July 1, 2014
Resolution 14-08-103P, In the Matter of Granting Salary Merit Step Increases for Various Coos County Employees Effective August 1, 2014

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 14-08-104P, In the Matter of a Longevity Increase for Kenneth Gross Effective August 1, 2014
Resolution 14-08-105P, In the Matter of a Reclassification and Salary Adjustment for Kara Brooks Effective August 1, 2014
Resolution 14-08-106P, In the Matter of a Classification Transfer from AFSCME to CADS Effective August 1, 2014
Resolution 14-08-107P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date

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

Facility Lighting Retrofit Contract with CFE-LLC Electrical- Solid Waste- \$3,968
Amendment #1 to State IGA #142579 & Ratify Director's Signature- HHS
Amendment #9 to State IGA #1420085- HHS
Purchase of Software Module for CJIS Security- IT- \$4,866.70
Acceptance of Low Quote from Myrtle Point Printing to Print Budget Books -- Treasurer- \$689.85

E. Software Licenses/Maintenance Agreements (authorize Chair to sign where necessary)

Service Desk Maintenance Support from Layton Technologies- IT- \$995
Copier Maintenance Agreement with Bay Area Copiers- Road- as billed per copy

5. LATE AGENDA ITEMS

- A. Request Approval of Modification #4 to BLM Contract for Timber Patrol & Authorize Sheriff to Sign-Sheriff
- B. Request Approval of Letter of Understanding for Reimbursements to Landlord- Community Corrections
- C. Request Approval of Order to Treat Property Line Adjustment as Land Use Decision- Planning
- D. Request Approval of Contract for Elevator Inspections/Repairs- Maintenance
- E. Request Approval to Declare Conveyors as Surplus & Allow Negotiated Sale- Solid Waste
- F. Request Approval of Enacting Chapter 4 of Coos County Rules- County Counsel

6. COMMISSIONERS REPORTS

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Modification #4 to BLM Contract L12PC00152

Department: Sheriff's Office

Requested Agenda Date: 8/19/14

Contact Person: Sgt. Dan Looney

Phone/Ext.: 7808

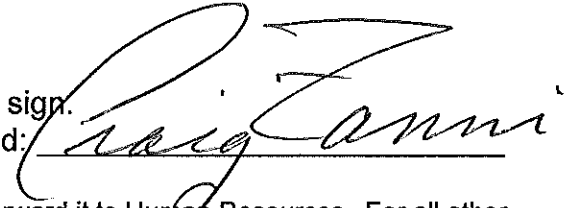
Background and description of need or problem: This modification exercises Option Year 1 to extend the term of the contract. This modification is for October 1, 2014 – September 30, 2015. Funds in the amount of \$90,000 (\$80,000 for wages and \$10,000 for overtime) are being added to the original contract which increases it from \$422,249.97 to \$432,249.97.

Funding Source: 331.02-04 BLM Timber Patrol

Requested Action: Board review and authorize Sheriff to sign.

Date:

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: ✓

TREASURER: B

HUMAN RESOURCES: N/A

BOC forwards signed Contract/Grant to: Jackie McDaniel, Sheriff's Office

Commissioners Initials to Place on Agenda ONLY: _____

SA

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET
~~CONSENT CALENDAR~~

Agenda Item Title: Approval to reimburse Landlord for cost of improvements at Coos County Community Corrections.

Department: Community Corrections

Requested Agenda Date: 8/19/2014

Contact Person: Kelly Church, Busin. Mgr

Phone/Ext.: 541-396-7704

Background and description of need or problem: The improvements will include removing a wall to make the front area bigger and more open at Community Corrections. Our landlord is willing to pay for the remodel and Community Corrections would reimburse him up to \$2,363.13. (Please see attached breakout for more information).

Funding Source: Dept. of Corrections/Grant-In-Aid dollars

Requested Action: Approval to reimburse Landlord for the cost of improvements at Coos County Community Corrections in the amount of \$2,363.13. + sign Letter of Understanding

Date: 8/12/14

Signature of Dept. Head: Kelly Church for MC

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County Counsel, Callen Sterling *CS*

Treasurer Mary Barton *LOU states invoices \$/s mailed to Treasurer.*

Invoices should go to Community Corrections. B

Return Ltr of Understanding to: Kelly Church

JB

11-Aug-14

VPC Properties
3958 Century Drive
Eugene, Oregon 97402

TENANT IMPROVEMENTS, COOS COUNTY CORRECTIONS

Scope:

Remove, wall in existing copy room.

Sheetrock patch, re-surface & paint

Install new carpet in existing copy & front office rooms

Carpet removal and replace	\$	1,050.42
Wall demo	\$	303.50
Debris removal & dump fee	\$	72.45
Paint materials	\$	138.57
Paint Labor	\$	204.62
Misc materials	\$	85.00
Sheetrock patch/ texture	\$	358.57
Electrical	\$	150.00
	\$	2,363.13

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Request to approve order to treat property line adjustment as a land use decision

Department: Planning Department

Requested Agenda Date: August 19, 2014

Contact Person: Jill Rolfe, Planning Director

Phone/Ext.: 7770

Background and description of need or problem: There was an appeal received on a property line adjustment. The order presented allows the appeal to be heard by the Planning Commission.

Funding Source: Applicants

Requested Action: Sign the order allowing the appeal to be processed.

Date: August 15, 2014

Signature of Dept. Head: *Jill Rolfe*

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- Is the Contract/Grant Summary Form attached?
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- 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 *OH-JS*

TREASURER: *N/A*

HUMAN RESOURCES: *N/A*

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1 In the matter of a land use decision)
2 for a property line adjustment)
3 application that was filed by John &) Order No. 14-08-060PL
4 Susan Mueller and Wirkus Fmailly Trust)
5 _____)

6 NOW BEFORE THE Board of Commissioners sitting for the transaction of
7 County business on the 19th day of August, 2014 is the matter of the pre-
8 emption of a property line adjustment review;

9 WHEREAS, an application for a property line adjustment, more
10 particularly described as PLA-14-20, was approved by the County Planning
11 Director on June 17, 2014 and was subsequently appealed by a neighboring
12 property owner;

13 WHEREAS, the Planning Director has provided the appeal and record of
14 this matter to the Board of Commissioners;

15 WHEREAS, the Board of Commissioners has reviewed this information and
16 has decided to invoke their right to pre-empt this review pursuant to CCZLDO
17 §5.0.600;

18 NOW THEREFORE, IT IS HEREBY ORDERED the review of PLA-14-20 is hereby
19 pre-empted;

20 IT IS FURTHER ORDERED that this property line adjustment shall be
21 processed as a land use decision;

22 IT IS FURTHER ORDERED that the Board of Commissioners hereby appoints
23 the Planning Commission as the Hearings Body to review PLA-14-20 in a de novo
24 hearing, as authorized by CCZLDO § 5.0.600;

25 IT IS FURTHER ORDERED that the decision of the Planning Commission may
26 be subject to further appeal to the Board of Commissioners.

27 ///

28 ///

BOC only:	
Consent Agenda	_____
Regular Agenda	_____

AGENDA ITEM COVERSHEET

Agenda Item Title: Request Approval of Contract for Annual Inspections and Elevator Repair

Department: Maintenance

Requested Agenda Date: 8/19/14

Contact Person: Ken Gross

Phone/Ext.: 7734

Background and description of need or problem: After additional testing by our current elevator contractor, he determined that it was a faulty hydraulic valve in the passenger elevator at the North Bend Annex that was causing the symptoms of a problem with the packing. By replacing the faulty valve, it should solve the issue of the elevator re-leveling itself every few minutes. The elevator will be out of service for 4 days while the elevator service crew replace the valve. While Centric Elevator is on-site with this repair, they will also be able to conduct our yearly State required inspections on the elevators in North Bend, the Courthouse and the Jail passenger elevator. The cost for replacing the valve and performing the annual inspections will be \$12,672.00. This is requesting approval of a contract with Centric Elevator in the amount of \$12,672 to replace the defective valve in the North Bend elevator and to perform the yearly maintenance inspections.

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

Requested Action: Approve a contract with Centric Elevator in the amount of \$12,672 to replace the valve in the North Bend passenger elevator and to conduct the yearly required inspections of the elevators at the North Bend Annex, Coquille Courthouse and Jail passenger elevator.

Date: 8/11/14

Signature of Dept. Head: 19/ Ken Gross

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Departments Affected:

COUNSEL: 109

TREASURER: B

BOC forwards signed Contract/Grant to: Maintenance Dept.

Commissioners Initials to Place on Agenda ONLY: _____

SD

CONTRACT / GRANT SUMMARY FORM

Clerk's File C&A No.: _____ (complete after filed with Clerk)

Internal Contract/Agreement or Grant No.: _____

Name/Agency Name and Address: CENTRIC ELEVATOR CORPORATION OF OREGON, INC.

Contact Person: RYAN HUNTER

Phone No. 503-234-0561

Amount of Contract/Grant Award: \$ 12,672.00

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

Start Date: Within 30 days of date of execution End Date: 90 days from the date of commencement of project

County Department and Employee Responsible for Performance: Ken Gross, Maintenance Dept.

Description: Replacement of hydraulic valve in North Bend Annex elevator and annual inspections of NB Elevators, Coquille Courthouse and Jail passenger elevator.

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 \$5000
 Under \$50,000 for Quotes
 Under \$150,000 & Approval from Board for Quotes
 Sole Source
 Contract with Public Agency

- Equipment Maintenance
 Office Supplies
 Used Vehicles
 State Purchasing
 Other _____

Public Improvement - If Not Using Bid, Mark Exemption:

- Under \$5000
 Under \$50,000 for Quotes
 Under \$100,000 & Not a Transportation Project for Quotes

- Alternative Contracting Method Approved by Board
 Other _____

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: [Signature]

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Declare 2 conveyors as surplus equipment

Department: Solid Waste **Requested Agenda Date:** 8/19/2014

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

Background and description of need or problem: The Solid Waste Department has 2 conveyors that were purchased as a "package deal" with the shaker screen for the removal of metal from the Ash Trench at Beaver Hill. The Ash Trench is in the closure process and we no longer have need for the shaker and 2 conveyors. In the future the Road Department is looking at using the shaker screen but they do not need the 2 conveyors. Currently Godfrey and Yeager are renting the conveyors when needed. Godfrey & Yeager have made repairs to these conveyors. Godfrey & Yeager have made a standing offer to purchase the conveyors for \$7,500.

Funding Source: N/A – Sale of the Conveyors would go to the Closure Fund

Requested Action: Declare 2 conveyors of asset # 12559 as surplus equipment and allow the Solid Waste Department to sell the conveyors as a negotiated sale.

Date: August 15, 2014

Signature of Dept. Head: Cheryl Westgaard

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Departments Affected: Counsel, Treasurer

COUNSEL: 

TREASURER: _____

BOC forwards signed Contract/Grant to:

SE

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Enacting Chapter 4 of the Coos County Rules

Department: Counsel

Requested Agenda Date: 08/19/14

Contact Person: Josh Soper

Phone/Ext.: 7690

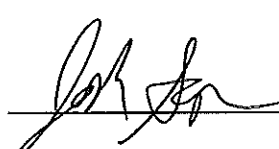
Background and description of need or problem: These new rules (Chapter 4) are for setting forth applicable regulations and procedures for financial administration of Coos County Departments and offices. We are starting with a section (4.020) addressing refunds of overpayments since the County does not have a uniform policy across the departments. This was discussed in an administrative work group meeting and the Board agreed on \$10 as the threshold. Section 4.040 addresses reimbursement from Departmental Petty Cash/Cash Drawers, and was also discussed in an administrative work group meeting.

Funding Source: N/A

Requested Action: Adopt Resolution 14-08-101L to become effective immediately; original attached for signing.

Date: 8/7/14

Signature of Dept. Head: _____



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Departments Affected:

COUNSEL: ✓ JS

TREASURER: N/A

HUMAN RESOURCES: N/A



1 BOARD OF COMMISSIONERS

2 COUNTY OF COOS

3 STATE OF OREGON

4 In the Matter of the Adoption of Coos County) Resolution
5 Rules Setting Forth Applicable Regulations and)
6 Procedures for Financial Administration of Coos) 14-08-101L
7 County Departments and Offices)

8 NOW BEFORE THE Board of Commissioners sitting for the transaction of
9 County business on the 19th day of August, 2014, is the matter of the adoption
10 of rules for setting forth applicable regulations and procedures for financial
11 administration of Coos County Departments and Offices;

12 WHEREAS, the Board of Commissioners wish to enact a new Chapter 4 of the
13 Coos County Rules to put in place the applicable regulations and procedures
14 for financial administration;

15 NOW, THEREFORE, IT IS HEREBY RESOLVED that the regulations and
16 procedures for financial administration of Coos County Departments and
17 Offices, Chapter 4 of the Coos County Rules, attached as Exhibit "A" are
18 adopted and become effective immediately.

19 Dated this _____ day of _____, 2014.

20 BOARD OF COMMISSIONERS

21 Approved as to form:

22 
23 _____
24 Office of Legal Counsel

25 _____
26 Chair

27 _____
28 Commissioner

Commissioner

CHAPTER 4 – FINANCIAL ADMINISTRATION

4.010 Purpose

The purpose of these rules is to set forth applicable regulations and procedures for financial administration of Coos County Departments and Offices. These rules apply to all County Departments and Offices.

4.020 Refunds of Overpayments

- (1) For the purposes of Section 4.020, the decision as to whether a refund will be issued is subject to the County's determination that an overpayment has been made.
- (2) Overpayments made to the County will be refunded in the form of a County-issued check within thirty (30) calendar days, but not less than fourteen (14) calendar days, of determination that an overpayment has been made. All refund checks will be mailed to the original payer.
- (3) For persons and/or entities who are subject to recurring charges from, and submit recurring payments to, the County (i.e., accounts), refunds will not be issued until after the account is closed, at which point any overpayments made to the County will be refunded in the form of a County-issued check within thirty (30) calendar days of determination that an overpayment has been made.
- (4) For purposes of this Section 4.020, an "overpayment" occurs when a payment made to the County is at least ten dollars (\$10.00) greater than the amount actually due the County. Payments made to the County which exceed the amount actually due the County by an amount less than ten dollars (\$10.00) will not result in a refund, but will escheat to the County General Fund.
- (5) Notwithstanding subsection 4.020(4) above, if the overpayment is the result of a County error (i.e., an incorrect fee was posted or provided by the County), the County shall issue a refund without regard to the dollar amount of the overpayment, provided that the County is notified within thirty (30) calendar days of the overpayment, in which case the County shall issue the refund within thirty (30) calendar days of the notification.
- (6) If the County's determination that an overpayment has occurred is made across the fiscal year boundary (i.e., the determination is made in a different fiscal year than the original payment), the refund will be paid from the budget of the County Department that received the overpayment.
- (7) If the County's determination that an overpayment has occurred is made in the same fiscal year as the original payment, the refund will be made from the miscellaneous trust.

4.030 Exceptions

- (1) Notwithstanding the foregoing, Section 4.020 does not apply to:
 - (a) Payments of property taxes; or
 - (b) Where law or contract impose contrary requirements regarding refunds or fees.
- (2) Section 4.020 shall not be construed to supersede the adopted structure for Planning Department fees and refunds.

4.040 Departmental Petty Cash/Cash Drawers

- (1) No purchase of goods or services will be reimbursed from any departmental petty cash.
- (2) Notwithstanding the foregoing, the Department of Health and Human Services employees may be reimbursed from their petty cash, in an amount not to exceed twenty five (\$25) dollars per month, for the purpose of County vehicle cleaning (i.e., washing and vacuuming).