

**REVISED AGENDA**  
**COOS COUNTY BOARD OF COMMISSIONERS**  
Owen Building Large Conference Room  
June 16, 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) 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. **GOVERNING BODIES**  
**CCAT SERVICE DISTRICT**

A. Request Approval of Resolution 15-04-055B, Budget Adoption & Making Appropriations

**4H & EXTENSION SERVICE DISTRICT**

B. Request Approval of Resolution 15-04-056B, Budget Adoption, Making Appropriations, Levying & Categorizing Taxes

**LIBRARY SERVICE DISTRICT**

C. Request Approval of Resolution 15-04-057B, Budget Adoption, Making Appropriations, Levying & Categorizing Taxes

4. **DEPARTMENT HEADS**

A. Request Approval of Resolution 15-04-068B, Budget Adoption, Making Appropriations, Levying & Categorizing Taxes- Treasurer

B. Request Approval of Resolution 15-05-069B, Distribution of Tax Foreclosed Property Sale Proceeds- Treasurer

C. Request Approval of Order 15-06-016B, Cancellation of Wholly Uncollectible Personal Property Taxes- Treasurer

D. Request Approval of ODOT Grant Agreement #30552 & Authorize Chair to Sign Racial & Ethnic Impact Statement- Treasurer

E. Request Approval to Advertise/Post & Fill Tax/Accounting Specialist Position- Treasurer

F. Request Approval of Court Security Plan for 2015/16- State Courts/Treasurer

G. Request Approval of 2015/17 State of Oregon IGA & Authorize Chair to Sign- Coos Health & Wellness (CHW)

H. Request Approval of Training Affiliation Agreement with OHSU- CHW

I. Request Approval of MOU with Kids' HOPE Center & Authorize Shawna Schaar to Sign- CHW

J. Request Approval of Updated Job Description/Post & Fill Child Psychiatric Services Coordinator Position- CHW

K. Request Approval to Extend Tire Removal Contract- Solid Waste

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.

- L. Request Adoption of Sole Source Findings for Environmental & Engineering Contracts- Solid Waste
- M. Request Approval of Marine Board Maintenance Agreement & Authorize Chair to Sign- Parks
- N. Request Approval of Bastendorff Beach Caretakers Agreement- Parks
- O. Request Adoption of Sole Source Findings & Award of Contract for Culvert Failure Repair- Road
- P. Request Approval of Wildlife Service Work & Financial Plan/ Ratify Roadmaster's Signature- Road
- Q. Request Approval of IGA with State of Oregon & Authorize Chair to Sign- District Attorney/Support Enforcement
- R. Request Approval of IGA with Oregon Military Dept for Transfer of Personal Property & Authorize Chair to Sign- Sheriff/Emergency Management
- S. Request Approval of Contract with Helion Software for ORCATS- Assessor/Treasurer
- T. Request Approval of Order 15-06-019L, Prioritization of Road Projects for FY 15/16- County Counsel
- U. Request Approval of Order 15-06-020L, Prioritization of Maintenance Projects for FY 15/16- Counsel
- V. Request Approval of Order 15-06-021L, Prioritization of Parks Projects for FY 15/16- Counsel
- W. Request Approval of Right of Entry for Repairs & Mitigation- Counsel/Pipeline

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

- A. **Ratification of All Routine Expenditures, Tax Overpayments and Adjustments and Transfer of Funds Within the Budget**  
Transfer of Appropriation Within a Department- Human Resources- wages & benefits
- B. **Orders & Resolutions**
  - Order 15-06-022C, In the Matter of Reappointing Charlie Waterman to the Coos County Planning Commission
  - Order 15-06-023C, In the Matter of Reappointing Aaron Leep and Dennis Hermann to the Coos County Fair Board
  - Resolution 15-06-070B, In the Matter of a Transfer of Expenditure Appropriations in the Amount of \$450 Within the Crime Victim Assistance Fund
  - Resolution 15-06-071B, In the Matter of a Transfer of Expenditure Appropriations in the Amount of \$10,000 Within the County Fair Fund
  - Resolution 15-06-072P, In the Matter of a Longevity Increase for Daniel Bergor Effective June 1, 2015
  - Resolution 15-06-073P, In the Matter of a Longevity Increase for Ginger Swan Effective June 1, 2015
  - Resolution 15-06-074P, In the Matter of a Longevity Increase for Mark Hurley Effective May 23, 2015
  - Resolution 15-06-075P, In the Matter of Granting Salary Merit Step Increases for Various Coos County Employees Effective June 1, 2015
  - Resolution 15-06-076P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date
  - Resolution 15-06-077P, In the Matter of a Promotion for Loree Segen-Gehrke Effective January 1, 2015
  - Resolution 15-06-078P, In the Matter of Granting Salary Merit Step Increase for Debra Johnson & Scott Hunt Retroactive to April 1, 2015
  - Resolution 15-06-079P, In the Matter of Granting Salary Merit Step Increase for Stephanie Sweet-Saxton Retroactive to May 1, 2015
  - Resolution 15-06-081P, In the Matter of Filling a Vacant Position Effective June 8, 2015

- C. **Items Previously Approved (authorize Chair to sign where necessary)**
  - Contract for Network Cable Installation with Reese Electric- Information Technology (IT)- \$1,711
  - Purchase of 10 Tasers- Jail- \$12,453.95
  - Contract for Wiring for Security Lock with Reese Electric- Maintenance- \$2,559
  - Renewal of Janitorial Contracts with Parkers Residential & Commercial Service & Bay Area Enterprises- Maintenance
  - Contract Amendment with Right-of-Way Associates, Inc (one year extension).- County Counsel
  - Liquor License Renewals for the Following: Millers at the Cove; Misty Meadows; Charleytown Marketplace; Bandon Crossings; Hilltop House; Homestead Bar, Grill & Market (2); Laurel Grove Grocery; High Tide Café (2); Wild Women of Charleston; Bachelor's Inn; Coos Bay Speedway; Hauser Store; The Portside; Glasgow Market; Tree Acres; Bandon Dunes (2); Fisherman's Grotto; Bandon VFW #3440; Halfway Tavern
  
- D. **Software Licenses/Maintenance Agreements (authorize Chair to sign where necessary)**
  - ECHO Software Maintenance- CHW- \$23,300
  - Novelle/GroupWise Maintenance- CHW- \$4,558.86
  - Axway Software Maintenance & Support- CHW- \$846.83
  - Intergraph Maintenance Agreement Renewal/Upgrade- Assessor- \$10,866
  - ESRI Maintenance for ArcGIS- IT- \$1,500
  - Copier/Printer Maintenance for Various Offices- IT

6. **LATE AGENDA ITEMS**

- A. Request Approval to Post/Advertise & Fill Business Operations Manger Position- Treasurer
  
- B. Request Approval of Agreement Extension with Energy Facility Siting Council & Authorize Chair to Sign- Planning

7. **COMMISSIONERS REPORTS**

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

LATE

### AGENDA ITEM COVERSHEET

**Agenda Item Title:** Request to post & advertize until filled a Business Operations Manager position

**Department:** Treasurer

**Requested Agenda Date:** 6/16/2015

**Contact Person:** Barton

**Phone/Ext.:** 7729

**Background and description of need or problem:** Due to a resignation we need to fill a Business Operations Manager position. The employees last day was 6/11/2015.

**Funding Source:** 001-2100-415.10-01 Regular wages

**Requested Action:** Approve request to post & advertise, until filled. a Business Operations Manager

**Date:** 6/15/2015

**Signature of Dept. Head:** Barton

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 [Signature]

GA

## DESCRIPTION OF POSITION

Revision Date: June 15, 2015

1.	Current Classification Title: Treasurer's Dept. Business Operations Manager
2.	Working Title: Deputy Treasurer
3.	Department: Treasurer/Tax
4.	Pay Grade: 789 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.	What is the purpose of this position? Supervision and general oversight of operations in the Treasurer/Tax Department. In the absence of the Treasurer exercises discretionary and independent judgment consistent with Department policies.
6.	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. <ul style="list-style-type: none"> <li>▪ Performs cash receipting procedures for all moneys due and accruing to the county. Verifies money deposited by various departments and posts receipts to the general ledger.</li> <li>▪ Prepares or supervises the preparation of the daily reconciliation of office cash, bank deposits and bank reconciliations.</li> <li>▪ Performs accounting procedures associated with the receipt and disbursements of funds held in trust or for other agencies.</li> <li>▪ Supervises and participates in the control and accounting of the collection of property taxes. Makes or effectively recommends disciplinary actions, grievances and merit pay increases.</li> <li>▪ Maintains department personnel and payroll records.</li> <li>▪ Prepares Department budget and necessary supporting documentation and/or justification. Determines need for and coordinates purchasing for the Department.</li> <li>▪ Acts as Recording Secretary of the Coos County Budget Committee.</li> <li>▪ Assists in the maintenance of Coos County's Inventory &amp; Fixed Asset records.</li> <li>▪ Assists in the creation, renewal, and modification of Department contracts.</li> <li>▪ Assists in the collection of and the entry of data during the preparation of the County budget.</li> <li>▪ Assists in the creation of various reports used in connection with the preparation of the annual audited financial statements.</li> <li>▪ Performs liaison activities with county departments, outside agencies and firms.</li> <li>▪ Other duties as assigned by the County Treasurer.</li> <li>▪ Regular and consistent attendance is required.</li> </ul>
7.	Supervision. <ul style="list-style-type: none"> <li>▪ This position is supervised by the Treasurer.</li> <li>▪ This position supervises other personnel.</li> </ul>
8.	Working conditions of position. Usual schedule is Monday – Friday 8am – 5pm. Position may require occasional physical exertion including bending, stooping, reaching, and lifting of stacks of files up to 25 pounds. Travel within the State may be required.
9.	List required special skills, licenses, certificates, etc. <ul style="list-style-type: none"> <li>▪ Knowledge of property tax and accounting principles, standard concepts, practices techniques and procedures.</li> <li>▪ Ability to perform a variety of accounting operations and to keep complex financial records. Ability to prioritize, organize and carry out assignments and special projects in a timely fashion.</li> <li>▪ Ability to establish and maintain effective working relationships with others at all times.</li> <li>▪ Ability to communicate effectively both orally and in writing.</li> <li>▪ Bachelor's degree (BA), preferably in accounting, from a four-year college or university. Minimum of five years of progressively responsible experience in financial or business related position, or any satisfactory equivalent combination of experience and training.</li> </ul>

## DESCRIPTION OF POSITION

10.	Is operation of motor vehicle required?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
11.	List equipment, tools, machines used in performance of duties. Microsoft Office Suite, ten key by touch, fax, copier, telephone, accounting and taxation software.				

BOC only:	
Consent Agenda	_____
Regular Agenda	_____

**LATE AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Extension for agreement with Energy Facility Siting Council

**Department:** Planning Department      **Requested Agenda Date:** June 16, 2015

**Contact Person:** Jill Rolfe, Planning Director      **Phone/Ext.:** 7770

**Background and description of need or problem:** The Board of Commissioners has been designated as the Special Advisory Group (SAG) for the Energy Facility Siting Council, Oregon Department of Energy. To continue to be the SAG and receive reimbursement for time the agreement has to be re-signed as the old agreement will expire on July 1, 2015. There are no changes in the terms.

**Funding Source:** none

**Requested Action:** Sign the agreement; *authorize chair to sign.*

**Date:** June 12, 2015      **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: *NA*

TREASURER: *OK, B*

HUMAN RESOURCES: *NA*

*Return to: - Planning*

*GB*

CONTRACT / GRANT SUMMARY FORM

15-063

Clerk's CJ No.: \_\_\_\_\_ (complete after filed with Clerk)

Contract/Agreement/Grant No.: EFSG2-

Name/Agency Name and Address: Energy Facility Siting Council

Contact Person: Todd Cornett, Assistant Director

Phone No. 503-378-8328

Amount of Contract/Grant Award: \$ 10,000 NTE

Payment Terms: as services are provided (state lump sum or amount and time of payments)

Start Date: 7/1/15 End Date: 06/30/17

County Department and Employee Responsible for Performance: Coos County Planning Department / Jill Rolfe

Description: Intergovernmental Agreement

FINANCIAL INFORMATION

Table with 4 columns: 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.

- Renewal, Modification, Automatic Renewal?, Will unemployment cost be incurred?, Staff Requirements: Existing

PUBLIC CONTRACTING INFORMATION

Method of Selection:

- Bid, Quote, Proposal, None, Other

Type of Contract:

- New, Renewal, Modification (complete sections below)

Type of Contract:

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

- Under \$10,000, 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 \$5,000, 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: KAL