

REVISED AGENDA
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
October 3, 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)(f) Information or Records 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. Request Approval of Contract with Carolyn Potts-Metzker- Coos Health & Wellness (CHW)
- B. Request Approval of Contract with Dianne DeVilliers- CHW
- C. Request Approval of Contract with Coastal Center- CHW
- D. Request Approval of Updated Job Description of Business Operations Manager- CHW
- E. Request Approval of Dispatch Contract with City of Coquille- Sheriff
- F. Request Approval of Resolution Adding Appropriations for Canine Program- Sheriff
- G. Request Approval of Order Appointing BoPTA Board Pool Members- County Clerk
- H. Request Adoption of Sole Source Findings & Award Contract for Furniture Installation- County Counsel
- I. Request Approval of Easement & Memorandum of Easement to Verizon Wireless- County Counsel

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

- A. **Approval of Minutes**

Executive Session ORS 192.660 (2)(h) & Worksession- CBWR- April 12, 2017
Worksession- Direction to Noxious Weed Board- May 2, 2017
Worksession- Garbage Fee Waivers- May 31, 2017
Worksession- Abandoned Trailer Disposal- May 31, 2017
Worksession- Surveyor's Office- June 5, 2017
Worksession- Parks Issues- June 6, 2017
Worksession- Background Checks- June 6, 2017
Joint Workgroup Minutes- August 22, 2017
Regular Meeting Minutes- September 19, 2017

- B. **Orders & Resolutions**

Order 17-09-051C, In the Matter of Appointing Caleb Mentzer to the Coos County Noxious Weed District Advisory board
Order 17-09-052C, In the Matter of Appointing Gary Dagit to the Cedar Crest Special Road District Board
Resolution 17-09-137P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date
Resolution 17-09-138P, In the Matter of a Longevity Increase for Michelle Berglund Retroactive to August 1, 2017
Resolution 17-09-139P, In the Matter of a Longevity Increase for Carin Beesley Retroactive to September 1, 2017

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 17-09-140P, In the Matter of a Longevity Increase for Cindy Dickinson Retroactive to July 1, 2017

Resolution 17-09-141P, In the Matter of an Adjustment in Hours and Salary for Troy May Effective October 1, 2017

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

Planting Contract PL-1-17 with Rye Tree Service- Forestry

Lease Amendment with Aaron McCall- Land Agent

Contract with Stemmerman Construction for concrete walkway- Solid Waste

Contract with Frontier Communications for analog lines- CHW

Contract with Frontier Communications for phone service- CHW

IGA #154672 with State of Oregon for inspection program- CHW

IGA #154363 with State of Oregon for OHP enrollment- CHW

IGA #148509 Amendment #2 with State of Oregon for contract extension- CHW

Student Placement agreement with Arizona State University- CHW

Temporary Use of Liquor License for SharkBite's, 7 Devils Brewing, Bandon Brewing

D. Maintenance Agreements/Licensing (authorize Chair to sign where necessary)

Contract Renewal with AMCS for accounting system software- Solid Waste

5. LATE AGENDA ITEMS

A. Request Approval of Task Order #7.2 with David Evans & Associates- Road

B. Request Approval of License Agreement with Frontier- County Counsel

6. COMMISSIONERS REPORTS

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: David Evans & Associates, Task order #7.2; Contract Amendment to Charleston Safe Bikeway and future projects for E. Beaver Hill Slide Re-Alignment

Department: Road

Requested Agenda Date: 10/3/17

Contact Person: John Rowe

Phone/Ext.: 7665

Background and description of need or problem: Task Order #7.2 with David Evans for Construction Contract Administration and Construction Engineering & Inspections for E. Beaver Hill Slide Re-alignment project NTE \$193,594.

Funding Source: 003-2703-431-36-01 Contracted Services

Requested Action: Approve and Sign Task order #7.2 with DEA for E Beaver Hill Slide Re-Alignment Project NTE \$193,594.

Date: 9-27-17

Signature of Dept. Head:

Jessica Johnson for John Rowe

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: *[Signature]*

TREASURER: *[Signature]*

HUMAN RESOURCES: *na*

BOC forwards signed Contract/Grant to:

Commissioners Initials to Place on Agenda ONLY: _____

BA

CONTRACT / GRANT SUMMARY FORM

Clerk's File C&A No.: _____ (complete after filed with Clerk) Internal Contract/Agreement or Grant No.: 11-20-12CA#300

Name/Agency Name and Address: David Evans & Associates

Contact Person: Shon Heern Phone No. 503-302-8132

Amount of Contract/Grant Award: \$ NTE \$193,594.

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

Start Date: Upon Execution End Date: December, 2017

County Department and Employee Responsible for Performance: Road Department - John Rowe, Roadmaster

Description: Task Order #7.2 Amendment for Consultant, Construction Contract Administration and Construction Engineering & Inspections for E. Beaver Hill Slide project

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: 

BOC only: Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: License Agreement with Frontier

Department: Counsel

Requested Agenda Date: 10/03/17

Contact Person: Steve Stuchlik

Phone/Ext.: 7690

Background and description of need or problem: For CH&W to use a certain area of the parking lot at 276 LaClair Street in Coos Bay, Frontier Northwest Inc., the owner, is requiring the County to enter into the attached License Agreement.

Funding Source:

Requested Action: Approve and sign the License Agreement.

Date: 9/29/17

Signature of Dept. Head: *Steve Stuchlik /s/dd*

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? (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?

Departments Affected:

COUNSEL: *SS* _____

TREASURER: *MS* _____

BOC forwards signed documents to Counsel's office.

SB

CONTRACT / GRANT SUMMARY FORM

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

Contract/Agreement/Grant No.: _____

Name/Agency Name and Address: Frontier Northwest Inc.; 21 West Ave., Spencerport, NY 14559

Contact Person: Jim Campbell, VP Facilities & Real Estate Services

Phone No. _____

Amount of Contract/Grant Award: \$ 13 per month per parking space & \$390 monthly fee (see #4 in Agreement)

Payment Terms: monthly for spaces; commencement of term for total fee (state lump sum or amount and time of payments)

Start Date: 8/15/17 End Date: 8/14/2022 (Initial term; option to renew; see #3 in Agreement for details)

County Department and Employee Responsible for Performance: Coos Health & Wellness / Ginger Swan/Mike Rowley

Description: License Agreement for use of certain area of parking lot owned by Frontier

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 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 Agreement w/Owner of

premises

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

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 Owner of Premises

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: SS/le/dd