

REVISED AGENDA
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
December 19, 2017
8:30 A.M.

1. **EXECUTIVE SESSION under the authority of ORS 192.660**
 - A. (2)(f) Records or Information Exempt from Public Inspection
 - B. (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. Grant Proposal Update- Noxious Weed Board/Planning
- B. Request Approval of Order in Appeal AP-17-004- Planning
- C. Request Approval of Contract with Core Business Services- Coos Health & Wellness (CHW)
- D. Request Approval to Purchase Bus Hut for New Building- CHW
- E. Request Approval to Purchase Office Desk Chairs- CHW
- F. Request Approval to Renew Contract with Relias Learning- CHW
- G. Request Approval for Various Job Descriptions- CHW
- H. Request Approval of Employee Reimbursement from Previous Fiscal Year- CHW
- I. Request Approval of Rate Adjustment for Wadsworth Garbage- Solid Waste
- J. Request Award of Contract for Electrical Work- Solid Waste
- K. Request Approval of Dispatch Contract with Bridge RFPD- Sheriff
- L. Request Acceptance of Emergency Management Performance Grant & Authorize Chair to Sign- Sheriff
- M. Request Approval of Updated Job Description for Cartographer I- Assessor
- N. Request Approval of IGA with State of Oregon for Food Service Operations - County Counsel

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

- A. **Approval of Minutes**
Regular Meeting Minutes- December 5, 2017
- B. **Orders & Resolutions**
Order 17-12-070C, In the Matter of Appointing Horty Joyce to the Coos County Library Service District Board
Order 17-12-071C, In the Matter of Appointing Greg Solarz to the Coos County Budget Committee
Resolution 17-12-180P, In the Matter of Granting Salary Merit Step Increases for Various Coos County Employees Effective December 1, 2017
Resolution 17-12-181P, In the Matter of a Personnel Transfer for Jamie LeDoux Effective December 1, 2017
Resolution 17-12-182P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date

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 17-12-183P, In the Matter of a Personnel Transfer for Anastasia Leypoldt Effective December 1, 2017
Resolution 17-12-184P, In the Matter of Granting a Salary Merit Step Increase for Jan Carpenter Retroactive to November 1, 2017
Resolution 17-12-185P, In the Matter of Granting Salary Merit Step Increase for Various Coos County Employees Effective December 1, 2017
Resolution 17-12-186P, In the Matter of a Promotion for Ellen Breiter Effective December 1, 2017

- C. **Items Previously Approved (authorize Chair to sign where necessary)**
Contract with Reese Electric for satellite office wiring- IT
- D. **Maintenance Agreements/Licensing (authorize Chair to sign where necessary)**
Telephone System Software Agreement- IT

5. **LATE AGENDA ITEMS**

- A. Request Approval of MOU for Radio System Use- Sheriff
- B. Request Approval to Promote Jenna Wallace & Fill Vacant Position- District Attorney
- C. Request Approval of Resolution Loaning Funds- Crime Victims Assistance (CVA)
- D. Request Acceptance of VOCA Grant- CVA
- E. Request Approval to Purchase Vertical Light Plants- Road
- F. Request Approval of OTET Agreement & Dental Plan Change- Human Resources
- G. Request Approval of Order Making Appointment to CCD Board of Directors- BOC

6. **COMMISSIONERS REPORTS**

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE **AGENDA ITEM COVERSHEET**

Agenda Item Title: MOU for radio system use

Department: Sheriff's Office **Requested Agenda Date:** 12/19/2017

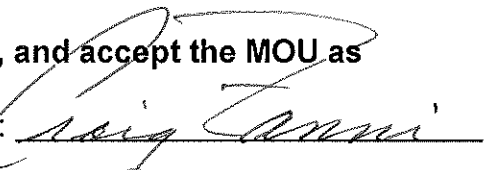
Contact Person: Captain Andrews **Phone/Ext.:** 7811

Background and description of need or problem: This MOU is between Bandon Rural Fire Protection District and Coos County. This MOU allows Coos County to utilize Bandon Fire repeater(s) for back up to our radio system in the event of a failure in our system. This could allow continuing operations while our system is being repaired.

Funding Source: This is an MOU, with no funding required.

Requested Action: Board of Commissioners to approve, and accept the MOU as presented

Date: 12/15/2017

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: _____

HUMAN RESOURCES:  _____

BOC forwards signed Contract/Grant to:

Coos County Sheriff's Office/Emergency Management.

Commissioners Initials to Place on Agenda ONLY: _____

5A

CONTRACT / GRANT SUMMARY FORM

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

Contract/Agreement/Grant No.:

Name/Agency Name and Address: Bandon Rural Fire Protection District, PO Box 1168, Bandon, OR 97411

Contact Person: Lanny Boston Phone No. 541.347.3560

Amount of Contract/Grant Award: \$ n/a

Payment Terms: n/a (state lump sum or amount and time of payments)

Start Date: Jan. 1, 2018 End Date: Dec. 31, 2023 and auto renew for additional 1 yr. terms

County Department and Employee Responsible for Performance: Sheriff's Office / Kelley Andrews

Description: MOU for utilizing Bandon RFPD repeater(s) for back up to County radio system

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.

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> New | <input type="checkbox"/> Renewal | <input type="checkbox"/> Modification |
| | Previous Amount: \$ | Original Amount: \$ |
| | Previous Date: | Original Date: |
| Automatic Renewal? <input type="checkbox"/> Yes <input type="checkbox"/> No | Staff Requirements: <input type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> Subcontract | |
| Will unemployment cost be incurred? <input type="checkbox"/> Yes <input type="checkbox"/> 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 checked="" 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: <u>AK</u>
-----------------------------	--------------------------------

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Request Permission to Hire Deputy DA 1

Department: District Attorney

Requested Agenda Date: 12/19/2017

Contact Person: Paul Frasier

Phone/Ext.: 7555

Background and description of need or problem: Greta Lowry has resigned effective January 5, 2018 to accept position in Lincoln County. I would like to the commissioners to approve two actions:

1. Authorize Jenna Wallace to be moved to DA 2 Step 1. I will then move Ms. Wallace to the grant paid position now held by Ms. Lowry at Parole and Probation.
2. Moving Ms. Wallace to Parole and Probation created a vacancy in the main DA office. I ask that the Board authorize the District Attorney to post, advertise and fill the position vacated by Ms. Wallace at a DA Step 1, at either steps 1 – 3 depending upon experience. I would ask that the Board waive the five day in house posting requirement.

Funding Source:

For Parole and Probation position, money provided by the Justice Reinvestment Act.

For the DA Office opening, the DA office line item for salary and benefits.

Requested Action: Approve items 1 and 2 above.

Date:

12/18/2017

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 _____

Revised 5/18/15



BOC only: _____
Consent Agenda _____
Regular Agenda _____

LATE **AGENDA ITEM COVERSHEET**

Agenda Item Title: CVA Borrowing County Funds Until Grant Funding Arrives - Resolution # 19 17-12-187B

Department: Crime Victims' Assistance **Requested Agenda Date:** Dec. 13, 2017

Contact Person: Helen Thompson/Director **Phone/Ext.:** 7548

Background and description of need or problem:

Occasionally, on a grant-renewal year, there is a delay from the time a non-competitive grant application is submitted to the time that it is awarded due to the number of applications that the DOJ must process. Due to this delay, CVA is requesting to borrow \$9,000 from County funds in order to make Decembers 2017 payroll for the CVA Department. Repayment of borrowed funds to the County will occur immediately upon receipt of non-competitive grant-award funds, which are guaranteed within the next 30 days.

Funding Source: Department of Justice grant-award funds will fund the repayment of borrowed funds from the County.

Requested Action: Borrow \$9,000 from Coos County for CVA -- approve resolution #17-12-187B

Date: 12/14/17

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 _____

50

1 BOARD OF COMMISSIONERS
2 COUNTY OF COOS
STATE OF OREGON

3 In the Matter of Loaning Money from the) RESOLUTION
4 General Fund to the Crime Victims Assistance Fund) 17-12-187B

5
6 NOW BEFORE THE BOARD OF COMMISSIONERS sitting for the transaction of
7 County business on December 19, 2017, is the matter of loaning money from the General
8 Fund to the Crime Victims Assistance Fund;

9 WHEREAS, ORS 294.468 authorizes the loan of money from any fund to any other fund
10 when authorized by resolution; and

11 WHEREAS, the County has to account for the receipts and disbursements needed to
12 operate the Crime Victims Assistance Division; and

13 WHEREAS, money is received by the Crime Victims Assistance Fund at various times
14 of the year such that the Fund does not currently have sufficient money to operate;

15 NOW, THEREFORE, BE IT RESOLVED that the Board authorizes the loan of Nine
16 Thousand Dollars (\$9,000) from the General Fund to the Crime Victims Assistance Fund. The
17 money so loaned shall be returned to the General Fund, without interest, and such payment to
18 be made during this fiscal year as soon as the Crime Victims Assistance Fund receives
19 sufficient cash for the repayment.

20 Dated this _____ day of December, 2017.

21 BOARD OF COMMISSIONERS

22 _____
Commissioner

23 _____
Commissioner

24 _____
Commissioner

25 Prepared by:

26 
27 _____
Budget Office

28

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Request Approval to purchase two used Allmand Vertical Light Plants instead of the previously approved Wanco Light Plants from Peterson Cat Rental for \$10,000.

Department: Road Dept.

Requested Agenda Date: 12/19/17

Contact Person: John Rowe

Phone/Ext.: 7665

Background and description of need or problem: We recently asked to purchase two used Wanco Light Plants from Peterson Cat Rental for \$8,000, but we were offered a nicer/safer set of vertical light plants made by Allmand for \$10,000. We would like to purchase the Allmand Vertical Light plants for \$10,000 from Peterson Cat Rental.

Funding Source: 003-2703-431.60-01 Equipment

Requested Action: Approve the purchase of two used Allmand Light Plants from Peterson Cat Rental for \$10,000.

Date: 12/15/17

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: _____

TREASURER: *NS* _____

HUMAN RESOURCES: _____

BOC forwards signed Contract/Grant to:

Commissioners Initials to Place on Agenda ONLY: _____

SE

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Request Board approve OTET Agreement and Dental Plan Change document.

Department: Human Resources **Requested Agenda Date:** 12/19/2017

Contact Person: Caroline Barr **Phone/Ext.:** 7580

Background and description of need or problem: On December 13, 2017 the Board approved switching non-union employees from the D5 dental plan to the D6 dental plan. The change requires the Chair to sign an Oregon Teamsters Employers Trust Agreement for Participation of Non-Bargaining Unit Employees. Teamsters Insurance also requires the Board sign the attached document titled Dental Plan Change.

Funding Source: N/A

Requested Action: Chair to sign OTET Agreement, and Board to sign Dental Plan Change document.

Date: 12/14/2017 Signature of Dept. Head: Keith Hertz / s/dl

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: Keith Hertz / s/dl

TREASURER: _____

HUMAN RESOURCES: CB

5F



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

December 14, 2017

DENTAL PLAN CHANGE – Non Bargaining Unit Employees

On December 13, 2017, the Coos County Board of Commissioners approved switching all non-union employees from the D-5 to the D-6 dental plans, effective January 1, 2018.

COOS COUNTY BOARD OF COMMISSIONERS

Commissioner

Commissioner

Commissioner

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Appointment to CCD Board of Directors

Department: BOC

Requested Agenda Date: 12/19/17

Contact Person: Melissa Cribbins

Phone/Ext.: 7539

Background and description of need or problem: Sam Baugh, executive director of South Coast Development Council, has applied for a position on the CCD board of directors

Funding Source: n/a

Requested Action: approve Order 17-12-072C, appointing Sam Baugh to the CCD Business Development Corp Board of Directors

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 _____

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

3 In the Matter of Appointing Sam Baugh to the)
4 CCD Business Development Corporation) ORDER
5 Board of Directors) 17-12-072C

6 NOW BEFORE THE Board of Commissioners sitting regularly for the transaction
7 of County Business on the 19th day of December 2017 is the matter of appointing Sam
8 Baugh to the CCD Business Development Corporation Board of Directors;

9 AND IT APPEARING to the Board that the candidate is duly qualified and willing
10 to serve on the CCD Business Development Corporation Board of Directors;

11 NOW, THEREFORE, IT IS HEREBY ORDERED that Sam Baugh is appointed to
12 a term on the CCD Business Development Corporation Board of Directors, said term to
13 expire June 30, 2018.
14

15
16 DATED this 19th day of December, 2017.
17

18
19 BOARD OF COMMISSIONERS
20

21 _____
22 Chair

21 _____
22 Commissioner

21 _____
22 Commissioner