

A G E N D A
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
October 4, 2016
8:30 A.M.

1. **EXECUTIVE SESSION under the authority of ORS 192.660**

- A. (2)(e) Real Property Transactions
- 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. Presentation from Dive Team- BOC
- B. Update from SCDC- BOC
- C. Request Award of Contract for Pole Building at Beaver Hill- Solid Waste
- D. Request Approval to Hire Part-Time Director at Step 4- Crime Victim Assistance
- E. Request Acceptance of Homeland Security Grant #16-220 & Authorize Chair to Sign- Sheriff/Emergency Management
- F. Request Acceptance of Homeland Security Grant #16-221 & Authorize Chair to Sign- Sheriff/Emergency Management
- G. Request Acceptance of Homeland Security Grant #16-222 & Authorize Chair to Sign- Sheriff/Emergency Management

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

A. **Approval of Minutes**

- Worksession- CHW Phones & Computers- January 20, 2016
- Worksession- Land Issues- January 29, 2016
- Worksession- SCINT Issues- June 20, 2016
- Worksession- Coos Health & Wellness Building Expenses- August 15, 2016
- Worksession- Charleston Sanitary District Comm. Dev. Block Grant- August 23, 2016
- Worksession- Jail Medical Budget- August 25, 2016
- Regular Meeting Minutes- September 20, 2016

B. **Ratification of All Routine Expenditures, Tax Overpayments and Adjustments and Transfer of Funds Within the Budget**

- Transfer of Appropriation Within a Department- Solid Waste- leachate building/electrical

C. **Orders & Resolutions**

- Order Initiating Vacation 16-09-074PL, In the Matter of Initiating a Vacation of a Portion of an Alley through Block 45, and a Portion of E Street, Between Blocks 45 and 48, in the Plat of the City of Coos Bay, Located in North Bend, Coos County, Oregon
- Order Initiating Vacation 16-09-076PL, In the Matter of Initiating a Vacation of an Alley Through Block 22, Lots 9 Through 24 Inclusive, Located in the Plat of Crawford Point Addition to the City of Coos Bay, In Coos County, Oregon
- Order 16-09-077C, In the Matter of Reappointing Members to the Coos County Cultural Coalition
- Order 16-09-078C, In the Matter of Appointing Members to the Coos County Cultural Coalition
- Order 16-09-079C, In the Matter of Reappointing Paula Reis and Crystal Landucci to the Coos County Cultural Coalition
- Order 16-09-080C, In the Matter of Appointing Members to the Eligibility Pools for the Coos County Board of Property Tax Appeals

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.

- D. **Items Previously Approved (authorize Chair to sign where necessary)**
 - Contract with Reese Electric for electrical work for installation of security locks- IT
 - Contract with Reese Electric for electrical work for installation of security lock in SO- Maintenance
 - Contract with Azalea Acres for culvert repair at Beaver Hill- Solid Waste
 - Contract with USDOL for water gaging stations- BOC
 - Letters of Understanding for Contributions to the Cooperative Agreement with USDA/APHIS Wildlife Services with Barnes & Associates Inc. (6) & Lund Land & Cattle LLC
- E. **Maintenance Agreements/Licensing (authorize Chair to sign where necessary)**
 - Software Maintenance for Network Performance Monitor & Netflow Traffic Analyzer Modules with SolarWinds- IT

5. **LATE AGENDA ITEMS**

6. **LIBRARY SERVICE DISTRICT GOVERNING BODY**

- A. Request Approval of Contract for Library Services for 2016/17

7. **COMMISSIONERS REPORTS**

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Executive Session Requested

Department: Counsel **Requested Agenda Date:** 10/04/2016

Contact Person: Keith Leitz / Steve Stuchlik **Phone/Ext.:** 7690

Background and description of need or problem: Need executive session for:

- ORS 192.660(2)(e) – to negotiate real property transactions
- ORS 192.660(2)(h) – consulting with regard to current litigation and litigation likely to be filed

Requested Action: Go into Executive Session during Board meeting as stated above.

Date: 9/28/16 **Signature of Dept. Head:** 

Departments Affected:

COUNSEL: KL

BOC only: Consent Agenda _____ Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Dive Team Presentation

Department: BOC

Requested Agenda Date: 10/4/16

Contact Person:

Phone/Ext.:

Background and description of need or problem: Bob Hood will be doing a power point presentation on the dive team

Funding Source:

Requested Action:

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 _____

3A

BOC only: Consent Agenda _____ Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: SCDC Update

Department: BOC

Requested Agenda Date: 10/4/16

Contact Person:

Phone/Ext.:

Background and description of need or problem: Connie Stopher will discuss her recent trip Doing Business in Japan Trade Mission.

Funding Source:

Requested Action:

Date: _____ **Signature of Dept. Head:** _____

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County Counsel _____

Treasurer _____

Human Resources _____

3B

BOG only
Consent Agenda
Regular Agenda

AGENDA ITEM COVERSHEET

Agenda Item Title: Award of Contract at Beaver Hill Transfer Site

Department: Solid Waste

Requested Agenda Date: October 4, 2016

Contact Person: Cheryl Westgaard

Phone/Ext.: 7623

Background and description of need or problem: Solid Waste is soliciting quotes for the construction of a pole building to house the e-waste recycling at the Beaver Hill site. The deadline for receiving quotes is Tuesday – September 27. Solid Waste recommends awarding the contract to STEMMELMAN CONSTRUCTION Counsel's office to prepare the contract once awarded

Funding Source: 302-1700-432.60-11 major repair & improvement

Requested Action: Approve award of contract to STEMMELMAN in the amount of \$ 49,755.00.

Date: September 26, 2016 **Signature of Dept. Head:** Cheryl Westgaard

For all matters, forward the document to Counsel no later than the Monday prior to the Agenda deadline. Counsel will forward to Treasurer.

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County Counsel COUNSEL'S OFFICE TO PREPARE CONTRACT.
kw

Treasurer MS

Human Resources na

3C

SUMMARY OF QUOTES COOS COUNTY

County Department: Solid Waste

Goods and/or Services Specifications:

1. Metal Pole Building – for E-Waste recycling

How Solicited: Written Oral

The Department requested quotes from the following firms:

Date	Firm	Contact Person	Quoted Price
9-14-16	Stemmerman Construction	Virgil Stemmerman	\$49,755.00
9-14-16	Arney Construction	Jim Arney	\$51,375.00
9-14-16	Corey Stemmerman Construction	Corey Stemmerman	\$52,350.00
9-14-16	BJ Metal	Larry	N/A

If evaluation factors other than price:

Firm	Price 70%	Similar Projects 70%	Time Line 70%	
Stemmerman Construction	\$49,755.00	Beaver Hill – 2 similar buildings	Able to start work 10-10-16 - - 45 days	<input checked="" type="checkbox"/> - top choice
Arney Construction	\$51,375.00		Able to start work 10-15-16 - - 60 days	
Corey Stemmerman Construction	\$52,350.00	County Fair – pole building	Able to start work 10-15-16 – 60 days	

Solicitor: Cheryl Westgaard

Department's Recommendation: Stemmerman Construction for \$49,755.00
Meets the time line, lowest price and similar projects

BOC only
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Hiring of part-time CVA Director at Step 4

Department: Crime Victim Assistance

Requested Agenda Date: 10/4/16

Contact Person: Maureen Knudsen

Phone/Ext.: 7548

Background and description of need or problem: We would like to hire the new part-time Director at Step 4 based on her previous experience with the job.

Funding Source: VOCA/CFA grant and general funds

Requested Action: Approve hiring of CVA Director at Step 4

Date: 9/28/16

Signature of Dept. Head: _____



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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?

County Counsel _____



Treasurer _____



Human Resources _____



BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Acceptance of Homeland Security Grant #16-220

Department: Emergency management **Requested Agenda Date:** ,October 4, 2016

Contact Person: Michael Murphy

Phone/Ext.: 7790

Background and description of need or problem: This agenda item is to accept Homeland Security Grant #16-220 in the amount of \$117,566. This grant is for a complete assessment and implementation plan for the construction and operation of a joint radio site for the City of Coos Bay and Coos County, to be located on Blossom Hill.

Funding Source: Homeland Security Grant program. No local match required by the grant.

Requested Action: Approve acceptance of HSGP grant number 16-220. *Authorize Chair to sign.*

Date: September 23, 2016

Signature of Dept. Head: *John P. Dow*

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.

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- 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: _____

BE

CONTRACT / GRANT SUMMARY FORM

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

Contract/Agreement/Grant No.:

Name/Agency Name and Address: Oregon Emergency Management

Contact Person: Sidra Metzger-Hines Phone No. 503-378-3661

Amount of Contract/Grant Award: \$ 117,566.00

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

Start Date: 9/15/2016 End Date: 9/30/2017

County Department and Employee Responsible for Performance: Emergency Management, Michael Murphy, Mgr.

Description: This is the Homeland Security Grant Program grant number 16-220 Blossom Hill site study and implementation plan.

FINANCIAL INFORMATION

STATE %	OTHER %	FEDERAL % (CFDA # Required)	Catalog of Federal Domestic Asst. *(CFDA) Number
		100	97.067

*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: \$ 117,566.00
 Previous Date: 9/15/2016 Original Date: 9/30/2017
 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 Grant Agreement N/A
- 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: 

BOC only:	_____
Consent Agenda	_____
Regular Agenda	_____

AGENDA ITEM COVERSHEET

Agenda Item Title: Acceptance of Homeland Security Grant #16-221

Department: Emergency management **Requested Agenda Date:** October 4, 2016

Contact Person: Michael Murphy **Phone/Ext.:** 7790

Background and description of need or problem: This agenda item is to accept Homeland Security Grant #16-221 in the amount of \$4,218. This grant is for CERT program enhancement which includes personal protective equipment, and recruitment/promotional materials.

Funding Source: Homeland Security Grant program. No local match required by the grant.

Requested Action: Approve acceptance of HSGP grant number 16-221. *Authorize to sign.*

Date: September 23, 2016

Signature of Dept. Head: *[Signature]*

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:

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- 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: *[Signature]*

BOC forwards signed Contract/Grant to:

Commissioners Initials to Place on Agenda ONLY: _____

3F

CONTRACT / GRANT SUMMARY FORM

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

Contract/Agreement/Grant No.: _____

Name/Agency Name and Address: Oregon Emergency Management

Contact Person: Sidra Metzger-Hines Phone No. 503-378-3661

Amount of Contract/Grant Award: \$ 4,218.00

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

Start Date: 9/15/2016 End Date: 9/30/2017

County Department and Employee Responsible for Performance: Emergency Management, Michael Murphy, Mgr.

Description: This is the Homeland Security Grant Program grant number 16-221 CERT Program Enhancement

FINANCIAL INFORMATION

STATE %	OTHER %	FEDERAL % (CFDA # Required)	Catalog of Federal Domestic Asst. *(CFDA) Number
		100	97.067

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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: \$ 4,218.00
- Previous Date: 9/15/2016 Original Date: 9/30/2017
- Automatic Renewal? Yes No Staff Requirements: New Existing Subcontract
- Will unemployment cost be incurred? Yes No

PUBLIC CONTRACTING INFORMATION

- Method of Selection: Type of Contract:
- Bid New (complete sections below)
- Quote Renewal (no need to complete sections below)
- Proposal 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 Grant Agreement N/A
- 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: [Signature]

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Acceptance of Homeland Security Grant #16-222

Department: Emergency management **Requested Agenda Date:** October 4, 2016

Contact Person: Michael Murphy **Phone/Ext.:** 7790

Background and description of need or problem: This agenda item is to accept Homeland Security Grant #16-222 in the amount of \$1,523. This grant is for ARES/RACES amateur radio enhancements to add WINMOR HF capability to existing systems and other materials.

Funding Source: Homeland Security Grant program. No local match required by the grant.

Requested Action: Approve acceptance of HSGP grant number 16-222, *Authorize chair to sign.*

Date: September 23, 2016 **Signature of Dept. Head:** *John P. D...*

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:
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 - 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: *n/a*

BOC forwards signed Contract/Grant to:

Commissioners Initials to Place on Agenda ONLY: *[Signature]*

CONTRACT / GRANT SUMMARY FORM

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

Contract/Agreement/Grant No.:

Name/Agency Name and Address: Oregon Emergency Management

Contact Person: Sidra Metzger-Hines Phone No. 503-378-3661

Amount of Contract/Grant Award: \$ 1,523.00

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

Start Date: 9/15/2016 End Date: 9/30/2017

County Department and Employee Responsible for Performance: Emergency Management, Michael Murphy, Mgr.

Description: This is the Homeland Security Grant Program grant number 16-222 ARES/RACES Amateur Radio Program Enhancement

FINANCIAL INFORMATION

STATE %	OTHER %	FEDERAL % (CFDA # Required)	Catalog of Federal Domestic Asst. *(CFDA) Number
		100	97.067

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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 CDFA number, each segment must have it's own summary form.

- New Renewal Modification
 Previous Amount: \$ _____ Original Amount: \$ 1,523.00
 Previous Date: 9/15/2016 Original Date: 9/30/2017
 Automatic Renewal? Yes No Staff Requirements: New Existing Subcontract
 Will unemployment cost be incurred? Yes No

PUBLIC CONTRACTING INFORMATION

- Method of Selection: Type of Contract:
 Bid New (complete sections below)
 Quote Renewal (no need to complete sections below)
 Proposal 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 Grant Agreement N/A
- 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: 

BOC only: Consent Agenda _____
Regular Agenda _____

LIBRARY SERVICE DISTRICT AGENDA ITEM COVERSHEET

Agenda Item Title: Service District: Contract for Library Services FY 2016/2017

Department: Counsel **Requested Agenda Date:** 10/4/2016

Contact Person: Steve Stuchlik **Phone/Ext.:** 7690

Background and description of need or problem: The Governing Body of the Coos County Library Service District needs to approve the contract for library services for July 1, 2016 through June 30, 2017. This contract provides for the distribution of the district's funds.

Funding Source: Library Service: District Levy.

Requested Action: Approve and sign Contract for Library Services for FY 2016/2017.

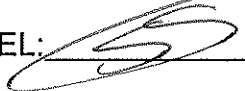
Date: 9/13/2016 **Signature of Dept. Head:** 


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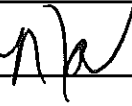
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- Is the Clerk's Coversheet attached or do you want it returned to you for filing?

Departments Affected: _____

COUNSEL:  _____

TREASURER:  _____

HUMAN RESOURCES:  _____

BOC forwards signed document to Counsel's office.



CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: _____ (complete after filed with Clerk) Contract/Agreement/Grant No.: _____
Name/Agency Name and Address: Coos County Library Service District and City of Coos Bay; City of Bandon; City of Coquille; Dora Public Library; City of Lakeside; City of Myrtle Point; City of North Bend; City of Powers
Contact Person: Norma Fowler, ESO Director Phone No. 541-269-1101, ext 227
Amount of Contract/Grant Award: \$ \$680,998 and \$6,875 for admin expenses
Payment Terms: 12/15/2016; 3/15/2017; 6/15/2017 (state lump sum or amount and time of payments)
Start Date: 7/1/2016 End Date: 6/30/2017
County Department and Employee Responsible for Performance: Coos County Library Service District - Steve Stuchlik
Description: Contract for Library Services for FY 2016/2017

FINANCIAL INFORMATION

STATE %	OTHER %	FEDERAL % (CFDA # Required)	Catalog of Federal Domestic Asst. *(CFDA) Number

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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: Type of Contract:
 Bid New (complete sections below)
 Quote Renewal (no need to complete sections below)
 Proposal Modification (no need to complete sections below)

- Type of Contract:
 Goods and Services - If Not Using Bid or Proposal, Mark Exemption:
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 Under \$50,000 for Quotes Office Supplies
 Under \$150,000 & Approval from Board for Quotes Used Vehicles
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 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: 