

REVISED AGENDA
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
October 29, 2013
8:30 A.M.

PLEDGE OF ALLEGIANCE

1. **CITIZEN COMMENTS (agenda items or general comments) – limited to 3 minutes per person- scheduled to begin at 9:30 AM**

2. **DEPARTMENT HEADS**
 - A. Request Approval to Post/Advertise & Fill Mental Health Specialist II Position- Health & Human Services (HHS)
 - B. Request Approval of Agreement with LifeWise Health Plan of Oregon & Authorize Chair to Sign- HHS
 - C. Request Approval of Amendment #1 to State IGA & Authorize Chairman to Sign- Community Corrections
 - D. Request Determination that Emergency Existed & Ratification of Contract Amendment with BI Inc.- Community Corrections
 - E. Request Approval of Agreement with Coos Forest Protective Association- Forestry
 - F. Request Acceptance of EMPG Grant & Authorize Chairman to Sign- Sheriff/Emergency Management
 - G. Request Approval of Conference Room Guidelines- Maintenance
 - H. Request Approval of Resolution Advancing Taxes & Assessments to Certain Districts- Tax/Treasurer
 - I. Request Approval to Deposit SAIF Dividend Check- Human Resources
 - J. Request Acceptance of Final Distribution of JBH Net Reserve Balance- County Counsel
 - K. Discussion re: Scrap Metal & IT Equipment Policy- County Counsel
 - L. Discussion re: Plan of Operations for Surface Use Lease with ORC- County Counsel
 - M. Request Approval of Commercial Lease Agreements- County Counsel/BOC

3. **CONSENT CALENDAR- administrative matters not up for discussion**
 - A. **Approval of Minutes**
Worksession- Parks Issues- September 24, 2013
Executive Session (2)(f) & Worksession- October 10, 2013
Regular Meeting Minutes- October 15, 2013

 - B. **Ratification of All Routine Expenditures, Tax Overpayments and Adjustments and Transfer of Funds Within the Budget**
Transfer of Appropriations within a Department- Sheriff- canine expenses
Transfer of Appropriations within a Department- Sheriff- Siskiyou grant overtime
PBS Engineering Invoices (2)- Pipeline- total \$2,935.92

 - C. **Orders & Resolutions**
Order 13-10-080PL, In the Matter of the Adoption of an Official Name for a Road Located off of Sitkum Lane, Northeast of the City of Myrtle Point "Harley Lane"
Order 13-10-082C, In the Matter of Appointing Sami Pierson to the Coos County Cultural Coalition

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 13-10-124P, In the Matter of a Promotion for Kelley Andrews October 15, 2013
Resolution 13-10-125P, 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 Chairman to Sign where necessary)**
 - Coos County Credit Card Policy- Treasurer
 - Contract with Reese Electric for Server Cabling- Mental Health
 - Collective Bargaining Agreement with FOPPO- County Counsel
 - Quitclaim Deed for Tax Accounts 372780 & 372700 to Coos Bay Resort, LLC- Land Agent
- E. **Cancelation & Reissuance of Checks**
 - Check #164166
 - Check #33646
 - Check #33967
- F. **Software Licenses/Maintenance Agreements**
 - Contract Extension for Elevator Maintenance with Centric Elevator Corp.- Maintenance

4. **LATE AGENDA ITEMS**

- A. Request Approval of Reclassifications for Rosa Atencio & Maribel Guzzardi- HHS
- B. Request Approval of Order Setting Hearing for Formation of County Club Estates Special Water District- County Counsel
- C. Request Approval of Temporary Tower Site Lease- County Counsel
- D. Discussion re: Mosquito Control & Assessment Committee- BOC

5. **COMMISSIONERS REPORTS**

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Re-Classification for Rosa Atencio

Department: HHS/Public Health **Requested Agenda Date:** 10/29/13

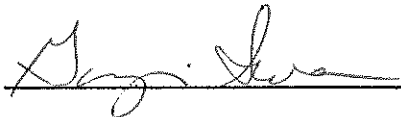
Contact Person: Ginger Swan **Phone/Ext.:** 2547

Background and description of need or problem: As outlined in the attached letter of support, there is a need to reorganize current staff to meet the needs of the Women, Infants and Children (WIC) program, including caseload requirements. Rosa Atencio is currently .20 FTE Public Health Aide (PHA) II and .80 FTE Office Specialist III. To meet the needs of the WIC program, the Department requests reclassifying Rosa to 1.0 FTE PHA II. This will enable her to work as needed in the role of certifier, a position that Rosa is fully qualified for. In the new reorganization, all WIC certifiers will assist with the clerical functions/needs of the program.

Funding Source: State IGA 142005 – WIC grant funds

Requested Action: Approve reclassifying Rosa Atencio to 1.0 FTE as Public Health Aide II, effective November 1, 2013.

Date: 10/24/13

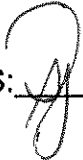
Signature of Dept. Head: 

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.

Departments Affected:

COUNSEL: 

TREASURER: _____

HUMAN RESOURCES: 

BOC forwards signed Contract/Grant to:

Commissioners Initials to Place on Agenda ONLY: _____

4A

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Re-Classification for Maribel Guzzardi

Department: HHS/Public Health **Requested Agenda Date:** 10/29/13

Contact Person: Ginger Swan **Phone/Ext.:** 2547

Background and description of need or problem: As outlined in the attached letter of support, there is a need to reorganize current staff to meet the needs of the Women, Infants and Children (WIC) program, including caseload requirements. Maribel Guzzardi is currently .20 FTE Public Health Aide II and .80 FTE Public Health Aide I. Maribel recently completed all of the State-required training to become a certifier for the WIC program. The certifier position is placed on the AFSCME salary schedule as a Public Health Aide II classification.

This is a timely occurrence as her reclassification will enable her to work as needed in the role of certifier, as well as assist with the clerical functions/needs of the program.


Funding Source: State IGA 142005 – WIC grant funds

Requested Action: Approve reclassifying Maribel Guzzardi to 1.0 FTE as Public Health Aide II, effective November 1, 2013.

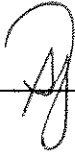
Date: 10/24/13 Signature of Dept. Head: 

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Departments Affected:

COUNSEL: 

TREASURER: _____

HUMAN RESOURCES: 

BOC forwards signed Contract/Grant to:

Commissioners Initials to Place on Agenda ONLY: _____

October 10, 2013

Coos County Board of Commissioners,

In order to help improve and increase our caseload here at WIC CCPH, we need to modify the staff qualifications to help run the program more efficiently and increase our caseload. Rosa Atencio is a certifier working one day a week certifying and four days a week as an office specialist. In order to help increase the WIC caseload, she is needed more days a week certifying the WIC participants. Maribel Guzzardi has completed her training to become a certifier, which qualifies her for promotion to the Public Health Aide II classification. Having these two employees classified as Public Health Aide II will help our WIC program immensely. It will give them more flexibility to help the program reach its goals to increase our caseload and be more successful. It will also help the program run smoothly and give our WIC participants the services that they need.

Lena Hawtin RN, PHN

Kourtney Romine

Clinic Supervisor

WIC Coordinator

lhawtin@co.coos.or.us

kromine@co.coos.or.us

BOC only: Consent Agenda _____
Regular Agenda _____

LATE **AGENDA ITEM COVERSHEET**

Agenda Item Title: Order Setting Hearing for Formation of Country Club Estates Special Water District

Department: Counsel **Requested Agenda Date:** 10/29/13

Contact Person: Josh Soper **Phone/Ext.:** 7690

Background and description of need or problem: The Clerk's Office received a petition for formation of a new special district and the Assessor's Office verified that there were sufficient signatures. The Board of Commissioners now needs to set a date and location for the first and only hearing, which must be between thirty and fifty days after the date the petition was filed, i.e. between November 14, 2013 and December 4, 2013. Counsel's Office suggests November 26, 2013 during the Board's regularly scheduled meeting. The Board also needs to order that the statutorily-required notices be given.

Funding Source: Costs will be charged to the special district if successfully formed, otherwise to the petitioner. Petitioner has made the required deposit with the Clerk.

Requested Action: Adopt Order #13-10-083L Setting Hearing

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

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- 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: *CA-JS*

TREASURER: *N/A*

BOC forwards signed Contract/Grant to: County Counsel

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1 BOARD OF COMMISSIONERS

2 COUNTY OF COOS

3 STATE OF OREGON

4 In the Matter of the Formation of the) ORDER SETTING
5 Country Club Estates Special Water) HEARING
6 District)
7)

13-10-083L

8 NOW BEFORE THE Board of Commissioners sitting for the
9 transaction of County business on the 29th day of October, 2013 is
10 the matter of a petition for formation of the Country Club Estates
11 Special Water District;

12 AND IT APPEARING to the Board this matter is before the Board
13 pursuant to a petition bearing Coos County Clerk #2013 SD 118,
14 submitted by chief petitioners William H. Murray, Christopher C.
15 Moore, and Jason Wilson, and filed by the County Clerk on October
16 10, 2013;

17 AND IT FURTHER APPEARING to the Board the petition seeks to
18 form a new special water district governed by ORS Chapter 553 (the
19 "Principal Act");

20 AND IT FURTHER APPEARING to the Board the petition was not
21 required to be approved by endorsement thereon by any agency
22 pursuant to the Principal Act, and that the petition is otherwise
23 sufficient under the Principal Act;

24 AND IT FURTHER APPEARING to the Board that, prior to
25 circulating the petition, the Chief Petitioners filed a
26 Prospective Petition and description of the boundaries of the
27 proposed district with the County Clerk;

28

1 AND IT FURTHER APPEARING to the Board that, prior to
2 circulating the petition, the Chief Petitioners completed an
3 economic feasibility statement that contains substantially all
4 information required by ORS 198.749;

5 AND IT FURTHER APPEARING to the Board the petition contains
6 substantially all information required by ORS 198.750;

7 AND IT FURTHER APPEARING to the Board the Coos County
8 Assessor's Office has certified that the petition contains the
9 qualified signatures required pursuant to ORS 198.755 to 198.770;

10 AND IT FURTHER APPEARING to the Board the petition proposes
11 that the services and function of the district will not require
12 tax revenues to support;

13 AND IT FURTHER APPEARING to the Board that a \$100 cash
14 deposit was paid by the Chief Petitioners and accompanied by the
15 form prescribed by the Secretary of State;

16 AND IT FURTHER APPEARING to the Board a public hearing must
17 be held in this matter between 30 and 50 days after the date of
18 filing in order to determine, in accordance with the criteria
19 prescribed by ORS 199.462, whether the area could be benefited by
20 the formation of the district, and to consider whether to alter
21 the boundaries set forth in the petition to either include or
22 exclude territory;

23 AND IT FURTHER APPEARING to the Board that notice of this
24 hearing should be posted in at least three (3) public places and
25 published by two (2) insertions in a newspaper of general
26 circulation within the proposed district, and the notice shall
27 state:
28

- 1 1. The purpose for which the district is to be formed;
- 2 2. The name and boundaries of the proposed district;
- 3 3. The time and place of the hearing on the petition;
- 4 4. That all interested persons may appear and be heard;

5 NOW, THEREFORE, IT IS HEREBY ORDERED that a public hearing on
6 the formation of the Country Club Estates Special Water District
7 will be held on the 26th day of November, 2013 at 9:30 a.m. in the
8 Owen Building in Coquille, Oregon;

9 AND IT IS FURTHER ORDERED that County Counsel shall cause the
10 required notices to be posted in at least three (3) public places
11 and published by two (2) insertions in a newspaper of general
12 circulation within the proposed district;

13 AND IT IS FURTHER ORDERED that the Coos County Planning
14 Department shall submit a report to County Counsel, prior to the
15 date of said hearing, indicating whether the proposed formation
16 would, based on the criteria in ORS 199.462, benefit the area of
17 the proposed district.

18 DATED this ____ day of _____, 2013.

19
20 BOARD OF COMMISSIONERS

21 _____
22 Chair

23 _____
24 Commissioner

25 _____
26 Commissioner

27 Approved as to form:

28 
Office of Legal Counsel

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Temporary Tower Site Lease

Department: BOC / Counsel

Requested Agenda Date: 10/29/13

Contact Person: Josh Soper

Phone/Ext.: 7690

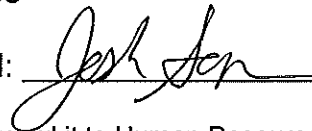
Background and description of need or problem: New Cingular Wireless wants to enter into a lease agreement with Coos County for the purpose of installing a temporary tower site.

Funding Source: N/A

Requested Action: Approve Temporary Tower Site Lease

Date: 10/25/13

Signature of Dept. Head: _____



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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: _____



TREASURER: _____

No Summary Form Attached



BOC only: Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Mosquito Control & Assessment Committee

Department: BOC

Requested Agenda Date: 10/29/13

Contact Person: Bob Main

Phone/Ext.: 7540

Background and description of need or problem: during the recent mosquito invasion in Bandon, the Board discussed forming a committee to help assess and control issues in the future. Attached is an outline of the committee.

Funding Source:

Requested Action:

Date:

Signature of Dept. Head:



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County Counsel _____

Treasurer _____

4D

Mosquito Control and Assessment Committee

Purpose:

To advise and suggest options to the Coos County Commissioners concerning the mosquito problem in Coos County.

Scope of the Mosquito Control and Assessment Committee:

1. Protect the public health and safety
2. Control the possible spread of disease
3. Protect agricultural products and commercial business
4. Assist with monitoring mosquito density levels
5. Investigate state or federal funding opportunities

Committee members of the Mosquito Control and Assessment Committee:

The committee will elect a Chairman, Vice-Chairman and Secretary and the term of office shall be for three years. The seven committee members not holding an office shall be appointed for a period of two years. All appointments shall be made by the Board of County Commissioners.

The committee will consist of ten citizens of Coos County and shall represent the following entities:

- | | |
|---|--|
| 2 from the cranberry growers | 1 from the organic produce community |
| 1 from Coos County Livestock Association | 1 from the Coos County Health Department |
| 1 from Or. Department of Fish and Wildlife | 1 from the U. S. Fish & Wildlife Service |
| 1 from Bandon Dunes / Wild Rivers Foundation | |
| 2 interested citizens, at large, that reside in Coos County | |