

REVISED AGENDA
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
September 30, 2014
8:30 A.M.

1. **EXECUTIVE SESSION under the authority of ORS 192.660**
 - A. (2)(d) Deliberations with Labor Negotiators
 - B. (2)(f) Information or Records Exempt from Public Inspection
 - C. (2)(e) Negotiating Real Property Transactions

2. **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. Tenmile Lake Water Improvement District- Tim Bishop
 - B. Request Approval of Agreement with Oregon Community Foundation & Authorize Chair to Sign- Health & Human Services (HHS)
 - C. Request Approval of Contract with De Paul Treatment Centers- HHS
 - D. Request Approval of Tower Site Lease Agreement with New Cingular Wireless- Land Agent
 - E. Request Approval of McCall Grazing Lease Renewal- Land Agent
 - F. Request Approval of Larkin Grazing Lease Renewal- Land Agent
 - G. Request Approval of Cascade Cattle Co. Lease Agreement- Land Agent
 - H. Request Approval to Purchase 10-12 Yd Dump Truck- Road
 - I. Request Award of 2014 Sitkum Lane Paving Project- Road
 - J. Request Approval of Temporary Gate Installation by Oregon State Parks- Road
 - K. Request Approval of Revision to Credit Card Policy- Treasurer/Tax
 - L. Request Approval of Agreement with Sheriff's Office Obligating Title III Funds- Treasurer/EM
 - M. Request Acceptance of Performance Grant & Authorize Chair to Sign- Emergency Management (EM)
 - N. Request Approval of Memorandum of Understanding with Coquille Indian Tribe for Emergency Response Team Gear- Sheriff
 - O. Request Acceptance of Dept of Land Conservation & Development Grant & Authorize Chair to Sign- Planning
 - P. Second Reading by Title of Proposed Ordinance & Adoption- County Counsel

4. **CONSENT CALENDAR- administrative matters not up for discussion**
 - A. **Approval of Minutes**
 - Road Advisory Committee- June 25, 2014
 - Administrative Services Workgroup- July 21, 2014
 - Health & Social Services Workgroup- July 21, 2014
 - Public Safety Workgroup- July 21, 2014

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.

Public Works Workgroup- July 21, 2014
Administrative Services Workgroup- August 26, 2014
Health & Social Services Workgroup- August 26, 2104
Public Safety Workgroup- August 26, 2014
Public Works Workgroup- August 26, 2014
Regular Meeting Minutes- September 16, 2014

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

Mascott Equipment Invoice #314042- Sheriff- \$5,325
Hough, MacAdam, Wartnik, Fisher & Gorman Invoice #795240- CCAT- \$6,651

C. Orders & Resolutions

Amended Resolution 14-09-120P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date
Resolution 14-09-125P, In the Matter of a Salary Adjustment Due to Certification for Sean Sanborn a Coos County Employee Effective September 1, 2014
Resolution 14-09-126P, In the Matter of Granting Salary Merit Step Increase for Jill Rolfe Effective September 1, 2014
Resolution 14-09-127P, In the Matter of Classifying and Placement of Troy May on the Regular Coos County Payroll Effective Her Hire Date
Order 14-09-064C, In the Matter of Appointing Joan Thompson to the Carlson-Primrose Special Road District Board

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

Purchase of 4 Computers- Community Corrections- \$4,030.36
Contract for Coping with Change Training- Human Resources- Not to exceed \$1,200
Strategic Planning Contract with DFM Consulting- HHS- \$17,002.56
Purchase of Color Copier/Scanner/Printer from Bay Area Copier & Maintenance Agreement- HHS- \$6,409
Contract with Reese Electric for Power & Network Cabling- HHS- \$3,969
ICC Funding for Flood Damaged Buyout Demolition Project- Sheriff/EM
Sales Agreement with Pitney Bowes for Postage Machine & Maintenance Agreement- Maintenance- \$14,582
Postage Meter Rental Agreement- Maintenance- \$840
Elevator Maintenance Contract Amendment- Maintenance- \$25 monthly increase & extension
Assistant County Counsel I/II Job Description & Pay Scale; Post/Advertise & Fill- County Counsel
Annual Advertising Contract with Lee Enterprises- County Counsel
PBS Amended Task Order #5.6- Pipeline/BOC- not to exceed \$49,500

E. Software Licenses/Maintenance Agreements (authorize Chair to sign where necessary)

Presidio Smartnet Maintenance Renewal- Information Technology- \$11,932.07

F. Cancellation & Reissuance of Checks

Check #175196, \$106.27; Check #35790, \$166.50; Check #35973, \$469.10; Check #36184, \$188.70; Check #35078, \$128.53

5. LATE AGENDA ITEMS

A. Request Approval of Lease Amendment with New Cingular Wireless- Land Agent

B. Request Approval of Dispatch Agreement with Charleston Rural Fire Dept- Sheriff

6. COMMISSIONERS REPORTS

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Executive Session Requested

Department: Counsel **Requested Agenda Date:** 9/30/2014

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

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

- ORS 192.660(2)(d) – to conduct deliberations with persons designated by the governing body to carry on labor negotiations
- ORS 192.660(2)(e) – to negotiate real property transactions
- ORS 192.660(2)(f) – to consider information or records that are exempt by law from public inspection

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

Date: 9/26/14

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: JS _____

BOC forwards signed Contract/Grant to: n/a

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Temporary Tower Site Renewal –New Cingular Wireless PCS, LLC

Department: Land Agent

Requested Agenda Date: 9/30/14

Contact Person: Kathy Hathaway

Phone/Ext.: 7750

Background and description of need or problem: New Cingular Wireless PCS, LLC (more commonly known as AT&T) has a lease agreement with Coos County dated October 29, 2013 for a "Cell on Wheels". This lease expires on November 1, 2014 and New Cingular Wireless is asking for a renewal for an additional 12 months. This "Cell on Wheels" will eventually be replaced with a permanent structure. All terms of the original lease will remain in effect with a monthly lease fee of \$600/month.

Funding Source: N/A

Requested Action: Request approval of the attached lease amendment with New Cingular Wireless PCS, LLC.

Date: 9-16-14

Signature of Dept. Head: Kathy Hathaway

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: *og*

TREASURER: *og*

HUMAN RESOURCES: _____

BOC forwards signed Contract/Grant to: Land Agent, Kathy Hathaway

Commissioners Initials to Place on Agenda ONLY: _____

5A

CONTRACT / GRANT SUMMARY FORM

Clerk's File C&A No.: _____ (complete after filed with Clerk) Internal Contract/Agreement or Grant No.: _____

Name/Agency Name and Address: LESSEE: New Cingular Wireless PCS, LLC, 575 Morosgo Dr. NE Ste. 13-F West Tower, Atlanta, GA 30324

Contact Person: Geri Roper, Area Mgr. Phone No. _____

Amount of Contract/Grant Award: \$ 600.00/Month

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

Start Date: 11/1/14 End Date: 10/31/15

County Department and Employee Responsible for Performance: Land Agent, Kathy Hathaway

Description: Extend lease for temporary tower site on Boutin Lookout Tract; subordinate in use to BiCoastal CB,LLC, Coos County Radio Club and ARES/RACES.

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:

- | | |
|---|--|
| <input type="checkbox"/> Under \$5000 | <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 type="checkbox"/> Contract with Public Agency | <input checked="" type="checkbox"/> Other <u>Lease of land</u> |

Public Improvement – If Not Using Bid, Mark Exemption:

- | | |
|--|---|
| <input type="checkbox"/> Under \$5000 | <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: 

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: DISPATCH SERVICES AGREEMENT

Department: Sheriff's Office - Dispatch

Requested Agenda Date: 9/30/14

Contact Person: Sgt. Pat Downing

Phone/Ext.: 7811

Background and description of need or problem: Dispatch Services Agreement for FY 14-15: Charleston Rural Fire Department (\$2,534.52).

Funding Source: Revenue to Line Item # 342.01-02

Requested Action: Board review, approval and signature.

Date:

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: CB

TREASURER: B

HUMAN RESOURCES: _____

BOC forwards signed Contract/Grant to: Jackie McDaniel, Sheriff's Office



CONTRACT / GRANT SUMMARY FORM

Clerk's File C&A No.: _____ (complete after filed with Clerk) Internal Contract/Agreement or Grant No.: _____

Name/Agency Name and Address: Charleston Rural Fire Department

Contact Person: Chief Micheal Sneddon Phone No. (541) 888-3268

Amount of Contract/Grant Award: \$ 2,534.52

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

Start Date: July 1, 2014 End Date: June 30, 2015

County Department and Employee Responsible for Performance: Coos County Sheriff's Office; 250 N. Baxter Str., Coquille, OR 97423; Sgt. Pat Downing (541) 396-7811

Description: Dispatch Services Agreement

FINANCIAL INFORMATION

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

*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:

- | | |
|---|--|
| <input type="checkbox"/> Under \$5000 | <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 type="checkbox"/> Contract with Public Agency | <input type="checkbox"/> Other _____ |

Public Improvement - If Not Using Bid, Mark Exemption:

- | | |
|--|---|
| <input type="checkbox"/> Under \$5000 | <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: *CS*