

REVISED AGENDA
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
April 16, 2019
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
- C. (2)(n)(C)(ii)- Discussion on Information to Review or Approval Security Programs

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. **PUBLIC HEARING**

- A. Formation of a County-Wide Transportation District

4. **DEPARTMENT HEADS**

- A. Request Approval of Contract with Tony Donato- Coos Health & Wellness (CHW)
- B. Request Approval of Contract with Tony Dicenzo- CHW
- C. Request Approval of Contract Modification with North Bend Medical Center- CHW
- D. Request Approval of Job Description/ Advertise & Fill Position of Older Adult MH Manager- CHW
- E. Request Approval to Declare Vehicle as Surplus & Add to Auction- CHW
- F. Request Approval of Task Order #19.6 with PBS Engineering for Bridge Mitigation Monitoring- Road
- G. Request Approval to Hire at Step 4- Road
- H. Request Approval to Purchase Foam Filled Tires for Loader- Solid Waste
- I. Request Approval of Quotes for Tear Down of Tax Foreclosed Properties- Land Agent
- J. Request Approval to Purchase Server- Information Technology (IT)
- K. Request Approval of Resolution for CAFFA Grant Application- Finance/Tax
- L. Request Approval of MOU with Coquille Indian Tribe & Authorize Chair to Sign- County Counsel/BOC
- M. Request Approval of Job Description/ Advertise & Fill Position of Legal Assistant/Legal Office Manager- County Counsel

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

- A. **Approval of Minutes**
Executive Session (2)(e) Real Property Transactions- March 13, 2019
Joint Workgroup Minutes- March 26, 2019
Regular Meeting Minutes- April 2, 2019
- B. **Ratification of All Routine Expenditures, Tax Overpayments and Adjustments and Transfer of Funds Within the Budget**
Transfer of Appropriation Within Department- Juvenile- vehicle expenses

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.

C. Orders & Resolutions

- Order 19-04-027C, In the Matter of Reappointing Members to the Baker-Riverton Special Road District
- Order 19-04-028C, In the Matter of Appointing Monica Branham to the Baker-Riverton Special Road District
- Order 19-04-029C, In the Matter of Appointing Members to the Coos Ranchette Road District
- Resolution 19-04-053P, In the Matter of Budget Line Item Cost Split for CHW Lead Staff Accountant Retroactive to March 1, 2019
- Resolution 19-04-054P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date
- Resolution 19-04-055P, In the Matter of Granting Salary Merit Step Increases for Various Employees Effective April 1, 2019
- Resolution 19-04-056P, In the Matter of Granting Salary Merit Step Increase for Andrew Kilmer Retroactive to March 1, 2019

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

- Contract with Ocean View Enterprises- CHW- assessment services
- Contract Amendment #153119-7 with State of Oregon- CHW- reorganizing monies
- IGA #154106 Amendment #12 with State of Oregon- CHW- program element language
- Agreement with Alliance/Connect Lead- CHW- training & technical assistance
- Agreement with Southern Oregon Medical Assistants- CHW- MA apprenticeship program

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

- Server Maintenance Agreement with Dell- IT- 1-year renewal

6. LATE AGENDA ITEMS

- A. Discussion re: Tobacco Retail Licensing- CHW
- B. Request Approval of Contract Amendment for Herbicide Cost Share Program- Planning/Weed Board
- C. Request Award of Contract for Audit Services- Finance

7. GOVERNING BODIES

- A. Library Service District**
Request Award of Contract for Audit Services
- B. 4H & Extension Service District**
Request Award of Contract for Audit Services
- C. CCAT**
Request Award of Contract for Audit Services

8. COMMISSIONERS REPORTS

BOC only: Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Executive Session Requested

Department: Counsel **Requested Agenda Date:** 4/16/2019

Contact Person: Nathaniel Johnson **Phone/Ext.:** 7690

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

- ORS 192.660(2)(n)(C)(ii) – to discuss information about review or approval of security programs.

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

Date: 4/15/19

Signature of Dept. Head: Nathaniel Johnson

Departments Affected:

COUNSEL: NJ

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Tobacco Retail Licensing

Department: Coos Health & Wellness

Requested Agenda Date: 4/16/2019

Contact Person: Mike Rowley

Phone/Ext.: 541-266-6778

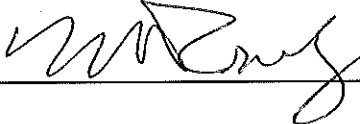
Background and description of need or problem: Tobacco is Coos County's number one cause of preventable death. We spend nearly 24 million dollars on medical care for tobacco related illness. But the tobacco industry spends their money in retail outlets where tobacco product are sold, using marketing and promotions to persuade adults to continue smoking and encourage youth to start. Tobacco retail licensing is an effective way to prevent youth from accessing tobacco products and support adults who choose to quit tobacco.

No County General Funds will be used for this contract.

Funding Source: n/a

Requested Action: Discussion of implementing a tobacco retail license policy/ordnance in Coos County.

Date: 04/09/2019

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: *NT*

Treasurer: *MS*

Human Resources: _____

BOC only: Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Amendment to Contract for Providing and Distributing Herbicides

Department: Coos County **Requested Agenda Date:** April 16, 2019
 Noxious Weed Advisory Board

Contact Person: Jill Rolfe, Planning Director, Board member of the Noxious Weed Board

Phone/Ext.: 7770

Background and description of need or problem:
 The Coos County Noxious Weed Advisory Board has money in the budget to have the costshare event but needs to amend the contract to allow purchase of herbicides. The applications for the event are available on the website and in the Planning Department or the OSU Extension Office.

Funding Source: Noxious Weed Advisory Board

Requested Action: Approval of Amended Contract

Date: April 12, 2019 Signature of Dept. Head: Jill Rolfe

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 reviewed prior
NJ/s/dd

Treasurer MS

Human Resources NK

WB

CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: _____ (complete after filed with Clerk) Contract/Agreement/Grant No.: _____
 Name/Agency Name and Address: Nutrien Ag Solutions, Inc. (f/k/a Crop Production Services, Inc.); 205 Tsugawa Ct., Woodland, WA 98674

Contact Person: Dennis Capper Phone No. 360.605.6230

Amount of Contract/Grant Award: \$ depends on amounts of orders by applicants; estimate NTE \$30,000

Payment Terms: upon receipt of invoice lump sum paid w/in 30 days (state lump sum or amount and time of payments)

Start Date: ^{date signed} 4/16/2019 End Date: August 19, 2019

County Department and Employee Responsible for Performance: Noxious Weed Advisory Bd./Jill Rolfe, Secretary/Treas

Description: Amendment to allow again this July/Aug. purchase of herbicides/Surfactants to provide to cost share applicants

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: Type of Contract:
 Bid None New (complete sections below)
 Quote Other _____ 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 _____
 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 Counselor [Signature]

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Award Contract for Annual Audit Services

Department: Finance

Requested Agenda Date: 4/16/19

Contact Person: Megan Simms

Phone/Ext.: 7730

Background and description of need or problem: Proposals were solicited from qualified providers to conduct the annual audits of accounts and fiscal affairs of Coos County, the Library Service District, the 4-H & Extension Service District, the Area Transit Service District and financial assurances for the Coos County Solid Waste Department. We received two proposals and are requesting the contract be awarded to the lowest responsible proposer, Isler CPA of Eugene. Once awarded, Counsel's office will prepare the contract.

Funding Source: General Fund, Library Service District Fund, 4H & Extension Service District Fund, and CCAT

Requested Action: Award the contract for audit services to Isler CPA for the County and 3 service Districts.

Date: 4/11/19

Signature of Dept. Head: Megan Simms

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Departments Affected:

COUNSEL: [Signature]

TREASURER: [Signature]

6C
7A
7B
7C

Isler CPA

Audit Cost

Audits of Coos County

Fiscal Year 2018– 2019 \$ 50,000

Fiscal Year 2019 – 2020 \$ 50,000

Fiscal Year 2020 – 2021 \$ 51,000

~~/\$151,000~~

Audits of Coos County Library Service District

Fiscal Year 2018– 2019 \$ 5,000

Fiscal Year 2019 – 2020 \$ 5,000

Fiscal Year 2020 – 2021 \$ 5,100

~~/\$15,100~~

Audits of Coos County 4H and Extension Service District

Fiscal Year 2018– 2019 \$ 5,000

Fiscal Year 2019 – 2020 \$ 5,000

Fiscal Year 2020 – 2021 \$ 5,100

~~/\$15,100~~

Audits of Coos County Area Transit Service District

Fiscal Year 2018– 2019 \$ 5,000

Fiscal Year 2019 – 2020 \$ 5,000

Fiscal Year 2020 – 2021 \$ 5,100

~~/\$15,100~~

Financial Assurance for the Solid Waste Department

Fiscal Year 2018– 2019 \$ 1,000

Fiscal Year 2019 – 2020 \$ 1,000

Fiscal Year 2020 – 2021 \$ 1,000

~~/\$3,000~~

Total \$199,300