

REVISED AGENDA
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
March 6, 2014
12:30 P.M.

1. **EXECUTIVE SESSION**

- A. (2)(d) Labor Negotiations
- B. (2)(e) real Property Transactions
- C. (2)(f) Records Exempt from Public Inspection
- D. (2)(h) Consultation with Counsel
- E. (2)(b) Discipline of a Public Officer or Employee

PLEDGE OF ALLEGIANCE

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

3. **LIBRARY SERVICE GOVERNING BODY**

- A. Request Support for the Relocation of the Extended Services Office

4. **DEPARTMENT HEADS**

- A. Presentation of Community Health Improvement Plan- Health & Human Services (HHS)
- B. Request Acceptance of Coquille Indian Tribe Community Fund Grant- HHS
- C. Request Approval to Increase Cash Drawer- Solid Waste
- D. Request Approval to Declare Equipment as Surplus Property- Solid Waste
- E. Request Award of Timber Sale Contracts- Forestry
- F. Request Approval to Advertise & Fill Parole & Probation Officer I Position- Community Corrections
- G. Request Approval of Modification #3 to BLM Contract- Sheriff
- H. Request Approval to Purchase Used Vehicles- Sheriff
- I. Request Approval of Resolution Declaring Drought Emergency- Sheriff/Emergency Management
- J. Discussion re: Medical Marijuana Dispensaries- BOC/County Counsel

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

A. **Approval of Minutes**

- Public Safety Workgroup- January 27, 2014
- Public Works Workgroup- January 27, 2014
- Health & Human Services Workgroup- January 27, 2014
- Administrative Services Workgroup- January 27, 2014
- Regular Meeting Minutes- February 4, 2014
- Regular Meeting Minutes- February 18, 2014

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

- PBS Engineering Invoices (2)- pipeline- total \$14,216.52

C. **Orders & Resolutions**

- Ratification of Order 14-02-012C, In the Matter of Making Appointments to the Vector Assessment & Control Advisory Committee

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 14-03-016P, 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)

Personal Services Contract with Mike Lehman- County Counsel/BOC

Purchase of Pallet of Copy Paper- Maintenance- \$1024.80

Contract for Boiler Maintenance- Maintenance- \$4280.00

E. Software Licenses/Maintenance Agreements

DotNet Nuke License Subscription & Ratification of Director's Signature- Information Technology

Solar Winds Maintenance Renewal- Information Technology

6. LATE AGENDA ITEMS

A. Request Approval of Contract with AmeriCorps & Authorize Chair to Sign- HHS

B. Request Approval of Resolution Amending Public Contracting Rules- County Counsel/ BOC

C. Request Approval of Resolution Creating Reserve Fund for Building Construction, Repair & Maintenance- County Counsel/ BOC

D. Request Approval to Use Room 216 for Law Library & Court Facilitator- County Counsel/State Courts

7. COMMISSIONERS REPORTS

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Contract with AmeriCorps

Department: Health & Human Services

Requested Agenda Date: 3/4/14

Contact Person: Ginger Swan

Phone/Ext.: 541-751-2547

Background and description of need or problem: This contract allows an AmeriCorps VISTA Member to be employed at Coos County in the Public Health program for one year. AmeriCorps pays the salary and the Public Health program only needs to pay \$2,500 towards the funding.

Funding Source: 005-1100-444.33-05

Requested Action: Approve contract with AmeriCorps and authorize Chair to sign

Date: 02/18/2014

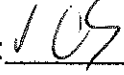
Signature of Dept. Head: 

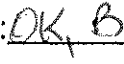
If this is a Human Resources issue, forward to the Treasurer who will forward it to Human Resources. For all other matters, forward the document to Counsel **no later than the Monday prior to the Agenda deadline.** Counsel will forward to Treasurer.

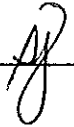
If this is a contract or grant:

- 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: Return both to Carrie McKim, Mental Health

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: OHA-OR Public Health Div, 800 NE Oregon St, SE 465B, Portland, OR 97232

Contact Person: Eric Gebbie Phone No. eric.n.gebbie@state.or.us

Amount of Contract/Grant Award: \$ 2,500

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

Start Date: 04/21/2014 End Date: 04/21/2015

County Department and Employee Responsible for Performance: Public Health, Nikki Zogg, Director

Description: This contract allows an AmeriCorps VISTA Member to be employed at CCPH for one year.

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:

- Under \$5000
- Under \$50,000 for Quotes
- Under \$150,000 & Approval from Board for Quotes
- Sole Source
- Contract with Public Agency
- Equipment Maintenance
- Office Supplies
- Used Vehicles
- State Purchasing
- Other _____

Public Improvement - If Not Using Bid, Mark Exemption:

- Under \$5000
- Under \$50,000 for Quotes
- Under \$100,000 & Not a Transportation Project for Quotes
- Alternative Contracting Method Approved by Board
- Other _____

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 _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Approve Resolution 14-02-019L – Amending Public Contracting Rules

Department: BOC / Counsel

Requested Agenda Date: 3/6/2014

Contact Person: Josh Soper

Phone/Ext.: 7690

Background and description of need or problem: Due to the nature of SCINTS work, concerns have arisen regarding making certain purchases public. Amending the public contracting rules to delegate SCINT certain purchasing authority would resolve this issue. To amend the contracting rules, the Board must approve Resolution 14-02-019L

Funding Source: NA

Requested Action: Approve and Sign Resolution 14-02-019L

Date: 2/28/2014


Signature of Dept. Head: 

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Departments Affected:

COUNSEL: ✓ 

TREASURER: NA



BOARD OF COMMISSIONERS

COUNTY OF COOS

STATE OF OREGON

In the Matter of Amending the Public)	RESOLUTION AMENDING
Contracting Rules)	PUBLIC CONTRACTING
)	RULES
)	14-02-019L

NOW BEFORE THE Board of Commissioners sitting for the transaction of County business on the 6th day of March, 2014, is the matter of amending the Public Contracting Rules;

WHEREAS, the Board of Commissioners is the local Contract Review Board pursuant to ORS 279A.075 and the Board of Commissioners may adopt and amend Public Contracting Rules pursuant to Coos County Code Section 01.03.020;

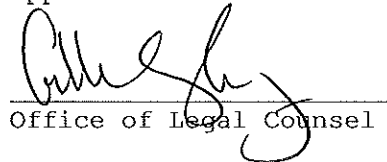
WHEREAS, the Board of Commissioners desire to amend the Public Contracting Rules in regards to the South Coast Interagency Narcotics Team's purchasing authority;

NOW, THEREFORE, IT IS HEREBY ORDERED that the Coos County Public Contracting Rules shall be amended as attached in Exhibit "A" and incorporated herein by this reference.

Dated this _____ day of _____, 2014.

BOARD OF COMMISSIONERS

Approved as to form:


Office of Legal Counsel

Chair

Commissioner

Commissioner

- (b) Polygraph testing for sex offenders;
 - (c) Contracts for a Medical Director at Coos County Correctional Treatment Center;
 - (d) Contracts between THE House for parolee and probation housing;
 - (e) Contracts between VPC Incorporated for renting and leasing;
 - (f) Contracts between Bay Area Enterprises for janitorial services;
 - (g) Contracts between Redwood Toxicology for parole and probation drug testing;
 - (h) Contracts between Savin Copier;
 - (i) Behavioral interventions;
 - (j) Electronic monitoring;
 - (k) 24-hour answering service;
 - (l) Hiring of temporary help to assist with treatment at Coos County Correctional Treatment Center;
 - (m) Ongoing routine office supplies in an amount not to exceed \$500 monthly.
- (2) The Community Corrections Director is delegated authority to be reimbursed for expenses relating to Directors meetings and Southern Oregon Directors Meetings.
 - (3) The Community Corrections Alcohol and Drug staff is delegated authority to be reimbursed for expenses relating to trainings to maintain their credentials and enhancing their skills.
 - (4) The Parole and Probations Officers are delegated authority to be reimbursed for expenses relating to trainings for certification, maintaining certification, and enhancing their skills.

10.061 South Coast Interagency Narcotics Team (SCINT)

The SCINT Director is delegated authority to purchase Goods and Services up to \$15,000 with their Board Liaison's approval, subject to previous review by County Counsel to ensure compliance with Public Contracting Laws.

AMENDMENTS AND MISTAKES

10.080 Contract Amendments

- (1) Any Contract amendment for additional work without the Competitive Process subject to the following conditions:
 - (a) The original Contract was let by the Competitive Process and imposes a binding obligation on the parties covering the terms and conditions of the additional work resulting in cost increase; or
 - (b) If the amendment has the effect of creating a new Contract, the amount of the aggregate cost increase resulting from all amendments shall not exceed ten (10%) percent of the initial Contract, or twenty (20%) percent of the initial Contract when the initial Contract is for a face amount not exceeding \$100,000 and is for the remodeling, repair, or rehabilitation of a building or buildings. Amendments

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Approve Resolution 14-02-15L – Creating Reserve Fund for Building Construction, Repair and Maintenance

Department: BOC / Counsel

Requested Agenda Date: 3/6/14

Contact Person: Josh Soper

Phone/Ext.: 7690

Background and description of need or problem: The Board of Commissioners desires to create a reserve fund for building construction, repair and maintenance, and place \$100,000 into the reserve fund. To do so, the Board must approve Resolution 14-02-15L

Funding Source: NA

Requested Action: Approve and Sign Resolution 14-02-15L

Date: 3/28/2014

Signature of Dept. Head: Josh Soper

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Departments Affected:

COUNSEL: CS

TREASURER: Already approved

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1 BOARD OF COMMISSIONERS

2 COUNTY OF COOS

3 STATE OF OREGON

4
5 In the Matter of Creating a Reserve Fund for Building) RESOLUTION
6 Construction, Repair and Maintenance) 14-02-15L
7)

8 NOW BEFORE THE Board of Commissioners sitting for the transaction of County
9 business on the 6th day of March, 2014 is the matter of creating a reserve fund;

10 WHEREAS, Oregon Revised Statute 294.346 provides that a governing body, by
11 resolution, may establish one or more reserved funds without submitting the question of
12 establishing the reserve fund to a vote of the electors;

13 WHEREAS, the Board of Commissioners, the governing body for Coos County, desire to
14 create such a reserve funds for the purpose of building construction, repair and maintenance
15 (hereinafter collectively referred to as "Building Operations");

16
17 NOW, THEREFORE, IT IS HEREBY RESOLVED that a reserve fund is hereby created
18 for the purpose of Building Operations.

19 IT IS FURTHER RESOLVED that the amount of one hundred thousand (\$100,000)
20 dollars is to be placed into the reserve fund.

21 IT IS FURTHER RESOLVED, that if, at any time in the future, it is determined by the
22 Board of Commissioners that the reserve fund is no longer needed, any remaining reserve funds
23 shall be allocated to the County General Fund.

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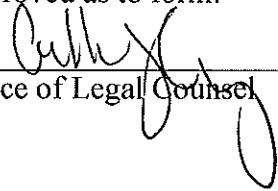
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Dated this _____ day of _____, 2014.

BOARD OF COMMISSIONERS

Approved as to form:



Office of Legal Counsel

Chair

Commissioner

Commissioner

BOC only: Consent Agenda _____ Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Use of Courthouse Room 216 for Law Library and Court Facilitator

Department: State Courts / Counsel

Requested Agenda Date: 3/6/14

Contact Person: Josh Soper

Phone/Ext.: 7690

Background and description of need or problem: Room 216 in the Courthouse, which was previously used as the office for the Commission on Children and Families, is currently vacant. State Courts has hired a Court Facilitator and needs an office location for that position. Counsel's Office is also looking for a more accessible and visible location for an electronic research terminal for the Coos County Law Library, as well as a location to store the library's more frequently used hard copy resources. Both State Courts and Counsel's Office believe that Room 216 would meet their needs, that their needs are compatible with sharing a space, and that space sharing will in fact be mutually beneficial.

Funding Source: N/A

Requested Action: Approve use of Courthouse Room 216 for Law Library and Court Facilitator

Date: 3/4/14

Signature of Dept. Head: _____

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Departments Affected:

COUNSEL: _____

TREASURER: N/A _____

HUMAN RESOURCES: N/A _____

Forward Signed Contract/Grant to: N/A