

REVISED AGENDA
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
August 27, 2013
8:00 A.M.

1. **EXECUTIVE SESSION**

- A. (2)(d) Labor Negotiations
- B. (2)(e) Real Property Transactions
- C. (2)(f) Information or Records Exempt from Public Inspection

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. Request Approval to Purchase Copier & Maintenance Agreement- Forestry
- B. Request Award of Contract for Forest Labor- Forestry
- C. Request Approval of Quote for Horizontal Boring at Powers Park- Parks
- D. Request Approval to Temporarily Lease Office Space- Road
- E. Request Approval to Advertise & Fill Fleet Service III Position- Road
- F. Request Approval of Amendment to IGA with Oregon Youth Authority- Juvenile
- G. Request Approval to Advertise & Fill Parole/Probation Officer I Position- Community Corrections
- H. Request Approval Job Descriptions for Legal Secretary I, II & III- District Attorney CANCELED
- I. Request Approval to Post & Fill Legal Secretary III Positions- District Attorney CANCELED
- J. Request Approval to Fill Office Manager Position at Step 2- SCINT
- K. Request Approval of Acquisition of Property- Sheriff/Emergency Management
- L. Request Approval of Homeland Security Grant Amendment- Sheriff/Emergency Management
- M. Request to Make Appointments to Citizen Advisory Committee- Planning
- N. Request Approval of Contract with Carolyn Potts-Metzker- Mental Health
- O. Request Approval to Renew Contract with ADAPT- Mental Health
- P. Discussion re: Mosquito Problem in Bandon- Public Health
- Q. Discussion re: Letter to Senator Wyden re: Coos Bay Wagon Road Lands- County Counsel
- R. Discussion re: Implementation of Recommendations from Interdepartmental Work Group Committee- County Counsel

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.

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

A. **Approval of Minutes**

Regular Meeting Minutes- July 30, 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/Jail- vehicle outfitting
Right-of-Way Associates Invoice #20040-073113-127- Pipeline- \$252
Purchase of AP Checks from Relyco- Admin Services- \$1,545

C. **Orders & Resolutions**

Amended Assessment Lien (LID) Order 13-02-019L, In the Matter Setting Assessments for Bayway Road/Mallard Lane Local Improvement District, Coos County, Oregon

Order 13-08-071C, In the Matter of Appointing Paula Reis to the Coos County Cultural Coalition

Amended Resolution 13-07-093P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date

Resolution 13-08-096P, In the Matter of Filling a Vacant Position Effective August 19, 2013

Resolution 13-08-097P, In the Matter of a Longevity Increase for Sally Baird-Scott Effective August 1, 2013

Resolution 13-08-098P, In the Matter of a Longevity Increase for Lauren Parrish Effective August 1, 2013

Resolution 13-08-099P, In the Matter of a Personnel Transfer for Desiree McLaughlin-Garcia Within the Sheriff's Office Effective August 1, 2013

Resolution 13-08-100P, In the Matter of a Salary Adjustment Due to 5% Stipend for Chris Webley Effective August 20, 2013

Resolution 13-08-101P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date

Resolution 13-08-102P, In the Matter of Granting Salary Merit Step Increase for Coos County Employees Retroactive to July 1, 2013

Resolution 13-08-103P, In the Matter of Granting Salary Merit Step Increases for Various Coos County Employees Effective August 1, 2013

D. **Items Previously Approved (authorize Chairman to Sign where necessary)**

Amendment #16-18 to State IGA #134306 & Ratify Director's Signature- Mental Health

Homeland Security Grant #12-103 Amendment- Emergency Management

Equitable Sharing Agreement & Certification- SCINT

Award of Contract for Boiler Pipe Replacement to Commercial Air- Maintenance

Renewal of State Purchasing Contract- Maintenance

Liquor License Application (change of ownership) for Homestead Bar & Grill

5. **LATE AGENDA ITEMS**

A. Request Approval to Advertise/Post & Fill MHS II Position #68- Mental Health

B. Request Approval to Change Electronic Health Record System- Mental Health

C. Request Approval of Agreement with Oregon Community Foundation- Public Health

D. Request Approval of Contract with Brim Aviation & Adoption of Sole Source Findings- SCINT

6. **COMMISSIONERS REPORTS**

" 25/16

| |
|-----------------------------------|
| BOC only: Consent Agenda _____ |
| Regular Agenda _____ |

AGENDA ITEM COVERSHEET

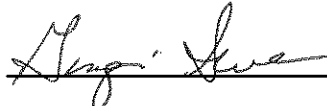
Agenda Item Title: Request to post and advertise until filled MHSII position #68
Department: Mental Health Department **Requested Agenda Date:** 08/27/2013
Contact Person: Ginger Swan **Phone/Ext.:** 541-751-2547

Background and description of need or problem: Due to the resignation of staff the Department needs to fill a 1 FTE MHSII in the Adult Out Patient Department. This position provides a variety of clinical functions including individual therapy, family therapy, case management and other mandated services for mental health clients. The remaining Department staff will not be able to absorb the caseload of this position. We would also like to pull from the applicant pool already established for the MHS II.

No County General Funds will be used for this contract.

Funding Source: 021-1302-444.10-01


Requested Action: Approve request to post & advertise until filled MHSII position #68 and allow CCMH to draw from applicant pool.


Date: 08/14/2013 **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: n/a

5A

DESCRIPTION OF POSITION

Revision: 7/19/2005

| | | | |
|----|---|---|--|
| 1. | Classification Title: Mental Health Specialist II | | |
| 2. | Working Title: Clinical Case Manager | | |
| 3. | Department: Mental Health | | |
| 4. | Position Is: | Full Time <input checked="" type="checkbox"/> | Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> |
| | | Seasonal <input type="checkbox"/> | Other _____ |
| | Excluded from Bargaining Unit? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | |
| | Eligible for Overtime? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | |
| 5. | What is the purpose of this position? To provide mental health services to adults as assigned. | | |
| 6. | Essential functions of position. (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position. The specific functions of an MHSII position will be assigned based on which clinical program the position is working in. The functions of this position classification include, but are not limited to: <ol style="list-style-type: none">1. May be assigned to provide direct services including individual, group and family therapy as indicated by treatment plan. May be assigned to provide case management and other necessary services.2. May be assigned to provide supervision and case management for individuals in the county under the Psychiatric Security Review Board (PSRB).3. Provide support, counseling and education to consumers to assist them in achieving their recovery goals. Maintain strength-based approach. Assist consumers in accessing available benefits and services.4. Implement approaches that utilize and enhance consumers' natural supports.5. Utilize motivational interviewing and provide stage appropriate interventions.6. Continuously evaluate health and safety issues and implement appropriate crises planning. Assist consumers in self-directing a crises plan. Provide crisis intervention and stabilization.7. Coordinate service plans with involved family, caregivers, medical, psychiatric and other providers. Provide mental health consultation and patient consultation to other health care or social professionals.8. Maintain all applicable professional, legal and ethical standards, including confidentiality, dual relations, and informed consent.9. Provide clinical documentation, reports, and records to meet State, Federal, Regional and departmental standards and requirements. Includes, but not limited to:<ol style="list-style-type: none">a. Clinical formulations that clearly direct treatment considerations and focus.b. Clear documentation for psychosocial and diagnostic assessments.c. Recovery oriented treatment plans with objective, measurable objectives.d. Clear, organized, timely progress notes.10. Represent the comprehensive mental health program to the community and promote the interest and education of the community in mental health.11. Learn/utilize computer medical record system including use of newer office technologies.12. Maintain productivity standards set by departmental policy. <ol style="list-style-type: none">13. May be assigned to carry a specialized workload of more complicated situations, or assigned | | |

DESCRIPTION OF POSITION

| | |
|-----|--|
| | <p>to work in specific mental health areas such as comprehensive psychosocial and diagnostic assessments and preparing treatment plans; providing brief or ongoing therapy; participating in crisis team responses; conducting diagnostic examinations and making recommendations to the court; completing civil commitment services.</p> <p>14. May provide in-service training for staff and other professional disciplines.</p> <p>15. May provide support to community groups and organizations enhancing consumer recovery.</p> |
| 7. | <p>List the minor duties assigned to this position.</p> <ol style="list-style-type: none"> 1. Work effectively within a multidisciplinary team. 2. Attend staff meetings, community agency meetings as needed. 3. Participate in skills trainings/updates. 4. Complete other assignments and tasks as directed by supervisor and/or Director. |
| 8. | <p>Working conditions of position.</p> <p>Typical office setting, 8:00am - 5:00pm, Mon-Fri. Frequent travel required within the county and infrequent travel within the State.</p> |
| 9. | <p>List required special skills, licenses, certificates, etc.</p> <p>Must be a Qualified Mental Health Professional or eligible; master's degree in social work, psychology, counseling, or other mental health related field; or Bachelors' in nursing or occupational therapy w/license and experience.</p> <p>Thorough knowledge of the techniques and principles of psychological, behavioral, and social disorders and the application of psychological treatment to these disorders; skill in dealing with the mentally ill and their families; skill in dealing with the public in advocating for the mentally and emotionally disturbed; ability to develop cooperative relationships with families, physicians, agency personnel and executives and public officials; ability to take part in diagnostic and treatment planning conferences; ability to prepare concise and complete reports and patient records; ability to participate in social planning and to carry out recommendations and directives.</p> <p>Prefer at least two years postgraduate experience providing clinical mental health services. CADAC, bi-lingual a plus.</p> <p>Must have good time-management skills; ability to prioritize tasks in a fast-paced environment; and good clinical writing/composition skills.</p> <p>Must be able to accept supervision and adhere to County and Department policies. Must be able to establish and maintain harmonious working relationships with other employees, maintain a positive attitude and represent the County and the Department in the community in a positive manner.</p> |
| 10. | <p>Is operation of motor vehicle required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> |
| 11. | <p>List equipment, tools, and machines used in performance of duties.</p> <p>Basic computer skills, tape recorder or dictation device, copy machine, fax, telephone.</p> |

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Request approval to change Electronic Health Record to Software as a Service model.

Department: Mental Health

Requested Agenda Date: 8/27/2013

Contact Person: Ginger Swan

Phone/Ext.: 541-751-2547

Background and description of need or problem: The Department has 3 servers that are necessary for the functionality of our Electronic Health Record for in-house clinicians as well as remote access for clinicians working at satellite offices. The servers require regular maintenance and upgrades by IT staff. Additionally, at least every 5 years they need to be replaced to keep up with technological changes.

The industry is moving to a new software model known as Software as a Service or SaaS. By changing to the SaaS model we will no longer have to maintain any hardware or software, only an internet connection. We will still be accessing and using our current Electronic Health Record but the database will now be established online. The only cost associated with switching to SaaS is the annual cost of the licenses needed.

Currently 2 of our 3 servers need to be replaced. We need to change to the SaaS model now or replace both servers at an estimated cost of \$10,000 each. By changing to the SaaS model we will reduce staff time for server maintenance and upgrades. Also, this will help facilitate the migration to the county network since this will allow easy access to our EHR from the county network without any additional work.

No County General Funds will be used for this contract.

Funding Source: 021-1300-441.36-01

Requested Action: Approve changing Electronic Health Record to SaaS model. and authorize Chair to sign.

Date: 07/18/2013

Signature of Dept. Head: Ginger Swan

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: CS

TREASURER: OK, B

HUMAN RESOURCES: N/A

BOC forwards signed Contract/Grant to:

Return to Mental Health

5B

CONTRACT / GRANT SUMMARY FORM

Clerk's File C&A No.: _____ (complete after filed with Clerk) Internal Contract/Agreement or Grant No.: 1302-OHP13-14

Name/Agency Name and Address: The Echo Group, 15 Washington St, Conway NH 03818

Contact Person: Tom Merrill Phone No. 800-635-8209 x1637

Amount of Contract/Grant Award: \$ About 51,840

Payment Terms: About \$17,280 per year (state lump sum or amount and time of payments)

Start Date: TBD End Date: 36 months after service starts

County Department and Employee Responsible for Performance: Mental Health, David Geels, Director

Description: This agreement is for changing to a Software as a Service SaaS model.

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 sole source
 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: CG

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Request approval of agreement between Coos County and Oregon Community Foundation for the Ready to Smile Program.

Department: Public Health

Requested Agenda Date: ^{8/27} 07/30/2013

Contact Person: Ginger Swan

Phone/Ext.: 541-751-2547

Background and description of need or problem: This agreement outlines the goals, program requirements, budget and scope of work for the Ready to Smile Program. This agreement provides funding that is necessary to continue this program.

No County General Funds will be used for this contract.

Funding Source: N/A

Requested Action: Approve agreement for Ready to Smile program and authorize chair to sign.

Date: 07/17/20123

Signature of Dept. Head: Ginger Swan

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: CS

TREASURER: OK, B - authorize Chair to Sign

HUMAN RESOURCES: N/A

BOC forwards signed Contract/Grant to:

Return to Mental Health

SC

BOC only:
Consent Agenda _____
Regular Agenda _____

(Late) **AGENDA ITEM COVERSHEET**

Agenda Item Title: Approval for Sole Source Contract with Brim Aviation

Department: Sheriff's Office / SCINT

Requested Agenda Date: 08/27/13

Contact Person: Kelly Allman

Phone/Ext.: 7780

Background and description of need or problem: SCINT's funding comes completely from grants and is not in the general fund. SCINT and the Sheriff's Office are currently assisting with the Southern Oregon Multi-Agency Marijuana Eradication and Reclamation group (SOMMER). The SOMMER group has contracted aerial support to Brim Aviation for marijuana eradication and over flights utilizing special equipment. These flights are necessary in the investigations into the cultivation of marijuana. This will in no way affect the general fund.

Funding Source: SOMMER 019-1607-421.36-01

Requested Action: Approval of Sole Source Contract with Brim Aviation for aerial support for drug enforcement.

Date: 08/26/13

Signature of Dept. Head: *Kelly Allman*

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: *OK-JS*

TREASURER: *OK, B*

HUMAN RESOURCES: *N/A*

BOC forwards signed Contract/Grant to: *Counsel's office*

Commissioners Initials to Place on Agenda ONLY: *n/a*

5D



SOUTH COAST INTERAGENCY NARCOTICS TEAM

200 EAST 2ND STREET, COQUILLE, OR 97423
PHONE: (541) 396-7780 FAX: (541) 396-1024

Requested Board of Commissioner Action: Adopt sole source findings as set forth below.

The Coos County Sheriff's Office and the South Coast Interagency Narcotics Team (SCINT) are currently assisting with the Southern Oregon Multi-Agency Marijuana Eradication and Reclamation group (SOMMER). SOMMER is a 7 County Task Force (Coos, Curry, Douglas, Josephine, Jackson, Klamath and Lake County) aimed at disrupting marijuana gardens. This is a project initiated by Sheriffs from the above mentioned counties.

ORS 279B.075 provides that the County may purchase a good or service without competition if it is available from only one source based on written findings. According to ORS 279B.075, the purchase of and installation is sole source procurement because:

- *the efficient utilization of existing goods requires the acquisition of compatible goods or services; and
- *the goods or services required for the exchange of software or data with other public or private agencies are available from only one source;
- *the goods or services are for use in a pilot or an experimental project; or
- * or other findings that support the conclusion that the goods or services are available from only one source.

The purchase meets the above statutory reason(s) for sole source procurement because *.

The SOMMER group has contracted aerial support to Brim Aviation. Brim's aircraft are equipped with a specialized data logger that will log all flight sorties that will be then down loaded and placed on a GIS based map maintained by DOJ. The map will then be utilized to show areas covered and not covered by over flights. We have used Brim as a resource since 2007. They come highly recommended and are used yearly for marijuana eradication and over flights by Douglas, Curry and Jackson County Law Enforcement.

Failure to acquire this vital service by means other than Sole Source Acquisition will without a doubt have measurable detrimental effects on the ability to investigate and document ongoing criminal enterprises and criminal acts. This will seriously impede the ongoing and future criminal investigations into the cultivation of marijuana.

Rapid acquisition of this vital service will greatly assist in the protection of citizens and resources as required by law and agency policy, and will hopefully assist in bringing those responsible to justice.

SCINT is partially funded by the US Department of Justice, Community Oriented Policing Services and the US Department of Justice, Office of Justice Programs, Bureau of Justice Assistance. The funding is provided through the Edward Byrne Memorial Justice Assistance Grant Program (3%), COPS Methamphetamine Initiative (56%) and Congressionally Selected Awards Program (41%).

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: Brim Aviation, PO Box 3009, Ashland, OR 97520

Contact Person: Burl Brim Phone No. 541.482.1008

Amount of Contract/Grant Award: \$ NTE \$18,000 at rates set out in Section 3 of Exhibit A

Payment Terms: upon submission of written invoice; pay within 30 days (state lump sum or amount and time of payments)

Start Date: within 10 days after contract signed by County End Date: 9/30/2014

County Department and Employee Responsible for Performance: Sheriff's Office; Sgt. Toby Floyd

Description: For aerial support services for drug enforcement

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: \$ 18,000

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 sole source
- 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 checked="" 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: <u>JS</u> |
|-----------------------------|--------------------------------|