

REGULAR MEETING MINUTES
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
November 20, 2018
8:30 A.M.

In Attendance: Chair Bob Main, Commissioner Melissa Cribbins, County Counsel Nathaniel Johnson, Business Operations Manager Bobbi Brooks (see roster for others) **Absent:** Commissioner John Sweet

EXECUTIVE SESSION under the authority of ORS 192.660

This portion of the meeting took place in the small conference room. Chair Main read the statutory authority for the Board to meet in executive session, noting that no media were present.

1B. (2)(h) Consultation with Counsel

Mr. Johnson updated the Board on issues that he has been working on, including encroachment issues, a notice of intent to appeal a Planning decision and liability matters.

1A. (2)(e) Real Property Transactions

Mr. Johnson and commissioners discussed a possible lease agreement, a vacation request and a pipeline easement issue.

There were no decisions made during these sessions; these were informational sessions only.

At 9:30, the Board met in the large conference room, where Chair Main led the pledge of allegiance and opened the public portion of the meeting.

2. CITIZEN COMMENTS (agenda items or general comments) – limited to 3 minutes per person

Paul Wendelin said that he has a short video on his phone that he wanted the commissioners to see, regarding a problem that he is having in his neighborhood. The video showed a truck running in a driveway next door to him, and he said that this affects the health of his family. Mr. Wendelin said this truck is 7 feet away from his house and blowing exhaust fumes into his house, even though the neighbor has no business license to park this truck at this location. Commissioner Cribbins asked if Mr. Wendelin had talked to Planning about this complain, and he replied yes, he had and he got nowhere. Chair Main then asked if this was on private property or is the truck parked in the roadway. Mr. Wendelin replied that the neighbor took 2 feet of his property to put up the fence, and that he is now asking the commissioners to make him move his truck. Chair Main then suggested that Mr. Wendelin get a survey done to determine who owns the property that the truck is on. Mr. Wendelin said that he had a survey done and he's just waiting to get the paperwork back. Chair Main then said that once the paperwork is received, Mr. Wendelin needs to take it to Planning and find out what he can do about the encroachment.

Natalie Ranker said that she questions whether or not ORC is associated with GMA Garnet, because the president and secretary for ORC have filed paperwork with the Secretary of State that listed the Mullins Road address as their contact address. Chair Main said that he had heard this concern before, so he checked it out and he doesn't believe that there is any relationship there at all. Ms. Ranker then said that there are piles of garnet on the property that she believes are being washed there, and she said that GMA Garnet needs to be careful about what they are putting in the bay. She then said that Katy Eymann had sent her an email explaining the tax exemption that GMA Garnet is asking for, and Mr. Johnson said that almost all of the language in the enterprise zone ordinance is from state statute. He cautioned Ms. Ranker to pay careful attention to the language, as there are different compensation requirements for the first 3 years and the last 2 years. Commissioner Cribbins then said that Assessor Steve Jansen is the one who certifies the figures, so if she has any questions about it, Ms. Ranker should speak with Mr. Jansen.

PUBLIC HEARING

3A. Amending the Code to Add Division 5 to Article 11- Enforcement

Mr. Johnson read from the agenda coversheet: "The purpose of the hearing will be to amend the Coos County Code to add a division to Article Eleven: Enforcement that will require lenders to register and maintain abandoned properties subject to real property loan agreements. Notice of the hearing was published in The World on 11/12/18 and posted. Ordinance 18-11-011L is attached with Exhibit A that comprises Division Five-Vacant Residential Property Registration." Mr. Johnson then said that there is a similar provision to the county code in Jackson County, and he said that it often happens that when property becomes abandoned, we have no one we can contact about violations to the code. Mr. Johnson then said that he would ask the Board to adopt this amendment as an emergency, due to the number of current violations on vacant property.

Commissioner Cribbins moved to approve Ordinance 18-11-011L, In the Matter of Amending the Coos County Code, Article Eleven, to Add Division Five, Requiring Lender Registration and Maintenance of Certain Real Property, and to declare an emergency so that the ordinance effective immediately. Chair Main seconded the motion.

Commissioner Cribbins then said that she appreciates Mr. Johnson's efforts to get this done, as these properties have been a headache for Planning, the Sheriff's Office, and neighbors of some of these properties.

Chair Main opened the hearing to receive public comment. No comments were received, and Chair Main closed the hearing.

Vote was taken and unanimously carried.

DEPARTMENT HEADS

4A. Request Approval of Contract with Bay Area First Step- Coos Health & Wellness (CHW)

Director Ginger Swan said that this is an old contract that is being revamped because Bay Area First Step has taken over operations of THE House. She then said that this contract provides for 4 beds for clients.

Commissioner Cribbins moved to approve the contract as presented in the amount of \$,3000 per month. Chair Main seconded the motion.

Chair Main asked if the previous owners were out of business, and Ms. Swan replied yes, and that THE House is now a homeless shelter. She said that this is very cost effective for her department.

Vote was taken and unanimously carried.

4B. Request Approval of Contract with Bandon School District- CHW

Ms. Swan said that she believes that she wrote the first of these contracts about 20 years ago, where the school district pays for a therapist to be at the high school. She said that there are now 2 therapists in Bandon and that the program is working well.

Commissioner Cribbins moved to approve the IGA as presented in the amount of \$50,000. Chair Main seconded the motion. Vote was taken and unanimously carried.

6A. Request Approval to Hire MHS III Adult Manager at Step 4- CHW

Ms. Swan explained that this new hire comes to CHW with 20 years of experience and she is already licensed. She then said that Melody Reed is already employed elsewhere, so Step 4 is close the salary that she is currently making.

Commissioner Cribbins moved to approve hiring Melody Reed at Step 4. Chair Main seconded the motion. Vote was taken and unanimously carried.

Chair Main then noted that Commissioner John Sweet is not here today because he is attending a meeting in Reedsport with State Forestry. He then said that yesterday, interviews were held, after an extensive search for Ms. Swan's replacement when she retires next year.

4C. Request Approval of Lease Renewal with Godfrey & Yeager- Road

Public Works Director John Rowe said that this is for the gravel bar at Broadbent, where Godfrey & Yeager are currently stockpiling rock.

Commissioner Cribbins moved to approve the lease renewal as presented in the amount of \$1,500 per year. Chair Main seconded the motion.

Commissioner Cribbins asked if this is the same amount as the current lease, and Mr. Rowe replied yes.

Vote was taken and unanimously carried.

6B. Request Award of Contract for Culvert Data Collection & Adopt Sole Source Findings- Road

Mr. Rowe said that this contract is for culvert inventory, and it will likely take 6 months or more for the company to get them all inventoried and into the computer system.

Commissioner Cribbins moved to adopt sole source findings and to award contract to Capitol Asset & Pavement Services Inc. in an amount not to exceed \$220,000. Chair Main seconded the motion. Vote was taken and unanimously carried.

4D. Request Approval of Contract with BLM for Timber Patrol & Authorize Chair to Sign- Sheriff

Sheriff Craig Zanni read from the agenda coversheet: "BLM-OR Coos Bay District Office has awarded Coos County Law Enforcement a Timber Patrol performance contract totaling \$708,157 over the next 5 years. Base year performance contract awarded in the amount of \$129,433 for the period of November 1, 2018 through September 30, 2019."

Commissioner Cribbins moved to approve the contract as presented and to authorize Chair Main to sign. Chair Main seconded the motion. Vote was taken and unanimously carried.

4E. Request Approval to Purchase Cellebrite Software License Package- Sheriff

Sheriff Zanni said that this is proprietary software that allows law enforcement to access digital evidence from a hand-held device, and that this will be available to all agencies in the region who make a mutual aid request.

Commissioner Cribbins moved to approve the purchase in the amount of \$9,000. Chair Main seconded the motion.

Commissioner Cribbins then asked how many of these packages the county would have, and Sheriff Zanni replied that this would be the second, as SCINT already has one.

Vote was taken and unanimously carried.

5F. Request Approval to Purchase Chemical Agent Filter Masks- Sheriff

Sheriff Zanni said that these are gas masks and that they will upgrade what the Emergency Response Team has, as well as patrol. He said that these masks are used during high risk warrant entry, hostage rescues or any other situation where deputies must use tear gas or Capstun.

Commissioner Cribbins moved to approve the purchase from Life Safety Corp in the amount of \$17,400. Chair Main seconded the motion. Vote was taken and unanimously carried.

4G. Request Approval to Purchase 2 Rescue Equipped Personal Watercraft- Sheriff

Sheriff Zanni read from the agenda coversheet: "The Coos County Sheriff's Office is requesting permission to purchase 2 Sea-Doo 2RXT-X 300 iBR rescue equipped personal watercraft. These craft will be used for marine patrol and rescue in varying waterways. Valley Powersports was the only submitted quote to include requested accessories. The amounts listed below are for the vessels only, no accessories. Valley Powersports quote included accessories in the amount of 434,420.61". He then read the quotes as received: Water World of Medford for \$31,653; SK Northwest from Portland for \$36,673 and Valley Powersports of Eugene for \$29,840.61, or \$34,420.61 including accessories.

Commissioner Cribbins moved to approve the purchase from Valley Powersports in the amount of \$34,420.61, including accessories. Chair Main seconded the motion. Vote was taken and unanimously carried.

4H. Request Acceptance of Boat & Trailer/Approval of Retrofit & Electronic Upgrades/Adopt Sole Source Findings- Sheriff

Sheriff Zanni read from the agenda coversheet: "The Coos County Sheriff's Office is requesting authorization to take title of the 1995 American Eagle SAFE boat and the 2007 Baker trailer which the boat is currently attached to. The Oregon State Marine Board is considering granting possession to Coos County with a clear title for no cost. This patrol vessel has been utilized by the Coos County Sheriff's Marine program for many years and although it's an older vessel, it is a solid performer for marine patrol. The Sheriff's Office would like to invest in the platform to include a solid aluminum top that will enable the vessel to be secured and deployed on the coos Bay waterway. This will be a substantial investment by Coos County and as such the Sheriff's Office is reluctant

to invest funds in a vessel that it does not own free and clear. Coos County will be responsible for any repairs or maintenance once the titles have been signed over by the Marine Board. Additionally, we are requesting Tarheel Aluminum in Charleston perform work on the vessel to enhance the vessels capability and security. Work to be performed will be the addition of a hard aluminum cabin that will enable the vessel to be secured at an appropriate dock on Coos Bay. This will vastly improve our response capability and reduce response time to on water emergencies on Coos Bay. This vessel will be outfitted as a training platform for future missions that the Sheriff's Office will undertake on Coos Bay. The sole source exemption is that Tarheel is an expert in custom fabrication of boats and other marine vessels. Due to the custom nature of the retrofit, we are selecting Tarheel because of their experience and close proximity which will enable close collaboration with the Sheriff's Office during the project."

Commissioner Cribbins moved to accept the 1995 American Eagle SAFE Boat and the 2007 trailer from the State Marine Board. Chair Main seconded the motion.

Commissioner Cribbins then asked if the ball was still in the court of the Marine Board for this, and Sheriff Zanni said that they have committed to this donation.

Vote was taken and unanimously carried.

Commissioner Cribbins moved to approve the electronic and electrical upgrades from Tarheel Aluminum in the total amount of \$20,924.58. Chair Main seconded the motion. Vote was taken and unanimously carried.

Commissioner Cribbins moved to adopt sole source finding for the upgrades. Chair Main seconded the motion. Vote was taken and unanimously carried.

6C. Request Approval of IGA with Oregon Emergency Management & Authorize Chair to Sign- Sheriff
Sheriff Zanni said that Coos County Search & Rescue volunteers have gone to Butte County, California, to help with the Camp fire, but this IGA needs to be in place before they can actually do any work. He then said that Douglas County has taken them under their IGA until this could be signed because FEMA will be reimbursing some of the expenses, but we would get nothing back without the IGA. Sheriff Zanni then said that most people have the idea that Paradise, CA is a small town, but it's actually about the size of Coos Bay/North Bend.

Commissioner Cribbins moved to approve the IGA as presented and to authorize Chair Main to sign. Chair Main seconded the motion. Vote was taken and unanimously carried.

4I. Request Approval of Lease Renewal with BiCoastal Media- Land Agent

Surveyor Mike Dado and Office Manager Dezeri Royce said that this is a tower lease, and that this renewal adds another 5 years to the lease.

Commissioner Cribbins moved to approve the lease renewal as presented. Chair Main seconded the motion. Vote was taken and unanimously carried.

4J. Request Approval of Monthly Stipend & Retroactive Pay to July 1, 2018- Land Agent

Mr. Dado said that his office took over the duties of Land Agent on July 1, with the anticipation that Matt Martin would be working part-time and would he would be doing most of these duties. He said that Mr. Martin will fully retire in April of next year, so staff has been cross-trained and he and Ms. Royce have taken most of these duties over, while Mr. Martin is doing survey work. Mr. Dado then said that with this stipend, the budget is still going to be under what it was for last year, and within this year's budget.

Commissioner Cribbins moved to approve a monthly stipend of \$500 for Mike Dado and Dezeri Royce, retroactive to July 1, 2018. Chair Main seconded the motion. Vote was taken and unanimously carried.

4K. Request Approval of Resolution to Increase Cash on Hand in the Jail- Finance

Treasurer/Finance Director Megan Simms said that this request came from Capt. Mede, to cover expenses while they are transporting prisoners.

Commissioner Cribbins moved to approve Resolution 18-11-202B, In the Matter of Increasing the Cash on Hand in the Jail Division of the General Fund. Chair Main seconded the motion. Vote was taken and unanimously carried.

4L. Request Approval of Order & Findings for AP-18-001- Planning

Director Jill Rolfe explained that tentative approval was given at the hearing held October 24, and that notice will go out as soon as the order is signed, starting the 21-day appeal period.

Commissioner Cribbins moved to approve Final Decision and Order 18-11-072PL, In the Matter of Approving an Extension Request Applied for by Pacific Connector Gas Pipeline, LP and Appealed by Citizens Against LNG. Chair Main seconded the motion. Vote was taken and unanimously carried.

4M. Request Approval of Order & Findings for AP-18-002- Planning

Ms. Rolfe said that this is the same as the previous request.

Commissioner Cribbins moved to approve Final Decision and Order 18-11-073PL, In the Matter of Approving an Extension Request Applied for by Pacific Connector Gas Pipeline, LP and Appealed by Citizens Against LNG. Chair Main seconded the motion. Vote was taken and unanimously carried.

5. CONSENT CALENDAR- administrative matters not up for discussion

A. Approval of Minutes

Worksession- Election Issues- October 23, 2018

Regular Meeting Minutes- November 6, 2018

B. Orders & Resolutions

Order Initiating Vacation 18-11-075PL, In the Matter of Initiating a Vacation of a 10 Foot Strip to the Northeast and a 20 Foot Strip Along the Southeast Line of Block 1, Lot 1, Located in the Plat of Fairview Subdivision

Resolution 18-11-192P, In the Matter of Granting Salary Merit Step Increase for Joanna Colton, Brandy Davenport & Crystal Orr Retroactive to October 1, 2018

Resolution 18-11-193P, In the Matter of Granting Salary Merit Step Increase for Virginia Harris Retroactive to August 1, 2018

Resolution 18-11-194P, In the Matter of Granting Salary Merit Step Increase and Longevity Increase for Janet Leep, Effective November 1, 2018

Resolution 18-11-195P, In the Matter of Granting Salary Merit Step Increase for Various Coos County Employees Effective November 1, 2018

Resolution 18-11-196P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date

Resolution 18-11-197P, In the Matter of Filling a Vacant Position Effective November 13, 2018

Resolution 11-18-198P, In the Matter of a Longevity Increase for Brian Couch Effective November 1, 2018

Resolution 18-11-199P, In the Matter of a Longevity Increase for Charity Train Effective November 1, 2018

Resolution 18-11-200P, In the Matter of a Longevity Increase for Michelle Short Effective November 1, 2018

Resolution 18-11-201P, In the Matter of Granting Salary Longevity Increase for Rebecca Codekas Effective November 1, 2018

Resolution 11-18-203P, In the Matter of Filling a Vacant Position Effective November 1, 2018

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

IGA #154106 Amendment #10- CHW- increased funding

Contract Amendment to Fixed Fee Contract- CHW- extending final completion date

Confidentiality Agreement with Vend West- CHW

Confidentiality Agreement with Coastal Paper- CHW

Confidentiality Agreement with Oregon Linen- CHW

Commissioner Cribbins moved to approve the Consent Calendar as presented. Chair Main seconded the motion. Vote was taken and unanimously carried.

LATE AGENDA ITEMS

6D. Request Approval of Order Approving Vacation VAC-18-001- Planning

Ms. Rolfe explained that this vacation has 100% approval from adjoining property owners, so no hearing is required.

Commissioner Cribbins moved to approve Order Granting Vacation (No Hearing Required) 18-11-074PL, In the Matter of the Vacation of the Alley Between Lots 1-3 and Lots 34-36 of Block 27 Located in the Plat of Portland Addition to Bandon, Coos County, Oregon. Chair Main seconded the motion. Vote was taken and unanimously carried.

6E. Request Approval of Side Agreement with AFSCME- Human Resources

HR Officer Caroline Barr said that this side agreement memorializes previous approvals for pay grades approved by the Board, and it will allow these pay grades to be added to the collective bargaining agreement.

Commissioner Cribbins moved to approve the side agreement as presented. Chair Main seconded the motion.

Commissioner Cribbins then noted that all of the pay grades approved are for non-general fund departments.

Vote was taken and unanimously carried.

6F. Request Approval of 2019 Paid Holiday List- Human Resources

Ms. Barr said that she is just trying to get this part of her job done early so that notice can be given to all employees.


Commissioner Cribbins moved to approve the holiday list as presented. Chair Main seconded the motion. Vote was taken and unanimously carried.

7. COMMISSIONERS REPORTS

Commissioner Cribbins said that CHW Director interviews were held all day yesterday, with a panel of 8 people doing the interviewing of 9 candidates. She then said that all the commissioners and several staff members attended the annual AOC conference in Eugene last week. Chair Main said that while at AOC, Commissioner Cribbins was elected the second vice president, which means that she will be president in 2 years, and Commissioner Sweet was elected vice chair of the Council of Forest Trust Land Counties. Commissioner Cribbins then said that smart meters have been a hot topic of discussion lately. Ms. Ranker asked if commissioners had seen any safety reports on these meters, as it's her understanding that PG&E caused the Camp fire. Chair Main then said that he also attended a veteran's memorial service at Simpson Park on Veterans Day.

Chair Main adjourned the meeting.

Respectfully submitted,



Bobbi Brooks
Business Operations Manager



Commissioners Approval for Submission to the Board

REVISED

A G E N D A

COOS COUNTY BOARD OF COMMISSIONERS

Owen Building Large Conference Room

November 20, 2018

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

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. Amending the Code to Add Division 5 to Article 11- Enforcement

4. **DEPARTMENT HEADS**

- A. Request Approval of Contract with Bay Area First Step- Coos Health & Wellness (CHW)
- B. Request Approval of Contract with Bandon School District- CHW
- C. Request Approval of Lease Renewal with Godfrey & Yeager- Road
- D. Request Approval of Contract with BLM for Timber Patrol & Authorize Chair to Sign- Sheriff
- E. Request Approval to Purchase Cellebrite Software License Package- Sheriff
- F. Request Approval to Purchase Chemical Agent Filter Masks- Sheriff
- G. Request Approval to Purchase 2 Rescue Equipped Personal Watercraft- Sheriff
- H. Request Acceptance of Boat & Trailer/Approval of Retrofit & Electronic Upgrades/Adopt Sole Source Findings- Sheriff
- I. Request Approval of Lease Renewal with BiCoastal Media- Land Agent
- J. Request Approval of Monthly Stipend & Retroactive Pay to July 1, 2018- Land Agent
- K. Request Approval of Resolution to Increase Cash on Hand in the Jail- Finance
- L. Request Approval of Order & Findings for AP-18-001- Planning
- M. Request Approval of Order & Findings for AP-18-002- Planning

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

A. **Approval of Minutes**

Worksession- Election Issues- October 23, 2018
Regular Meeting Minutes- November 6, 2018

B. **Orders & Resolutions**

Order Initiating Vacation 18-11-075PL, In the Matter of Initiating a Vacation of a 10 Foot Strip to the Northeast and a 20 Foot Strip Along the Southeast Line of Block 1, Lot 1, Located in the Plat of Fairview Subdivision

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 18-11-192P, In the Matter of Granting Salary Merit Step Increase for Joanna Colton, Brandy Davenport & Crystal Orr Retroactive to October 1, 2018
Resolution 18-11-193P, In the Matter of Granting Salary Merit Step Increase for Virginia Harris Retroactive to August 1, 2018
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- C. **Items Previously Approved (authorize Chair to sign where necessary)**
IGA #154106 Amendment #10- CHW- increased funding
Contract Amendment to Fixed Fee Contract- CHW- extending final completion date
Confidentiality Agreement with Vend West- CHW
Confidentiality Agreement with Coastal Paper- CHW
Confidentiality Agreement with Oregon Linen- CHW

5. **LATE AGENDA ITEMS**

- A. Request Approval to Hire MHS III Adult Manager at Step 4- CHW
B. Request Award of Contract for Culvert Data Collection & Adopt Sole Source Findings- Road
C. Request Approval of IGA with Oregon Emergency Management & Authorize Chair to Sign- Sheriff
D. Request Approval of Order Approving Vacation VAC-18-001- Planning
E. Request Approval of Side Agreement with AFSCME- Human Resources
F. Request Approval of 2019 Paid Holiday List- Human Resources

6. **COMMISSIONERS REPORTS**

ROSTER

Meeting: Pol meeting

Date: 11/20/18

Name:

Address:

97420

PAUL WENDELIN 62615 SEVEN DEVILS RD Coos Bay

Ginger SWAN CHW

Phil Thompson C.B.

David D. Jennings Coquille

Megan Simms Finance

Natalie Ranker 414 Simpson NB

Michael L. Darlo County Surveyor

Dezen Royce Surveyor Office Manager

Craig am

Bob Co. Smith's Office