

**REVISED AGENDA**  
**COOS COUNTY BOARD OF COMMISSIONERS**  
Owen Building Large Conference Room  
June 5, 2018  
8:30 A.M.

1. **EXECUTIVE SESSION under the authority of ORS 192.660**
  - A. (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. **DEPARTMENT HEADS**
  - A. Request Approval of Resolution Redesignating Bay Area Enterprise Zone- CCD Bus. Dev./Counsel
  - B. Request Approval of IGA #157342 & Authorize Chair to Sign- Coos Health & Wellness (CHW)
  - C. Request Approval of IGA #154106 Amendment #8 & Authorize Chair to Sign- CHW
  - D. Request Approval of Contract with Kelly "Dawn" Ogle- CHW
  - E. Request Approval of Contract with Marka Turner- CHW
  - F. Request Approval to Start Electronic Health Supervisor at Step 3- CHW
  - G. Request Adoption of Sole Source Findings & Approval to Purchase Audible/Visual Fire Alarm- CHW
  - H. Request to Declare Grader as Surplus & Authorize Sale/Auction- Road
  - I. Request to Declare Unused Equipment as Surplus & Authorize Donating to Fire Agencies- Sheriff
  - J. Request Approval of Agreement with THE House- Community Corrections
  - K. Request Approval of Agreement with ADAPT- Community Corrections
  - L. Request Approval of Contract Amendment with Hearings Officer- Planning
4. **CONSENT CALENDAR- administrative matters not up for discussion**
  - A. **Approval of Minutes**
    - Budget Committee- April 2, 2018
    - Budget Committee- April 3, 2018
    - Regular Meeting Minutes- May 15, 2018
    - Executive Session ORS 192.660 (2)(e)(f)(h)- May 15, 2018
    - Worksession- Pacific Cove Humane Society- May 16, 2018
    - Joint Workgroup Meeting- May 22, 2018
  - B. **Ratification of All Routine Expenditures, Tax Overpayments and Adjustments and Transfer of Funds Within the Budget**
    - Transfer of Appropriation within Department- Medical Examiner- payroll
    - Transfer of Appropriation within Department- Road/Fleet- payroll
  - C. **Orders & Resolutions**
    - Resolution 18-05-073B, In the Matter of a Transfer of Expenditure Appropriations in the Amount of \$3,640 Within the Waste Disposal Fund
    - Resolution 18-05-076B, In the Matter of a Transfer of Expenditure Appropriations in the Amount of \$52,500 Within the Public Works Fund

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.

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

- Contract Amendment with Fish & Wildlife Services- CHW- larvacide application
- Quitclaim Deeds for: TA#3540201 to Gerald Risley; TA#3388600 to Makenzie Hitner; TA#1125001 to Marc & Julie Newton; TA#7382000 to Tait & Karen Edwards; Miscellaneous Accounts (Charleston Tracts) to ATR Services, Inc.; TA#1146401 to Tammy & Carolyn Castleman
- Liquor License Renewals for: 7-11 Bunker Hill; 4 Corners 4; Coquille Valley Elks #1935; Cedar Point Industrial Park; Bridge Country Store; The Clubhouse at Coos Golf Course; Bandon VFW #3440; Wagon Wheel Grocery; Bandon Dunes (2); Bandon Crossings (2)
- Temporary Use of Liquor License for 7 Devils Brewing Co; Bandon Rain LLC
- Liquor License Application for The Clubhouse at Coos Golf Club
- Contract with Corey C. Stemmerman Construction- Solid Waste0 concrete work
- Letter of Engagement with Davis Wright Tremaine LLP- County Counsel
- Contracts with Reese Electric for HVAC Installations- Maintenance

**5. 4H/EXTENSION SERVICE GOVERNING BODY**

A. Request Approval of IGA with Oregon State University

**6. LATE AGENDA ITEMS**

A. Request Approval of Agreement with Bay Area First Step- Community Corrections

B. Request Approval of Side Agreement with AFSCME- Human Resources

C. Request Approval of Revised Job Description/Pay Grade; Advertise & Fill- Road

D. Request Approval to Retain Northwest Resource Solutions- BOC

**7. COMMISSIONERS REPORTS**

BOC only:  
Consent Agenda  
Regular Agenda

## LATE AGENDA ITEM COVERSHEET

**Agenda Item Title:** Approval of Agreement between Bay Area First Step and Coos County Community Corrections.

**Department:** Community Corrections

**Requested Agenda Date:** 06/05/2018

**Contact Person:** Kelly Church, Bus. Mgr.

**Phone/Ext.:** 396-7704

**Background and description of need or problem:** Approval of agreement between Bay Area First Step and Community Correction for (8) Beds for parole and probation clients that provides clean and sober housing in the amount of \$50,400 from July 1, 2018 – June 30, 2019.

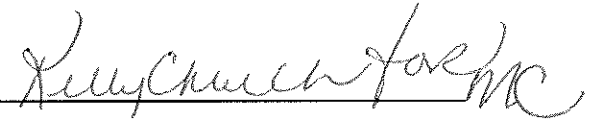
Funding for beds are as follows: (1) DOC Funds, (1) Justice Reinvestment Funds, (6) M-57 Funds.

**Funding Source:** DOC, Justice Reinvestment Funds, M-57 Funds

**Requested Action:** Approval of agreement between Bay Area First Step and Coos County Community Corrections for clean and sober housing in the amount of \$50,400 from July 1, 2018 – June 30, 2019.

Date: 5/23/18

Signature of Dept. Head:



For all 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?

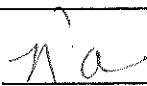
County Counsel



Treasurer



Human Resources





BOC only: Consent Agenda _____
Regular Agenda _____

**LATE AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Approve and sign Side Agreement with AFSCME Union

**Department:** Human Resources      **Requested Agenda Date:** 6/5/2018

**Contact Person:** Caroline Barr      **Phone/Ext.:** 7580

**Background and description of need or problem:** This Side Agreement fixes an error in the CBA with regard to start dates for health insurance increases. The Side Agreement also allows for a stipend for employees under the Reception Secretary III position performing certain extra duties. The AFSCME Union has approved by changes.

**Funding Source:** N/A

**Requested Action:** Board to approve and Sign Side Agreement with AFSCME Union.

**Date:** 6/1/2018      **Signature of Dept. Head:** Nathaniel Johnson

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.

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Departments Affected:

COUNSEL: NJ

TREASURER: MS

HUMAN RESOURCES: CB

**BOC forwards signed document to Counsel's office.**

*WB*

**SIDE AGREEMENT**

This Side Agreement is entered into by Coos County, a political subdivision of the State of Oregon and hereinafter referred to as County; and the American Federation of State, County, and Municipal Employees, hereinafter referred to as AFSCME.

WHEREAS County and AFSCME are party to a Collective Bargaining Agreement effective from July 1, 2017 to June 30, 2020, hereinafter referred to as CBA; and

WHEREAS, the parties have reached the following Agreement, which will be incorporated into the CBA between the parties covering the period July 1, 2017 through June 30, 2020:

1. Effective June 1, 2018, the County shall include a three (3) percent stipend over and above the wage for the Reception Secretary classification (Pay Grade 409) if the employee in that classification qualifies by performing clinic cashiering duties.
2. Effective June 1, 2018, the County shall provide a three (3) percent stipend over and above the wage for the Reception Secretary classification (Pay Grade 409) if the employee's duties are split evenly under both Public Health and Behavioral Health, which requires knowledge of both areas.

COUNTY and UNION also hereby agree as follows:

Article XI: Section 1 Health Insurance of the current Collective Bargaining Unit (CBA) should be amended as follows:

Effective ~~July 1, 2018~~ June 1, 2018 pay cycle (for insurance payment for ~~August 1, 2018~~ July 1, 2018) the County's contribution towards health, optical, prescription drug, and dental insurance shall not exceed an average composite rate of \$1375.00 per month, per eligible employee.

Effective ~~July 1, 2019~~ June 1, 2019 pay cycle (for insurance payment for ~~August 1, 2019~~ July 1, 2019) the County's contribution towards health, optical, prescription drug, and dental insurance shall not exceed an average composite rate of \$1425.00 per month, per eligible employee.

For the County:

For AFSCME:

\_\_\_\_\_  
Chair

*Daniela B. Kellum*  
Association President

\_\_\_\_\_  
Commissioner

6.01.18  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

BOC only:  
Consent Agenda \_\_\_\_\_  
Regular Agenda \_\_\_\_\_

*LATE* AGENDA ITEM COVERSHEET

**Agenda Item Title:** Request to approve revised job description.

**Department:** Road

**Requested Agenda Date:** 6/5/2018

**Contact Person:** John Rowe

**Phone/Ext.:** 7665

**Background and description of need or problem:** Request Board to approve revised job description and pay grade for the vacant position previously called the Road Foreman. The new job description will be titled Road Maintenance Manager to reflect revised job description and the pay grade will be adjusted from 812 to 831. Request permission to post/advertise and fill.

**Funding Source:** 003-2700-431.10-01

**Requested Action:** BOC to approve the revised job description and revised pay grade for the Road Maintenance Manager position, and approval to post/advertise and fill.

Date: 6/5/18

Signature of Dept. Head: *Jessica Shynan For John Rowe*

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- Is the Clerk's Coversheet attached or do you want it returned to you for filing?

Departments Affected:

COUNSEL: *NT*

TREASURER: \_\_\_\_\_

HUMAN RESOURCES: *OB*

~~BOC forwards signed document to Counsel's office.~~

*bc*

## DESCRIPTION OF POSITION

Revision Date: May 22, 2018

1.	<b>Current Classification Title:</b> ROAD MAINTENANCE MANAGER
2.	<b>Working Title:</b> Road Maintenance Manager
3.	<b>Department:</b> Road Department
4.	<b>Pay Grade:</b> 831 <b>Position Is:</b> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ <b>Excluded from Bargaining Unit?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>Eligible for Overtime?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.	<b>What is the purpose of this position?</b> <ul style="list-style-type: none"><li>Responsible for supervision of construction, maintenance, &amp; repair of all county roads, and personnel necessary for the operation of the County Road Department.</li></ul>
6.	<b>Essential functions of position:</b> (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position. <ul style="list-style-type: none"><li>Supervises subordinate employees including assigning and reviewing work, evaluating performance, training and recommending necessary disciplinary action; handling employee complaints and effectively recommending on hiring and termination decisions.</li><li>Schedules, prioritizes and assigns daily tasks and projects to ensure work assignments are completed correctly in a timely manner and to ensure they meet specifications, codes and regulations.</li><li>Supervise the installation, repair and maintenance of traffic safety and control devices.</li><li>Keep informed of new legislation pertaining to road and traffic maintenance.</li><li>Patrols and inspects county roads; checking for gravel needs, culverts, drainage, slides, fallen trees, and washouts; and makes arrangements for necessary repairs and maintenance to be performed.</li><li>Assures that all work is performed in accordance with established safety policies and procedures.</li><li>Resolves complaints from the public regarding road maintenance work</li><li>Participates in budget process by identifying equipment, material and labor needed during budget period</li><li>Attend meetings and seminars as requested, coordinate's projects with various utilities and governmental agencies.</li><li>Other duties as assigned.</li></ul>
7.	<b>Supervision:</b> <ul style="list-style-type: none"><li>This position is supervised by the Roadmaster.</li></ul>
8.	<b>Working conditions of position:</b> <ul style="list-style-type: none"><li>Position will be required to bend, squat, kneel, twist, push, pull, lifting objects frequently that weigh in excess of 50 pounds and standing for long periods of time.</li><li>Must be able to work outdoors in all weather including extreme cold, heat and windy conditions.</li><li>Regular and consistent attendance is required.</li><li>Normal working hours are from 7am to 5:30pm Monday-Thursday.</li><li>This position is also on-call for problems or emergency situations as they may arise.</li></ul>
9.	<b>List required special skills, licenses, certificates, etc:</b> <ul style="list-style-type: none"><li>CDL Class A</li><li>Flagging Certificate</li><li>Must have a minimum of four (6) years experience in the maintenance or construction of roads and highways and at least (4) years of supervision experience, including equivalent to high school plus additional specialized training equal to two years technical college or any satisfactory combination of experience and training.</li><li>Must have considerable knowledge of sound safety practices and procedures for all tools, machinery, materials and methods used in line of work.</li><li>Maintain working knowledge of federal, state and local statutes and regulations in relation to maintaining county roads.</li><li>Handles the public in a diplomatic and professional way using discretionary judgment.</li></ul>



## DESCRIPTION OF POSITION

<ul style="list-style-type: none"><li>▪ Must be capable of teamwork with other employees.</li><li>▪ Basic computer skills in Windows, Microsoft Excel, and Microsoft Word.</li></ul>	
10. Is operation of motor vehicle required?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
11. List equipment, tools, machines used in performance of duties:	<ul style="list-style-type: none"><li>▪ Various small tools and equipment</li></ul>

		17-18	18-19			17-18	18-19
8311	Road Maintenance Manager	\$ 4,777	\$ 4,874	8121	Foreman - Road	\$ 4,006	\$ 4,086
8312	Road Maintenance Manager	\$ 4,968	\$ 5,069	8122	Foreman - Road	\$ 4,187	\$ 4,271
8313	Road Maintenance Manager	\$ 5,166	\$ 5,272	8123	Foreman - Road	\$ 4,375	\$ 4,463
8314	Road Maintenance Manager	\$ 5,373	\$ 5,483	8124	Foreman - Road	\$ 4,571	\$ 4,662
8315	Road Maintenance Manager	\$ 5,588	\$ 5,702	8125	Foreman - Road	\$ 4,778	\$ 4,874
8316	Road Maintenance Manager	\$ 5,811	\$ 5,930	8126	Foreman - Road	\$ 4,992	\$ 5,092

BOC only: Consent Agenda _____
Regular Agenda _____

**LATE AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Retaining Northwest Resource Solutions for Review Panel

**Department:** BOC

**Requested Agenda Date:** 6/5/18

**Contact Person:** John Sweet

**Phone/Ext.:** 7741

**Background and description of need or problem:**

In the face of ODF&W's recent uplisting of Marbled Murrelet's to endangered status, Oregon Department of Forestry is engaged in a review of regulations pertaining to logging practices. ODF has agreed to AOC's request for a scientific review committee to participate in deliberations relative to such regulations. Tim Vredenberg has been asked and has consented to joining the review committee to be sure that the counties, Coos, Douglas, and Josephine, that have their own forests in the impacted area are represented. As shown in the attachments to Susan Morgan's proposal attached, Tim has agreed to a fee of \$15,000 for this work. The proposal is to split this fee equally among the three counties.

**Funding Source:** Economic Development

**Requested Action:** Approval of Retaining NRS for the ODF science review panel in the amount of \$15,000

**Date:**

**Signature of Dept. Head:**



For all matters, forward the document to Counsel no later than the Monday prior to the Agenda deadline. Counsel will forward to Treasurer.

**County Counsel** NT

**Treasurer** \_\_\_\_\_



DRAFT

Northwest Resource Solutions (Vredenberg) Contract Process

1. Northwest Resource Solutions (NRS) cost for consulting will be \$10,000. \$5,000 will be available to pay costs like travel and any needed supplies.
2. Coos, Josephine and Douglas Counties will each be invoiced for \$5,000 to be remitted to AOC
3. AOC will account for this \$15,000 as a separate fund and keep a balance sheet showing revenue received by county, and disbursements made to consulting fees and costs.
4. Term of work will be June 1, 2018 to September 30, 2018. At the end of September, we will discuss whether the science review has been completed, or whether more time is needed.
5. Any funds remaining in the AOC account will be returned proportionately to the counties when the project is completed.
6. NRS to submit a W9 to AOC
7. NRS will invoice AOC monthly specifying cost for consulting services and itemizing other costs, prior to the 5<sup>th</sup> of each month. Invoices to be submitted electronically to [smorgan@oregoncounties.org](mailto:smorgan@oregoncounties.org) and [irevuelta@oregoncounties.org](mailto:irevuelta@oregoncounties.org)
8. AOC to remit payment to NRS approximately 2 weeks after receipt of invoice.