

A G E N D A
COOS COUNTY BOARD OF COMMISSIONERS
Public Meeting to be held virtually at the following link:
<https://attendee.gotowebinar.com/register/6052306157152922127>
March 16, 2022
8:30 A.M.

1. **EXECUTIVE SESSION under the authority of ORS 192.660 (held in person in the Owen Building small conference room)**

- A. (2)(d) Labor Negotiations
- B. (2)(e) Real Property Transactions
- C. (2)(h) Consultation with Counsel
- D. (2)(i) Performance Review of Public Officer or Employee

PLEDGE OF ALLEGIANCE

2. **DEPARTMENT HEADS**

- A. Request to Approve Proclaiming March 2022 as Red Cross Month in Coos County- BOC/Red Cross
- B. Request Approval of Letter of Support for Hundred Acre Wood Trail Project- BOC/City of Coquille
- C. Request Approval of IGA 174610 & Authorize Chair to Sign- Coos Health & Wellness (CHW)
- D. Request Approval of Contract with Acting Up Academy/Adopt Sole Source Findings- CHW
- E. Request Approval of Resolution to Reclassify Merna Peterson to MHS II Senior Clinician- CHW
- F. Presentation on Mobile Response Team- CHW
- G. Request Approval to Renew MOU with Coos Watershed- Road
- H. Request Approval to Repair/Modify Lowboy Trailer- Road
- I. Request Approval of Revised Job Description for Administrative Service Manager Position/Approve Resolution to Reclassify Jenny Mahlum- Community Corrections
- J. Request Approval to Purchase Real Property/Approve Order Authorizing Purchase & Delegating Signing Authority- Maintenance/Counsel
- K. Request Approval to Purchase HVAC for State Courts IT Server Room- Maintenance
- L. Request Decision on Closing SAIF Retro Plans for Various Years- Human Resources
- M. Request Approval of Agreement with CCD for Grant Administration Services- Counsel

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

A. Approval of Minutes

- Worksession- Building Codes Update- February 22, 2022
- Regular Meeting Minutes- March 1, 2022
- Worksession- Budget- March 2, 2022
- Dog Board Hearing- March 3, 2022

B. Orders & Resolutions

- Order 22-03-017C, In the Matter of Reappointing Members to the CCD Business Development Corporation Board of Directors
- Resolution 22-03-038P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date

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 22-03-039P, In the Matter of a Line Item Budget Change for Joshuin Godin from the Maintenance Department to the County Fair Effective March 1, 2022

Resolution 22-03-040P, In the Matter of Granting a Salary Merit Step Increase for Laurie Reis Retroactive to December 1, 2021

Resolution 22-03-041P, In the Matter of a Reclassification for Katelyn Little to Tax/Accounting Specialist III Effective April 1, 2022

Resolution 22-03-042P, In the Matter of Granting Salary Merit Step Increases for Various Employees Effective March 1, 2022

Resolution 22-03-043P, In the Matter of a Personnel Transfer for Rodney Summer an Extra Help Employee Within the Sheriff's Department Effective March 1, 2022

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

Contract with PBS Engineering- Public Works- Beach Loop Drive improvement project
Amendment #1 to IGA 173131- CHW- revises security services matrix

4. **LATE AGENDA ITEMS**
5. **CITIZEN COMMENTS (agenda items or general comments) – limited to 3 minutes per person**
6. **COMMISSIONERS REPORTS**

BOC only:

Consent Agenda _____

Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Executive Session Requested

Department: Counsel

Requested Agenda Date: 3/16/2022

Contact Person: Nathaniel Johnson

Phone/Ext.: 7693

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

- ORS 192.660(2)(e) – to negotiate real property transactions
- ORS 192.660(2)(h) – consulting with regard to current litigation and litigation likely to be filed
- ORS 192.660(2)(d) – to conduct deliberations with persons designated by the governing body to carry on labor negotiations

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

Date: 3/7/2022

Signature of Dept. Head: Nathaniel Johnson

Departments Affected:

COUNSEL: NO

(2)(i) Performance Review

①

BOC only:

Consent Agenda _____

Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Proclaiming March 2022 as Red Cross Month in Coos County

Department: BOC

Requested Agenda Date: 3/16/22

Contact Person:

Phone/Ext.:

Background and description of need or problem: The Board will hear a presentation on activities that are planned or have taken place in Coos County.

Funding Source: n/a

Requested Action: Approve Proclamation "American Red Cross Month March 2022"

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.

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 Filing Coversheet attached?
- Do you want this returned to you for filing?

County Counsel _____

Treasurer _____

Human Resources _____

1 BOARD OF COMMISSIONERS
2 COUNTY OF COOS
3 STATE OF OREGON

4 AMERICAN RED CROSS MONTH
5 March, 2022
6 A Proclamation

7 In times of crisis, people in Coos County come together to care for one another. This
8 humanitarian spirit is part of the foundation of our county and is exemplified by American Red
9 Cross Cascades Region volunteers and donors.

10 In 1881, Clara Barton founded the American Red Cross, turning her steadfast dedication for
11 helping others into a bold mission of preventing and alleviating people's suffering. Today, more
12 than 140 years later, we honor the kindness and generosity of Red Cross volunteers here in
13 Coos County, who continue to carry out Clara's lifesaving legacy. They join the millions of
14 people across the United States who volunteer, give blood, donate financially or learn vital life-
15 preserving skills through the Red Cross.

16 In the **Cascades Region**, serving Oregon and SW Washington, the contributions of more than
17 **2,500** local Red Cross volunteers give hope to the most vulnerable in their darkest hours. The
18 Red Cross does so by providing more than **1,600** emergency overnight shelter stays, along with
19 food and comfort for families devastated by more than **680** local disasters, like home fires.
20 Through the generosity of those donating more than **182,000** units of essential blood for
21 accident and burn victims, heart surgery and organ transplant patients, and those receiving
22 treatment for leukemia, cancer or sickle cell disease. They support service members and
23 veterans an average of **eight times a day**, along with their families and caregivers through the
24 unique challenges of military life. They help to save the lives of others with first aid, CPR and
25 other skills, and by delivering international humanitarian aid.

26 Their work to prevent and alleviate human suffering is vital to strengthening our community's
27 resilience. We dedicate this month of March to all those who continue to advance the noble
28 legacy of American Red Cross founder Clara Barton, who lived by her words, "You must never
think of anything except the need, and how to meet it." We ask others to join in this commitment
to give back in our community.

NOW, THEREFORE, We, the Coos County Board of Commissioners, by virtue of the authority
vested in us by the laws of Coos County and Oregon, do hereby proclaim March 2022 as Red
Cross Month. We encourage all citizens of Coos County to reach out and support its
humanitarian mission.

IN WITNESS WHEREOF, we have hereunto set our hand this 16 day of March, two thousand
twenty-two, and in Coos County, Oregon.

27 _____
John W. Sweet
Chair

27 _____
Melissa Cribbins
Commissioner

27 _____
Robert "Bob" Main
Commissioner

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Letter of Support for Hundred Acre Wood Trail Project

Department: BOC

Requested Agenda Date: 3/16/22

Contact Person:

Phone/Ext.:

Background and description of need or problem: The City of Coquille has asked for a letter of support for their grant application for the Hundred Acre Wood Trail construction and design.

Funding Source: n/a

Requested Action: Approve signing a letter of support for the Hundred Acre Wood trail construction and design grant application

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.

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)?
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- Is the Clerk's Filing Coversheet attached?
- Do you want this returned to you for filing?

County Counsel _____

Treasurer _____

Human Resources _____



CITY OF COQUILLE

February 14, 2022

Coos County Board of Commissioners
c/o Commissioner Cribbins
225 North Adams St.
Coquille, OR 97423

Commissioners:

The City of Coquille requests a letter of your support for the Hundred Acre Wood Trail project.

The Hundred Acre Wood Trail project is a two-phase project: Phase 1 will construct a parking lot, ADA-accessible plumbed restroom, and a little over 4 miles of hiking and biking trails; Phase 2 will construct another mile-plus of hiking trail. Benches and informational signs will be placed throughout the trail system. The attached map depicts the project area.

The Hundred Acre Wood Trail Construction and Design Report (which can be found at www.cityofcoquille.org under the “Community Services” tab) includes a complete description of the project – including how the project meets the City’s needs (as described in our Comprehensive Plan and Parks Master Plan) and the recommendations of the 2019 Statewide Comprehensive Outdoor Recreation Plan (SCORP).

The Hundred Acre Wood is unique in that it is both designated in the City’s Comprehensive Plan as open space area and is logged by the City, as part of our Forest Management Plan. Moreover, the trail system has been designed to avoid environmental impacts, including avoiding impacts to the creeks which run through the Wood. We’re excited to improve the land, in pursuit of these compatible uses, for the benefit of our community.

As part of our fundraising effort, we’re preparing an application for Oregon Parks and Recreation Local Government Grant Program funding. **We’ve attached a sample letter of support. We request that, if your Board is in support of this project, you provide us with a letter of support by March 15, 2022, to include with our LGGP application.**

Please let us know if you have any questions or would like additional information or a presentation regarding this project.

Thank you,

Mayor Sam Flaherty
City of Coquille
851 N Central
Coquille, OR 97423
(541) 396-2115
sflaherty@cityofcoquille.org

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: IGA with Oregon Health Authority

Department: Coos Health & Wellness

Requested Agenda Date: 3/15/2022

Contact Person: Mike Rowley

Phone/Ext.: 541-266-6778

Background and description of need or problem: IGA 174610-0 provides Coos Health & Wellness PH Division funding to support the reproductive health outreach program.

Funding Source: OHA

Requested Action: Board to approve IGA with Oregon Health Authority and authorize the Chair to sign.

Date: 3/2/2022

Signature of Dept. Head: _____

Mike Rowley

Digitally signed by Mike Rowley
DN: cn=Mike Rowley, o=Coos Health & Wellness, ou,
email=mike.rowley@chw.coos.or.us, c=US
Date: 2022.03.02 14:45:23 -08'00'

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? Patricia Crawford

County Counsel AR _____

Treasurer MS _____

Human Resources _____

20

CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: _____ (complete after filing) Contract/Agreement/Grant No.: 174610-0(if applicable)

Name/Agency Name and Address: OHA, 800 NE Oregon Street, Suite 640, Portland, OR 97232

Contact Person: Jewelee Bell Phone No: 971-208-4144 Email: JEWEELEE.M.BELL@dhsoha.state.or.us

Amount of Contract/Grant Award: \$ NTE 150,000.00

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

Effective Date: 2/1/2022 Start Date: _____ (if different from effective date, i.e. retroactive / prospective date)

End Date: 7/15/2023 (if known)

County Department and Employee Responsible for Performance: Coos Health & Wellness, Mike Rowley, Director.

Description: IGA 174610-0 provides funding for the PH Division reproductive health outreach program. Compensation of one hundred fifty thousand dollars, (\$150,000) NTE will be paid upon invoices submitted by County.

Staff Requirements: New Existing Subcontract

Will unemployment cost be incurred? Yes No

FINANCIAL INFORMATION (Fill out this section only if the County is receiving funds)

STATE %	OTHER %	FEDERAL % (CFDA # Required)	Catalog of Federal Domestic Asst. *(CFDA) Number
100%			

*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 its own summary form.

New

Renewal

Modification

Previous Amount: \$

Original Amount: \$

Previous Date:

Original Date:

PUBLIC CONTRACTING INFORMATION (Fill out this section only if the County is spending funds)

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 \$10,000
 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 \$5,000
 Under \$50,000 for Quotes
 Between \$50,000 and \$100,000 for Quotes and Prevailing Wage Requirements

- Alternative Contracting Method Approved by Board
 Other _____

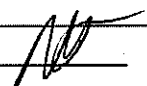
Personal Services Contract - If Not Using Proposal, Mark Exemption:

- 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

Date Approved by BOC: _____

Reviewed by Counsel: 

BOC only:
 Consent Agenda _____
 Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Contract with Acting Up Academy

Department: Coos Health & Wellness

Requested Agenda Date: 3/15/2022

Contact Person: Mike Rowley

Phone/Ext.: 541-266-6778

Background and description of need or problem: Acting Up Academy provides a safe learning environment for youth, ages 5-17, after school hours. Services provided include homework help and a curriculum designed to teach healthy communications skills.

Funding Source: OHA Reproductive Health Program

Requested Action: Board to approve the contract with Acting Up Academy and adopt sole source findings.

Date: 3/2/2022

Signature of Dept. Head: Mike Rowley

Digitally signed by Mike Rowley
 DN: cn=Mike Rowley, o=Coos
 Health & Wellness, ou,
 email=mike.rowley@chw.coos.or
 .us, c=US
 Date: 2022.03.02 11:53:10 -0800'

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 MJ

Treasurer MS

Human Resources _____

20

Board of Commissioners
Coos Health and Wellness
Sole Source Finding
Regular Board Meeting 3/16/22

Pursuant to ORS 279B.075 a public contracting agency may procure goods or services without competition upon written findings that the goods or services are available from only one source. Those findings may include, that the “the goods or services are for use in a pilot or an experimental project” or “other findings that support the conclusion that the goods or services are available from only one source”.

In this matter, the Board of Commissioners makes the following findings:

1. Acting Up is sole entity in Coos County that offers not only after school care, but also teaches youth about healthy communications skills. Due to the fact that Acting Up already has curriculum and staff prepared to teach healthy communications skills as required by the contract, the County will not be required to create additional curriculum and provide additional training to Acting Up staff in order to Acting Up beginning to work on this project.

The Board of Commissioners concludes that procuring these services through Acting up Academy is a sole source procurement authorized under ORS 279B.075.

CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: _____ (complete after filing) Contract/Agreement/Grant No.: _____ (if applicable)

Name/Agency Name and Address: Acting Up Academy 999 N Front St. Coos Bay, Oregon 97420

Contact Person: Desiree Glenn Gairan Phone No: 541-252-0679 Email:

ActingUpForKidsandTeens@gmail.com

Amount of Contract/Grant Award: \$ 17,000.00

Payment Terms: \$1,000 monthly - duration 17 months (state lump sum or amount and time of payments)

Effective Date: 2/1/2022 Start Date: _____ (if different from effective date, i.e. retroactive / prospective date)

End Date: 6/30/2023 (if known)

County Department and Employee Responsible for Performance: Coos Health & Wellness, Mike Rowley, Director.

Description: Acting Up Academy will provide after school services, including healthy communication skills education to Coos County youth. Monthly compensation of one thousand dollars (\$1,000.00), 17 months duration, upon receipt of invoice from contractor.

Staff Requirements: New Existing Subcontract

Will unemployment cost be incurred? Yes No

FINANCIAL INFORMATION (Fill out this section only if the County is receiving funds)

STATE %	OTHER %	FEDERAL % (CFDA # Required)	Catalog of Federal Domestic Asst. *(CFDA) Number

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- 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 its own summary form.

New

Renewal

Modification

Previous Amount: \$

Original Amount: \$

Previous Date:

Original Date:

PUBLIC CONTRACTING INFORMATION (Fill out this section only if the County is spending funds)

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 \$10,000
- 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 \$5,000
- Under \$50,000 for Quotes
- Between \$50,000 and \$100,000 for Quotes and Prevailing Wage Requirements

- 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

Date Approved by BOC: _____

Reviewed by Counsel: *NS*

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Reclassification of Merna Peterson to MHS II - Senior Clinician under paygrade 454

Department: CHW

Requested Agenda Date: 3/16/2022

Contact Person: Mike Rowley

Phone/Ext.: 541-266-6700

Background and description of need or problem: The Board previously approved a newly created job description for Mental Health Specialist II – Senior Clinician and approved placing the position under paygrade 454, which is the same paygrade as the Mental Health Specialist II – Lead position. Approval of the newly created job description permits management to reclassify an employee from the Mental Health Specialist II job description (paygrade 447) to paygrade 454 if they qualify under Section 5 of the Senior Clinician job description.

Requesting Board approval to reclassify Merna Peterson to Mental Health Specialist II-Senior Clinician as she qualifies under Section 5 of the Senior Clinician job description.

Funding Source: 021-1302-444.10-01

Requested Action: BOC to approve reclassification of Merna Peterson to Mental Health Specialist II – Senior Clinician effective March 1, 2022, and sign Resolution 22-03-036 P.

Date: 3/16/2022

Signature of Dept. Head: Mike Rowley
Digitally signed by Mike Rowley
DN: cn=Mike Rowley, ou=Coast Health & Wellness, ou=ems, email=Mike.Rowley@chwc.coos.or.us, c=US
Date: 2022.03.16 14:18:43 -0800

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.

Departments Affected:
COUNSEL: NR

TREASURER: MS

HUMAN RESOURCES: CS

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

ZE

BOARD OF COMMISSIONERS
COUNTY OF COOS/STATE OF OREGON

In the Matter of a Reclassification) R E S O L U T I O N
To MH Specialist II Senior Clinician) 22-03-036 P
For Merna Peterson)
Effective March 1, 2022)

THIS MATTER HAVING COME BEFORE the Board of Commissioners at a regular meeting held March 16, 2021; and

WHEREAS, the Board of Commissioners having previously approved a job description and paygrade 454 for a Mental Health Specialist II Senior Clinician Position; and

WHEREAS, Merna Peterson, with a salary in effect, is a Mental Health Specialist II under paygrade 447 Step 5, with a monthly salary in the amount of five thousand, four hundred and forty-two dollars (\$5,442); and

WHEREAS, the Board of Commissioners having approved a reclassification for Merna Peterson to Mental Health Specialist II - Senior Clinician;

THEREFORE BE IT RESOLVED that Merna Peterson be reclassified to pay grade 454, under the AFSCME Union position of Mental Health Specialist II - Senior Clinician, with a salary adjustment as follows, effective March 1, 2022:

<u>EMPLOYEE</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>RGE.</u>	<u>STEP</u>	<u>AMOUNT</u>
<u>HEALTH & WELLNESS - BEHAVIORAL HEALTH - 021-1302-444.10-01</u>					
Peterson, Merna	MH Specialist II-Senior Clinician	454	--	4	\$5,632

BE IT FURTHER RESOLVED that Merna Peterson's anniversary date shall remain March 1 each year.

DATED THIS _____ day of _____, 2022.

BOARD OF COMMISSIONERS

Commissioner

Commissioner

Commissioner

Resolution 22-03-036 P

BOC only: Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Mobile Response Team – Coos Health & Wellness

Department: CHW

Requested Agenda Date: 03/15/2022

Contact Person: Mike Rowley

Phone/Ext.: 541-266-6700

Background and description of need or problem: Megan Ridle, Brief Therapy Crisis Program Manager for Coos Health & Wellness will give a presentation to the Board of Commissioners on the successful Mobile Response Team program.

Funding Source: N/A

Requested Action: Presentation on MRT Program by Megan Ridle, Program Manager.

Date: 3/2/2022

Signature of Dept. Head: Mike Rowley

Digitally signed by Mike Rowley
DN: cn=Mike Rowley, o=Coos Health & Wellness,
ou, email=Mike.Rowley@Chw.coos.or.us, c=US
Date: 2022.03.02 15:38:02 -0800

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 MS

Treasurer MS

Human Resources CB

2F

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Coos Watershed MOU Renewal/update –Palouse tide gate and related structures.

Department: Road Dept.

Requested Agenda Date: 3/1/22

Contact Person: John Rowe

Phone/Ext.: 7665

Background and description of need or problem: Coos County signed a MOU with Coos Watershed on February 5, 2020 for the planning, design, and permitting for the replacement of Palouse tide gate and related structures. This is just a renewal/update of the Original MOU and renewed MOU executed on April 20, 2021.

Funding Source: N/A

Requested Action: Approve and sign the Coos Watershed MOU Renewal/Update for North Way Palouse tide gate and related structures.

Date: 2-23-22

Signature of Dept. Head: John Rowe

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 NTJ

Treasurer MS

Human Resources _____

CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: _____ (complete after filed with Clerk)

Contract/Agreement/Grant No.:

Name/Agency Name and Address: Coos Watershed Association, 300 Central Ave, Coos Bay, OR 97420

Contact Person: Alison Tarbox Phone No. 541-888-5922

Amount of Contract/Grant Award: \$ N/A

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

Start Date: upon excution End Date: 3/31/23

County Department and Employee Responsible for Performance: COOS COUNTY PUBLIC WORKS- PAUL SLATER

Description: RENEWAL OF ORIGINAL MOU FOR PALOUSE TIDEGATE AND RELATED STRUCTURES

FINANCIAL INFORMATION

STATE %	OTHER %	FEDERAL % (CFDA # Required)	Catalog of Federal Domestic Asst. *(CFDA) Number

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- 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 MOU
 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 \$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 Counsel: NT

BOC only: Consent Agenda _____ Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Request BOC approval to repair/modify our current Lowboy Trailer.

Department: Road

Requested Agenda Date: 3/16/22

Contact Person: John

Phone/Ext.: 7665

Background and description of need or problem: Our current lowboy trailer is in need of a few repairs and modifications. There are a few cracks in the trailer that need repaired and once those are repaired it needs some fresh paint, new decking and lights. The trailer is also too long to easily maneuver on our county roads, so we would like to shorten the deck of the trailer from 25' to 18', which would allow for better use on our county roads when hauling equipment. Currently we are unable to get the lowboy trailer to several job sites safely which requires us to road our equipment farther than needed. We would like to use Kye's Custom Fabrication, Inc. for this specialized project which will cost around \$40,970.26.

Funding Source: 003-2702-431.20-01 Shop Supplies

Requested Action: Request BOC approval to repair/modify our current Lowboy Trailer for \$40,970.26.

Date: 3/8/22

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 Filing Coversheet attached?
- Do you want this returned to you for filing?

County Counsel NJ - 3 businesses contacted for quotes - only
one business identified as able to complete project (CR 10,122(1)(A))

Treasurer _____

Human Resources _____

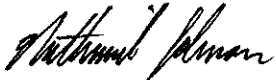


Board of Commissioners Meeting 3.16.2022
Repairs of Lowboy Trailer Authorized Under County Rule 10.122

Pursuant to County Rule 10.122, the County may let Contracts for equipment, maintenance, repair or overhaul without Competitive Process, subject to the following conditions:

- a) Service and/or parts required are unknown and the cost cannot be determined without extensive preliminary dismantling or testing; or
- (b) Service and/or parts required are for sophisticated equipment for which specially trained personnel are required and such personnel are available from only one source.**

In this situation, the County's lowboy trailer needed repairs and modifications that must be completed by personnel with specialized experience or training. After a diligent search, the County was only able to locate one company within our area qualified and prepared to complete the necessary repairs and modifications. The County first contacted Gold Coast Truck Repair and Whit-Log Trailers, but were referred to Kye's Custom Fab in Roseburg as the company in the area that could complete the work as required. Therefore, the County may procure the needed repairs and modifications from Kye's Custom Fab under County Rule 10.122(1)(b). It is also worth noting that three separate shops were contacted in the effort to find a shop able to carry out the modifications and repairs.



Nathaniel Johnson
County Counsel

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Approval of Administrative Services Manager position description and reclassification of an Employee to Administrative Services Manager for Community Corrections.

Department: Community Corrections

Requested Agenda Date: 03/15/2022 ¹⁶

Contact Person: Mike Crim, Director

Phone/Ext.: 396-7703

Background and description of need or problem: Following an employee retirement in 2020, Jenny Mahlum has taken on more and more responsibility within the office and we feel she is now performing at the level of responsibility and performing the duties of the Administrative Services Manager position that has been vacant since the 2020 retirement. Therefore, we believe it is appropriate to reclassify Jenny Mahlum to the Administrative Services Manager position effective April 1, 2022, which coincides with her performance evaluation date. This also ties in with our on-going succession planning for the office. This position will work closely with the Director and Business Operations Manager.

Jenny Mahlum would move from an Administrative Aide II to Administrative Services Manager, Pay Grade (789), Step 3, \$3,940 per month effective April 1, 2022. This reflects an increase of \$203 per month.

Also request Board approve updated job description for the Administrative Services Manager position.

Funding Source: State of Oregon/DOC/ Grant in Aid

Requested Action: Approval of Administrative Services Manager position description for Community Corrections and reclassification of Jenny Mahlum to the Administrative Services Manager position effective 04/01/2022. *Resolution 22-03-035P*

Date: 2/25/2022

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 

DESCRIPTION OF POSITION

Approved by BOC 3/15/2022

1.	Classification Title: Community Corrections Administrative Services Manager
2.	Working Title: Community Corrections Administrative Services Manager
3.	Department: Coos County Community Corrections
4.	Pay Grade & Range: Pay Grade (789) 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 checked="" type="checkbox"/> No <input type="checkbox"/> Eligible for Overtime? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.	What is the purpose of this position? Serves as the confidential Executive Secretary to the Director and Business Operations Manager in the daily operations of Community Corrections. Oversees and maintains the office legal standards in preparing and maintaining complex legal and related record files. Works with considerable independence in performing legal secretarial work of a complex nature and ensures quality control for Community Corrections.
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. A. Maintenance of Offender Files: Open, Close and Transfers Offender Files. Review legal documents such as court orders to process offender files, review for needed corrections and enter to DOC400. Requires special knowledge and judgment in selecting appropriate codes, names, conditions, personal information, etc. Adds, deletes, or changes information in manual or computerized system to maintain accurate, complete and current information. Schedules for file destruction as necessary. Completes yearly warrant checks on offender files. Maintains and directs compact file work. This position is the Department representative to the Department of Corrections Statewide Office Operations Network group. B. Typing Legal Reports/Word Processing: Reports, narratives, statistics, memorandums, investigations and correspondence from draft or general instructions as per policy. Also, writes and reviews letters, reports, grants, grievances, articles, orders, minutes, legal options, performance evaluations, and other materials of an important or confidential nature. C. Fee Collection: Receives payments, issues receipt, prepares deposits of clients' supervision fees – in the absence of Front Desk Receptionist. Turns over client accounts to Department of Revenue. In the absence of Corrections Secretary II, reconciles DOR reports and payments and keeps Department Manager updated on monthly collections of supervision fees. D. Record Development/Maintenance: Maintains assignment logs, vacation/sick leave program, office manuals, directories, filing, copying and distribution as required. Takes and transcribes meeting minutes and maintains file of minutes. E. Department of Corrections Liaison: works closely with Department of Corrections in reviewing reports generated for Coos County. These reports include but are not limited to: Unsupervised/Inactive Monthly Reviews, Earned Discharge Monthly Reviews, UA log errors, Sanction with and without movements, Local Control Data Entry, etc. F. Provides Training: Provides user training in computer, printer, DOC400, and software use to staff members. Provides training for front desk position. Ensures that First Aid/CPR training is current on all employees and schedules classes as needed. Tracks in-house training records and updates training records for DPSST.

- G. Inventory/Building Control:** Requisitions supplies, maintains required inventories, receives orders and distributes as necessary. Maintains property inventory, transfers property in and out of department, conducts yearly county inventory control. Responsible for building maintenance to include janitorial, landlord, and maintenance repairs.
- H. Staff Equipment:** Responsible for assignment, logging, and collection of: office keys, badges, safety equipment, vehicles, handcuffs, gas cards and cell phones. Ensures repair or replacement if needed. Maintains vehicle records.
- I. Personnel (for Management):** Types, files, distributes confidential personnel-related documents, i.e., performance evaluations, audits, grievances, investigations, etc. Maintains departmental personnel records. Occasionally acts as resource for staff in directing who to contact regarding payroll, attendance records, personnel, etc.
- J. Special Projects:** Works with supervisors on special projects when needed such as employee grievances, grants and required reports, jail bed statistics, financial statistics, collection of supervision fees, etc. Searches out and researches information for Director on various projects.
- K. Credit Cards:** Oversees credit card usage, expenditures, and accounts for the security of the credit cards yearly. Also serves as the back-up for paying bills and credit card payments.
- L. Travel Arrangements:** Makes travel arrangements and conference registrations for the Director and Department employees.
- M. Minutes:** Provide support to Local Public Safety Coordinating Council (LPSCC), i.e. announcement of meetings, notice to media, prepare room for meeting, take minutes, type & distribute minutes.
- N. Back up for Front Desk Corrections Secretary I:** Provides reception (telephone and walk-in); mail processing: (opens, dates stamps, routes incoming mail, and prepares outgoing mail in the absence of front desk secretary); copies, reports for Court/DA; collection of fees, preparation of deposits; prepares hearing packets & e-files, tracks works crew, vacation/sick leave and other duties as assigned to this position.
- O. Other Duties as Required:**
- May act as liaison between department and other county departments.
 - Assist with preparation or processing of department contracts or contract modifications.
 - Coordinate and develop work procedures or policies with appropriate input from supervisor and management team. Maintain documentation.
 - Regular and consistent attendance is required.
 - Completes Notary Service and background checks as needed.

7. Working conditions of position.
 Typical office setting, normally 8:00am - 5:00pm, Mon-Fri. Travel within the county and state may be required for training or meetings. Requires ability to push, pull, lift, and/or carry up to 50 pounds. Other physical demands may be required: bending, keyboarding, pulling, pushing and walking.

8. List required special skills, licenses, certificates, etc.
- Thorough knowledge of current and previous versions of Windows operating systems/programs and Microsoft.
 - Must be able to read and accurately interpret and implement documents such as technical manuals, safety rules, operating and maintenance instructions, and procedure manuals. Must be able to apply common sense understanding to accurately carry out instruction furnished in written, oral, or diagram form. Must have demonstrated experience to deal with problems involving several concrete variables and determining solutions for standardized situations.

- Must have the ability to speak effectively before groups of customers or Department staff. Must be able to communicate effectively orally and in writing. Must be able to complete accurate reports and correspondence within short timelines. Must have ability to effectively train other employees.
- Requires ability to work quickly and accurately under pressure and with short timelines. Must have ability to use initiative and judgment in carrying out tasks and responsibilities with limited instruction and/or guidance. Must have excellent time-management skills and be able to work independently with minimal supervision. Must be able to maintain professional, positive interaction, tact, and judgment in dealing with Department and county staff and other professional contacts.
- Must be able to accept supervision and adhere to County and Department policies. Must comply with professional ethics, rules of conduct and confidentiality privacy laws. Must be able to establish and maintain effective and harmonious working relationships with other employees and maintain effective interpersonal relationships with co-workers, county staff, other agencies and outside entities. Must maintain a positive attitude and represent the County and the Department in the community in a positive manner.
- Regular and consistent attendance is required.
- Must have working knowledge of computers, DOC400 and OJIN. Must pass a comprehensive criminal, civil, and personal background check and possess a valid Oregon Driver's license and be LEADS Certified.
- Must have five years of experience in office and secretarial work, graduation from a high school/GED including or supplemented by secretarial training courses and typing; or any satisfactory equivalent combination of experience or training. Have a minimum of 2-year experience in computer, troubleshooting and understanding of printer/computer generated reports, spreadsheets, word processing, database and webpage update/design.

10. Is operation of motor vehicle required? Yes No

11. List equipment, tools, machines used in performance of duties.
 Desktop/laptop computers and server(s), copy machine, fax machine, phone systems and standard office equipment in addition to the above listed requirements.

1 BOARD OF COMMISSIONERS

2 COUNTY OF COOS/STATE OF OREGON

3 In the Matter of a Reclassification to) R E S O L U T I O N
4 Administrative Services Manager for) 22-03-035 P
5 Jenny Mahlum Effective April 1, 2022)

6 THIS MATTER HAVING COME BEFORE the Board of Commissioners at a regular
7 meeting held March 16, 2022; and

8 WHEREAS, Jenny Mahlum is currently classified as an Administrative Aide
9 II in the Community Corrections Office, Pay Grade 775, Step 6 with a salary of
10 \$3,737 a month; and

11 WHEREAS The Board of Commissioners having made a determination this date
12 that a reclassification is appropriate given the duties she performs for the
13 Community Corrections Office;

14 THEREFORE BE IT RESOLVED reclassifying Jenny Mahlum to a Administrative
15 Services Manager position, with a salary adjustment as follows, effective April
16 1, 2022:

<u>EMPLOYEE</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>RGE.</u>	<u>STEP</u>	<u>AMOUNT</u>
<u>COMMUNITY CORRECTIONS - 011-2400-423.10-01</u>					
Mahlum, Jenny	Administrative Services Manager	789	--	3	\$3,940

20 BE IT FURTHER RESOLVED that the above employee's anniversary date shall
21 be be amended to April 1 each year.

22
23 DATED THIS _____ day of _____, 2022.

24 BOARD OF COMMISSIONERS

25
26 _____
27 Commissioner Commissioner Commissioner

AGENDA ITEM COVERSHEET

Agenda Item Title: Approval of Purchase of Real Property and Delegation of Signing Authority to County Maintenance Director

Department: Maintenance/Counsel

Requested Agenda Date: 3/15/2022

Contact Person: Nathaniel Johnson/Mike Hagen

Phone/Ext.: 7693

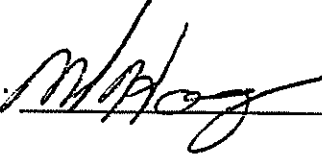
Background and description of need or problem: The County wishes to purchase the real property located at 142 N. Adams Street, Coquille, Oregon and identified as Coos County Tax Account Number 3288800 for use by the Coos County Maintenance Department. The purchase price is \$150,000. Purchase of the property would allow the Maintenance Department to vacate their current portion of the Owen Building, and provide the Department with needed storage and work space. Moving the Maintenance Department from the Owen Building may also allow for renovation and the creation of more office space in the Owen Building if needed.

Funding Source: American Rescue Plan Funds

Requested Action: Approve Order 22-03-018L authorizing the purchase of real property and delegating signing authority.

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.

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 Filing Coversheet attached?
- Do you want this returned to you for filing?

County Counsel



Treasurer



Human Resources

1 BOARD OF COMMISSIONERS

2 COUNTY OF COOS

3 STATE OF OREGON

4
5 In the Matter of Authorizing the Purchase of Real Property) ORDER
6 and Delegating Signing Authority to Coos County) 22-03-018L
Maintenance Director)

7 NOW BEFORE THE BOARD of Commissioners (“Board”) sitting for the transaction of
8 County business on March 15, 2022 is the matter of authorizing the purchase of real property
9 located at 142 N. Adams Street, Coquille, Oregon, more particularly identified as Coos County
10 Property Tax Account Number 3288800 (the “Property”), and delegating signing authority to the
11 Coos County Maintenance Director.

12 WHEREAS, the property is needed for use by the County for a public purpose; and

13 WHEREAS, it appears to the Board that it is in the best interest of the County to purchase
14 the Property for the price of \$150,000;

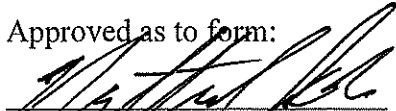
15 NOW, THEREFORE, IT IS HEREBY ORDERED that the Board of Commissioners
16 authorizes the purchase of the Property as follows:

- 17
- 18 1. The Board authorizes the purchase of the Property for \$150,000.
 - 19 2. The Coos County Maintenance Director, Mike Hagen, Commissioner Robert “Bob”
20 Main, Commissioner Melissa Cribbins, and Commissioner John Sweet, in consultation
21 with County Counsel, are authorized to sign any transactional documents to aid in,
22 effectuate, and complete the purchase of the Property. Any one of these named
23 individuals may sign the transactional documents, depending on availability.
24 Furthermore, the Board ratifies any and all transactional documents that have been signed
25 by the County Maintenance Director to this date.
26
27

1 3. The Board authorizes the expenditure of any reasonable and customary fees necessary to
2 complete the sale of the Property, as specified in any applicable purchase and sale
3 agreement.
4

5
6 BOARD OF COMMISSIONERS

7 Approved as to form:

8 
9 Office of Legal Counsel

Chair

Commissioner

Commissioner

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Request Approval to get funding to purchase a HVAC Air conditioner for State Courts IT Server room

Department: Maintenance

Requested Agenda Date: 3/16/2022

Contact Person: Mike Hagen

Phone/Ext.: 7734

Background and description of need or problem: We are requesting ARP funding to purchase a new HVAC air conditioner for the State Courts IT Server room. The current HVAC system that is in place it not designed for the server room and on days that we have freezing weather the system is failing and the server room is reaching temperatures that can damage their equipment. We have received a quote from Addcox Heating Center for a system that can handle the server room heat and a system that won't freeze up during freezing weather. The quote is for \$7,335.19, we are requesting to move forward with the quote from Addcox Heating Center.

Funding Source: ARP funding

Requested Action: Approve the funding for the HVAC Air conditioner for State Courts IT Server room in the amount of \$7,335.19

Date: 3/7/

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 Filing Coversheet attached?
- Do you want this returned to you for filing?

County Counsel 

Treasurer _____

Addcox Heating Center
 831 N.W Highland Street
 Roseburg OR 97470
 Phone: (541) 672-6473
 Fax: (541) 672-0095
 Info@addcox.com

BILL TO

Coos County Courthouse
 250 North Baxter Street
 Coquille, OR 97423 USA

ESTIMATE	ESTIMATE DATE
51501761	Mar 02, 2022

JOB ADDRESS

Coos County Courthouse
 250 North Baxter Street
 Coquille, OR 97423 USA

Job: 51499732

TASK	DESCRIPTION	QTY	PRICE	TOTAL
RRRK36	<p>Install Air Conditioner RKS36LVJU wall mounted unit Install New Outdoor FTXS Series Air Conditioner Model #FTXS36LVJU Capacity: 36,000 BTU/Hr. Cooling Efficiency: 17.9 SEER Indoor Unit Dimensions (H x W x D): 13 3/8" x 47 1/4" x 9 7/16" Includes 3/8" x 5/8" refrigerant lineset Remove and set aside existing 2-ton single zone ductless system. Install communication wire from indoor to outdoor unit. Heat pump will be installed on pressure treated lumber for curbing on roof. Install refrigerant lines from indoor to outdoor units. Any roof sealing is excluded from this proposal. Install condensation drain line from indoor unit to outside of structure. Includes washable filters for indoor unit. Includes mechanical permit required for installation.</p> <p>High Voltage modifications are excluded from this proposal and can be estimated by a licensed electrician upon request. The electrical specifications of the new unit appear to be within the existing circuit to the existing ductless unit. A 110-volt plug may need to be installed exterior on the roof and can be done by an electrician for approximately \$300 to \$500 upon request.</p> <p>WARRANTY: 1 Year Labor 5 Years Parts and Compressor</p>	1.00	\$7,335.19	\$7,335.19

POTENTIAL SAVINGS \$0.00

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: SAIF Retro Rating Evaluation Plans for 2017-2018, 2018-2019, 2019-2020 & 2020-2021 Plan Closures.

Department: Human Resources

Requested Agenda Date: March 16, 2022

Contact Person: Charity Train

Phone/Ext.: (541) 396-7582

Background and description of need or problem: The County has the option of closing the policy years listed above. By closing out a policy year, this means that if a claim is reopened, the County will not be responsible for the cost if a claim is reopened. The cost to close out the policy year is listed in the attached packet. If the County chooses to close the attached policy year, then the amount will be credited or owed to SAIF by March 25, 2022. The Board of Commissioner's need to decide if they would like to close the Rating Evaluation plans for the years stated above. Wendy at Abel Insurance recommends only closing year 2017-2018 at this time. No money would be owed or credited at this time.

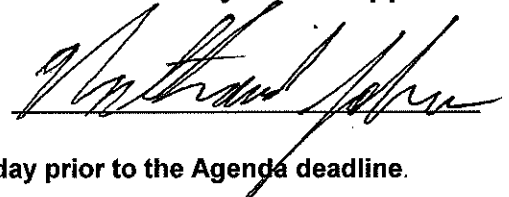
Funding Source: All

Requested Action: Decide which Retrospective Rating Plan Evaluation years to approve for closure and sign those documents.

Authorize Chair to

Date: March 8, 2022

Signature of Dept. Head:

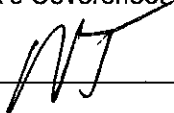


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- Is the Clerk's Coversheet attached or do you want it returned to you for filing?

County Counsel _____



Treasurer _____



Human Resources _____

Retrospective Rating Plan Evaluation

Policy Name: Coos County
 Policy Number: 752481
 Plan Period: 07/01/2017 - 07/01/2018

Valuation Date: 12/31/2021
 Term/Type: One Year / Regular
 Evaluation No: 4th Evaluation / 100004967

Detail for Coos County: 752481, 07/01/2017 - 07/01/2018

Standard Premium [SP]	\$616,041.82	Basic Premium Factor [BPF]	0.2260
Minimum Premium	\$139,225.45	Maximum Premium Factor	1.4000
Maximum Premium	\$862,458.55	Loss Conversion Factor [LCF]	1.2000
Incurred Losses [IL]	\$88,777.46	Tax Multiplier [TM]	1.0000

Retrospective Rating Plan Premium Summary

Standard Premium	\$616,041.82
Incurred Losses	\$88,777.46
Non-disabling Reimbursement	\$15,668.82

Retrospective Rating Plan Premium Calculation

Basic Premium [BP] = (SP X BPF)	\$139,225.45
Converted Losses [CL] = (IL x LCF)	+ \$106,532.95
Tax	+ \$0.00
Indicated Retro Premium [IRP] = (BP + EL + CL) x TM	\$245,758.40

Retrospective Rating Plan Premium and DCBS Assessment

Assessable Premium excludes Part Two, Federal Premium, and Non-Disabling Reimbursement

Indicated Retro Premium	\$245,758.40
DCBS Assessment @ 6.80% on \$110,652.41	+ \$7,524.36
DCBS Assessment @ 7.40% on \$116,151.58	+ \$8,595.22
Retrospective Premium including DCBS Assessment	\$261,877.98

Retrospective Rating Plan Premium Adjustment

Retrospective Premium including DCBS Assessment	\$261,877.98
Non-disabling Reimbursement	- \$15,668.82
Premium Previously Billed	- \$230,089.58
DCBS Assessment Previously Billed	- \$16,119.58
Retrospective Rating Plan Premium Due	\$0.00

BOC only: Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Agreement with CCD Business Development Corporation to Assist Coos County with Grant Compliance and Administration for a Community Development Block Grant

Department: Counsel

Requested Agenda Date: 3/15/2022

Contact Person: Nathaniel Johnson

Phone/Ext.: 7693

Background and description of need or problem: On January 25, 2022, the County was awarded a Community Development Block Grant (CDBG) for emergency business and microenterprise grant assistance in the amount of \$500,000. The grant funds a program that will provide eligible small businesses of up to \$2,500 per qualifying job created or retained, or \$10,000 per qualifying microenterprise. The grant agreement requires the County to enter an agreement with CCD Business Development Corporation to administer the grant program in accordance with grant requirements.

Funding Source: Community Development Block Grant Funds

Requested Action: Approve agreement with CCD Business Development Corporation to administer the CDBG for emergency small business and microenterprise assistance.

Date: 3/8/2022

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.

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- Do you want this returned to you for filing?

County Counsel 

Treasurer 