

**A G E N D A**  
COOS COUNTY BOARD OF COMMISSIONERS  
Owen Building Large Conference Room, 201 N. Adams, Coquille  
or Virtually at <https://meet.goto.com/292912733>  
December 19, 2023

1. **8:30 AM- EXECUTIVE SESSION under the authority of ORS 192.660, - in the small conference room. The public is excluded from this portion of the meeting**
  - A. (2)(e) Real Property Transactions
  - B. (2)(h) Consultation with Counsel
  
2. **9:30 AM PUBLIC PORTION OF THE MEETING, BEGINNING WITH THE PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**
  
3. **DEPARTMENT HEADS**
  - A. Updates from Senator David Brock Smith- BOC
  
  - B. Request Approval of IGA #181346 with OHA & Authorize Mike Rowley to Sign- Coos Health & Wellness (CHW)
  
  - C. Request Approval of Offer on Lost Dog Road Timber Sale- Forestry
  
  - D. Request Approval of Growing Agreement GR-1-23- Forestry
  
  - E. Request Approval of Nursery Contract, Adopt Sole Source Findings & Authorize Lance Morgan to Sign- Forestry
  
  - F. Request Approval of Partnership Agreement with Wild Rivers Coast Mountain Bicycling Assoc., Adopt Sole Source Findings & Authorize Lance Morgan to Sign- Forestry
  
  - G. Request Award of Contract for Realtor of Record- Forestry
  
  - H. Request Approval of Contract Amendment with Strata Design- Road
  
  - I. Request Approval of Amendment #2 to IGA #15665 & Authorize Bryan Baird to Sign- Juvenile
  
  - J. Request Acceptance of OEM Grant & Authorize Chair to Sign- Sheriff
  
  - K. Request Approval to Donate Radar System to Bandon Police- Sheriff
  
  - L. Request Award of Contract for Mechanical services & Authorize Jill Rolfe to Sign- Community Development
  
  - M. Request Approval of Order Adopting Vacation VAC-23-001- Community Development
  
  - N. Request Approval of Order Adopting Road Name "Jasper Lane"- Planning
  
  - O. Request Approval of Amendment #2 & Renewal of Cooperate Agreement with Coquille Indian Tribe for Law Enforcement Services- Counsel
  
  - P. Request Approval of Amendment #3 to Bicoastal Media Lease Agreement & Authorize Chair to Sign- Counsel
  
  - Q. Request Approval of Resolution re: District Attorney Civil Commitments- Counsel

This agenda does not limit the ability of the Commissioners to consider additional subjects. The Board reserves the right to place a time limit on public testimony on any matter. The meeting place is handicapped accessible; if special accommodation is needed, please contact the office at least 24 prior to the meeting.

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

**A. Approval of Minutes**

Regular Meeting Minutes- November 7, 2023  
Worksession- OSU Extension Building- November 20, 2023  
Worksession- Wage Freezes- November 28, 2023  
Workgroup Minutes- November 28, 2023  
Regular Meeting Minutes- December 5, 2023  
Fee Hearing- December 5, 2023

**B. Orders & Resolutions**

Order 23-12-062C, In the Matter of Appointing Chris Webley to the Local Alcohol and Drug Planning Committee  
Resolution 23-12-250P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date  
Resolution 23-12-251P, In the Matter of Promotion Due to Certification for Tonya LaMar Effective December 1, 2023  
Resolution 23-12-252P, In the Matter of Granting Salary Merit Step Increases for Various Employees Retroactive to October 1, 2023  
Resolution 23-12-253P, In the Matter of Granting Salary Merit Step Increases for Various Employees Effective December 1, 2023

**C. Post-Action Notifications Pursuant to County Rule 10.043 (5)**

Ratify Reappointments of Joseph Monahan and Mark Mattechek to the VCB Board of Directors- BOC  
Contract with Shandi Lindsey- CHW- sign-on bonus  
Contract with Breanna Stephens- CHW- management review services  
Contract with Verizon Connect- CHW- tracking maint./mileage for 33 vehicles  
Contract with The Dibble Institute- CHW- health equity/reproductive health outreach  
Contract with D&S Concrete- CHW- curb & gutter removal/replacement at 305 LaClair  
Contract Amendment #9 to IGA173131- CHW- reduction of funds  
Contract Amendment with Western Exterminator- CHW- contract extension  
Contract Amendment #2 with The Mill Casino- CHW- food service inspections/consultation  
Contract Amendment #2 with The Mill Casino- CHW- pool & spa inspections  
Contract Renewal with Calm.com- CHW- mobile app.  
Agreement with University of Massachusetts Global- CHW- online practicum hours  
Agreement with Joseph Wright- CHW- sublease agreement  
Contract with Cowlitz Clean Sweep- Land Agent- cleaning of asphalt tank

5. **LATE AGENDA ITEMS**

6. **COMMISSIONERS REPORTS**

7. **CITIZEN COMMENTS- limited to 3 minutes per person**

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

## AGENDA ITEM COVERSHEET

**Agenda Item Title:** Executive Session Requested

**Department:** Counsel

**Requested Agenda Date:** 12/19/2023

**Contact Person:** Colton Totland

**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

**Funding Source:** N/A

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

Date: 12/13/2023

Signature of Dept. Head:

Colton Totland

Departments Affected:

COUNSEL: \_\_\_\_\_

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BOC only: Consent Agenda _____ Regular Agenda _____
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**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Updates from Sen. David Brock-Smith

**Department:** BOC

**Requested Agenda Date:** 12/19/23

**Contact Person:** Bob Main

**Phone/Ext.:** 7540

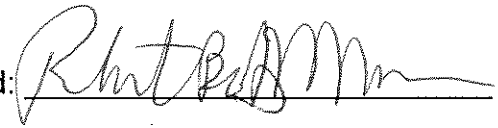
**Background and description of need or problem:** Sen. Brock Smith would like to provide updates to the Board of the following topics: 2023 Legislative Recap, BOEM Offshore Wind Call Area, Measure 110 Repeal Effort, Outlook for the coming 2024 Short Session.

**Funding Source:** n/a

**Requested Action:** listen to the updates from Sen. Brock Smith

**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 \_\_\_\_\_

Treasurer \_\_\_\_\_

Human Resources \_\_\_\_\_

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

### AGENDA ITEM COVERSHEET

**Agenda Item Title:** Intergovernmental Agreement 181346-0 with Oregon Health Authority

**Department:** Coos Health & Wellness

**Requested Agenda Date:** 12/19/2023

**Contact Person:** Mike Rowley

**Phone/Ext.:** 541-266-6700

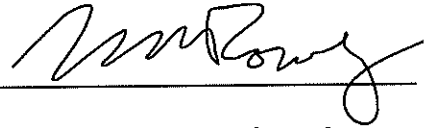
**Background and description of need or problem:** Intergovernmental Agreement 181346-0 provides 2023-2025 OHP outreach funds in an amount not to exceed \$100,000.

**Funding Source:** OHA

**Requested Action:** Board to approve Intergovernmental Agreement 181346-0 with Oregon Health Authority and authorize department head, Mike Rowley, to sign.

Date: 12/8/2023

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? Patricia Crawford

County Counsel \_\_\_\_\_

CT

Treasurer \_\_\_\_\_

MS

Human Resources \_\_\_\_\_

**CONTRACT / GRANT SUMMARY FORM**

Clerk's CJ No.: \_\_\_\_\_ (complete after filing) Contract/Agreement/Grant No.: 181346-0(if applicable)

Name/Agency Name and Address: Oregon Health Authority 500 Summer Street NE Salem, OR. 97301

Contact Person: Perry DeJoode Phone No: 503-949-6208 Email: Perry.B.DeJoode@oha.oregon.gov

Amount of Contract/Grant Award: \$ 100,000 NTE

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

Effective Date: 7/1/2023 Start Date: \_\_\_\_\_ (if different from effective date, i.e. retroactive / prospective date)

End Date: 6/30/2025 (if known)

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

Description: OHP outreach funds of one hundred thousand dollars (\$100,000) NTE, payable upon full execution of contract.

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:** Request approval of offer on Lost Dog Rd. Timber Sale.

**Department:** Forestry

**Requested Agenda Date:** 12/19/2023

**Contact Person:** Lance Morgan

**Phone/Ext.:** 7751

**Background and description of need or problem:** Earlier this year we terminated a Timber Sale contract with Frontier Unlimited, LLC. Scott Timber has made an offer on this timber sale at the same prices we were to receive on the prior sale price. We will receive \$475.00 per mbf on the primary species, Douglas Fir. Terms to be finalized upon approval with a December 31, 2025 end date

**Funding Source:** N/A

**Requested Action:** Request board approve offer from Scott Timber Company for Timber Sale BH-5-21, Lost Dog Road.

Date: 12/11/2023

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 \_\_\_\_\_

CT

Treasurer \_\_\_\_\_

MS

Human Resources \_\_\_\_\_

30

COOS COUNTY TIMBER SALE

Timber Sale Name: **LOST DOG RD. SALE**

Timber Sale No.: **BH-5-21**

*Contract expiration  
Term date 12/31/25*

Opening Date and Time: June 29, 2021 at 10:00 a.m.

Place: **OWEN BUILDING**, 201 N. Adams St., Coquille, OR

The undersigned agrees to accept and perform all of the above terms and conditions as stated in the form of contract for the above-cited timber sale, and bids, and will pay:

ON THE BASIS OF PRICE PER THOUSAND BOARD FEET FOR:

Bid Species:

**Douglas Fir**, sawmill grade and better, \_\_\_\_\_

Dollars (\$ 475.00 )/MBF.

Minimum grades and volumes for bid species are stated in the sale prospectus.

No bid species and grades will remain as shown in the contract:

Sitka Spruce.....	\$216.00/MBF	Hemlock.....	<del>\$240.00/MBF</del>
Alder.....	\$ <del>47.00</del> /Ton		\$ <u>190.00</u> /MBF
	<u>35.00/Ton</u>		

Enclosed is a bid deposit (to Coos County) as required, consisting of a \_\_\_\_\_ in the amount of **\$47,000.00**.

The undersigned agrees to execute and deliver the contract, initial payment, required certificates of insurance, and performance bond, within thirty (30) days of the date of the written notification of high bid; and that any cash bid deposit may be applied to the first required sale payment.

The undersigned understands that the bid is irrevocable and further agrees that if he/she fails to qualify under the terms of the contract within the thirty-day period, the bid deposit shall become the property of Coos County as liquidated damages.

NOTE: The completed "Certification of Eligibility to Bid Form" must be enclosed, and the following "Certification of Independent Price Determination" must be signed.

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION: Subject to the penalties prescribed in 18 U.S.C. 1001, and ORS 646.705 through 646.836 bidder certifies and represents, by signing this bid form, that the following representations are accurate and complete:

- A. By submission of this bid each Bidder also certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this sale:
- 1) The prices in this bid have been arrived at independently, without consultation, communication, or agreement, as to any matter relating to such prices with any other bidder or with any potential competitor;
  - 2) The prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening of bid, directly or indirectly to any other bidder or to any potential competitor; and
  - 3) No attempt has been made or will be made by the Bidder to induce any other person or
  - 4) firm to submit or not to submit a bid.

COMPLETE REVERSE SIDE



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

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Award of Contract GR-1-23

**Department:** Forestry

**Requested Agenda Date:** 12/19/23

**Contact Person:** Lance Morgan

**Phone/Ext.:** 7751

**Background and description of need or problem:** Attached is a copy of Growing Agreement GR-1-23 with J. Herbert Stone Nursery to grow approximately 100,000 Douglas Fir seedlings. These seedlings will be planted in early 2026.

**Funding Source:** 103-9000-461.36-21 Reforestation

**Requested Action:** Request that the Board award and sign the attached growing agreement to J. Herbert Stone Nursery in the amount of \$43, 000.

**Date:** 12/11/2023

**Signature of Dept. Head:** Lance Morgan - LK

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 CT

Treasurer NS

Human Resources \_\_\_\_\_

**CONTRACT / GRANT SUMMARY FORM**

Clerk's CJ No.: \_\_\_\_\_ (complete after filing) *US Forest Service* Contract/Agreement/Grant No.: GR-1-23 (if applicable)

Name/Agency Name and Address: J. Herbert Stone Nursery, 2606 Old Stage Road, Central Point, OR 97502

Contact Person: Jason McNeal Phone No: 541-858-6127 Email: \_\_\_\_\_

Amount of Contract/Grant Award: \$ 43,000.00

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

Effective Date: 12/19/2023 Start Date: \_\_\_\_\_ (if different from effective date, i.e. retroactive / prospective date)

End Date: 2/28/2026 (if known)

County Department and Employee Responsible for Performance: Forestry, Lance Morgan

Description: Grow approximately 100,000 Douglas Fir Seedlings

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

\*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:

<input type="checkbox"/> Under \$10,000	<input type="checkbox"/> Equipment Maintenance
<input type="checkbox"/> Under \$50,000 for Quotes	<input type="checkbox"/> Office Supplies
<input type="checkbox"/> Under \$150,000 & Approval from Board for Quotes	<input type="checkbox"/> Used Vehicles
<input type="checkbox"/> Sole Source	<input type="checkbox"/> State Purchasing
<input checked="" type="checkbox"/> Contract with Public Agency	<input type="checkbox"/> Other _____

Public Improvement - If Not Using Bid, Mark Exemption:

<input type="checkbox"/> Under \$5,000	<input type="checkbox"/> Alternative Contracting Method Approved by Board
<input type="checkbox"/> Under \$50,000 for Quotes	<input type="checkbox"/> Other _____
<input type="checkbox"/> Between \$50,000 and \$100,000 for Quotes and Prevailing Wage Requirements	

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 PRT USA INC. (Nursery)

**Department:** Forestry

**Requested Agenda Date:** 12/19/23

**Contact Person:** Lance Morgan

**Phone/Ext.:** 7751

**Background and description of need or problem:** Coos County Forestry has need of seedlings which can be grown at PRT Nursery. We were able to obtain space to grow 50,000 plug seedlings to be sown in the spring 2024. The seedlings would be lifted and planted in the spring of 2025. The total cost for this contract is \$30,220.00

**Funding Source:** 103-9000-461.36-21 Reforestation

**Requested Action:** Request authorization for Forester to sign the attached Seedling Management Contract with PRT USA INC. in the amount of \$30,220.00 *Adopt Sole Source Findings*

**Date:** 12/6/2023

**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 CT

Treasurer MS

Human Resources \_\_\_\_\_

*ZE*

Board of Commissioners  
Coos County Forestry- Seedling Management Contract  
Sole Source Finding  
Regular Board Meeting

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 "efficient utilization of existing goods or services require the acquisition of compatible goods or services" 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. PRT USA Inc. has a managed farm where they monitor the growth and viability of each tree.
2. Cones (seed) from only the best trees are chosen and planted in another controlled area eventually ending with a very superior seed.
3. These seeds have a better viability rate and are more disease resistant.
4. This quality of seed is not available from other sources.
5. Therefore, it is deemed to be an efficient utilization of existing contracted services as well as a financially responsible to purchase this particular seedlings from PRT USA Inc.

The Board of Commissioners concludes that continuing to work with PRT USA Inc. for the sowing and growing of seedlings to be planted on Coos County Forest is an efficient utilization of an existing good or service.

**CONTRACT / GRANT SUMMARY FORM**

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

Name/Agency Name and Address: PRT USA INC., #101-1006 Fort Street, Victoria, British Columbia, V8V 3K4, Canada

Contact Person: Katie Wilson Phone No: 503-484-0307 Email: \_\_\_\_\_

Amount of Contract/Grant Award: \$ 30,220.00

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

Effective Date: 12/19/2023 Start Date: \_\_\_\_\_ (if different from effective date, i.e. retroactive / prospective date)

End Date: 4/31/2025 (if known)

County Department and Employee Responsible for Performance: Forestry, Lance Morgan

Description: Growing Agreement for 50,000 seedlings to be planted on Coos County Forest

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)**

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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 Sole Source
- Proposal

Type of Contract:

- New (complete sections below)
- Renewal (no need to complete sections below)
- Modification (no need to complete sections below)

Type of Contract:

Goods and Services - If Not Using Bid or Proposal, Mark Exemption:

- Under \$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:** Partnership Agreement with Wild Rivers Coast Mountain Bicycling Association (WRCMBA) for Winchester Trails Operations and Maintenance (O&M)

**Department:** Forestry/Counsel

**Requested Agenda Date:** 12/19/23

**Contact Person:** Lance Morgan / Colton Totland

**Phone/Ext.:** 7750/7693

**Background and description of need or problem:** This is the Partnership Agreement with WRCMBA for OHV Maintenance of the Winchester Trails (ATV Grant 23-16)

**Funding Source:**

**Requested Action:** Board to Approve Contract with WRCMBA and Authorize Forester to Sign Contract Subject to Approval by County Counsel. *Adopt Sole Source Findings*

Date: 12/12/23

Signature of Dept. Head: Colton Totland

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 CT

Treasurer MS

Human Resources \_\_\_\_\_

Board of Commissioners  
Contract with Wild Rivers Coast Mountain Bicycling Association  
Sole Source Findings  
December 19, 2023

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 "efficient utilization of existing goods or services require the acquisition of compatible goods or services" 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. The Wild Rivers Coast Mountain Bicycling Association (WRCMBA) is offering to perform the work required by the Contract at-cost. The WRCMBA will complete the maintenance as a partner with the County and will only charge for its staff time and materials used, without any profit margin. WRCMA is the only entity ready, willing, and able to perform the required work on this project without obtaining a profit.
2. WRCMBA has developed a volunteer work force that it can deploy when needed. For no additional cost, contractor will agree to organize, deploy, and supervise the volunteer work required to meet project match requirements. Contracting directly with WRCMBA will allow the County to utilize this unique volunteer work force that is already in place in the area. WRCMBA is the only organization that stands ready to immediately deploy such a workforce on the proposed project.
3. WRCMBA has already mobilized and conducted extensive work on the Winchester Trail system and so it is already familiar with how the trails are meant to operate and with the trails' maintenance needs. In addition, the Oregon Coast, and the Coos County Forest in particular, present unique challenges for the operation and maintenance of mountain biking trails. That WRCMBA has significant experience with the soils, weather, and topography of the trail system means that it will more efficiently provide for the system's ongoing operation and maintenance.

For these reasons, The Board of Commissioners concludes that entering into an agreement for with the WRCMBA is authorized under ORS 279B.075. County Counsel shall negotiate with the WRCMBA to obtain contract terms that are advantageous to Coos County.

**CONTRACT / GRANT SUMMARY FORM**

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

Name/Agency Name and Address: Wild Rivers Coast Mountain Bicycling Association (WRCMBA) 247 1<sup>st</sup> Ave. Coos Bay

Contact Person: Jerrold Gross Phone No: 541-297-5826 Email: gross5@gmail.com

Amount of Contract/Grant Award: \$ 57,793.00

Payment Terms: Bi-weekly Invoices (state lump sum or amount and time of payments)

Effective Date: upon execution Start Date: \_\_\_\_\_ (if different from effective date, i.e. retroactive / prospective date)

End Date: 6/30, 2025 (if known)

County Department and Employee Responsible for Performance: Colton Totlan- County Counsel/ Lance Morgan - Forestry

Description: Partnership Agreement for Operations & Maintenance of Winchester Trails (OPRD Grant ATV 23-16)

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

\*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 Sole Source  
 Proposal

Type of Contract:

- New (complete sections below)  
 Renewal (no need to complete sections below)  
 Modification (no need to complete sections below)

Type of Contract:

Goods and Services - If Not Using Bid or Proposal, Mark Exemption:

- Under \$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:** Realtor of Record Contract

**Department:** Forestry

**Requested Agenda Date:** 12/19/23

**Contact Person:** Lance Morgan

**Phone/Ext.:** 7751

**Background and description of need or problem:** A request for quotes were solicited for a Realtor of Record for Coos County. This is a five year contract. Only one quote was received from our previous Realtor of Record, Hoffine Real Estate, Inc., DBA Pacific Properties.

**Funding Source:** N/A

**Requested Action:** Request the Board award the attached Realtor of Record Contract to Hoffine Real Estate, Inc., DBA Pacific Properties.

**Date:** 12/11/23

**Signature of Dept. Head:** Lance Morgan -LK

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 CT

Treasurer [Signature]

Human Resources \_\_\_\_\_

**CONTRACT / GRANT SUMMARY FORM**

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

Name/Agency Name and Address: Hoffine Real Estate Inc., DBA Pacific Properties, 1448 Central, Coquille, OR 97423

Contact Person: Sheri Edwards Phone No: 541-404-6297 Email: \_\_\_\_\_

Amount of Contract/Grant Award: 6% commission split between buyer and seller.

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

Effective Date: 12/19/2023 Start Date: \_\_\_\_\_ (if different from effective date, i.e. retroactive / prospective date)

End Date: 12/19/2028 (if known)

County Department and Employee Responsible for Performance: Forestry, Lance Morgan

Description: Cotract for Realtor of Record

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

\*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:

- |   |  |
|---|--|
| <input type="checkbox"/> Under \$10,000                                   | <input type="checkbox"/> Equipment Maintenance |
| <input checked="" type="checkbox"/> Under \$50,000 for Quotes             | <input type="checkbox"/> Office Supplies       |
| <input type="checkbox"/> Under \$150,000 & Approval from Board for Quotes | <input type="checkbox"/> Used Vehicles         |
| <input type="checkbox"/> Sole Source                                      | <input type="checkbox"/> State Purchasing      |
| <input type="checkbox"/> Contract with Public Agency                      | <input type="checkbox"/> Other _____           |

Public Improvement -- If Not Using Bid, Mark Exemption:

- |   |   |
|---|---|
| <input type="checkbox"/> Under \$5,000  | <input type="checkbox"/> Alternative Contracting Method Approved by Board |
| <input type="checkbox"/> Under \$50,000 for Quotes  | <input type="checkbox"/> Other _____                                      |
| <input type="checkbox"/> Between \$50,000 and \$100,000 for Quotes and Prevailing Wage Requirements |   |

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 amendment with Strata Design for the Pipeline Riverbank Failure

**Department:** Roads

**Requested Agenda Date:** 12/19/23

**Contact Person:** Paul Slater

**Phone/Ext.:** 7660

**Background and description of need or problem:** Additional work was needed to complete the Pipeline Riverbank Failure Project. This contract amendment increases the compensation \$12,926.56 for the additional work required to complete the project.

**Funding Source:**

**Requested Action:** Board to Approve and Sign Contract Amendment

**Date:** 12/7/23

**Signature of Dept. Head:**

*Jessica Johnson for Paul Slater*

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 CT

Treasurer MS

Human Resources \_\_\_\_\_



BOC only  
Consent Agenda  
Regular Agenda

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Request approval for IGA 15665, Amendment No. 2

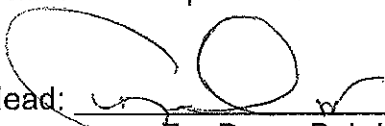
**Department:** Juvenile Department      **Requested Agenda Date:** 12/19/2023

**Contact Person:** Bryan Baird      **Phone/Ext.:** 541-396-7883

**Background and description of need or problem:**  
Amendment No. 2 corrects the mistake from the previous amount of \$85,201.00 divided into 8 quarters (2 years) payable to the County to \$169,831.00, this is due to the fact that Oregon Department of Education is now requiring the **total amount** awarded funds between 2021 and 2025.

**Funding Source:** Oregon Department of Education


**Requested Action:**  
Board to approve Amendment No. 2 to IGA #15665 and authorize Department Head signature.

Date: 12/12/2023      Signature of Dept. Head:   
For Bryan Baird

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 CT

Treasurer 

Human Resources \_\_\_\_\_

**CONTRACT / GRANT SUMMARY FORM**

Clerk's CJ No.: \_\_\_\_\_ (complete after filing)

Contract/Agreement/Grant No.: 15665(if applicable)

Name/Agency Name and Address: Oregon Department of Education

Contact Person: Anya Sekino, Contract Administrator

Phone No: 503-378-5115

Email:

anya.sekino@ode.state.or.us

Amount of Contract/Grant Award: \$ 169,931.00 from 2021-2025

Payment Terms: 8 Quarterly payments (state lump sum or amount and time of payments)

Effective Date: July 1, 2023 Start Date: \_\_\_\_\_ (if different from effective date, i.e. retroactive / prospective date)

End Date: June 30, 2025 (if known)

County Department and Employee Responsible for Performance: Coos County/Bryan Baird

Description: Juvenile Crime Prevention

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

\*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: \$ 84630.00
- Previous Date:      Original Date: 07/01/2023

**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:** Approval of Oregon Emergency Management (OEM) and Coos County Emergency Management

**Department:** Sheriff's Office

**Requested Agenda Date:** 12/19/23

**Contact Person:** Don Delyria

**Phone/Ext.:** 7791

**Background and description of need or problem:** Approval of Oregon Department of Emergency Management Homeland Security Grant in the amount of \$12,900.

**Funding Source:** 001-0000-331.02-08 HS- Emergency Mgmt. Performance

**Requested Action:** Board to Approve and have Legal Counsel and <sup>Chair</sup> ~~BOC~~ Sign the agreement.

Date: 11/28/23

Signature of Dept. Head: Hadnizio

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 CT

Treasurer MS

Human Resources \_\_\_\_\_

**CONTRACT / GRANT SUMMARY FORM**

Clerk's CJ No.: \_\_\_\_\_ (complete after filing)

Contract/Agreement/Grant No.: 23-212(if applicable)

Name/Agency Name and Address: State of Oregon-OEM

Contact Person: Kevin Jeffries - Grants Coordinator

Phone No: 503-378-3661

Email:

kevin.jeffries@oem.oregon.gov

Amount of Contract/Grant Award: \$ 12,900.00

Payment Terms: QTR Rimb Request (state lump sum or amount and time of payments)

Effective Date: 10/1/23 Start Date: \_\_\_\_\_ (if different from effective date, i.e. retroactive / prospective date)

End Date: 9/30/25 (if known)

County Department and Employee Responsible for Performance: Don Delyria-Emergency Mgmt.

Description: Reimbursement grant to address a copability to prevent, prepare for , protect against and /or repond to acts of terrorism.

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%	97.067

\*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 CDFA 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:** Donation of surplus equipment to Bandon P.D.

**Department:** Sheriff's Office

**Requested Agenda Date:** 12-19-23

**Contact Person:** Captain J. Patterson

**Phone/Ext.:** 7820

**Background and description of need or problem:** The Coos County Sheriff's Office is requesting to donate a Python Radar system to the Bandon Police Department. With the increasing call load of the Sheriff's Office and having to fund the recertification of the units, they are becoming more obsolete for us. Bandon Police still performs grants funded by the state for traffic enforcement.

The unit will be donated to Chief Dhillon for the use at Bandon PD and the installation of the unit and any further cost will be that of the Bandon Police Department.

**Funding Source:**

**Requested Action:** Request permission to donate a Python Radar System to Chief Cory Dhillon for the use at Bandon Police Department.

Date: 12-1-23

Signature of Dept. Head: *[Signature]*

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 CT

Treasurer *[Signature]*

Inventory Office Use Only:  
System Asset #:

# INVENTORY DISPOSAL FORM

### ASSET INFORMATION

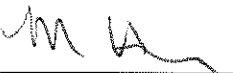
Tag #: 12436 Disposal Date: 11/29/2023 02:42 PM  
Asset Description: Vehicle Mounted Radar Unit  
Manufacturer: MPH INDUSTRIES Model: PYTHON Serial #: PYT846002023  
Road Dept. Unit # (for vehicles only): Radar Vehicle License #: Radar  
Disposal Method: Given/Donated  
Who was this given/donated to? Bandon Police Department *If given to another dept. use Inventory Transfer Form*

Was this given to IT/Maintenance for disposal? no  
*If Yes, IT/Maintenance signature is required.*

**If the asset is being auctioned it will not be taken off inventory until funds are received.**

### OTHER INFORMATION

List any comments or additional information to help with the inventory of this asset:

	<u>11/29/2023</u> <u>02:42 PM</u>		<u>11/29/2023</u> <u>02:42 PM</u>
Employee Signature	Date	IT/Maintenance Signature (if applicable)	Date

**\*SUBMIT COMPLETED FORM TO FINANCE DEPARTMENT\***

BOC only: Consent Agenda _____
Regular Agenda _____

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Request to award the Mechanical Service Contract for the Coos County Community Development Remodel to Umpqua Sheet Metal and approve contract for Dept. Head Signature.

**Department:** Community Development

**Requested Agenda Date:** 12/19/23

**Contact Person:** Jill Rolfe

**Phone/Ext.:** 7770

**Background and description of need or problem:** Requesting the Board to award Umpqua Sheet Metal with the mechanical service contract NTE \$21,000 and approve contract for Department Head Signature, subject to approval by County Counsel. Staff sent out a request for quotes on total cost of service, installation time and experience to six (6) different companies, Umpqua Sheet Metal, Addcox Heating Center, McGowne Ironworks, Mahalo Heating, RHR Heating, and The Heat Pump Store. Staff only received a quote back from one (1) company, with one other declining to bid.

**Funding Source:** ARP – Remodel budget established

**Requested Action:** Award Umpqua Sheet Metal the Community Development Remodel Mechanical Service contract NTE \$21,000 and approve contract for Dept. Head Signature subject to approval by County Counsel.

Date: November 29, 2023

Signature of Dept. Head: Jill Rolfe

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 CT

Treasurer Quote is for \$22,055 - motion says NTE \$21,000 ?? M8

Human Resources \_\_\_\_\_

*3L*

**SUMMARY OF QUOTES**  
COOS COUNTY

County Department: Community Development

Goods and/or Services Specifications:

1. Installation of two (2) mini-split units
- 2.

How Solicited:          X   Written                               Oral

The Department requested quotes from the following firms:

Date	Firm	Contact Person	Quoted Price
11/15/2023	Umpqua Sheet Metal	<a href="mailto:Umpquajan@douglasfast.net">Umpquajan@douglasfast.net</a>	\$22,055.00
11/15/2023	Addcox Heating Center	<a href="mailto:info@addcox.com">info@addcox.com</a>	No quote received
11/15/2023	McGowne Ironworks	<a href="mailto:candace@mcgowneironworks.com">candace@mcgowneironworks.com</a>	No quote received
11/15/23	Mahalo Heating	<a href="mailto:mahaloheating@gmail.com">mahaloheating@gmail.com</a>	No quote received
11/15/23	RHR Heating	<a href="mailto:rhrheating@yahoo.com">rhrheating@yahoo.com</a>	No quote received
11/15/23	The Heat Pump Store	<a href="mailto:info@theheatpumpstore.com">info@theheatpumpstore.com</a>	Declined to submit bid

If evaluation factors other than price:

Firm					Total Score

Solicitor: Umpqua Sheet Metal

Department's Recommendation: Umpqua Sheet Metal was the only quote received.

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

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Order Adopting a vacation of public way as described under background, application VAC-23-001

**Department:** Community Development

**Requested Agenda Date:** December <sup>19</sup>~~8~~, 2023

**Contact Person:** Jill Rolfe, Director **Phone/Ext.:** 7770

**Background and description of need or problem:** A request was submitted to vacate approximate 50-foot by 120-foot portion of platted Payette Street, located between Block 48, Lots 1 through 4 and portion of vacated Kentucky Ave in the Amended Platt of the Boise Addition Subdivision and Block 15 Lot 10 and a portion of lot 9 in the Second Addition to Bay Park Subdivision

**Funding Source:** Applicant

**Requested Action:** Adopt Order No. 23-11-058PL, In the matter of a vacation of a public road that is described as approximate 50-foot by 120-foot portion of platted Payette Street, located between Block 48, Lots 1 through 4 and portion of vacated Kentucky Ave in the Amended Platt of the Boise Addition Subdivision and Block 15 Lot 10 and a portion of lot 9 in the Second Addition to Bay Park Subdivision

Date: 11/22/23 Signature of Dept. Head: Jill Rolfe Digitally signed by Jill Rolfe  
Date: 2023.11.22 13:52:35  
-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?

County Counsel CT

Treasurer MS

Human Resources \_\_\_\_\_

AFTER RECORDING, RETURN TO:

Ken Rea  
63297 Flanagan Rd.  
Coos Bay OR 97420

**BOARD OF COMMISSIONERS, COUNTY OF COOS, STATE OF OREGON**

IN THE MATTER OF A VACATION OF A PUBLIC ROAD described )  
as approximate 50-foot by 120-foot portion of platted Payette Street, )  
located between Block 48, Lots 1 through 4 and portion of vacated ) ORDER: 23-11-058PL  
Kentucky Ave in the Amended Platt of the Boise Addition Subdivision )  
and Block 15 Lot 10 and a portion of lot 9 in the Second Addition to )  
Bay Park Subdivision )

NOW BEFORE the Board of Commissioners sitting for the transaction of County business on the 19<sup>th</sup> day of December 2023 is the matter of the vacation of approximate 50-foot by 120-foot portion of platted Payette Street, located between Block 48, Lots 1 through 4 and portion of vacated Kentucky Ave in the Amended Platt of the Boise Addition Subdivision and Block 15 Lot 10 and a portion of lot 9 in the Second Addition to Bay Park Subdivision, described as follows and incorporated herein by reference:

Description of a vacated right-of-way located in a portion of Payette Street in the Second Addition to Bay Park in the Northeast 1/4 of Section 2 and a portion of Payette Street in the Amended Plat of Boise Addition to Marshfield in the Northwest 1/4 of Section 2 all in Township 26 South, Range 13 West, W.M., Coos County, Oregon. Being more particularly described as follows:

Beginning at the southeast corner of Block 48 of the Amended Plat of Boise Addition to Marshfield;

Thence parallel to the southerly boundary of the Amended Plat of Boise Addition to Marshfield North 89°56'23" East 25.00 feet to a point on boundary common to the Amended Plat of Boise Addition to Marshfield and the Second Addition to Bay Park;

Thence parallel to the southerly boundary of the Second Addition to Bay Park North 89°44'29" East 25.00 feet to a point on the westerly of Block 15 of the Second Addition to Bay Park;

Thence along the westerly boundary of Block 15 North 00°36'31" West 90.36 feet to a 5/8" iron rod at the northwest corner of Lot 10 of Block 15;

Thence continuing along the westerly boundary of Block 15 North 00°36'31" West 34.92 feet to a point on the westerly boundary of Block 15;

Thence South 89°23'29" West 25.00 feet to a point on the boundary common to the Second Addition to Bay Park and the Amended Plat of Boise Addition to Marshfield;

Thence continuing South 89°23'29" West 25.00 feet to the Northeast corner of Block 48 of the Amended Plat of Boise Addition to Marshfield;

Thence along the easterly boundary of Block 48 South 00°48'39" East 124.84 feet to the point of beginning;

Note: The basis of bearing for this description is CS No. 46B90.

AND IT APPEARING to the Board that Ken Rea submitted a Petition for said Vacation on July 26, 2023 and Amended on October 17, 2023 (Case #VAC-23-001). The Community Development Staff reviewed the petition and found it met the requirements of ORS 368.341;

AND IT FURTHER APPEARING to the Board, as presented by Staff that, in accordance with ORS 368.351, 100% of the abutting landowners have submitted written consent to this vacation and the County Roadmaster has submitted a written report finding this vacation to be in the public interest;

AND IT FURTHER APPEARING that the Board, having read said Petition and report from the County Roadmaster, has determined the vacation, as described in this order, to be in the public interest and consistent with the requirements of Oregon law;

NOW, THEREFORE, IT IS HEREBY ORDERED that the above-described portions of Payette Street be vacated and that pursuant to ORS 368.356 the county has determined that the applicant has paid all required application fees with the exception of the recording fee of \$86.00;

AND IT IS FURTHER ORDERED that this Order and supporting document(s) be recorded with the Coos County Clerk, with copies filed with the County Planning Department, County Assessor, and County Surveyor.

DATED this 19<sup>th</sup> day of December 2023.

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

### AGENDA ITEM COVERSHEET

**Agenda Item Title:** Order Adopting Official Road Name of Jasper Lane

**Department:** Planning

**Requested Agenda Date:** 12/19/2023

**Contact Person:** Jill Rolfe

**Phone/Ext.:** 7770

**Background and description of need or problem:** Adoption of a road name

**Funding Source:** Applicant

**Requested Action:** Motion to adopt an official name of a road "Jasper Lane" Located off of Pacific Surf Lane, northwest of the City of Bandon, Order No. 23-12-061PL.

**Date:** December 6, 2023

**Signature of Dept. Head:** Jill Rolfe

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 CT

Treasurer NS

Human Resources \_\_\_\_\_

1 BOARD OF COMMISSIONERS  
2 COOS COUNTY  
3 STATE OF OREGON

4  
5 IN THE MATTER OF THE ADOPTION  
6 OF AN OFFICIAL NAME OF A ROAD  
7 "JASPER LANE" LOCATED OFF  
8 OF PACIFIC SURF LANE, NORTHWEST OF  
9 THE CITY OF BANDON

ORDER NO. 23-12-061PL

10  
11 THIS MATTER HAVING come before the Board of Coos County Commissioners (the  
12 "Board") at a regular meeting held on the 19th day of December, and whereas the Planning  
13 Department has received a request to finalize a road name by adopt an official road name for the  
14 property described in Attachment "A", attached hereto and incorporated by this reference herein and  
15 further described as part of Coos County Planning File RN-23-002;

16  
17 AND IT APPEARING to the Board the Planning Department followed the correct process to  
18 name a road as described in Article IV, Division 8, of the Coos County Code. The petition has been  
19 accepted and found the name is necessary to facilitate emergency response and promote the health,  
20 safety, and welfare of the public;

21  
22 AND IT FURTHER APPEARING to the Board that a notice was provided to abutting  
23 property owners and all required parties of Section 04-08-040;

24  
25 AND IT FURTHER APPEARING to the Board that after reviewing the request from the  
26 Planning Department and the fact that no appeals were filed that Board finds that the proposed road name  
27 is appropriate and conforms to the requirements of the Coos County Code Article IV, Division 8.

28  
29 NOW, THEREFORE, IT IS HEREBY ORDERED by the Board that the official name for the  
30 property described in Attachment "A" shall be Jasper Lane.

31  
32 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

33  
34 BOARD OF COMMISSIONERS

35  
36 \_\_\_\_\_  
37 Chair

\_\_\_\_\_

Vice Chair

\_\_\_\_\_

Commissioner

38  
39 Approved as to form:

40  
41 \_\_\_\_\_  
42 Office of Legal Counsel



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

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Second Amendment and Renewal of the Cooperative Agreement between Coos County and the Coquille Indian Tribe for the Provisions of Law Enforcement Patrol Services

**Department:** Counsel's Office

**Requested Agenda Date:** 12/19/23

**Contact Person:** Colton Totland

**Phone/Ext.:** 7693

**Background and description of need or problem:** The County and Tribe have a Cooperative agreement that will expire on December 31, 2023. This amendment will extend the terms of the contract for two years and decrease compensation to \$300.00 per month, \$3,600.00 per year maximum for each month the Tribe continues to provide an office for use by SCINT.

**Funding Source:**

**Requested Action:** Board to approve and sign contract amendment.

Date: 12/12/23

Signature of Dept. Head: Colton Totland

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 CT

Treasurer \_\_\_\_\_

Human Resources \_\_\_\_\_

**CONTRACT / GRANT SUMMARY FORM**

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

Name/Agency Name and Address: Coquille Indian Tribe, 3050 Tremont St. North Bend, OR

Contact Person: Brenda Meade Phone No: 541-756-0904 Email: \_\_\_\_\_

Amount of Contract/Grant Award: \$ 2,533.33, or 2,833.33 if license to office space is revoked

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

Effective Date: 1/1/2024 Start Date: \_\_\_\_\_ (if different from effective date, i.e. retroactive / prospective date)

End Date: 12/31/2025 (if known)

County Department and Employee Responsible for Performance: Colton Totland, County Counsel/ Sheriff's Office

Description: 2<sup>nd</sup> Amendment and Renewal of the Cooperative Agreement for the Provisions of Law Enforcement Patrol Services

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

\*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 CDFA number, each segment must have its own summary form.**

New                                       Renewal                                       Modification  
 Previous Amount: \$ \_\_\_\_\_                                      Original Amount: \$ 2,833.33  
 Previous Date: \_\_\_\_\_                                      Original Date: 4/17/2012

**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: CT

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

### AGENDA ITEM COVERSHEET

**Agenda Item Title:** Bicoastal Media Lease Amendment

**Department:** Counsel's Office

**Requested Agenda Date:** 12/19/23

**Contact Person:** Colton Totland

**Phone/Ext.:** 7693

**Background and description of need or problem:** Third lease amendment with Bicoastal Media lease for the Beaver Hill Cell Tower. New term will terminate on December 31, 2033 (ten-year lease) and will automatically renew for one (1) additional ten-year term.

**Funding Source:**

*Authorize Chair to*

**Requested Action:** Board to approve and sign contract amendment.

**Date:** 10/23/23

**Signature of Dept. Head:** Colton Totland

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 CT

Treasurer MS

Human Resources \_\_\_\_\_

*3P*



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

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Resolution 23-11-249L District Attorney Civil Commitment

**Department:** Counsel's Office

**Requested Agenda Date:** 12/19/23

**Contact Person:** Colton Totland

**Phone/Ext.:** 7693

**Background and description of need or problem:** Matter of Requesting Coos County District Attorney to Represent the State's Interest in Civil Commitment Proceedings.

**Funding Source:**

**Requested Action:** Board to Approve Resolution 23-11-249L and Authorize Coos County District Attorney to Represent the State's Interest in Civil Commitment Proceedings.

Date: 12/1/23

Signature of Dept. Head: Colton Totland

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 CT

Treasurer MS

Human Resources \_\_\_\_\_

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

4 IN THE MATTER OF REQUESTING THE COOS COUNTY ) RESOLUTION  
5 DISTRICT ATTORNEY TO REPRESENT THE STATE'S ) 23-11-249L  
6 INTEREST IN CIVIL COMMITMENT PROCEEDINGS )

7 NOW BEFORE the Board of Commissioners (Board), sitting for the transaction of County  
8 business on the 5th day of December, 2023, is the matter of requesting the Coos County District  
9 Attorney to represent the State's interest in Civil Commitment Proceedings.

10 WHEREAS, ORS Chapter 426 sets forth the procedures of civil commitment proceedings;  
11 and

12 WHEREAS, the procedures described in ORS Chapter 426 are complex and subject to  
13 significant time deadlines which would be better addressed if initiating authorities were  
14 represented as early as possible; and

15 WHEREAS, ORS 426.100 states that the District Attorney is responsible for representing  
16 the State's interest in civil commitment proceedings if requested to do so by the County governing  
17 body; and

18 WHEREAS, the Coos County District Attorney has previously been representing the  
19 State's interest in such hearings for the mentally ill; and

20 WHEREAS, the Board believes it is in the County's best interest for the District Attorney  
21 to continue representing the State in such matters.

22 NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

23 The Board hereby requests the Coos County District Attorney to represent the State's interest in  
24 Civil Commitment proceedings, including, but not limited to, consultation regarding initial filings,  
25 preparation of the State's case and appearances at commitment hearings.  
26  
27