

REVISED AGENDA
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

- A. Request Approval to Hire Christine Celeste at Step 3- CHW
- B. Request Approval of Revised Job Description for SO Business Operations Manager-Sheriff
- C. Request Award of Contract for Drywall Services & Authorize Jill Rolfe to Sign- Community Development

6. COMMISSIONERS REPORTS

7. CITIZEN COMMENTS- limited to 3 minutes per person

BOC only: _____
Consent Agenda _____
Regular Agenda _____

**LATE AGENDA ITEM COVERSHEET
REQUEST TO START NEW HIRE ABOVE STEP 2**

Department: CHW **Requested Agenda Date:** 12/19/2023
Contact Person: Mike Rowley **Phone/Ext.:** 541-266-6700
Name of New Hire: Christine Celeste **Hire Date:** TBD Moving here from WA
Proposed Paygrade: 447 **Proposed Step:** 3
Starting Salary: \$5,059 per month

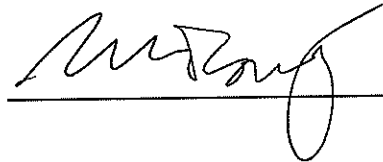
Please explain in detail reason to hire above Step 2. Request to Hire Christine Celeste at step 3 of the Mental Health Specialist II paygrade under the School Therapy team. Christine has over 10 years of experience working with school-aged youth. She has held several positions where she has worked directly as a School Therapist, with youth in crisis, and their families, which is a unique skill set. Her expertise and direct work experience of over 10 years with school aged youth make a step 3 hire appropriate.

Funding Source: 021-1302-444.10-01

Requested Action: Board to approve hiring Christine Celeste at Step 3 of paygrade 447 for the Mental Health Specialist II School Therapy position.

Date: 12/15/2023

Signature of Dept. Head: _____



The Board of Commissioners will make a determination based on the following bona-fide factors:

- Education (substantive knowledge acquired through relevant coursework, as well as any completed certificate or degree)
- Training (on the job training acquired in current or past positions or through formal training program);
- Experience (must be relevant experience)
- Travel (if travel is necessary and regular for the employee)
- Workplace location (if different from regular workplace location)
- Any combination of the above

Departments Affected:

COUNSEL: CT

TREASURER: _____

HUMAN RESOURCES: CM

5A

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Approve Revised Job Description

Department: CCSO

Requested Agenda Date: 12/19/2023

Contact Person: Gabe Fabrizio

Phone/Ext.: 541-396-7800

Background and description of need or problem: Request Board of Commissioners approve revised job description for the CCSO Business Operations Manager position as attached. The revisions were necessary as the position duties now include all administrative duties for SCINT that were originally under the administrative position for that Department, including the Civil and SCINT forfeiture trust accounts, maintaining the County's RMS records system, and Radio Communications System accounts.

Funding Source: N/A

Requested Action: BOC to approve the revised CCSO Business Operations Manager job description.

Date: 12/13/2023

Signature of Dept. Head: _____

If this is a Human Resources issue, forward to the Treasurer who will forward it to Human Resources. For all other matters, forward the document to Counsel no later than the Monday prior to the Agenda deadline. Counsel will forward to Treasurer.

Departments Affected:

COUNSEL: CT

TREASURER: _____

HUMAN RESOURCES: CM

BB

Revision Date: 12/19/2023

1. Current Classification Title: Coos County Sheriff's Office Business Operations Manager

2. Working Title: Business Operations Manager

3. Department: Sheriff's Office

4. Pay Grade: 784

Position Is: Full Time Part Time Extra Help
Seasonal Other _____

Excluded from Bargaining Unit? Yes No _____

Eligible for Overtime? Yes No

5. What is the purpose of this position?

Integrates and directs the Fiscal and Administrative Functions of the Sheriff's Office. Acts as a confidential assistant to the Sheriff and Division Commanders.

6. Essential functions of position. (The reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position.

- Integrates financial operations; establishes and maintains cost accounting systems (QuickBooks) for grants and contracts. Requires a thorough knowledge of accounting, bookkeeping, budget principles, and basic management practice; considerable knowledge of reporting and data gathering techniques and organization, grant management development and preparation of narrative and statistical reports.
- Ensures Department Administrative/Financial operations are following county, state and federal requirements, and General Accounting Principles.
- Prepares and/or directs preparation of required financial reports within required timelines; prepares summaries and forecasts of income, expense, and earnings based on past, present and expected operations. Provides the Sheriff and Division Commanders with timely progress reports which review the office's status, programs and activities. Must have experience in the area of computer spreadsheet use, word-processing and computer filing, working knowledge of modern practices and methods of office management and supervision.
- Prepares several Department's budgets, reviews budget proposals, and prepares necessary supporting documentation and justification. Reviews expenditures to ensure conformance with budget requirements and prepares budget reports, statistical reports and graphs as necessary. Prepare projected wages for different grants and contracts.
- Maintains Sheriff's Office, SCINT, Records Management System and Radio Communications System's accounts including expenditures, accounts payables, invoicing contracts and grants as required, and depositing any/all funds received. Accounts for both Civil and Animal Control daily receipts and makes weekly deposits with the Treasurer.
- Keep Civil and SCINT forfeiture Trust account balanced. Request checks to be written out of the Civil and SCINT Trust Accounts. Balance all line items monthly with the Treasurer's report. Keep track of each Division's budget. Monitor the Office's credit card usage and expenditures.

- Pay all bills as they are incurred and enter them into the financial software prior to sending to the Treasurer's Office. Do appropriation and expense transfers as needed. Orders supplies as necessary.
- Recommends modifications to Department programs based on business and financial analysis. Assists the Sheriff in developing, administering and monitoring programs and grants, etc.
- Assists with any/all personnel issues – new hires, terms, FMLA, Worker's Comp, etc., including discipline. Work with new hires to fill out necessary employment paperwork and setting up an appointment with HR for new employee orientation.
- Represents the Department when working with other agencies. Establishes and maintains positive relationships with other County departments.
- Maintains Sheriff's Office files, including personnel records and training records. Maintains all departmental leave and payroll records. Completes all forms required by Department of Public Safety Standards and Training (DPSST) for Sheriff's Office employees.
- Prepares all aspects of payroll including the processing of Overtime, Time off, and Compensation slips, all Time sheets to include the balancing and preparation of the monthly payroll for all Sheriff's Office components. This includes doing the "Red Line" to be able to balance payroll prior to Treasurer's Office receiving it. Keeps track of all accruals used and earned for each employee and reconciles it with Treasurer's Office each month. Prepare monthly Worker's Comp reports for Treasurer's Office. Keeps the Roster and Seniority list up-to-date on a monthly basis.
- Prepares application, renewal and modification documents relating to contracts and grants.
- Prepares and presents information and departmental requests to the Board of Commissioners for approval. May be asked to attend Board meetings and make presentations.
- Ability to make administrative decisions independently in the absence of the Sheriff or Division Commanders that are in accordance with established policies and procedures and use initiative and judgment in carrying out the responsibilities with minimal instructions and guidance; ability to train and supervise clerical personnel and to work harmoniously with other employees; ability to use tact and judgment in dealing with the public and officials from other agencies and departments. Working knowledge of modern practices and methods of office management and supervision. Confidential assistant to the Sheriff.
- Performs other duties as directed by the Sheriff, or Captains.
- Assists with or prepares requests for proposals.
- Monitors vehicle operational costs including repairs, new purchases, vehicle replacement, etc.
- Monitors office equipment, acquisition new purchase and approves repair cost.
- Supervises and attends Safety Committee Meetings

	<ul style="list-style-type: none"> • Compose letters and reports in an effective style and proper business form. • Perform other duties as assigned.
7.	<p>Supervision.</p> <ul style="list-style-type: none"> • This position is supervised by the Sheriff.
8.	<p>Working conditions of position.</p> <ul style="list-style-type: none"> • Requires occasional lifting and occasional exertion including bending, stooping, and lifting of files. Requires occasional travel to meetings, seminars or workshops throughout the state.
9.	<p>List required special skills, licenses, certificates, etc.</p> <ul style="list-style-type: none"> • Must have a high school diploma or GED equivalent, minimum of three years' experience in financial or business-related position required; or a satisfactory equivalent combination of experience and training that meets the above requirements. • Preference may be given to candidates with higher education such as a Bachelor's Degree from an accredited college or university • Must be able to utilize computer systems including the use of newer office technologies. Must have the ability to prioritize tasks in a fast-paced environment. • Must be able to establish and maintain harmonious working relationships with co-workers, subordinates and other agencies. Must maintain a positive attitude and represent the County and the Department in the community in a positive manner.
10.	<p>Is operation of motor vehicle required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
11.	<p>List equipment, tools, machines used in performance of duties.</p> <ul style="list-style-type: none"> • Various office machines that include a computer using various software, copy machine, fax machine, Excel spreadsheets, Word, QuickBooks, calculator,

BOC only: Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Request to award the Drywall Service Contract for the Coos County Community Development Remodel to Felton Drywall, LLC and approve contract for Dept. Head Signature subject to approval by County Counsel.

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 Felton Drywall, LLC with the drywall service contract NTE \$25,000 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 three (3) different companies, Felton Drywall, LLC, Freeman Drywall, and May or May not Construction. Staff also reached out to Bandon Drywall to obtain an email to send bid request. 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 Felton Drywall, LLC the Community Development Remodel Drywall Service contract NTE \$25,000 and approve contract for Dept. Head Signature subject to approval by County Counsel.

Date: December 13, 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 MS

Human Resources _____

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CONTRACT / GRANT SUMMARY FORM

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

Name/Agency Name and Address: Felton Drywall, LLC, PO Box 368, Myrtle Point, OR 97458

Contact Person: Travis Felton Phone No: 541-297-5929 Email: feltondrywal@gmail.com

Amount of Contract/Grant Award: \$ 25,000.00 (NTE)

Payment Terms: \$12,000 due upon delivery of materials, remaining balance paid upon completion (state lump sum or amount and time of payments)

Effective Date: 12/19/23 Start Date: _____ (if different from effective date, i.e. retroactive / prospective date)

End Date: _____ (if known)

County Department and Employee Responsible for Performance: Jill Rolfe, Director of Community Development

Description: Drywall service contract for the Community Development Remodel

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: \$
Previous Date:

Original Amount: \$
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: CT

SUMMARY OF QUOTES COOS COUNTY

County Department: Community Development

Goods and/or Services Specifications:

1. Drywall new and patches and textured to orange peel finish
2. Suspended ceiling in specific area

How Solicited: __x__ Written __x__ Oral

The Department requested quotes from the following firms:

Date	Firm	Contact Person	Quoted Price
11/29/23	Felton Drywall, LLC	Travis Felton feltondrywall@gmail.com	\$24,000
11/29/23	Freeman & Sons Drywall	mfdrywall@charter.net	No response
11/27/23	May or May Not Construction	Kimberly Boyd mdboyd@proaxis.com	Refusal email received
11/29/23	Bandon Drywall	541-347-2002	Called to obtain email, no response

If evaluation factors other than price:

Firm					Total Score

Solicitor: Felton Drywall, LLC

Department's Recommendation: Felton Drywall, LLC was the only quote that was received.