

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/208060061>
January 2, 2024

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. Election of Chair and Vice Chair for 2024- BOC

 - B. Request Approval of Contract for Timber Sale BH-5-21 Lost Dog Road Sale- Forestry

 - C. Request Approval to Pay Invoice for Seedlings- Forestry

 - D. Liaison Assignments for 2024- County Counsel

4. **CONSENT CALENDAR- administrative matters not up for discussion**
 - A. **Approval of Minutes**
 - Fee Hearing- December 5, 2023
 - Regular BOC Meeting- December 19, 2023
 - Workgroup Minutes- December 26, 2023
 - B. **Ratification of All Routine Expenditures, Tax Overpayments and Adjustments and Transfer of Funds Within the Budget**
 - Transfer of Appropriation Within Department- DA-increase in Evidence line item
 - C. **Orders & Resolutions**
 - Order 23-12-066C, In the Matter of Reappointing Members to the Coos County Fair Board
 - Resolution 23-12-254P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date
 - Resolution 23-12-255P, In the Matter of a Merit Step Salary Increase for Laurie Reis Retroactive to December 1, 2023
 - Resolution 23-12-256P, In the Matter of Granting Salary Merit Step Increases for Various Employees Retroactive to November 1, 2023
 - Resolution 23-12-257P, In the Matter of Granting Salary Merit Step Increases for Various Employees Retroactive to December 1, 2023
 - Resolution 23-12-258P, In the Matter of a Salary Adjustment Due to Certification for Justin Gray Retroactive to November 1, 2023
 - Resolution 23-12-259P, In the Matter of a Personnel Transfer for Brian Kent Within the Sheriff's Department Effective January 1, 2024
 - Resolution 23-12-260P, In the Matter of Granting Salary Merit Step Increases for Various Employees Effective January 1, 2024
 - Resolution 23-12-261P, In the Matter of a Longevity Increase for Richard Gill Retroactive to December 1, 2023
 - D. **Post-Action Notifications Pursuant to County Rule 10.043 (5)**
 - Grant Agreement with Weyerhaeuser Giving Fund- Sheriff- communication equipment

5. **LATE AGENDA ITEMS**

6. **COMMISSIONERS REPORTS**

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

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.

BOC only
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Executive Session Requested

Department: Counsel

Requested Agenda Date: 01/02/2024

Contact Person: Colton Totland

Phone/Ext.: 7690

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: 12/26/2023

Signature of Dept. Head: Colton Totland

Departments Affected:

COUNSEL: CT

BOC only: _____
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Election of Chair and Vice Chair for 2024

Department: BOC

Requested Agenda Date: 1/2/24

Contact Person: Bob Main

Phone/Ext.: 7540

Background and description of need or problem: at the first meeting of each year, the Board must elect the Chair and Vice Chair for the new year.

Funding Source: n/a

Requested Action: Elect Chair and Vice Chair for 2024

Date: 12/20/2023

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 VA for MS _____

Human Resources _____

BOC only: Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Award of Timber Sale

Department: Forestry

Requested Agenda Date: 1/2/2024

Contact Person: Lance Morgan

Phone/Ext.: 7751

Background and description of need or problem: Bid was received and accepted by the Board of Commissioners on 12/19/23 for County Timber Sale BH-5-21, Lost Dog Rd. Attached is the contract for the award of sale to Scott Timber Company.

Funding Source: N/A

Requested Action: Request Board sign the attached contract awarding Scott Timber Company the Timber Sale BH-5-21, Lost Dog Road.

Date: 12/21/2023

Signature of Dept. Head: _____



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- 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 _____

K7 GORMS

Human Resources _____



CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: _____ (complete after filing) Contract/Agreement/Grant No.: BH-5-21(if applicable)

Name/Agency Name and Address: Scott Timber Company, P.O. Box 1088, Roseburg, OR, 97470

Contact Person: Brian Schrag Phone No: 541-643-3905 Email: _____

Amount of Contract/Grant Award: \$ 412,844.00

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

Effective Date: 1/2/2024 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: Forestry, Lance Morgan

Description: Timber Sale, BH-5-21, Lost Dog Rd.

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 Sys. 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: PN-2023-012 invoice payment

Department: Forestry

Requested Agenda Date: 1/2/2024

Contact Person: Lance Morgan

Phone/Ext.: 7751

Background and description of need or problem: Contract to PRT Nursery was awarded in the amount of \$30,065.00. Surplus seedling were available and purchased to be used for County Forest reforestation.

Funding Source: 103-9000-461.36-21 Reforestation

Requested Action: Request authorization to pay second payment/final invoice in the amount of \$27,581.52.

Date: 12/21/23

Signature of Dept. Head: Lance Morgan -LK

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If this is a Contract or Grant:

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- 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 B1 for MS

Human Resources _____



Trusted to grow™

PRT USA Inc.
1265 GA Hwy 133 N, Suite 2
Moultrie GA 31768 USA

Bill To:

Coos County Forestry Department
1309 W Central Blvd
Coquille OR 97423
USA
Attention: Lance Morgan

INVOICE

PN-010302
December 14, 2023
NET 30
PN-2023-012
FOB PRT Nursery

Invoice No:
Date:
Balance Due:
Terms:
Contract:
Customer Ref:

December 14, 2023
\$27,581.52 (USD)

Order Number	Product	GN	Seedlot	Contract Trees	Current Tree Count	Units U/M	Price \$	Amount Due \$
2023PNCG267	DF PSB 515A 1+0 WI CG	RRLB43:	GSO Sale Mix 19					
	Seedling Purchase [36 boxes at 120 trees/box], [1 box at 140 trees/box]			4,460	Tree		0.5830	2,600.18
2023PNCG344	DF PSB 515A 1+0 WI CG	SCC16:	(58924)					
	Lifting (balance): 50% Overruns to nearest full box Overruns			35,000	Tree	35,000	0.5830	10,202.50
						40	0.5830	23.32
						2,040	0.5830	1,189.32
2023PNHB426	DF PSB 615A 1+0 WI HB	RRLB43:	GSO Sale Mix 20					
	Seedling Purchase [50 boxes at 100 trees/box] Seedling Purchase [29 boxes at 100 trees/box]			5,000	Tree	5,000	0.5830	2,915.00
						2,900	0.7750	2,247.50
2023PNHB343	POC PSB 515A 1+0 HB	POC-11673-	BZ110-1.0-2020					
	Lifting (balance): 50% Overruns to nearest full box Overruns			5,000	Tree	5,000	0.6440	1,610.00
						16	0.6440	10.30
						966	0.6440	622.10
2023PNCG345	WH PSB 515A 1+0 CG	TSHE-H-6-OR-	DanielsCrk					
	Lifting (balance): 50%			10,000	Tree	10,000	0.6440	3,220.00
2023PNCG473	WH PSB 515A 1+0 CG	9437-	ODF					
	Seedling Purchase [4 boxes at 120 trees/box], [1 box at 60 trees/box]			540	Tree		0.6440	347.76
2023PNHB428	WH PSB 515A 1+0 HB	11411						
	Seedling Purchase [16 boxes at 132 trees/box]			2,112	Tree		0.6440	1,360.13
2023PNHB025	WH PSB 412A 1+0 SP HB	9437-	ODF					
	Seedling Purchase [5 boxes at 210 trees/box]			1,050	Tree		0.4900	514.50
Transport charges for CBS shipment #122576 from PRT Hubbard Nursery to PRT Cottage Grove Nursery on December 11, 2023 - 17044 seedlings / 146 boxes								718.91

50,000 48,152

27,581.52

Zero Tax: 0.00
BALANCE DUE: \$27,581.52

BOC only:

Consent Agenda _____

Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: 2024 Liaison Assignments

Department: BOC/Counsel

Requested Agenda Date: 01/02/2024

Contact Person: Colton Totland

Phone/Ext.: 7690

Background and description of need or problem: Coos County Rule 1.060(2) requires that the Board consider liaison appointments "during the first Board meeting in January of each year, and at such other times as the Board may deem appropriate." A work session on liaison appointments has been scheduled for Tuesday, Jan. 9, 2024, at 10:30 a.m. in the Owen Building.

Funding Source: N/A

Requested Action: Take up the matter of liaison assignments for 2024

Date: 12/26/2023

Signature of Dept. Head: _____

Colton Totland

Departments Affected:

COUNSEL: _____

CT