

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/938858525>
February 20, 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. Semi-Annual Report from the Visitor & Convention Bureau- BOC

 - B. Request Approval to Purchase New Dump Trailer- Parks

 - C. Request Approval of Resolution to Transfer Expenditure Appropriations- Parks

 - D. Request Approval of Revised Inventory & Fixed Asset Policy- Finance

 - E. Request Review of Investment Policy- Finance

 - F. Request Approval of Resolution to Transfer Expenditure Appropriations within Charleston TLT Fund- Finance

 - G. Request Approval to Pay Fuel Bill- Sheriff

 - H. Request Approval of Order Adopting Official Road Name "Penny Wells Drive"- Planning

 - I. Request Approval of Order Adopting Official Road Name "Fawn Lane"- Planning

 - J. Request Approval of Promotion for Jessica Sewell- Community Development

 - K. Request Approval of Contract for Salary/Compensation Study- HR

 - L. Request Approval of Side Agreement with AFSCME- HR

 - M. Request Approval of Order Referring Measure for a Local Option Tax Levy to Voters in May- Counsel

 - N. Request Approval to Pay AOC Dues- BOC

 - O. Request Approval of Letter to BLM re: Request for Cooperating Agency Status- BOC

4. **CONSENT CALENDAR- administrative matters not up for discussion**
 - A. **Approval of Minutes**
Worksession- Emergency Declaration/Contracting- January 25, 2024
Worksession- Discussion re: The Harris Building- January 29, 2024
Regular Meeting Minutes- February 6, 2024

 - B. **Orders & Resolutions**
Resolution 24-02-020P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date
Resolution 24-02-021P, In the Matter of Granting Personnel Transfers for Aaron Whittenburg and Bradlee Davis Within the Sheriff's Department Effective February 1, 2024

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

Resolution 24-02-022P, In the Matter of Granting Salary Merit Step Increases for Various Employees Effective March 1, 2024
Resolution 24-02-023P, In the Matter of Granting Salary Merit Step Increases for Various Employees Effective February 1, 2024
Resolution 24-02-024P, In the Matter of Granting Salary Merit Step Increases for Various Employees Effective February 1, 2024

- C. Post-Action Notifications Pursuant to County Rule 10.043 (5)**
Contract with Comfort Flow Heating- CHW- HVAC maintenance
Contract Renewal with Bay Cities Building Co- CHW- social media services
MOU with Group Connections Project- CHW- family assistance in building social connections
Contract with Gageit Construction- Road- guardrail repair

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: 02/20/2024

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: 02/14/2024

Signature of Dept. Head:

Colton Totland

Departments Affected:

COUNSEL: CT

BOC only:

Consent Agenda _____

Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Semi-Annual Report from Visitor & Convention Bureau

Department: BOC

Requested Agenda Date: 2/20/24

Contact Person: Bob Main

Phone/Ext.: 7540

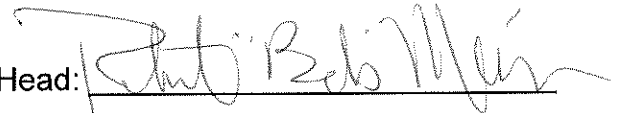
Background and description of need or problem: The VCB creates a semi-annual report for our funders. We now have a full year of lodging tax collections to include in the report.

Funding Source: n/a

Requested Action: Listen to presentation

Date:

Signature of Dept. Head:



BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Request Approval to purchase a new Dump Trailer.

Department: Parks

Requested Agenda Date: 2/20/2024

Contact Person: Craig Storm

Phone/Ext.: 7757

Background and description of need or problem: Request to purchase a 7 X 16 14k dump trailer for the amount of \$15,939.00. Craig got 3 quotes a would like to go with the Trailer Plus because of the extra features included with this one, this purchase was approved in our FY24 budget.

Funding Source: 010-1800-452.60-01 Equipment

Requested Action: Approve the purchase of the dump trailer from Trailer Plus, Eugene in the amount of 15,939.00.

Date: 1/31/2024

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.

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?

Departments Affected:

COUNSEL: CT

TREASURER: MS

HUMAN RESOURCES: _____

BOC forwards signed Contract/Grant to:

Commissioners Initials to Place on Agenda ONLY: _____



SUMMARY OF QUOTES
COOS COUNTY

County Department: PARKS

Goods and/or Services Specifications:

75 galvanized picnic table frames with hardware

How Solicited: ~~☒~~ Written X Oral

The Department requested quotes from the following firms:

Date	Firm	Contact Person	Quoted Price
1/31/24	Trailer Plus		15,939.00
1/30/24	Trailer Station		11566.50
1/29/24	B&V		16,000.00

If evaluation factors other than price:

Firm					Total Score
<u>Trailer Plus</u>	10 gauge floors	Tarp	Dual charging system	16ft	4
<u>Trailer Station</u>	No	No	No	14ft	X 1
<u>B&V</u>	No	No	No	14ft	X 1

Solicitor:

Department's Recommendation:

Accept the Quote from Trailer Plus for \$15,939.00.

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Transfer of Appropriation Resolution 24-02-025B

Department: Parks

Requested Agenda Date: 2/20/2023

Contact Person: Craig Storm

Phone/Ext.: 7557

Background and description of need or problem: Transfer of funds from Vehicle Expense line item to Debt Service line items. Line item short due to extra fees not aware of.

Funding Source: 010-1800-452-32-13 Vehicle Expense

Requested Action: Approve Resolution 24-02-025B

Date: 2/12/2024

Signature of Dept. Head: T.H. for - Craig Storm

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

If this is a contract or grant:

- Is the contract or grant an original?
- Is the Contract/Grant Summary Form attached?
- Is the contract signed first by the vendor (except state/federal grants or contracts)?
- If insurance is required, is the insurance certificate attached?
- Is the Clerk's Coversheet attached or do you want it returned to you for filing?

County Counsel _____

Treasurer  _____

Human Resources _____

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

4 In the Matter of a Transfer of Expenditure)
5 Appropriations in the Amount of \$115) RESOLUTION
6 Within the County Parks Fund) 24-02-025B

7 NOW BEFORE THE BOARD OF COMMISSIONERS sitting for the transaction of
8 County business at a meeting on February 20, 2024, is the matter of a transfer of
9 appropriations in the amount of \$115,

10 WHEREAS, the reason, need and purpose of the request for transfer of expenditure
11 appropriations is for unexpected fees associated with the Enterprise Lease.

12 WHEREAS, a transfer of expenditure appropriations would be allowable according to
13 O.R.S. 294.463 as expenditures were not anticipated during the preparation of the current
14 fiscal year's budget;

15 NOW, THEREFORE, BE IT RESOLVED that the transfer of appropriations be approved
16 and be transferred between the categories and amount as shown below:

17 010 COUNTY PARKS FUND
18 1800 – Park’s Department


19 From:
20 Materials & Services
21 452.32-13 Vehicle Expense \$ 115

22 To:
23 Debt Service
24 452.80-50 Vehicle Lease \$ 115

25 Dated this _____ day of February 2024.

26 BOARD OF COMMISSIONERS

27 _____
28 Commissioner Commissioner Commissioner

29 Prepared by:
30 
31 Budget Office

BOC only: _____
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Coos County Inventory and Fixed Asset Policy

Department: Finance

Requested Agenda Date: February 20, 2024

Contact Person: Megan Simms

Phone/Ext.: 7730

Background and description of need or problem: The Inventory and Fixed Asset Policy has not been updated since June of 2016. We have updated the Policy changing the threshold of computer and electronic equipment from \$100 to \$500 with some other minor changes. Attached is the red-line version along with a clean copy for signatures.

Funding Sources: n/a

Requested Action: ^{and sign} Approve the revised Inventory and Fixed Asset Policy

Date: 2/9/2024

Signature of Dept. Head: Megan Simms

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 _____

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COOS COUNTY INVENTORY AND FIXED ASSET POLICY

Coos County has established the following Inventory and Fixed Asset Policy. The purpose of this policy is to satisfy audit requirements to use Generally Accepted Accounting Principles relating to fixed assets. The policy also will assist Coos County in maintaining accurate records for insurance purposes. Finally, the policy will establish a uniform method to inventory County property.

SECTION ONE – DEFINITIONS

1. As used in this policy, PROPERTY is anything owned or controlled by Coos County. "Property" includes assets, fixed assets, insurance assets, items, and consumable items as further defined below.
2. An ASSET is anything owned by Coos County having a replacement cost of \$1000 or more, but excludes "items" and "consumable items." An "asset" may be a "fixed asset" or an "insurance asset." A list of common assets classifications includes:
 - A. Land - includes all parcels owned by Coos County including building sites, storage lots, vacant parcels, County Forest lands, parks, etc.
 - B. Buildings - includes all buildings and structures including structures which serve as buildings, such as permanently installed mobile homes. Permanently attached fixtures installed during construction are considered part of the building. Subsequent addition of fixtures will be classified as Machinery and Equipment. Major improvements, such as additions to buildings, shall be considered as part of the building.
 - C. Land Improvements - includes improvements such as parking lots and fences.
 - D. Machinery and Equipment - includes all motor vehicles, trucks, trailers, and construction equipment. Also includes municipal waste incinerators and air quality equipment. Includes fixtures attached to a building which are not considered as an addition to the building.
 - E. Furniture and Business Machines - includes all office furniture, equipment, and other common office products where the replacement cost of the equipment is \$1000 or more.
 - F. Computer and Electronic Equipment - includes computer equipment and other electronic equipment of a sensitive nature (~~i.e. telephone and other communication equipment~~ not including cell phones, radios, and global positioning systems) where the replacement cost of the equipment is ~~\$100-500~~ or more.
 - G. Construction in Progress - includes all partially completed projects. Buildings of various types will be the main component of this classification. Upon completion, these assets will be transferred to one of the other asset classifications.
 - H. Tax foreclosed properties, evidence or other property confiscated or otherwise held by the Sheriff's Office are specifically excluded from the definition of an asset for the purpose of this policy.

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3. A **FIXED ASSET** is any asset owned or controlled by Coos County with an acquisition (historical) cost that exceeds \$5000 and which also has a useful life of three years or more. In the private sector, fixed assets are commonly referred to as property, plant, and equipment. Generally Accepted Accounting Principles requires specific information be kept about fixed assets.
4. An **INSURANCE ASSET** is any asset (replacement cost of \$1000 or more) that does not meet the definition of a "fixed asset." An inventory of insurance assets is kept primarily for insurance purposes and inventory control. Assets of a theft sensitive nature will be inventoried at the ~~\$5~~100 replacement cost. These items include; all computer equipment, ~~cameras~~, copiers, ~~radios~~, ~~projectors~~, TV's, other electronic equipment, and weapons.
5. An **ITEM** is any property that does not meet the definition of an "asset" but excludes "consumable items." Examples would be furniture, calculators, small hand tools, cell phones, radios, global positioning systems, and other property with a replacement cost of less than \$1000.
6. A **CONSUMABLE ITEM** is property consumed during the course of business such as paper, gas, office supplies, and janitorial supplies.

SECTION TWO – ACQUISITION COST OF FIXED ASSETS

1. The following costs associated with the acquisition of a fixed asset are to be considered part of the total acquisition (historical) cost of the fixed asset:
 - A. Purchase costs before trade-in allowances and less discounts; or fair market value at the time of acquisition for a donated fixed asset.
 - B. Time and material costs if constructed by personnel of Coos County.
 - C. Professional fees of attorneys, architects, engineers, appraisers, surveyors, and the like.
 - D. Site preparation costs such as clearing, leveling, filling, and demolition of unwanted structures.
 - E. Fixtures attached to a building or other structure during construction.
 - F. Transportation and installation charges.
 - G. Any other expenditure required to put the fixed asset into its intended state of use.

SECTION THREE – IMPLEMENTATION OF INVENTORY

1. All assets of Coos County shall be inventoried. All assets shall be tagged and the appropriate information regarding the asset shall be entered into the inventory software system.
2. Items, (property with a replacement cost of less than \$1000) shall not be individually inventoried, with the exception of theft sensitive items as described in Section 1 #4 which will be inventoried at the ~~\$5~~100 level.
3. The Finance Department will be responsible for maintaining the inventory software system.

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SECTION FOUR – BUDGET LINE ITEMS AND VOUCHERS

1. All purchases of fixed assets will be treated as capital outlay by the County. Fixed assets will be charged to the appropriate capital outlay budget line item by the department purchasing the assets. Insurance assets will be charged to the appropriate materials and services budget line item by the department purchasing the assets.
2. Accounts payable vouchers will be reviewed to verify that an asset acquisition is charged to the correct line item. Vouchers will be returned to the department if charged to an improper line item.
3. An Inventory Acquisition Form as described in this policy must be submitted with each voucher to purchase an asset. Vouchers will be returned to the department if the Inventory Acquisition Form is not submitted.
4. Purchases of property that do not meet the definition of an asset will be charged to the appropriate materials and services budget line item. These purchases will be treated as expenses. An Inventory Acquisition Form need not be submitted.

SECTION FIVE – NEW PURCHASES AND ADDITIONS

1. New purchases and additions will be valued at the original cost of the asset or the estimated original cost. Donated assets will be valued at fair market value as of the date of the donation, plus any repairs or acquisition costs. A Donation Acceptance Form is required for donated assets and can be found on the County's intranet.
2. Upon receipt of the Inventory Acquisition Form the Finance Department shall obtain any additional asset information necessary to complete entry into the software system. The Finance Department will send an asset tag with a copy of the Inventory Acquisition Form for the department to place on asset. Departments that have been issued non-assigned asset tags will include the asset tag # on Inventory Acquisition Form.
3. The department receiving the asset for use will be responsible for completing and attaching an Inventory Acquisition Form along with a copy of the invoice and voucher to the Finance Department when submitting a voucher for payment of the asset.
4. The following is a summary of the information on the Inventory Acquisition Form. The department receiving the asset shall provide all applicable information on the form. All questions must be answered and blanks completed. Mark n/a if not used for the asset. This form can be used when acquiring new or used assets.
 - A. Date Acquired – Use the invoice date or, for construction, the date the project was accepted or completed. Date in Use – the date you actually began using the asset.
 - B. Condition – Check the appropriate box.
 - C. Asset Description – Provide a brief description of the asset and any distinctive information that will help identify the asset. Provide the manufacturer's name, model #, serial #, and any unique unit number assigned by your department or the Road Department. If a vehicle, provide requested information.
 - D. Unit Cost - Provide requested information for unit cost.

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- E. Fair Market Value - The value of the asset as of the day it was donated or forfeited to the county.
- F. Miscellaneous Costs - Include freight, installation, architect fees, repairs and any other costs associated with placing the asset in use.
- G. Total Cost – Add the three cost fields together to come up with a total.
- H. Location/Building – The name of the location and building where the asset is located. A list of location names is attached.
- I. Department – Identify the department that will use the asset.
- J. Line Item used to Purchase Asset – Provide the line item number that the item is being charged to.
- K. Vendor Information – Provide requested vendor information, purchase order number, and invoice number.
- L. Warranty Information – If there is a warranty, provide the name of the company that will provide the warranty. This may not be the same as the vendor or manufacturer. Provide the warranty expiration date.
- M. Asset Funded with Grant Funds – Provide the appropriate information.
- N. Comments – Provide any additional information you believe is necessary or that will help during physical inventory. .
- O. Sign and date the form. Retain a copy. Original to be submitted to the Finance Department with a copy of the invoice and voucher.

SECTION SIX – NON-OWNED PROPERTY

Property that is owned by other parties but under the control of the County will be inventoried and tagged if the County is responsible for repair or replacement if the property is damaged, stolen, or otherwise lost. Note "Non-Owned Property" at the top of the Inventory Acquisition Form.

SECTION SEVEN – CONSTRUCTION WORK IN PROGRESS

1. Notwithstanding Sections Four and Five, construction work in progress will be reported as follows.
2. On June 30 of each year, each department shall report construction work in progress. The Inventory Acquisition Form shall be used, with all applicable sections completed.. In lieu of an Inventory Acquisition Form, a spreadsheet may be substituted that provides the same detail. The department shall submit a separate Inventory Acquisition Form for each project.
3. Upon completion of each project, each department shall submit an Inventory Acquisition Form. The department shall clearly mark on the top of the form "Construction Completed" and complete all applicable sections. Costs provided shall be grand totals for the entire project.

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SECTION EIGHT – PROPERTY TAGS

1. The Finance Department shall be responsible for making sure that all assets have a Coos County property tag attached. The County will use a bar code property tag for any item valued over \$1000 as well as theft sensitive items as described in Section 1 #4. This tag will read "COOS COUNTY" and have a tag number and the appropriate bar code information. The tag shall be placed in an easily accessible area of the asset in plain view.
2. Items (which are property below the \$1000 replacement cost) and do not fall under the category of theft sensitive items shall be marked with a non bar code tag identifying the item as Property of Coos County. Each department will be responsible for tagging these items. Placement of these tags will be checked during physical inventories.
3. The tag should remain on the asset until the asset is no longer property of the County. Asset tags should only be removed at the time the item is physically disposed of, not when out of use. If the tag becomes unreadable or is lost, the Finance Department shall be notified immediately. If a tag is replaced an Inventory Tag Update Form must be submitted to the Finance Department. Any bar code tag that becomes separated from its asset must be returned to the Finance Department. Non bar code tags must be replaced by the department.
4. Certain assets will not be tagged due to the nature of the asset. Examples are buildings, land improvements, construction equipment, tools, and vehicles.

SECTION NINE – ASSET TRANSFERS AND DISPOSITIONS

1. Assets transferred from one department to another will be documented by the Inventory Transfer Form. The form shall be sent to the Finance Department by the department receiving the asset for updating the inventory software system.
2. If Information Technology or Maintenance is disposing of the asset the department will fill out the Inventory Disposal Form and send it along with the asset. After the asset is disposed of IT/Maintenance will sign the form and submit it to the Finance Department. If the asset is being given to IT or Maintenance an Inventory Transfer Form will need to be submitted to the Finance Department.
 - A. The Maintenance and Information Technology Departments will not move an asset without the proper paperwork attached to it. The receiving department will then sign receipt of the item and forward the paperwork to the Finance Department.
3. The following is a summary of the information on the Inventory Disposal Form.
 - A. Inventory Tag Number – The inventory tag number assigned to the specific asset.
 - B. Disposal Date – The actual date the item was disposed of.
 - C. Asset Description – A brief description of the asset; include manufacturer, model #, Serial #, and any unique unit number assigned by your department or the Road Department.
 - D. Disposal Method – Check the appropriate box. If the asset was donated or given please provide the information on who received the item. If the item was given to another department, fill out the Inventory Transfer form. Auctioned assets will not be removed from inventory until the funds are received.

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E. Was the asset given to IT/Maintenance for disposal? – If IT or Maintenance is disposing of the asset they will need to sign off on the form and submit it to the Finance Department when the asset is disposed.

F. Other Information – Provide any additional information you believe is necessary.

4. The following is a summary of the information on the Inventory Transfer form.

A. Inventory Tag Number – The inventory tag number assigned to the specific asset.

B. Transferring Department – Name of department originally assigned the asset.

C. Receiving Department – Name of department receiving the asset.

D. Asset Description – A brief description of the asset; include manufacturer, model #, serial #, and any unique unit number assigned by your department or the Road Department.

E. New Location/Building – Where will the asset be stored or located.

F. Other Information – Provide any additional information you believe is necessary or that will help with physical inventory.

G. Both departments involved must sign the form. Both departments can retain a copy. The receiving department will forward the original to the Finance Department.

5. When an asset is transferred by a department to another building but remains with the same department, an Interdepartment Transfer Form must be completed and submitted to the Finance Department.

6. No documentation is needed when a department moves an asset to another location within the same building under the control of the same department.

SECTION TEN – ANNUAL UPDATE AND INVENTORY

1. The Finance Department will prepare a listing of all assets at least annually by department. This listing will be sent to departments and used by the department to verify the information. Departments shall check all information listed for their department and note any changes to the listing. Any assets that need to be added, transferred, or disposed of will need to have the appropriate form attached to the report. Departments shall return the corrected reports within one month of receipt.

2. At least once in every five year cycle the Finance Department will conduct a physical inventory. Assets in each department will be inventoried to verify the information recorded in the asset records.

Approved this _____ day of ~~June 2016~~ February 2024.

BOARD OF COMMISSIONERS

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Commissioner

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ASSET TYPE, CLASS, AND LIFE TABLE

Asset Type	Asset Type Example	Asset Life
Land	Land	n/a
Land Improvements	Parking Lot	20
	Fencing/Gates	20
	Boat Ramp	20
	Campground Utilities	20
	Campgrounds	20
	Docks	20
	Irrigation Systems	20
	Playgrounds/Sports	20
	Miscellaneous	varies
Buildings	Buildings	60
	Manufactured Structures	30
Infrastructure	Gas Pipeline	50
	Underground Distribution Systems	50
	Park Roads	20
	County Roads	20
	Public Dedicated Roads	20
	Bridges	50
	Dams & Dikes	20
	Culverts	30
	Miscellaneous	varies
Const. in Progress	Construction in Progress	n/a
Licensed Vehicles	Sedans	8
	Pickups/SUVs	8
	Heavy Trucks	10
	Vans & Buses	8
	ATV/Dune Buggy/Motorcycle	8
	Trailers	10
	Mobile Contractors Equip.	15
	Miscellaneous	varies
Machinery & Equipment	Business Machines	10
	Vehicle Equipment	10
	Computer Equipment	5
	Mainframe Software Equip.	10
	Communications Equipment	10
	Other Electronic Equipment	10
	Solid Waste - Controls	10
	Contractors Equipment	10
	Boats	8
	Food Service Equipment	varies
	Science/Engineering Equip.	10
Cameras & Related Equipment	10	

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	Solid Waste - AQCS/Burners	15
	Portable Radios	10
	Weapons	10
	Misc Law Enforcement Equipment	varies
	Miscellaneous	varies
Furniture	Furniture	20

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LOCATION NAMES

2455 Maple Leaf, North Bend
 281 LaClair St, North Bend
 Coos Bay
 305 LaClair St, Coos Bay
 Coos Bay
 911 Center - 338 2nd St, Coquille
 Elementary Alleghany
 911 Center - 360 2nd St, Coquille
 Bandon S Jetty Park - Beach Loop Rd - Bandon
 Animal Shelter - 600 Southport Rd, Coos Bay
 Bastendorff Beach Pk - 63377 Bastendorff Bh Rd
 Animal Shelter - 92960 Southport Rd, Coos Bay
 Beaver Hill/Solid Waste - 55722 Highway 101
 Arago BR - Fat Elk Rd, Coquille
 Bennett Park - Gravelford Ln, Myrtle Point
 Ares/Racing Trailer
 Bradley Lake Park & Br - Bradley Lake Rd Bandon
 Bandon Disposal - Shop
 Charleston Fire Station - 92342 Cape Arago
 Bastendorff Beach Pk - 63377 Bastendorff Bh Rd
 Charleston Fishing Dock - 91143 Cape Arago
 Bastendorff Group Camp
 Charleston RV Park - 91143 Cape Arago Hwy
 Bastendorff Loop A
 Community Corrections - 155 N Adams Coquille
 Bastendorff Loop B
 Coos Bay Fire Dept - 150 S 4th St, Coos Bay
 Bastendorff Loop C
 Coos Bay Police Dept - 500 Central Coos Bay
 Bastendorff Loop D
 Coos Co - Youth Opportunity Prog - Coos Bay
 Beaver Hill/Solid Waste - 55722 Highway 101
 Bennett Butte
 Bennett Park - Gravelford Ln, Myrtle Point
 Blue Ridge Tower Site - Coos Bay
 Bradley Lake Park & Br - Bradley Lake Rd Bandon
 Brookings Police Dept
 Charleston Fishing Dock - 91143 Cape Arago
 Charleston RV Park - 91143 Cape Arago Hwy
 CHW - 281 LaClair St
 Comm Dvlp/ 1155 S 5th Coos Bay
 Community Corrections - 155 N Adams Coquille
 Coos Bay Fire Dept - 150 S 4th St, Coos Bay
 Coos Bay Police Dept - 500 Central Coos Bay

Doris Place BR - Coos River Hwy
 Coos County Fair - 770 4th St, Myrtle Point
 Fairground, Myrtle Point
 Coquille Annex - Owen Building 60 E 2nd Coquille
 Frona Park - Sitkum Ln, Myrtle Point
 Coquille Health Dept - 240 N Collier Coquille
 Ham Bunch/Cherry Creek Park
 Courthouse/Jail - 250 N Baxter Coquille
 Hauser Dunes Tract, Hauser
 Health Ed Bldg - 1955 Union North Bend
 Joe Ney - Traffic Booth
 Laverne Park - 61219 Fairview Rd, Coquille
 Johnson Mill Pond
 MH/PH Coquille - 271 N Baxter Coquille
 Judah Parker Park - Prosper Jct
 North Bend Annex - 1975 McPherson North Bend
 Kroneberg Park - Bandon Beach
 North Bend Police Station - 835 California North Bend
 La Verne Day Use - 61219 Fairview Rd, Coquille
 Parks/Forestry/Road - 1281/1309 W Central Coquille
 Laverne Park - 61219 Fairview Rd, Coquille
 Pony Creek Building - 2345 Marion North Bend
 Lakeside Dune Tract, Lakeside
 Powers Park - 100 Powers County Park
 Maintenance Bldg, 142 N Adams
 Coquille Riley Ranch - 93507 Riley Ranch Ln North Bend
 Myrtle Trees BR - S Coos River Hwy
 SCINT Headquarters
 Nesika Camp Ground - Coos River
 Tenmile Lake Park & Boat Ramp - 205 S 11th Lakeside

North Bend Annex - 1975 McPherson North Bend
 North Bend Police Station - 835 California North Bend
 Parks/Forestry/Road - 1281/1309 W Central Coquille
 Powers Park - 100 Powers County Park
 Riley Ranch - 93507 Riley Ranch Ln North Bend
 Riverton BR - Hwy 425 Riverton
 Rocky Point BR - North Bank Rd
 Rooke-Higgins Campground
 Sandy Creek Covered Bridge
 Saunders Park - Hwy 101 Lakeside
 SCINT Headquarters
 Shorewood Park, Coos Bay
 Shutter Creek
 Slide Crk/Bone Mtn

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Coos County Fair - 770 4th St. Myrtle Point
Coquille Annex - Owen Building 60 E 2nd Coquille
Coquille BR - Fishtrap Rd, Coquille
Coquille Health Dept - 240 N Collier Coquille
Coquille Mix Plant - 53111
Coquille Tower Site - 57299 Howe Rd
County Road System
Courthouse/Jail - 250 N Baxter Coquille
Daniel's Creek - Morgan Ridge

SWOCC - Newmark Center
Tenmile Lake Park & Boat Ramp - 205 S 11th Lakeside
Tenmile Lake RV Pk & Campground
Throughout County
Tribal Police
Veterans
W La Verne Group Camp
Wallace Dement Park - Fishtrap
Weekly Quarry/Crusher - Weekly

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BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Annual Review of the Investment Policy

Department: Finance

Requested Agenda Date: February 20, 2024

Contact Person: Megan Simms

Phone/Ext.: 7730

Background and description of need or problem: As a requirement of the attached Investment Policy, it must be reviewed annually. I am not requesting any changes.

Funding Sources: n/a

Requested Action: No Action Needed.

Date: 2/9/2024

Signature of Dept. Head: Megan Simms

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 _____

3E

Coos County Filing Cover Sheet

05/10/2022 3:23:52 PM

TO: Coos County Clerk's Office

FROM: Coos County Treasurer

The original document will be filed, scanned, indexed and returned to your office.

Please file the attached document in the selected category indicated in the box below using the following information:

Commissioner Journal Filings				
	Affidavit of Publication	R=3Y	Orders and/or Resolutions	R=P
X	Board of Commissioners	R=P	Payroll Resolutions	R=P
	BoPTA	R=6Y	Registry of Offices	R=6YAE
	Contracts & Agreements	R=P	Special District Budget	R=P
	County Budget	R=P	Special District <small>Formations, Annexations, Dissolutions, Election Results</small>	R=P
	County Code	R=P	Vacation Proceedings	R=P
	Minutes - BOC	R=P	R=Retention P=Permanent Y=Year AE=After Expiration	

INDEXING INFORMATION

Affected Parties Names:

Coos County Board of Commissioners; Coos County

Subject of Document : Brief description, minutes, contracts, orders, etc.
County Policy

Resolution or Order #: Example: 18-2-156-X

Document Remarks:
Investment Policy

Date of Meeting or of Document: "Date Only"

May 3, 2022

Clerk use -	Filed:	Scanned:	Indexed:	Verified:
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COOS COUNTY INVESTMENT POLICY

Coos County, OR Investment Policy

I. Purpose

This Investment Policy defines the parameters within which funds are to be invested by Coos County (County). This policy also formalizes the framework, pursuant to ORS 294.135, for the County's investment activities to ensure effective and judicious management of funds within the scope of this policy.

These guidelines are intended to be broad enough to allow designated investment staff to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

II. Governing Authority

The County's Investment program shall be operated in conformance with Oregon Revised Statutes and applicable federal law. Specifically, this investment policy is written in conformance with ORS 294.035; 294.040; 294.052; 294.135; 294.145; and 294.810. All funds within the scope of this policy are subject to laws established by the State of Oregon. Any revisions or extensions of these sections of the ORS shall be assumed to be part of this Investment Policy immediately upon being enacted.

III. Scope

This policy applies to activities of the County with regard to investing the financial assets of all County funds including County Service Districts and Trust Funds with the exception of Unsegregated Property Tax dollars. Investments of employees' retirement funds, deferred compensation plans, and other funds are not covered by this policy. The amount of funds falling within the scope of this policy over the next three years is expected to range between \$45 million and \$120 million.

IV. General Objectives

The primary objectives, in priority order, of investment activities shall be:

1. **Preservation of Invested Capital.** Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The goal is to mitigate credit risk and interest rate risk.
2. **Liquidity.** The investment portfolio shall remain sufficiently liquid to meet all reasonably anticipated operating requirements. Furthermore, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio also may be placed in the Oregon Short Term Fund which offers next-day liquidity. Where possible and prudent, the portfolio should be structured so that investments mature concurrent with anticipated demands.

3. **Return.** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into consideration the safety and liquidity needs of the portfolio. Although return consists of both principal return (gains and losses due to market value fluctuations) and income return (yield), this policy discourages active trading and turnover of investments. Investments should generally be held to maturity.

V. Standards of Care

1. **Prudence.** The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Treasurers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported and appropriate action is taken to control adverse developments within a timely fashion as defined in this policy.

The "prudent person" standard states: *"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."*

2. **Ethics and Conflicts of Interest.** Officers and employees involved in the investment process shall refrain from personal activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. Disclosure shall be made to the governing body. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the County. Officers and employees shall, at all times, comply with the State of Oregon Government Standards and Practices code of ethics set forth in ORS Chapter 244.

3. Delegation of Authority and Responsibilities

- a. **Governing Body.** The Board of Commissioners will retain ultimate fiduciary responsibility for invested funds. The governing body will receive reports, pursuant to, and with sufficient detail to comply with ORS 294.085 and 294.155.
- b. **Delegation of Authority.** Authority to manage investments within the scope of this policy and operate the investment program in accordance with established written procedures and internal controls is granted to County Treasurer, hereinafter referred to as Treasurer, and derived from the following: ORS 294.035 to 294.053, 294.125 to 294.145, and 294.810.

No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

All participants in the investment process shall seek to act responsibly as custodians of the public trust. No officer or designee may engage in an investment transaction except as provided under the terms of this policy and supporting procedures.

- c. Investment Municipal Adviser. The Treasurer may engage the services of one or more external investment managers to assist in the management of the entity's investment portfolio in a manner consistent with this investment policy. Investment advisers may be hired on a non-discretionary basis. All investment transactions by approved investment advisers must be pre-approved in writing by the Treasurer and compliant with this Investment Policy. If the County hires an investment adviser to provide investment management services, the adviser is authorized to transact with its direct dealer relationships on behalf of the County.

VI. Transaction Counterparties, Investment Advisers and Depositories

1. **Broker/Dealers.** The Treasurer shall determine which broker/dealer firms and registered representatives are authorized for the purposes of investing funds within the scope of this investment policy. A list will be maintained of approved broker/dealer firms and affiliated registered representatives.

The following minimum criteria must be met prior to authorizing investment transactions. The Treasurer may impose more stringent criteria.

- a. Broker/Dealer firms must meet the following minimum criteria:

- i. Be registered with the Securities and Exchange Commission (SEC)
- ii. Be registered with the Financial Industry Regulatory Authority (FINRA)
- iii. Provide most recent audited financials
- iv. Provide FINRA Focus Report filings

- b. Approved broker/dealer employees who execute transactions with the County must meet the following minimum criteria:

- i. Be a registered representative with the Financial Industry Regulatory Authority (FINRA);
- ii. Be licensed by the state of Oregon;
- iii. Provide certification (in writing) of having read; understood; and agreed to comply with the most current version of this investment policy.

- c. Periodic (at least annual) review of all authorized broker/dealers and their respective authorized registered representatives will be conducted by the Treasurer. Factors to consider would be:

- i. Pending investigations by securities regulators
- ii. Significant changes in net capital
- iii. Pending customer arbitration cases
- iv. Regulatory enforcement actions

2. **Direct Issuers.** Obligations that are permitted for purchase by this policy may be purchased directly from the issuer.

3. **Investment Advisers.** A list will be maintained of approved advisers selected by conducting a process of due diligence.

- a. The following items are required for all approved Investment Advisers:

- i. The investment adviser firm must be registered with the Securities and Exchange Commission (SEC) or licensed by the state of Oregon (Note: Investment adviser firms with assets under management > \$100 million must be registered with the SEC, otherwise the firm must be licensed by the state of Oregon).

- ii. All investment adviser firm representatives conducting investment transactions on behalf of the County must be registered representatives with FINRA.
 - iii. All investment adviser firm representatives conducting investment transactions on behalf of the County must be licensed by the state of Oregon.
 - iv. Certification, by all of the adviser representatives conducting investment transactions on behalf of this entity, of having read, understood and agreed to comply with this investment policy.
- b. A periodic (at least annual) review of all investment advisers under contract will be conducted by the Treasurer to determine their continued eligibility within the portfolio guidelines. Factors to consider would be:
- i. Pending investigations by securities regulators
 - ii. Significant changes in net capital
 - iii. Pending customer arbitration cases
 - iv. Regulatory enforcement actions
4. **Depositories.** All financial institutions who desire to become depositories must be qualified Oregon Depositories pursuant to ORS Chapter 295.
5. **Competitive Transactions**
- a. The Treasurer shall obtain and document competitive bid information on all investments purchased or sold in the secondary market. Competitive bids or offers should be obtained, when possible, from at least three separate brokers/financial institutions or through the use of a nationally recognized trading platform.
 - b. In the instance of a security for which there is no readily available competitive bid or offering on the same specific issue, then the Treasurer shall document quotations for comparable or alternative securities.
 - c. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price. However, the Treasurer is encouraged to document quotations on comparable securities.
 - d. If an investment adviser provides investment management services, the adviser must retain documentation of competitive pricing execution on each transaction and provide upon request.

VII. Administration and Operations

1. **Delivery vs. Payment.** All trades of marketable securities will be executed (cleared and settled) by delivery vs. payment (DVP) to ensure that securities are deposited in the County's safekeeping institution prior to the release of funds.
2. **Third-Party Safekeeping.** Securities will be held by an independent third-party safekeeping institution selected by the County. All securities will be evidenced by safekeeping receipts in the County's name. Upon request, the safekeeping institution shall make available a copy of its Statement on Standards for Attestation Engagements (SSAE) No. 16.

- 3. Internal Controls.** The Treasurer and Board of Commissioners are jointly responsible for establishing and maintaining an adequate internal control structure designed to reasonably assure that invested funds are invested within the parameters of this Investment policy and, protected from loss, theft or misuse. Specifics for the internal controls shall be documented in writing. The established control structure shall be reviewed and updated periodically by the Board of Commissioners.

The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management. The internal controls shall address the following points at a minimum:

- a. Compliance with Investment Policy
 - b. Control of collusion
 - c. Separation of transaction authority from accounting and record keeping
 - d. Custodial safekeeping
 - e. Avoidance of physical delivery of securities whenever possible and address control requirements for physical delivery where necessary
 - f. Clear delegation of authority to subordinate staff members
 - g. Confirmation of transactions for investments and wire transfers in written or digitally verifiable electronic form
 - h. Dual authorizations of wire and automated clearing house (ACH) transfers
 - i. Staff training
 - j. Review, maintenance and monitoring of security procedures both manual and automated
- 4.** An external auditor shall provide an annual independent review to assure compliance with Oregon state law and the County's policies and procedures.

VIII. Suitable and Authorized Investments

- 1. Permitted Investments.** The following investments are permitted pursuant to ORS 294.035, 294.040, and ORS 294.810.
- a. US Treasury Obligations: U.S. Treasury and other government obligations that carry the full faith and credit guarantee of the United States for the timely payment of principal and interest.
 - b. US Agency Obligations: Senior debenture obligations of US federal agencies and instrumentalities or U.S. government sponsored enterprises (GSE).
 - c. Oregon Short Term Fund
 - d. Corporate Indebtedness
 - i. *Commercial Paper issued under the authority of section 3(a)2 or 3(a)3 of the Securities Act of 1933.*
 - ii. *Corporate Bonds*
 - e. Repurchase Agreements
 - f. Municipal Debt
 - g. Bankers Acceptances
 - h. Qualified Institution Time Deposits/Savings Accounts/Certificates of Deposit

A list of investments allowed under ORS 294.035, 294.040 and 294.810 may be found on the Oregon State Treasury website at the following link:

<http://www.oregon.gov/treasury/Divisions/Investment/Audio/List%20of%20US%20Government%20and%20Agency%20Securities%20for%20Local%20Government%20Investment.pdf>

2. **Approval of Permitted Investments** If additional types of securities are considered for investment, per Oregon state statute they will not be eligible for investment until this Policy has been amended and the amended version adopted by the County.
3. **Prohibited & Restrictions on Certain Investments**
 - a. **Private Placement or "144A" Securities.** Private placement or "144A" securities are not allowed. For purposes of the policy, SEC Rule 144A securities are defined to include commercial paper privately placed under section 4(a)(2) of the Securities Act of 1933.
 - b. **US Agency Mortgage-backed Securities.** US agency mortgage-backed securities such as those securities issued by FNMA and FHLMC are not allowed.
 - c. **Securities Lending.** The County shall not lend securities nor directly participate in a securities lending program.
4. **Demand Deposits and Time Deposits**
 - a. All demand deposits and time deposits (Examples of time deposits are: certificates of deposit and savings accounts) shall be held in qualified Oregon depositories in accordance with ORS Chapter 295.
 - b. Demand deposits in qualified depository institutions are considered cash vehicles and not investments and are therefore outside the scope and restrictions of this policy. Pursuant to ORS 294.035(3)(d), time deposits, certificates of deposit and savings accounts are considered investments and within the scope of this policy.
5. **Repurchase Agreements**
 - a. ORS 294.035 (3)(j) requires repurchase agreement collateral to be limited in maturity to three years and priced according to percentages prescribed by written policy of the Oregon Investment Council or the Oregon Short Term Fund Board.
 - b. ORS 294.135 (2) limits the maximum term of any repurchase agreement to 90 days.
 - c. The OSTF Board has adopted the following margins:
 - i. US Treasury Securities: 102%
 - ii. US Agency Discount and Coupon Securities: 102%
 - iii. Mortgage Backed and Other*: 103%

**Limited to those securities described in ORS 294.035(1)*

IX. Investment Parameters

1. Credit Risk

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. Credit risk will be mitigated by the following guidelines:

- a. **Diversification.** It is the policy of the County to diversify its investments. Where appropriate, exposures will be limited by security type; maturity; issuance, issuer, and security type, allowed security types and investment exposure limitations are detailed in the table below.
- b. **Recognized Credit Ratings.** Investments must have a rating from at least two of the following nationally recognized statistical ratings organizations (NRSRO): Moody's Investors Service; Standard & Poor's; and Fitch Ratings Service as detailed in the table below. Ratings used to apply the guidelines below should be investment level ratings and not issuer level ratings.
- c. **Portfolio Average Credit Rating.** The minimum weighted average credit rating of the portfolio's rated investments shall be Aa/AA/AA by Moody's Investors Service; Standard & Poor's; and Fitch Ratings Service respectively.
- d. **Exposure Constraints and Minimum Investment Credit Ratings.**

The following table limits exposures among investments permitted by this policy.

US Treasury Obligations	100%	None
US Agency Securities	100%	-
Per Agency (Senior Obligations Only)	33%	-
Oregon Short Term Fund	Maximum allowed per ORS 294.810	-
Bankers' Acceptances	25% ⁽¹⁾	A1+/P1/F1+
Time Deposits/Savings	50%	-
Accounts/Certificates of Deposit ⁽²⁾		
Per Institution	25%	
Repurchase Agreements	5%	-
Corporate Debt (Total)	15% ⁽³⁾	-
Corporate Commercial Paper Per Issuer	15% ⁽³⁾	
	2.5% ⁽⁴⁾	A1/P1/F1
Corporate Bonds	10% ⁽³⁾	
Per Issuer	2.5% ⁽⁴⁾	Aa/AA/AA
Municipal Debt (Total)	10%	-
Municipal Commercial Paper	10%	A1/P1/F1
Municipal Bonds	10%	Aa/AA/AA

(1) 25% Maximum per ORS 294.035(D)

(2) As authorized by ORS 294.035(3)(d)

(3) 35% Maximum per ORS 294.035(D)

(4) 5% Maximum per ORS 294.035(D)

- e. **Determining a Security's Rating.** A single rating will be determined for each investment by utilizing the lowest security level rating available for the security from Standard and Poor's, Moody's Investor Services and Fitch Ratings respectively.
- f. **Restriction on Issuers With Prior Default History.** Per ORS 294.040, the bonds of issuers listed in ORS 294.035 (3)(a) to (c) may be purchased only if there has been no default in payment of either the principal of or the interest on the obligations of the issuing county, port, school district or city, for a period of five years next preceding the date of the investment.

2. Liquidity Risk. Liquidity risk is the risk that an investment may not be easily marketable or redeemable. The following strategies will be employed to mitigate liquidity risks:

- a. The value of at least 50% of funds available for investing or six months of budgeted operating expenditures will be invested in the Oregon Short Term Fund, with a qualified depository institution, or investments maturing in less than 30 days to provide sufficient liquidity for expected disbursements.
- b. Funds in excess of liquidity requirements are allowed for investments maturing in greater than one year. However, longer-term investments tend to be less liquid than shorter term investments. Portfolio investment maturities will be limited as follows:

Maturity Constraints	Minimum % of Total Portfolio
Under 30 days	50% or six months Estimated Operating Expenditures
Under 1 year	50%
Under 3 years	100%

- c. Reserve or Capital Improvement Project monies may be invested in securities exceeding the maximum term if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds.
- d. Larger issuance sizes enhance liquidity as there are likely to be a greater number of investors. Issuance sizes above a minimum amount qualify a corporate or municipal debt bond issuance for index eligibility. Index eligible bonds have a significantly larger investor base which improves liquidity.
- e. Limiting investment in a specific debt issuance improves secondary market liquidity by assuring there are other owners of the issuance.

US Agency Securities	50%
Corporate Debt (Total)	-
Corporate Commercial Paper	100%
Corporate Bonds	25%
Municipal Bonds	25%

*The par amount issued under a single CUSIP.

2. Guideline Compliance

- a. If the portfolio falls outside of compliance with adopted investment policy guidelines or is being managed inconsistently with this policy, the Treasurer shall bring the portfolio back into compliance in a prudent manner and as soon as prudently feasible.
- b. Violations of portfolio guidelines as a result of transactions; actions to bring the portfolio back into compliance and reasoning for actions taken to bring the portfolio back into compliance shall be documented and reported to the Board of Commissioners.
- c. Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

XIII. Reporting and Disclosure

1. **Compliance.** The Treasurer shall prepare a report at least monthly that allows the Board of Commissioners to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the investment oversight body. The report will include, at a minimum, the following:
 - a. A listing of all investments held during the reporting period showing: par/face value; accounting book value; market value; type of investment; issuer; credit ratings; and yield to maturity (yield to worst if callable).
 - b. Average maturity of the portfolio at period-end
 - c. Maturity distribution of the portfolio at period-end
 - d. Average portfolio credit quality of the portfolio at period-end
 - e. Average weighted yield to maturity (yield to worst if callable investments are allowed) of the portfolio
 - f. Distribution by type of investment
 - g. Transactions since last report
 - h. Distribution of transactions among financial counterparties such as broker/dealers
 - i. ix. Violations of portfolio guidelines or non-compliance issues that occurred during the prior period or that are outstanding. This report should also note actions (taken or planned) to bring the portfolio back into compliance.
2. **Performance Standards/ Evaluation.** At least annually, the Treasurer shall report comparisons of investment returns to relevant alternative investments and comparative Bond Indexes. The performance of the portfolio should be compared to the performance of alternative investments such as available certificates of deposit; the Oregon Short Term Fund; US Treasury rates; or against one or bond indices with a similar risk profile (e.g., Bond indexes comprised high grade investments and maximum maturities of three years).

When comparing performance, all fees and expenses involved with managing the portfolio shall be included in the computation of the portfolio's rate of return.

3. **Marking to Market.** The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly.
4. **Audits.** Management shall establish an annual process of independent review by the external auditor to assure compliance with internal controls. Such audit will include tests deemed appropriate by the auditor.

XIV. Policy Maintenance and Considerations

1. **Review.** The investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends.

The annual report should also serve as a venue to suggest policies and improvements to the investment program, and shall include an investment plan for the coming year.

2. **Exemptions.** Any investment held prior to the adoption of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested as provided by this policy.
3. **Policy Adoption and Amendments.** This investment policy and any modifications to this policy must be formally approved in writing by the Board of Commissioners of Coos County.

Approved this 3rd day of May 2022.

absent

Commissioner

Robert "Bob" Main

Commissioner

Mark Allen

Commissioner

BOC only
Consent Agenda
Regular Agenda

AGENDA ITEM COVERSHEET

Agenda Item Title: Resolution 24-02-018B Transfer of Expenditure Appropriations within the Charleston TLT Fund in the amount of 25,000

Department: Finance/Tax

Requested Agenda Date: 2/20/2024

Contact Person: Megan Simms

Phone/Ext.: 7730

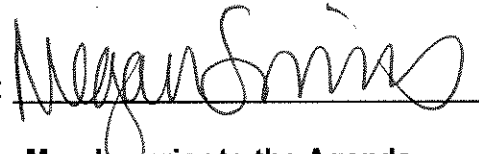
Background and description of need or problem: Transferring \$25,000 from Contracted Services to the General Fund Transfer line item. We have received more than what was budgeted.

Funding Source:

Requested Action: Approve and Sign Resolution 24-02-018B

Date: 2/5/24

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



Human Resources

1 BOARD OF COMMISSIONERS
2 COUNTY OF COOS
STATE OF OREGON

3 In the Matter of a Transfer of Expenditure) RESOLUTION
4 Appropriations in the Amount of \$25,000) 24-02-018B
5 Within the Charleston TLT Fund)

6 NOW BEFORE THE BOARD OF COMMISSIONERS sitting for the transaction of
7 County business at a meeting on February 20, 2024, in the matter of a transfer of
8 appropriations in the amount of \$25,000,

9 WHEREAS, the reason, need and purpose of the request for transfer of expenditure
10 appropriations is due to passing through General Fund portion of Transient Lodging Tax,

11 WHEREAS, a transfer of expenditure appropriations would be allowable according to
12 O.R.S. 294.463 as expenditures were not anticipated during the preparation of the current
fiscal year's budget;

13 NOW, THEREFORE, BE IT RESOLVED that the transfer of appropriations be approved
14 and be transferred between the categories and amount as shown below:

15 026 Charleston TLT
16 2127 – Charleston TLT
From:
17 419.36-01 Contracted Services \$25,000
18 To:
19 419.90-01 Transfer/General Fund \$25,000

20 DATED THIS _____ day of February 2024.

21 BOARD OF COMMISSIONERS

22
23
24 _____
Commissioner

Commissioner

Commissioner

25
26 Prepared by:


27 Budget

28

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Payment of CCSO Fuel Bill

Department: Coos County Sheriff's Office **Requested Agenda Date:** 2/20/2024

Contact Person: Cpt. Sean Sanborn **Phone/Ext.:** 541-396-7874

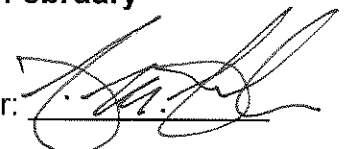
Background and description of need or problem:

At the end of January of 2024, the Coos County Sheriff's Office received notice that County Commission permission was needed to pay our month-to-month fuel bill. The Sheriff's Office pays between \$16,000 to \$19,000 per month to cover the cost of fuel. The Coos County Sheriff's Office is requesting Departmental Spending Authority to pay our fuel bill in an amount not to exceed \$20,000.

Funding Source: Vehicle Expense 32-13

Requested Action: Board to approve spending authority not to exceed \$20,000 in order to pay the Coos County Sheriff's Office fuel bill for the month of February

Date: February 7, 2024 Signature of Criminal Division Commander: _____



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 _____

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Order Adopting Official Road Name of Penny Wells ^{Drive} Lane

Department: Planning

Requested Agenda Date: 02/20/2024

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 "Penny Wells ^{Drive} Lane"
Located off of Prosper Junction Road, northeast of the City of Bandon, Order No. 24-01-009PL

Date: February 1, 2024

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 MS

Human Resources _____

3H

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 "PENNY WELLS DRIVE" LOCATED OFF
8 OF PROSPER JUNCTION ROAD, NORTHEAST OF
9 THE CITY OF BANDON

ORDER NO. 24-01-009PL.

10
11 THIS MATTER HAVING come before the Board of Coos County Commissioners (the
12 "Board") at a regular meeting held on the 20th day of February, and whereas the Planning
13 Department has received a request to finalize a road name by adopting 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-23-003;

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 Penny Wells Drive.
31

32 Dated this _____ day of _____, 2024.

33
34 BOARD OF COMMISSIONERS

35
36 _____
37 Chair

Vice Chair

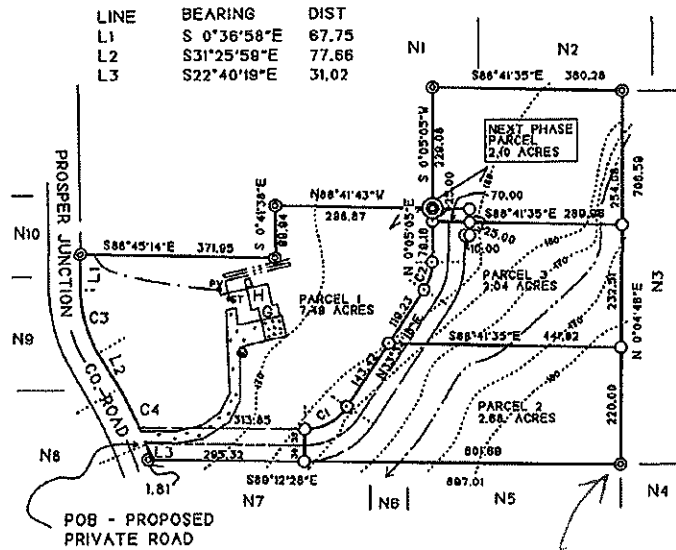
Commissioner

38
39 Approved as to form:
40

41 _____
42 Office of Legal Counsel

Road Description

A Sixty foot private road located in the Northwest quarter of the Northwest quarter of Section 21, Township 28 South, Range 14 west of the Willamette Meridian, Coos County, Oregon along the following center line 30 feet either side as described:
 Beginning at the Southeast corner of Parcel 1 of Partition 2017 #7; thence North 89° 12' 28" West a distance of 895.20 feet to a point on the Easterly right of way boundary of Prosper Junction Road; thence along the said boundary, more or less, North 22° 40' 19" West a distance of 32.70 feet to the true point of beginning; thence South 89° 12' 26" East a distance of 301.44 feet to the beginning of a curve left with a radius of 124.56 feet; thence along said curve an arc distance of 124.40 feet through a central angle of 57° 13' 16" to a point of tangent; thence North 33° 34' 16" East a distance of 262.65 feet to the beginning of a curve left with a radius of 124.56 feet; thence along said curve an arc distance of 72.80 feet through a central angle of 33° 29' 11" to a point of tangent; thence North 0° 05' 05" East a distance of 54.16 feet to the beginning of a hammer head turn around; thence continuing North 0° 05' 05" East following a line with the right of way 30 feet to the left and 40 feet to the right a distance of 50 feet to the point of ending..



BOC only:	
Consent Agenda	_____
Regular Agenda	_____

AGENDA ITEM COVERSHEET

Agenda Item Title: Order Adopting Official Road Name of Fawn Lane

Department: Planning

Requested Agenda Date: 02/20/2024

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 "Fawn Lane" Located off of Anderson Road, east of the City of Coos Bay, Order No. 24-01-010PL.

Date: January 31, 2024

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 *MS*

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 "FAWN LANE" LOCATED OFF
8 OF ANDERSON LANE, EAST OF
9 THE CITY OF COOS BAY

ORDER NO. 24-01-010PL.

10
11 THIS MATTER HAVING come before the Board of Coos County Commissioners (the
12 "Board") at a regular meeting held on the 20th day of February, and whereas the Planning
13 Department has received a request to finalize a road name by adopting 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-23-004;

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 Fawn Lane.

31
32 Dated this _____ day of _____, 2024.

33
34 BOARD OF COMMISSIONERS

35
36 _____
37 Chair

Vice Chair

Commissioner

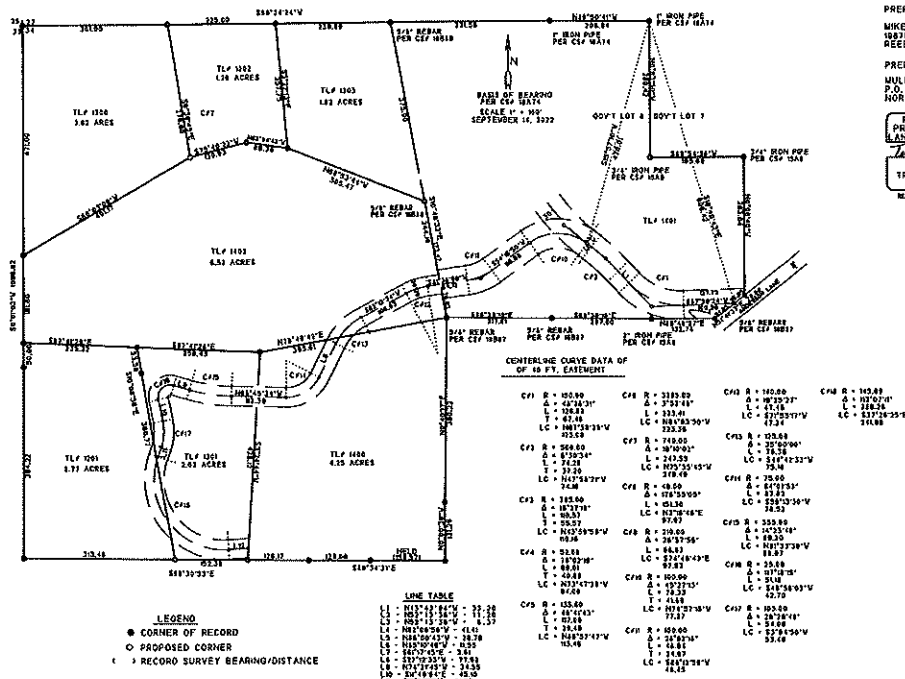
38
39 Approved as to form:

40
41 _____
42 Office of Legal Counsel

Attachment A

Road Centerline Description

Beginning at a point from which the Northeast corner of Government Lot 8 of Section 34, Township 25 South, Range 13 West of the Willamette Meridian, Coos County, Oregon, bears N15°57'10"E a distance of 476.01 feet; thence along a 100.00 foot radius curve left through a central angle of 45°27'13" an arc distance of 79.33 feet – Long Chord – N74°57'16"W, 77.27 feet; thence S54°16'50"W a distance of 96.68 feet; thence along a 100.00 foot radius curve right through a central angle of 28°02'18" and arc distance of 48.94 feet – Long Chord – S68°12'59"W – 48.45 feet; thence S81°38'00"W a distance of 84.18 feet; thence along a 140.00 foot radius curve left through a central angle of 19°25'27" an arc distance of 47.46 feet – Long Chord – S71°55'17"W – 47.24 feet; thence S62°12'34"W a distance of 106.63 feet; thence along a 125.00 foot radius curve left through a central angle of 35°00'00" an arc distance of 76.36 feet – Long Chord – S44°42'33"W – 75.18 feet; thence S27°12'33"W a distance of 77.92 feet; thence along a 75.00 foot radius curve right through a central angle of 64°01'53" an arc distance of 83.82 feet – Long Chord – S59°13'30"W – 79.52 feet; thence N88°45'34"W a distance of 112.39 feet; thence along a 355.00 foot radius curve right through a central angle of 14°23'48" an arc distance of 89.20 feet – Long Chord – N81°33'39"W – 88.97; thence N74°21'45"W a distance of 34.55 feet; thence along a 25.00 foot radius curve left through a central angle of 117°18'19" an arc distance of 51.18 feet – Long Chord – S46°59'05"W – 42.70 feet; thence S11°40'04"E a distance of 45.10 feet; thence along a 105.00 foot radius curve right through a central angle of 29°29'48" an arc distance of 54.06 feet – Long Chord – S3°04'50"W – 53.46 feet; thence S19°07'11"W a distance of 21.69 feet; thence along a 145.00 foot radius curve left through a central angle of 113°07'11" an arc distance of 286.28 feet – Long Chord – S37°26'25"E – 241.99 feet; thence N86°00'00"E a distance of 40.89 feet.



PREPARED FOR:
 MIKE & RACHEL MAST
 1828 LOWER SIXTH RIVER RD.
 REEDSPORT, OR 97467

PREPARED BY:
 MULLIGNS & RAMBO, LLC
 P.O. BOX 808
 NORTH BEND, OR 97450

REGISTERED PROFESSIONAL LAND SURVEYOR
 OREGON
 TROY J. RAMBO
 3282
 RENEWAL 07/2014

BOC only: _____
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Promotion of Jessica Sewell from Building Inspector I to Building Inspector II

Department: Community Development (Building) **Requested Agenda Date:** 2/20/24

Contact Person: Jill Rolfe **Phone/Ext.:** 541-396-7770

Background and description of need or problem: Jessica Sewell has been employed as a Building Inspector I since March 1, 2023 and has now obtained her Commercial Building Inspector certification that qualifies her to be promoted to Building Inspector II. Request Board approval to promote Jessica Sewell from Building Inspector I to II effective March 1, 2024, and Board to approve and sign Resolution 24-02-019P.

Funding Source: Building Department

Requested Action: Promote Jessica Sewell from Building Inspector I to II effective March 1, 2024, and approve and sign Resolution 24-02-019P.

Date: February 9, 2024 **Signature of Dept. Head:** Jill Rolfe Digitally signed by Jill Rolfe
Date: 2024.02.12 13:58:29
-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 Filing Coversheet attached?
- Do you want this returned to you for filing?

County Counsel CT

Treasurer MS

Human Resources AW

35

BOARD OF COMMISSIONERS
COUNTY OF COOS/STATE OF OREGON

In the Matter of a Promotion to) RESOLUTION
Building Inspector II for Jessica) 24-02-019 P
Sewell Effective March 1, 2024)

THIS MATTER HAVING COME BEFORE the Board of Commissioners at a regular meeting held February 20, 2024; and

WHEREAS, Jessica Sewell is currently classified as a Building Inspector I, with a salary in effect under Line Item 006-1501-419.10-01 Pay Grade 441, Step 1 with a salary of four thousand six hundred thirty-four dollars (\$4,634) a month, and has successfully passed probation; and

WHEREAS The Board of Commissioners having made a determination on this day, that a promotion to Building Inspector II is appropriate based on Jessica Sewell obtaining both her Commercial Building Inspector certification and her Building Inspector certification from the International Code Council for building and commercial building inspectors;

THEREFORE, BE IT RESOLVED promoting Jessica Sewell to the Building Inspector II position, with a salary adjustment as follows, effective March 1, 2024:

<u>EMPLOYEE</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>RGE.</u>	<u>STEP</u>	<u>AMOUNT</u>
<u>COMMUNITY DEVELOPMENT - BUILDING CODES - 006-1501-419.10-01</u>					
Sewell, Jessica	Building Inspector II	442	--	1	\$6,463

BE IT FURTHER RESOLVED that the above employee's anniversary date shall remain March 1 each year.

DATED THIS _____ day of _____, 2024.

BOARD OF COMMISSIONERS

Commissioner

Commissioner

Commissioner

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Award of Contract

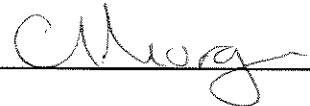
Department: Human Resources **Requested Agenda Date:** 2/20/2024

Contact Person: Caroline Morgan **Phone/Ext.:** 541-396-7580

Background and description of need or problem: On February 6, 2024 the Board approved Counsel's Office to issue a Notice of Intent to Award the Coos County Salary/Compensation Study to McGrath Human Resources Group as the most responsive proposer after an RFP process. The protest period has ended. Request Board approve and sign Contract with McGrath in the amount of \$25,469.

Funding Source: 021-441.36-01 Contracted Services

Requested Action: Board of Commissioners to approve and sign contract with McGrath Human Resources Group for the Coos County Salary/Compensation Study.

Date: 2/8/2024 **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.

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?

Departments Affected:

COUNSEL: CT

TREASURER: MS

HUMAN RESOURCES: _____

BOC forwards signed document to Counsel's office.

3K

CONTRACT / GRANT SUMMARY FORM

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

Contract/Agreement/Grant No.: _____

Name/Agency Name and Address: McGrath Human Resources Group, PO Box 865, Jamestown, TN 38556

Contact Person: Dr. Victoria McGrath Phone No. 815-728-9111

Amount of Contract/Grant Award: \$ 25,469

Payment Terms: Upon invoice - Installment Payments on milestones (state lump sum or amount and time of payments)

Start Date: February 20, 2024 End Date: July 31, 2024

County Department and Employee Responsible for Performance: Colton Totland, County Counsel

Description: Personal Services Contract for Compensation/Salary Study

FINANCIAL INFORMATION

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 it's own summary form.

- New Renewal Modification
 Previous Amount: \$ Original Amount: \$
 Previous Date: Original Date:
- Automatic Renewal? Yes No Staff Requirements: New Existing Subcontract
- Will unemployment cost be incurred? Yes No

PUBLIC CONTRACTING INFORMATION

Method of Selection:

- Bid None
 Quote Other _____
 Proposal

Type of Contract:

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

Type of Contract:

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

- Under \$10,000 Equipment Maintenance
- Under \$50,000 for Quotes Office Supplies
- Under \$150,000 & Approval from Board for Quotes Used Vehicles
- Sole Source State Purchasing
- Contract with Public Agency Other _____

Public Improvement - If Not Using Bid, Mark Exemption:

- Under \$5,000 Alternative Contracting Method Approved by Board
- Under \$50,000 for Quotes Other _____
- Under \$100,000 & Not a Transportation Project for Quotes

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

- Under \$50,000
- Under \$150,000 & Approval from Board

Will project be reported to Bureau of Labor for Prevailing Wages under ORS 279C.800? Yes No

Certificate of insurance required? Yes No

Form of contract: Oral Written (attach the written contract)

Date Approved by BOC: _____

Reviewed by Counsel: CT

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Side Agreement with AFSCME

Department: Human Resources **Requested Agenda Date:** 2/20/2024

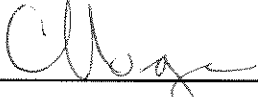
Contact Person: Caroline Morgan **Phone/Ext.:** 541-396-7580

Background and description of need or problem: Coos County and AFSCME have a Side Agreement in place that outlines the payment of school-based salaries during the months of July and August when schools are closed for the summer holidays. By mutual agreement with AFSCME, the Side Agreement has been amended and updated. HR has attached a clean copy and redline copy showing changes agreed to by the parties.

Request Board approve and sign the revised Side Agreement with AFSCME.

Funding Source: N/A

Requested Action: Board of Commissioners to approve and sign the revised Side Agreement with AFSCME Union re: School Based Mental Health Specialist positions and payouts during the summer months.

Date: 1/31/2024 **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.

- 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?

Departments Affected:

COUNSEL: CT

TREASURER: 

HUMAN RESOURCES: 

BOC forwards signed document to Counsel's office.



SIDE AGREEMENT

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

WHEREAS County and AFSCME are party to a Collective Bargaining Agreement effective from July 1, 2023 to June 30, 2025, hereinafter referred to as CBA; and

Deleted: 2017

WHEREAS, the parties wish to address in writing the Mental Health School Based Therapist positions, since they are treated differently from the regular Mental Health Specialist II positions, but work under the same paygrade.

Deleted: 2020

Deleted: ¶

NOW THEREFORE, COUNTY and UNION hereby agree as follows as an addition to the CBA in effect until June 30, 2025 for the School Based positions only:

Deleted: 0

LOCATION: The School Based Therapist positions are based primarily within specified schools in local school districts, though a portion of their work may include duties associated with other work sites, including the Coos Health and Wellness building. The hiring of School Based Therapists and the specification of the school or schools within a given District is determined jointly by CHW and the School District and can be subject to change within the school year. It is recognized that the specific school and/or school district exercises considerable control during the hiring process and specific duty assignments.

Deleted: School

WORK SCHEDULE: The School Based Therapist work schedule is based on the School Schedule as determined by the District or Districts involved and is aligned with the work schedule of other District employees in licensed and certified positions. Typically, School Schedules are determined in the prior year and include a specified number of instruction days, in-service and professional development days, conference periods and similar. Typically, the School Schedule begins a week or so prior to the start of the official first day of school in late August and ends in the middle of June. School based Therapists are expected to align their schedules with the needs of the school and district to which they are assigned. Hours worked should include availability during all instructional time periods as well as adequate availability prior to and /or after instructional time in order to meet with student, families, teachers, administrators and others to minimize impact on instruction time. It is generally expected that School based Therapists will work a full-time schedule within a full time week.

Deleted: Typically

Deleted: full time

PAY SCHEDULE: School Based positions fall under paygrade 447, but receive 83.32% of the 447 paygrade to reflect roughly a 10-month work schedule. This 10-month schedule is considered to be a full-time position running approximately from the last week in August through the middle of June, depending on the school schedule. The yearly wage is then distributed in 12 equal monthly payments; thus, each paycheck within the 10-month work schedule represents 83.32% of the actual earned wage, with the remaining 16.67% serving as credited wage to be paid out over the summer break. The positions do provide sick leave as accrued during the 10 working months of the year; there is no accrual of paid vacation or floating holiday leave.

Deleted: full time

Deleted: School

Deleted: thus

PRO-RATED PAY: Employees who begin employment at any time during the school year and stay through the entire remaining portion of the school year will be entitled to their full rate of pay, paid out at 83.32% per month for the 12 month period, including the 2 month "summer break".

Deleted: within
Deleted: the months of August and September and work through the entire school year

Employees who end their employment between September and end of June will receive a summer pay based on the amount of accrued credited wage earned during the months they actually worked, with each month of work contributing 16.67% of wages to be paid out in one-half installments over the two summer break months. For example, a school-based therapist ending their employment in June (and having worked since August) will remain on the books until end of August and receive 100% of their 83.32% pay in July and August. A school-based therapist that ends employment at the end of January (five months into the school year) (having worked since August), shall be paid out on their last day at 41.68% of their monthly salary they would be entitled to for July and August pay, but would not receive wages for February through end of June.

Deleted: begin
Deleted: after September

Table of Wage Accrual during 10-month schedule to be paid out over summer break

Deleted: §
Deleted: 10 month
Deleted: Summer

10 months of Work	x 16.67% unpaid= 166.67% of credited wage; Paid out at 83.32% in July/August
9 months	x 16.67% unpaid= 150.03% of credited wage; Paid out at 75.02% in July/August
8 months	x 16.67% unpaid= 133.36% of credited wage; Paid out at 66.68% in July/August
7 months	x 16.67% unpaid= 116.69% of credited wage; Paid out at 58.34% in July/August
6 months	x 16.67% unpaid= 100.02% of credited wage; Paid out at 50.01% in July/August
5 months	x 16.67% unpaid= 83.35% of credited wage; Paid out at 41.68% in July/August
4 months	x 16.67% unpaid= 66.68% of credited wage; Paid out at 33.34% in July/August
3 months	x 16.67% unpaid= 50.01% of credited wage; Paid out at 25.00% in July/August
2 months	x 16.67% unpaid= 33.34% of credited wage; Paid out at 16.67% in July/August
1 month	x 16.67% unpaid= 16.67% of credited wage; Paid out at 8.34% in July/August

Employees leaving their position prior to the end of the established School Schedule/Work Year will be paid out the amount of credited wage they have earned based on the table above.

For the County:

For AFSCME:

Chair

Association President

Commissioner

Date

Commissioner

BOC only: Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Approving Order 24-02-011L referring a measure for a local option levy to the Coos County voters at the May 21, 2024 election

Department: Counsel

Requested Agenda Date: 02/20/2024

Contact Person: Colton Totland

Phone/Ext.: 7690

Background and description of need or problem: Order 24-02-011L refers a measure for a local option levy to Coos County voters at the May 21, 2024 election, a measure that will raise dedicated funds for the Coos County Jail and the District Attorney's Office. This order also approves the Ballot Title and Explanatory Statement to be included in the Oregon Voters' Pamphlet.

The proposed measure will increase the capacity of the County Jail to 147 beds, a 50 percent increase over its current 98-bed capacity. The measure will also pay for additional prosecutors in the DA's Office to handle a backlog in criminal cases and cases that are turned away due to lack of staffing. The measure will levy a tax of \$.98 per \$1,000 assessed valuation for five years, commencing in the 2024/25 fiscal year.

The measure will require the County to place funds generated by the levy into a restricted public safety fund; an audit of the fund will be performed every year and presented to the public in a public forum. The levy automatically expires on June 30, 2029, unless re-approved by Coos County voters.

Funding Source: N/A

Requested Action: Board to approve Order 24-02-011L referring a measure for a local option levy to the Coos County voters at the May 21, 2024 election.

Date: 02/20/2024

Signature of Dept. Head: Colton Totland

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.

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?

3M

BOC only:
Consent Agenda _____
Regular Agenda _____

Departments Affected:

COUNSEL: CT

TREASURER: MS

1 BOARD OF COMMISSIONERS

2 COUNTY OF COOS

3 STATE OF OREGON

4 IN THE MATTER OF REFERRING A MEASURE) ORDER 24-02-011L
5 FOR A LOCAL OPTION TAX LEVY TO FUND)
6 THE COOS COUNTY JAIL AND THE OFFICE OF)
7 THE DISTRICT ATTORNEY TO COOS COUNTY)
8 VOTERS AT THE MAY 21, 2024, ELECTION)

9 NOW BEFORE the Coos County Board of Commissioners (“Board”) sitting for the
10 transaction of County business on the 20th day of February, 2024, is the matter of adopting a
11 ballot title and explanatory statement for a proposed five-year local option levy dedicated to
12 funding the Coos County Jail and District Attorney’s Office, and referring the matter to the
13 people of Coos County at the May 21, 2024, election;

14 AND IT APPEARING to the Board that the ballot title attached hereto as Exhibit A and
15 incorporated herein by this reference accurately sets forth the purpose for which the funds to be
16 provided by the levy are to be expended, the estimated total outlay for the purpose specified, and
17 the period of time to be authorized by the electors;

18 AND IT APPEARING to the Board that the explanatory statement attached hereto as
19 Exhibit B and incorporated herein by this reference complies with all applicable laws and
20 represents a clear and impartial description of the proposed measure;

21 AND IT APPEARING to the Board that the proposed ballot measure conforms to the
22 legal requirements for a local option levy and ballot title;

23 NOW, THEREFORE, IT IS HEREBY ORDERED:

- 24 1. The measure in the ballot title, attached as Exhibit A, shall be referred to the electors
25 of Coos County for their “yes” or “no” vote in the May 21, 2024, election.
26 2. The ballot title and explanatory statement, attached hereto as Exhibits A and B are
27 approved for submission to the Coos County Elections Officer, the County Clerk, for
28

1 the May 21, 2024, election.

2 3. Coos County Counsel is authorized to certify form SEL 805, SEL 801, and any other
3 form required by law to place this measure on the May 21, 2024, election ballot and
4 ensure publication of the explanatory statement in the State of Oregon Voters'
5 Pamphlet.

6 4. Coos County Counsel shall deliver to the County Clerk this order and all forms
7 necessary to ensure the explanatory statement's publication in the State of Oregon's
8 Voters' Pamphlet and the placement of the local option tax measure on the May 21,
9 2024, election ballot.

10 5. The County Clerk shall give notice of the receipt of the ballot title, and notice of
11 electors' right to petition for review of the ballot title, as provided by law.

12 6. Pursuant to and in compliance with Coos County Code Section 08.05.080, the County
13 Clerk shall accept arguments from any person or group of persons in support of, or
14 in opposition to, this tax measure.

15 Dated this _____ day of _____, 2024.

17 BOARD OF COMMISSIONERS

18
19 _____
20 Chair

21 _____
22 Commissioner

23 Approved as to form:

24 Colton Tottland
25 Office of Legal Counsel

26 _____
27 Commissioner
28

EXHIBIT A
BALLOT TITLE

Caption:

Five-year local option levy to fund public safety operations.

Question:

Shall Coos County fund public safety with a five-year operating levy of \$0.98/\$1,000 of assessed property value, beginning FY 2024-25? This measure may cause property taxes to increase more than three percent.

Summary:

This measure will raise revenue to increase the capacity in the Coos County Jail to 147 Adults in Custody, an additional 49 beds over its current 98-bed capacity. This measure will also fund prosecutors in the District Attorney's Office to increase the number of criminal cases the Office can prosecute within the county.

These funds will be restricted for use by the Coos County Jail and the prosecution division of the Coos County District Attorney's Office. The proceeds generated from this measure will be placed in a restricted special revenue fund specifically earmarked for jail and prosecution services. To ensure accountability, an external auditor will annually audit the fund and report to the Sheriff and Coos County Board of Commissioners in a public forum.

Passage of this measure would establish a five-year tax rate of \$0.98 per \$1,000 of assessed value beginning in fiscal year 2024-2025. After five years, this rate automatically expires unless re-approved by Coos County voters.

Estimated revenues for each year of the levy:

2024-25: \$5,733,463.93

2025-26: \$5,905,467.85

2026-27: \$6,082,631.89

2027-28: \$6,265,110.84

2028-29: \$6,453,064.17.

EXHIBIT B

EXPLANATORY STATEMENT

This measure will increase the capacity of the Coos County Jail by 50 percent and enable the District Attorney's Office to prosecute more crime through the hiring of additional prosecutors.

The currently funded capacity of the jail allows the Sheriff's Office to hold 98 Adults in Custody. The money raised through this measure will make it possible to open another housing unit, increasing available bed space from 98 to 147. This increase will greatly reduce the need for releases due to overcrowding.

This measure will also fund prosecutors in the District Attorney's Office. Currently, the District Attorney is forced to determine what crimes he and his team have the capacity to prosecute. More prosecutors will enable the Office to handle backlogged cases and other cases that are currently turned away due to staffing limitations.

A larger number of prosecuted cases will likewise increase the ability of Coos County to enroll offenders in treatment and rehabilitation services through Community Corrections. The State of Oregon funds Coos County Community Corrections based on the number of parole and probation clients they have; any increase in the number of sentenced offenders will result in additional state funding for Coos County.

Coos County is proposing a local option levy of \$0.98 cents per \$1,000 of assessed value. A home with an assessed value of \$200,000 would pay \$196.00 per year to support this levy, or \$0.54 per day. A property assessed at \$300,000 would pay \$294.00 per year, or \$0.81 per day. The new levy would begin July 1, 2024, and automatically expire on June 30, 2029, unless re-approved by Coos County voters.

A separate, dedicated fund will be created to hold funds collected through this levy and will be used to pay for jail operations and prosecutorial services through the DA's Office. Those services are currently paid for through the General Fund. By using levy funds, the previously used General Fund money will be available to offset an estimated FY 24-25 shortfall of \$4,000,000.

BOC only: _____
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Payment of Invoice for AOC Dues

Department: BOC

Requested Agenda Date: 2/20/24

Contact Person: John Sweet

Phone/Ext.: 7541

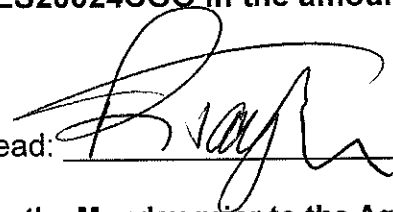
Background and description of need or problem: Annual dues for Association of Oregon Counties (AOC) and Council of Forest Trust Land Counties (CFTLC) are now due.

Funding Source: 023-4001-465.30-13 Assoc. of OR Counties

Requested Action: Approval to pay AOC invoice DUES20024COO in the amount of \$35,079.71

Date: 2/1/24

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 CT _____

Treasurer MS _____

Human Resources _____

3N



1212 Court St NE
Salem, OR 97301
503-585-8351
accounting@oregoncounties.org

BILL TO

Chair Rod Taylor
COOS COUNTY
Coos County
250 N. Baxter
Coquille, OR 97423

INVOICE # DUES2024COO

DATE 01/30/2024

DATE	DESCRIPTION	AMOUNT
01/30/2024	AOC 2024 General Fund Dues	33,863.97
01/30/2024	2024 CFTLC (Council of Forest Trust Land Counties) Dues	597.57
01/30/2024	2024 CFTLC (Council of Forest Trust Land Counties) Special Voluntary Assessment Dues	618.17

BALANCE DUE

\$35,079.71

Please direct inquiries to:
Fiscal Services
accounting@oregoncounties.org
503.585.8351

Remit Checks to:
Association of Oregon Counties
1212 Court Street NE
Salem, OR 97301

Wire/ACH:
Bank Name: Wells Fargo Bank
Account#: 88431689
Routing# (ABA #): 123006800

BOC only: _____
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Letter to BLM

Department: BOC

Requested Agenda Date: 2/20/24

Contact Person: Bob Main

Phone/Ext.: 7540

Background and description of need or problem: AOCC is recommending that each individual county send BLM a formal request for cooperating agency status.

Funding Source: n/a

Requested Action: Approve signing the letter to BLM

Date:

Signature of Dept. Head:



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

If this is a Contract or Grant:

- Is the contract or grant an original?
- Is the Contract/Grant Summary Form attached?
- Is the Contract signed first by the vendor (except state/federal grants or contracts)?
- If Insurance is required, Is the Insurance Certificate attached?
- Is the Clerk's Filing Coversheet attached?
- Do you want this returned to you for filing?

County Counsel CT

Treasurer MS

Human Resources _____



BOARD OF COMMISSIONERS
225 N. Adams Street, Coquille, Oregon 97423

(541) 396-7535
FAX (541) 396-1010 / TDD (800) 735-2900
E-mail: bbrooks@co.coos.or.us

ROD TAYLOR

JOHN SWEET

ROBERT "BOB" MAIN

February 20, 2024

State Director Barry Bushue
Bureau of Land Management
1220 S.W. 3rd Avenue
Portland, Oregon 97204

Re: Coos County's Request for Cooperating Agency Status

Dear Director Bushue:

Coos County hereby requests cooperating agency status for the Bureau of Land Management's ("BLM") ongoing development of new resource management plans ("RMPs") for Western Oregon.

The Association of O&C Counties ("AOCC") has twice requested cooperating agency status on Coos County's behalf and BLM has not formally responded to either request. However, after AOCC's annual meeting, we now understand from you that BLM's position is that only individual counties are eligible cooperating agencies for the RMPs.

Individual O&C Counties were granted cooperating agency status—with AOCC serving as the designated representative—during the RMP processes from 2004-2008 and, again, from 2012-2016. Coos County wishes for AOCC to be its designated representative for the current RMP process as well.

We look forward to a prompt response to this request for cooperating agency status. Please make sure to provide a copy of BLM's response to AOCC, as our designated representative.

Sincerely,

Rod Taylor
Chairman

John Sweet
Commissioner

Robert "Bob" Main
Commissioner

Cc: Doug Robertson, AOCC Executive Director