

A G E N D A
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room or Virtually at
<https://meet.goto.com/926567333>
December 6, 2022
8:30 A.M.

1. **EXECUTIVE SESSION under the authority of ORS 192.660**

- A. (2)(d) Labor Negotiations
- B. (2)(e) Real Property Transactions
- C. (2)(h) Consultation with Counsel

PLEDGE OF ALLEGIANCE

2. **CITIZEN COMMENTS (agenda items or general comments) – limited to 3 minutes per person- scheduled to begin at 9:30 AM**

3. **DEPARTMENT HEADS**

- A. Request Approval of MOU with DHS & Medical Reserve Corps; Authorize Chair to Sign- Coos Health & Wellness (CHW)
- B. Request Approval of MOU with The Devereux Center- CHW
- C. Request Approval of Contract Amendment with ADAPT- CHW
- D. Request Approval of Contract for Security Camera Upgrades & Authorize Dept. Head to Sign- CHW
- E. Request Approval on Commercial Lease Agreement with Godfrey & Yeager Excavating- Road
- F. Request Approval to Create Fleet Service I- Lube Technician Position/Advertise & Fill- Road
- G. Request Approval of Resolution to Reclassify Shawn Taff to Fleet Services IV- Road
- H. Request Approval of Order Incorporating Land into County Forest- Forestry
- I. Request Approval of Contract Modifications with BLM & Authorize Chair to Sign- Sheriff
- J. Request Approval of Relocation Agreement- District Attorney
- K. Request Approval of Temporary Side Agreement with AFSCME re: MRT Stipend- Human Resources
- L. Request Approval of Letter of Agreement with ONA- Human Resources
- M. Request Approval of Revised Vehicle Policy- Human Resources
- N. Request Approval of Subrecipient Agreement with CCD & Authorize Chair to Sign- County Counsel
- O. Discussion re: Initiating a Reduction of Redemption Period on Tax Foreclosed Property- County Counsel

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

A. **Approval of Minutes**

- Regular Meeting Minutes- November 22, 2022
- Worksession- Moving Building Codes- November 22, 2022
- Worksession- Health Insurance for Non-Union Employees- November 26, 2022
- Executive Session (2)(e)- November 27, 2022
- Worksession- Pay Equity- November 29, 2022

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.

B. Orders & Resolutions

Order 22-11-087C, In the Matter of Appointing Jamar Ruff to the Coos-Curry Housing Authority Board

Resolution 22-11-234P, In the Matter of a Reclassification for Jody Newby Effective Retroactive to April 1, 2021

Resolution 22-11-235P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date

Resolution 22-11-236P, In the Matter of a Reclassification to Fleet Service IV for Shawn Taff Effective December 1, 2022

Resolution 22-11-237P, In the Matter of Granting Salary Merit Step Increases for Various Employees Effective November 1, 2022

Resolution 22-11-238P, In the Matter of Granting Salary Merit Step Increases for Various Employees Retroactive to October 1, 2022

Resolution 22-11-239P, In the Matter of Granting Salary Merit Step Increases for Various Employees Retroactive to September 1, 2022

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

Increase in Not to Exceed Amount to Purchase Light Poles- Fair- increase to \$15,160

Contracts for Space Rent (7)- Land Agent- Coal Bank Lane Trailer Park

Advertising Contract with KMTR-NBC 16- CHW- gambling awareness

Advertising Contract with KMTR-NBC 16- CHW- vaping prevention

Contract Amendment #2 with Bay Cities Ambulance- CHW- administering meds & other vaccines

Contract Amendment #1 with The Mill Casino- CHW- pool/spa inspection fees & extension

Contract Amendment #1 with The Mill Casino- CHW- food services inspection fees & extension

Contract Amendment #9 to IGA 169506- CHW- funding changes

5. LATE AGENDA ITEMS

6. COMMISSIONERS REPORTS

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Executive Session Requested

Department: Counsel **Requested Agenda Date:** 12/6/2022

Contact Person: Nathaniel Johnson **Phone/Ext.:** 7693

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

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

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

Date: 11/28/2022

Signature of Dept. Head: *Nathaniel Johnson*

Departments Affected:

COUNSEL: *NT*

BOC only:	_____
Consent Agenda	_____
Regular Agenda	_____

AGENDA ITEM COVERSHEET

Agenda Item Title: MOU between Oregon Department of Human Services Office of Resilience and Emergency Management, Coos Health & Wellness, and Coos County Medical Reserve Corps

Department: Coos Health & Wellness

Requested Agenda Date: 12/6/2022

Contact Person: Mike Rowley

Phone/Ext.: 541-266-6700

Background and description of need or problem: The purpose of this MOU is to set the terms for the transfer of oversight of PHEP equipment and supplies, from CHW to CCMRC, and to transfer responsibility of payment for three storage units from CHW to ODHS/OREM. ODHS/OREM will pay the storage units rent to allow CCMRC to continue utilizing the equipment and provide a space for ODHS/OREM to store additional equipment for local preparedness. This will reduce spending from PHEP grants.

Funding Source:

Requested Action: Board to approve MOU between ODHS/OREM, CHW and CCMRC and authorize the Chair to sign.

Date: 11/28/2022

Digitally signed by Mike Rowley
 DN: cn=Mike Rowley, o=Coos Health & Wellness, ou,
 email=mike.rowley@chw.coos.or.us, c=U:
 Date: 2022.11.29 09:57:14 -08'00'

Signature of Dept. Head: Mike Rowley

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

If this is a Contract or Grant:

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

County Counsel _____

Treasurer _____

Human Resources _____

3A

CONTRACT / GRANT SUMMARY FORM

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

Name/Agency Name and Address: ODHS/OREM PO Box 14370 Salem OR 97309-5062

Contact Person: Phillip Nel Phone No: 503-400-0112 Email: Phillip.J.Nel2@dhsosha.state.or.us

Amount of Contract/Grant Award: \$ 0

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

Effective Date: 12/1/2022 Start Date: _____ (if different from effective date, i.e. retroactive / prospective date)

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

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

Description: MOU transfers oversight of PHEP equipment and supplies, from CHW to CCMRC and transfers responsibility of payment for three storage units from CHW to ODHS/OREM.

Staff Requirements: New Existing Subcontract

Will unemployment cost be incurred? Yes No

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

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

*CFDA is a five digit number in the following format: xx.xxx. The first two digits designate the federal agency and the last three the grant description. The following is a partial listing of the two digit agency identifier:

10.xxx USDA 14.xxx HUD 20.xxx USDOT 66.xxx EPA 84.xxx Dept. of Education
11.xxx Dept. of Commerce 16.xxx USDOJ 39.xxx General Svs. Admin. 83.xxx FEMA 93.xxx USDHHS

NOTE: If the contract/grant is associated with more than one CFDA number, each segment must have its own summary form.

New Renewal Modification
 Previous Amount: \$ Original Amount: \$
 Previous Date: Original Date:

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

Method of Selection:

Bid None
 Quote Other _____
 Proposal

Type of Contract:

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

Type of Contract:

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

<input type="checkbox"/> Under \$10,000 <input type="checkbox"/> Under \$50,000 for Quotes <input type="checkbox"/> Under \$150,000 & Approval from Board for Quotes <input type="checkbox"/> Sole Source <input checked="" type="checkbox"/> Contract with Public Agency	<input type="checkbox"/> Equipment Maintenance <input type="checkbox"/> Office Supplies <input type="checkbox"/> Used Vehicles <input type="checkbox"/> State Purchasing <input type="checkbox"/> Other _____
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Public Improvement - If Not Using Bid, Mark Exemption:

<input type="checkbox"/> Under \$5,000 <input type="checkbox"/> Under \$50,000 for Quotes <input type="checkbox"/> Between \$50,000 and \$100,000 for Quotes and Prevailing Wage Requirements	<input type="checkbox"/> Alternative Contracting Method Approved by Board <input type="checkbox"/> Other _____
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Personal Services Contract - If Not Using Proposal, Mark Exemption:

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

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

Certificate of insurance required? Yes No

Date Approved by BOC: _____	Reviewed by Counsel:
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CONTRACT / GRANT SUMMARY FORM

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

Name/Agency Name and Address: The Devereux Center 1200 Newmark Avenue, Coos Bay OR 97420

Contact Person: Tara Johnson Phone No: 541-888-3202 Email: tarajohnson@thedeveuxcenter.org

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

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

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

End Date: 12/6/2023 (if known)

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

Description: MOU between CHW and The Devereux Center agreeing to negotiate a contract to facilitate CHW's funding of a Mental Health Adult Foster Home (AFH) through a housing grant with OHA.

Staff Requirements: New Existing Subcontract

Will unemployment cost be incurred? Yes No

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

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

*CFDA is a five digit number in the following format: xx.xxx. The first two digits designate the federal agency and the last three the grant description. The following is a partial listing of the two digit agency identifier:

- 10.xxx USDA 14.xxx HUD 20.xxx USDOT 66.xxx EPA 84.xxx Dept. of Education
 11.xxx Dept. of Commerce 16.xxx USDOJ 39.xxx General Svs. Admin. 83.xxx FEMA 93.xxx USDHHS

NOTE: If the contract/grant is associated with more than one CFDA number, each segment must have its own summary form.

New

Renewal

Modification

Previous Amount: \$

Original Amount: \$

Previous Date:

Original Date:

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

Method of Selection:

- Bid None
 Quote Other _____
 Proposal

Type of Contract:

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

Type of Contract:

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

- Under \$10,000
 Under \$50,000 for Quotes
 Under \$150,000 & Approval from Board for Quotes
 Sole Source
 Contract with Public Agency

- Equipment Maintenance
 Office Supplies
 Used Vehicles
 State Purchasing
 Other _____

Public Improvement - If Not Using Bid, Mark Exemption:

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

- Alternative Contracting Method Approved by Board
 Other _____

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

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

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

Certificate of insurance required? Yes No

Date Approved by BOC: _____ Reviewed by Counsel: [Signature]

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Adapt third contract amendment

Department: Coos Health & Wellness

Requested Agenda Date: 12/6/2022

Contact Person: Mike Rowley

Phone/Ext.: 541-266-6700

Background and description of need or problem: Third contract amendment with Adapt extends the end date of the existing contract to 12/31/2024.

Funding Source:

Requested Action: Board to approve and sign contract with Adapt

Date: 11/28/2022


Signature of Dept. Head: Mike Rowley

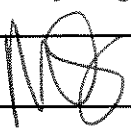
Digitally signed by Mike Rowley
DN: cn=Mike Rowley, o=Coos Health &
Wellness, ou,
email=mike.rowley@chw.coos.or.us,
c=US
Date: 2022.11.29 08:58:49 -08'00'

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 

Treasurer 

Human Resources _____

CONTRACT / GRANT SUMMARY FORM

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

Contract/Agreement/Grant No.: Amend 3(if applicable)

Name/Agency Name and Address: ADAPT, PO Box 1121 Roseburg, OR 97470

Contact Person: Grayson Bly

Phone No: (541) 672-2691

Email: Graysonb@adaptoregon.org

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

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

Effective Date: 12/31/2022 Start Date: _____ (if different from effective date, i.e. retroactive / prospective date)

End Date: 12/31/2024 (if known)

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

Description: Amendment 3 to the ADAPT contract extends the end date for two additional years.

Staff Requirements: New Existing Subcontract

Will unemployment cost be incurred? Yes No

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

Table with 4 columns: STATE %, OTHER %, FEDERAL % (CFDA # Required), Catalog of Federal Domestic Asst. *(CFDA) Number

*CFDA is a five digit number in the following format: xx.xxx. The first two digits designate the federal agency and the last three the grant description. The following is a partial listing of the two digit agency identifier:

- 10.xxx USDA, 14.xxx HUD, 20.xxx USDOT, 66.xxx EPA, 84.xxx Dept. of Education, 11.xxx Dept. of Commerce, 16.xxx USDOJ, 39.xxx General Svs. Admin., 83.xxx FEMA, 93.xxx USDHHS

NOTE: If the contract/grant is associated with more than one CFDA number, each segment must have its own summary form.

New

Renewal

Modification

Previous Amount: \$

Original Amount: \$

Previous Date:

Original Date:

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

Method of Selection:

- Bid, None, Quote, Other Behavioral Health, Proposal

Type of Contract:

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

Type of Contract:

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

- Under \$10,000, Under \$50,000 for Quotes, Under \$150,000 & Approval from Board for Quotes, Sole Source, Contract with Public Agency

- Equipment Maintenance, Office Supplies, Used Vehicles, State Purchasing, Other _____

Public Improvement - If Not Using Bid, Mark Exemption:

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

- Alternative Contracting Method Approved by Board, Other _____

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

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

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

Certificate of insurance required? Yes No

Date Approved by BOC: _____

Reviewed by Counsel: 

BOC only:	
Consent Agenda	_____
Regular Agenda	_____

AGENDA ITEM COVERSHEET

Agenda Item Title: Contract with SHI International Corp.

Department: Coos Health & Wellness

Requested Agenda Date: 12/6/2022

Contact Person: Mike Rowley

Phone/Ext.: 541-266-6700

Background and description of need or problem: The current camera system used for security to monitor both inside and outside of the Coos Health & Wellness building is no longer under warranty. CHW is requesting replacement and installation of two indoor 4k cameras, eight exterior cameras and subscription license. SHI is contracted with the State of Oregon; Coos County's IT department utilizes SHI services.

Funding Source:

Requested Action: Board to approve contract with SHI International Corp., in an amount not to exceed \$19,746.99 and authorize department head, Mike Rowley to sign:

Date: 11/28/2022


Signature of Dept. Head: Mike Rowley

Digitally signed by Mike Rowley
DN: cn=Mike Rowley, o=Coos Health & Wellness,
ou, email=Mike.Rowley@chw.coos.or.us, c=US
Date: 2022.11.29 08:40:51 -0800

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

If this is a Contract or Grant:

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

County Counsel 

Treasurer 

Human Resources _____

30

Coos Health & Wellness

281 LaClair St. Coos Bay OR 97420

541-266-6700

- Admin
- Health Education
- Behavioral Health
- Public Health

ALL DELIVERIES TO MAIN FLOOR UNLESS *OTHER NOTED BELOW

PURCHASE REQUEST

VENDOR: SHI

ADDRESS: 290 Davidson Ave
Somerset NJ, 08873

FAX 732-652-3099 **PHONE** 732-652-0878

E-Mail Address hogan_laskey@shi.com

CREDIT CARD

DATE: 11/16/2022

PURCHASE ORDER #: 23-0080-IT
(Invalid if Missing)

TO BE ORDERED BY: Steven Ryan

REQUESTED BY: Steven Ryan

Phone Extension: 6780

QTY	DESCRIPTION	CATALOG #	PRICE PER ITEM	TOTAL	<input checked="" type="checkbox"/> REC. or B.O.
2	CF81-E Outdoor Fisheye Camera, 512GB, 30 Days Max	CF81-30E-HW	\$ 1,528.65	\$ 3,057.30	
5	CD52-E Outdoor Dome Camera, 256GB, 30 Days Max	CD52-256E-HW	\$ 1,069.82	\$ 5,349.10	
1	CB61-TE Outdoor Bullet Camera, 384GB, 30 Days Max	CB61-30TE-HW	\$ 1,452.18	\$ 1,452.18	
1	Mount systems	ACC-MNT-3 & ACC-MNT	\$ 721.13	\$ 721.13	
10	Verkada CD62 - Network surveillance camera - dome - indo	LIC-5Y	\$ 687.47	\$ 6,874.70	
2	Verkada Command Cloud Service - Subscription license (5	CD62-30-HW	\$ 1,146.29	\$ 2,292.58	
	Quote #		Total:	\$ 19,746.99	

JUSTIFICATION: _____

Verkada camera system to replace our existing system that isn't under warranty anymore. This system will allow us to protect our building better

CHARGE TO:

PROGRAM	MGR INIT.	BUDGET #	PROGRAM %
admin 1300		22-27	%
			%
			%
			%

AUTHORIZED SIGNATURE \$1-500/Date

AUTHORIZED SIGNATURE \$501-5,000/Date

****>\$5,000 requires BOC authorization (attached)****

DATE ORDERED	ORDERED BY INITIALS	DATE RECEIVED	PACKING SLIP?	RECEIVED BY
11/11/2022	SR			

ROUTING:

Requester-->Program Manager/Director-->PO@chw.coos.or.us (to assign PO#)-->Person Ordering-->cc Receiving Clerk

BOC only: _____
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Request BOC to approve & sign the Godfrey & Yeager Excavating, Inc. Commercial Lease Amendment; extending our current lease for one additional year.

Department: Road

Requested Agenda Date: 12/6/22

Contact Person: Paul

Phone/Ext.: 7664

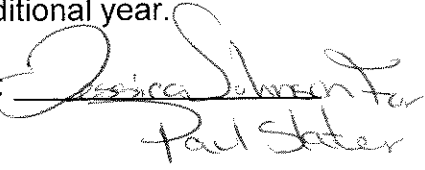
Background and description of need or problem: We would like to amend our current lease on the gravel bar property; which would extend our current lease for one additional year set to expire September 4, 2023, in the amount of \$1,500 per year.

Funding Source: N/A

Requested Action: Request BOC to approve & sign the Godfrey & Yeager Excavating, Inc. Commercial Lease Amendment; extending our current lease for one additional year.

Date: 11/28/22

Signature of Dept. Head:



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

If this is a Contract or Grant:

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

County Counsel 

Treasurer 

Human Resources _____



CONTRACT / GRANT SUMMARY FORM

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

Name/Agency Name and Address: GODFREY & YEAGER EXCAVATING, INC - PO BOX 719, COOS BAY, OR 97423

Contact Person: KEVIN YEAGER Phone No: 541-269-5316 Email: _____

Amount of Contract/Grant Award: \$ _____

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

Effective Date: 12/6/22 Start Date: 9/4/22 (if different from effective date, i.e. retroactive / prospective date)

End Date: 9/4/23 (if known)

County Department and Employee Responsible for Performance: PAUL SLATER, ROADMASTER

Description: COMMERCIAL LEASE AMENDMENT - GRAVEL BAR LEASE

Staff Requirements: New Existing Subcontract

Will unemployment cost be incurred? Yes No

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

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

*CFDA is a five digit number in the following format: xx.xxx. The first two digits designate the federal agency and the last three the grant description. The following is a partial listing of the two digit agency identifier:

10.xxx USDA 14.xxx HUD 20.xxx USDOT 66.xxx EPA 84.xxx Dept. of Education
11.xxx Dept. of Commerce 16.xxx USDOJ 39.xxx General Svs. Admin. 83.xxx FEMA 93.xxx USDHHS

NOTE: If the contract/grant is associated with more than one CFDA number, each segment must have its own summary form.

New

Renewal

Modification

Previous Amount: \$

Original Amount: \$

Previous Date:

Original Date: 11/20/18

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

Method of Selection:

- Bid None
 Quote Other _____
 Proposal

Type of Contract:

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

Type of Contract:

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

- Under \$10,000
 Under \$50,000 for Quotes
 Under \$150,000 & Approval from Board for Quotes
 Sole Source
 Contract with Public Agency

- Equipment Maintenance
 Office Supplies
 Used Vehicles
 State Purchasing
 Other _____

Public Improvement - If Not Using Bid, Mark Exemption:

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

- Alternative Contracting Method Approved by Board
 Other _____

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

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

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

Certificate of insurance required? Yes No

Date Approved by BOC: _____

Reviewed by Counsel: _____

BOC only: Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Request BOC to approve new Fleet Service I-Lube Technician position and approval to post/fill this position.

Department: Road

Requested Agenda Date: 12/6/22

Contact Person: Paul

Phone/Ext.: 7664

Background and description of need or problem: We had planned to add a Maintenance Worker position this budget year, but after further evaluation of our shop, we would like to add a Fleet Service I - Lube Technician position. This position will perform preventative maintenance, minor repair and services on vehicles, trucks and heavy construction equipment.

Funding Source: 003-2702-431.10-01 Fleet Regular

Requested Action: Request BOC to approve new Fleet Service I-Lube Technician position and approval to post/fill this position.

Date: 11/28/22

Signature of Dept. Head: *Paul Stet*

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 *MS*

Treasurer *MS*

Human Resources _____

3F

DESCRIPTION OF POSITION

Revision Date: December 6, 2022

1.	Current Classification Title: Fleet Service I
2.	Working Title: Fleet Service I – Lube Technician
3.	Department: Road Department
4.	<p>Pay Grade: 807</p> <p>Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____</p> <p>Excluded from Bargaining Unit? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Teamsters #223</p> <p>Eligible for Overtime? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
5.	<p>What is the purpose of this position? The Lube Technician will support the Fleet Services department by performing daily preventative maintenance, minor repair and services on automobiles, trucks and heavy construction equipment utilized by the county.</p>
6.	<p>Essential functions of position: (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position.</p> <ul style="list-style-type: none"> ▪ Services and performs maintenance, fueling, greasing and minor repairs on gas and diesel automobiles and heavy equipment ▪ Check fluid levels, service lube points and performs routine preventative maintenance. ▪ Performs automotive and heavy equipment drivability diagnosis with assorted scan tools ▪ Communicates with vendors ordering parts, deliveries, prices, new techniques or developments. ▪ Travels to jobsites located within Coos County to service equipment as needed. ▪ Keeps accurate records of purchases and charges for inventory control. ▪ May be asked to travel to various vendors to pick up parts. ▪ Disperses parts from inventory and helps keep parts room organized. ▪ Generates work orders, cost estimates, and assists in keeping accurate equipment maintenance files. ▪ Other duties as assigned by Supervisor or Roadmaster.
7.	<p>Supervision:</p> <ul style="list-style-type: none"> ▪ This position is supervised by the Fleet Service V and/or the Roadmaster.
8.	<p>Working conditions of position:</p> <ul style="list-style-type: none"> ▪ Position will be required to bend, squat, kneel, twist, push, pull, lifting objects frequently that weigh in excess of 50 pounds and standing for long periods of time. ▪ Must be able to work outdoors in all-weather including extreme cold, heat and windy conditions. ▪ Regular and consistent attendance is required. ▪ Normal working hours are from 7am to 5:30pm Monday-Thursday.
9.	<p>List required special skills, licenses, certificates, etc.:</p> <ul style="list-style-type: none"> ▪ High School Diploma or GED equivalent ▪ Valid Driver's license ▪ Skills in the use of a variety of hand tools. ▪ Knowledge of standard practices, materials, and modern methods used in the repair and maintenance of automotive and construction equipment. ▪ Knowledge of the principles and practices used in the safe and efficient operations of a automotive repair and maintenance shop. ▪ Effective communication skills. ▪ Computer experience entering data for preparing work orders and purchasing parts. ▪ Must provide your own basic hand tools
10.	<p>Is operation of motor vehicle required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

DESCRIPTION OF POSITION

11. List equipment, tools, machines used in performance of duties:

- Shop truck, tire truck, air tools, hand tools, overhead cranes/hoists, computer diagnostic equipment, and forklift.
- Various small tools and mechanical shop equipment

223 Road Teamster Local
 Fiscal Year 2022-2023
 July 1, 2022

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
701 Clerical	\$ 17.13	\$ 17.65	\$ 18.18	\$ 18.72	\$ 19.29	\$ 19.86
801 Maintenance Worker I (No CDL)	\$ 18.26	\$ 18.81	\$ 19.37	\$ 19.95	\$ 20.56	\$ 21.18
802 Maintenance Worker II	\$ 19.41	\$ 19.98	\$ 20.59	\$ 21.20	\$ 21.84	\$ 22.50
804 Maintenance Worker IV	\$ 22.06	\$ 22.73	\$ 23.41	\$ 24.10	\$ 24.83	\$ 25.58
805 Maintenance Worker V	\$ 23.04	\$ 23.73	\$ 24.44	\$ 25.17	\$ 25.93	\$ 26.71
806 Maintenance Worker VI	\$ 25.38	\$ 26.14	\$ 26.92	\$ 27.74	\$ 28.57	\$ 29.43
807 Fleet Service I ✖	\$ 20.56	\$ 21.18	\$ 21.81	\$ 22.46	\$ 23.15	\$ 23.83
808 Fleet Service II	\$ 21.70	\$ 22.35	\$ 23.01	\$ 23.71	\$ 24.42	\$ 25.16
809 Fleet Service III	\$ 22.53	\$ 23.20	\$ 23.90	\$ 24.62	\$ 25.36	\$ 26.12
810 Fleet Service IV	\$ 23.13	\$ 23.82	\$ 24.53	\$ 25.28	\$ 26.03	\$ 26.80
811 Fleet Service V	\$ 25.38	\$ 26.14	\$ 26.92	\$ 27.73	\$ 28.57	\$ 29.41

BOC only: _____
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Request BOC approval to reclassify the current Fleet Service III employee to a Fleet Service IV position.

Department: Road

Requested Agenda Date: 12/6/2022

Contact Person: Paul Slater

Phone/Ext.: 7664

Background and description of need or problem Road department is requesting Board approval to reclassify Shawn Taff from a Fleet Service III Step 4 position to a Fleet Service IV Step 4. After a yearly review of his position description and paygrade, it was determined that the Fleet Service IV job description and paygrade more closely reflects the duties that Shawn has been performing. This reclassification would be effective 12/1/2022.

Funding Source: 003-2702-431.10-01 Fleet Wages

Requested Action: Request BOC approval to reclassify the current Fleet Service III-Step 4 employee to a Fleet Service IV- Step 4 effective December 1, 2022.

Date: 11/28/22

Signature of Dept. Head: _____

Approve Resolution 22-11-236A
Paul Slater

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

If this is a contract or grant:

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

County Counsel _____

Treasurer _____

Human Resources _____

1 BOARD OF COMMISSIONERS

2 COUNTY OF COOS/STATE OF OREGON

3 In the Matter of a Reclassification) R E S O L U T I O N
4 To Fleet Service IV for Shawn Taff) 22-11-236 P
5 Effective December 1, 2022)

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

8 WHEREAS, Shawn Taff is currently classified as a Fleet Service III in the
9 Coos County Road Department, Pay Grade 809, Step 3 with a salary of \$23.90/hr;
10 and

11 WHEREAS, Shawn Taff has received a proper performance evaluation
12 recommending a merit step increase; and

13 WHEREAS The Board of Commissioners having made a determination this date
14 that a reclassification is appropriate given the duties he performs for the
15 Coos County Road Department;

16 THEREFORE BE IT RESOLVED reclassifying Shawn Taff to a Fleet Service IV
17 position, with a salary adjustment as follows, effective December 1, 2022:

<u>EMPLOYEE</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>RGE.</u>	<u>STEP</u>	<u>AMOUNT</u>
<u>PUBLIC WORKS - FLEET SERVICE - 003-2702-431.10-01</u>					
Taff, Shawn	Fleet Service IV	810	--	4	\$25.28/hr

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

23 DATED THIS _____ day of _____, 2022.

24 BOARD OF COMMISSIONERS

26 _____
27 Commissioner Commissioner Commissioner

223 Road Teamster Local
 Fiscal Year 2022-2023
 July 1, 2022

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
701 Clerical	\$ 17.13	\$ 17.65	\$ 18.18	\$ 18.72	\$ 19.29	\$ 19.86
801 Maintenance Worker I (No CDL)	\$ 18.26	\$ 18.81	\$ 19.37	\$ 19.95	\$ 20.56	\$ 21.18
802 Maintenance Worker II	\$ 19.41	\$ 19.98	\$ 20.59	\$ 21.20	\$ 21.84	\$ 22.50
804 Maintenance Worker IV	\$ 22.06	\$ 22.73	\$ 23.41	\$ 24.10	\$ 24.83	\$ 25.58
805 Maintenance Worker V	\$ 23.04	\$ 23.73	\$ 24.44	\$ 25.17	\$ 25.93	\$ 26.71
806 Maintenance Worker VI	\$ 25.38	\$ 26.14	\$ 26.92	\$ 27.74	\$ 28.57	\$ 29.43
807 Fleet Service I	\$ 20.56	\$ 21.18	\$ 21.81	\$ 22.46	\$ 23.15	\$ 23.83
808 Fleet Service II	\$ 21.70	\$ 22.35	\$ 23.01	\$ 23.71	\$ 24.42	\$ 25.16
809 Fleet Service III <i>PLACEMENT</i>	\$ 22.53	\$ 23.20	\$ 23.90	\$ 24.62	\$ 25.36	\$ 26.12
810 Fleet Service IV <i>RECLASS</i>	\$ 23.13	\$ 23.82	\$ 24.53	\$ 25.28	\$ 26.03	\$ 26.80
811 Fleet Service V	\$ 25.38	\$ 26.14	\$ 26.92	\$ 27.73	\$ 28.57	\$ 29.41

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Order 22-11-085L In the Matter of Incorporating Certain Real Property into the Coos County Forest

Department: Forestry

Requested Agenda Date: 12/06/22

Contact Person: Cole Waddington

Phone/Ext.: 7752

Background and description of need or problem: Order 22-11-085L Matter of Incorporating Land into the County Forest

Funding Source: N/A

Requested Action: Approve Order 22-11-085L Matter of Incorporating Land into County Forestry

Date: 11/28/22

Signature of Dept. Head: _____

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

If this is a contract or grant:

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

County Counsel _____

Treasurer _____

Human Resources _____

1 BOARD OF COMMISSIONERS

2 COUNTY OF COOS

3 STATE OF OREGON

4 In the Matter of Incorporating Certain Real) ORDER INCORPORATING
5 Property into the Coos County Forest) LAND INTO THE COUNTY
6) FOREST
7 22-11-085L

8 NOW BEFORE THE Board of Commissioners sitting for the transaction of County
9 business on the 6th day of December, 2022, is the matter of designating the following described
10 County owned land as County Forest land:

11 PARCEL 1:

12 Account #99917897, T23S, R13W, S36, TL1201; containing approximately 4.1 acres, as
13 described in the Coos County deed records at 2020-9468.

14
15 AND IT APPEARING to the Board that the Board may incorporate County land into the
16 County Forest pursuant to ORS 275.320 *et seq.*;

17 AND IT FURTHER APPEARING to the Board that designating these parcels of County
18 land as Coos County Forest land is in the best interest of the public;

19 NOW, THEREFORE, the Board FINDS that the designation of the above-described
20 parcels of County land as County Forest is in the best interest of the public;

21 AND IT IS HEREBY ORDERED that the above-described parcels of land owned by
22 Coos County are designated County Forest land and incorporated into the Coos County Forest;

23 AND IT IS FURTHER ORDERED that, pursuant to ORS 275.360, this order shall be
24 recorded in the deed records of the Coos County Clerk.
25

26
27
28 Dated this ____ day of _____, _____.

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: BLM-OR Modification (P00006) is to exercise Option Period 4 increasing the obligated amount by \$154,454.00 and modification (P00005) DE obligate unused funds in the amount of \$31,722.47 - Contract 140L5019C0001

Department: Sheriff's Office

Requested Agenda Date: 12/20/22

Contact Person: Captain Sean Sanborn

Phone/Ext.: 7874


Background and description of need or problem: BLM-OR Modification P00006 adding \$154,454.00 and modification P00007 decrease of unused funds by \$31,722.47. Total five-year contract total is \$639,580.49

Funding Source: 331.02-04 BLM Timber Patrol

Requested Action: Board review and authorize Chair to sign both increase and decrease modification.

Date: 11/29/22

Signature of Dept. Head: _____



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

If this is a Contract or Grant:

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

County Counsel _____

Treasurer _____

Human Resources _____

CONTRACT / GRANT SUMMARY FORM

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

Contract/Agreement/Grant No.: 140L5019C0001 (if applicable)

Name/Agency Name and Address: USDOJ-Bureau of Land Mgmt, 1220 SW 3rd Ave. 12th Floor, Portland, OR 97204

Contact Person: Gail Mance, Contracting Officer

Phone No: 503-808-6490

Email: _____

Amount of Contract/Grant Award: \$ 708,157.00 Five Years - Base Year 129,433.00 - Year One \$135,231.00 - Year Two

\$141,319.00 - Year Three \$147,720.00 - Year Four \$154,454.00 and De-Obligate Unused Funds Base year \$15,206.59 and De-Obligate

Unused Funds Year One \$5,486.42 and De-Obligate Unused Funds Year Two \$16,161.03 and De-Obligate Unused Funds Year Three

\$31,722.47.

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

Effective Date: 10/1/21 Start Date: 9/30/2023 (if different from effective date, i.e. retroactive / prospective date)

End Date: 9/30/2023 (if known)

County Department and Employee Responsible for Performance: Sheriff - Criminal, Captain Dan Looney

Description: Timber Patrol - Five Year Performance contract totaling \$708,157.00 - Base Year \$129,433.00 and a decrease of

(\$15,206.59) Year One \$135,231.00 and a decrease of (\$5,486.42), increased by Year Two 141,319.00 decrease of (16,161.03),

increase by Year Three \$147,720.00 decrease of (31,722.47) increase by Year Four \$154,454.00 totaling \$639,580.49.

Staff Requirements: New Existing Subcontract

Will unemployment cost be incurred? Yes No

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

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

*CFDA is a five digit number in the following format: xx.xxx. The first two digits designate the federal agency and the last three the grant description. The following is a partial listing of the two digit agency identifier:

10.xxx USDA 14.xxx HUD 20.xxx USDOT 66.xxx EPA 84.xxx Dept. of Education
11.xxx Dept. of Commerce 16.xxx USDOJ 39.xxx General Svs. Admin. 83.xxx FEMA 93.xxx USDHHS

NOTE: If the contract/grant is associated with more than one CFDA number, each segment must have its own summary form.

New

Renewal

Modification

Previous Amount: \$

Original Amount: \$ 129,433.00

Previous Date:

Original Date: 11/20/2018

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

Method of Selection:

- Bid None
 Quote Other _____
 Proposal

Type of Contract:

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

Type of Contract:

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

- Under \$10,000
 Under \$50,000 for Quotes
 Under \$150,000 & Approval from Board for Quotes
 Sole Source
 Contract with Public Agency

- Equipment Maintenance
 Office Supplies
 Used Vehicles
 State Purchasing
 Other _____

Public Improvement - If Not Using Bid, Mark Exemption:

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

- Alternative Contracting Method Approved by Board
 Other _____

BOC only
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Approval of Funds for Relocation Agreement

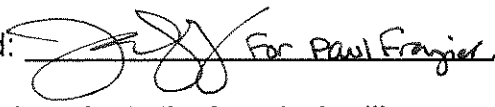
Department: DA's office **Requested Agenda Date:** 12/6/2022

Contact Person: Paul Frasier **Phone/Ext.:** 541-396-7550

Background and description of need or problem: Due to the current crisis in the DA's Office with three vacant positions, and lack of candidates applying for the vacancies, request Board approval of a Relocation Reimbursement Agreement to attract applicants for the Deputy District Attorney position. This is necessary to be competitive with other counties. The Relocation Reimbursement Agreement would be up to \$5,000 (depending on distance and other factors at the discretion of the District Attorney) and shall be in effect until the three vacancies are filled. The Agreement shall include a pay-back schedule for up to two years. The Prosecuting Attorney's Association members have signed a waiver of all pay equity complaints. See attached Waiver and copy of proposed Relocation Reimbursement Agreement.

Funding Source: DA's Office 001-7000-412.10-07

Requested Action: Request BOC approval of a Relocation Reimbursement Agreement of up to \$5,000 to attract new hires for the vacant positions of Deputy District Attorney. This will be in effect until the three current vacancies are filled.

Date: 11/28/2022 **Signature of Dept. Head:**  For Paul Frasier

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  _____



OFFICE OF LEGAL COUNSEL

Coos County Courthouse
250 N. Baxter St.
Coquille, OR 97423
TEL (541) 396-7690
FAX (541) 396-1012
TDD Relay: 1-800-735-2900
www.co.coos.or.us

NATHANIEL GREENHALGH-JOHNSON
County Counsel
MICHELLE WELLINGTON
Legal Office Manager

Date

To:

Via email:

Dear Click here to enter text.,

Relocation Expenses Reimbursement Agreement

This Agreement for Relocation Expenses Reimbursement is entered into between Coos County, a political subdivision of the State of Oregon and hereinafter referred to as County; and _____ (“Applicant”).

County has made an offer of employment to you for the position of Deputy District Attorney I commencing _____. Any offer of employment is conditional upon _____.

County agrees to reimburse you certain moving expenses that you incur as a result of moving your residence to Coos County to commence employment with the District Attorney’s Office up to an amount not to exceed five thousand dollars (\$5,000.00). Qualified expenses shall be reimbursable upon submission of original receipts within ninety (90) days after employment commences. Per IRS rules, relocation expenses are considered to be taxable income and thus all applicable taxes will be withheld from any reimbursed amounts including Federal, State, FICA and Medicare taxes.

In exchange, you agree to remain voluntarily employed by Coos County in the position specified therein for at least two years (24 months) from date of hire.

County agrees to reimburse you for reasonable and actual moving expenses for the cost of moving normal household items from origin to Coos County. Reimbursable expenses shall include the following while relocating to Coos County: gas/fuel to drive to Coos County, rented moving van or trailer, and reasonable motel/food charges incurred during the period of travel. Also, funds may be used for rental expenses at destination, such as rent for up to ninety (90) days. Storage of items at an approved storage facility may also be reimbursable for up to ninety (90) days following employment start date. Standard carrier insurance coverage while in transit

is also considered reimbursable. Travel, including airfare and other public transportation costs, and lodging for self and immediate family members between the old and new home.

Applicant will be responsible for all expenses not listed above that relate to relocating to the new job location. Non-reimbursable expenses shall include, but not be limited to, the following:

- Special services such as maid service, carpet service, disassembly of unusual articles.
- Transportation of vehicles, camping or utility trailers, building materials, firewood, landscape materials, animals (including pets), boats, or items not considered to be normal household items.
- Visits to the new location to secure housing.
- Storage costs at destination beyond the 30 days as stated above.
- Standard carrier insurance for valuable items not normally covered under standard insurance.
- Costs associated with the sale or purchase of residences, or forfeiture of deposit, penalty, etc. as a result of breaking or terminating a lease/agreement.

The County reserves the right to deny relocation expenses if the County deems the expenses to not be reasonable and related to the move.

Reimbursement of the expenses shall be considered qualified expenses per current IRS regulations and are subject to tax withholding and will be processed as reimbursements per the County's standard claim procedures. (Applicants are encouraged to check with a tax accountant if they have any questions on what relocation expenses may be listed as deductions in personal income statements.)

If Applicant voluntarily terminates employment with County or is terminated for cause, Applicant agrees to repay County as follows:

- Employed less than 6 months from the date of hire - 100% of the reimbursed amounts.
- Between the 7th and end of the 12th month – 75% of the reimbursed amounts.
- Between the 13th and the end of the 18th month - 50% of the reimbursed amounts.
- Between the 19th month and 2 years from the date of hire - 25% of the reimbursed amounts.

Within ten (10) business days of Applicant's final day of employment, the County shall provide Applicant with a written statement showing amount owed to County on the repayment (if applicable). By signing below, Applicant agrees to pay County any repayment balance owed by no later than 90 days from Applicant's final day of employment.

If Applicant is terminated from employment for any reason other than reasonable cause, or after a period of two years from date of hire, no repayment will be required.

County shall have no responsibility or legal liability for goods damaged as a result of the relocation.

Relocation Expenses Reimbursement Agreement – Coos County DA's Office

The parties have agreed to the above listed terms and conditions set forth in this Agreement. By signing below you also understand if you fail to repay the repayment amount owing in full, County may send the balance owing to a collection company, or file a claim in Small Claims Court. After ninety (90) days, the County may be entitled to interest and fees on any unpaid balance at the highest legal rate.

Signed:

Paul Frasier
District Attorney

Date

Signed: _____

Please Print Full Name: _____

Date _____

Coos County Prosecuting Attorneys' Association


November 7, 2022

To Whom it May Concern;

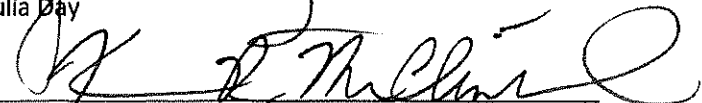
The Coos County Prosecuting Attorneys' Association supports the District Attorney's proposal for a hiring, retention, and/or moving bonus to be added to the currently advertised open positions at the Office of the District Attorney. The Association, and its members, agree to waive all pay equity complaints based on this bonus.

Sincerely,

Coos County Prosecuting Attorneys' Association




Julia Day



Karen McClintock



John Blanc



Hannah Bollin

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Re-approval of MRT Stipend Agreement

Department: Human Resources **Requested Agenda Date:** 12/6/2022

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

Background and description of need or problem: in Early 2021, the Board approved a Temporary Side Agreement with the AFSCME Union to provide a temporary incentive stipend of \$10.00 per hour for non MRT staff covering shortages in the MRT team. The MRT Program Manager anticipates two MRT staff members being absent in the near future. Therefore, we are requesting the Board re-approve the Side Agreement to cover these anticipated temporary absences commencing on December 1, 2022 until March 31, 2023.

Funding Source: 021-1302-444.10-01

Requested Action: Request BOC to approve Side Agreement with AFSCME Union re: MRT Stipend for non MRT Staff covering shortages.


Date: 11/28/2022


Signature of Dept. Head: Mike Rowley
Digitally signed by Mike Rowley
DN: cn=Mike Rowley, o=Coos Health & Wellness, ou,
email=mike.rowley@chw.coos.or.us,
c=US
Date: 2022.11.29 08:54:47 -08'00'

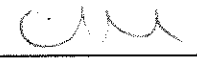
For all matters, forward the document to Counsel no later than the Monday prior to the Agenda deadline. Counsel will forward to Treasurer.

If this is a contract or grant:

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

County Counsel 

Treasurer 

Human Resources 



CONTRACT / GRANT SUMMARY FORM

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

Contract/Agreement/Grant No.: _____

Name/Agency Name and Address: Caroline Morgan, HR Office

Contact Person: Caroline Morgan Phone No. 541-396-7580

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

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

Start Date: Upon execution End Date: 12/31/2023

County Department and Employee Responsible for Performance: Nathaniel Johnson, County Counsel

Description: Agreement with AFSCME for MRT Stipend 12/1/2022 to 12/31/2023

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.

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> New | <input type="checkbox"/> Renewal | <input type="checkbox"/> Modification |
| | Previous Amount: \$ | Original Amount: \$ |
| | Previous Date: | Original Date: |
| Automatic Renewal? <input type="checkbox"/> Yes <input type="checkbox"/> No | Staff Requirements: <input type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> Subcontract | |
| Will unemployment cost be incurred? <input type="checkbox"/> Yes <input type="checkbox"/> 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:

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

Public Improvement - If Not Using Bid, Mark Exemption:

- | | |
|--|---|
| <input type="checkbox"/> Under \$5,000 | <input type="checkbox"/> Alternative Contracting Method Approved by Board |
| <input type="checkbox"/> Under \$50,000 for Quotes | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Under \$100,000 & Not a Transportation Project for Quotes | |

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

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

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

Certificate of insurance required? Yes No

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

Date Approved by BOC: _____

Reviewed by Counsel: NT

OC only: _____
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Approval of Letter of Agreement with ONA

Department: Human Resources **Requested Agenda Date:** 12/6/2022

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

Background and description of need or problem Request Board approve and sign the attached Letter of Agreement with the Oregon Nurses Association. The three Nurses under the ONA CBA, through their Representative, have elected to remain on Teamsters OTET Health Insurance under the terms of the current ONA contract. This LOA sets out the start date and terms of the Agreement.

Funding Source: 005-1100-441.10-01


Requested Action: Board to approve and sign Letter of Agreement with ONA, and Coos Health & Wellness for insurance premiums effective December 1, 2022.


Date: 11/28/2022 **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: 

TREASURER: 

HUMAN RESOURCES: 



BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Approval of Revised Vehicle Policy

Department: Human Resources

Requested Agenda Date: 12/6/2022

Contact Person: Caroline Morgan

Phone/Ext.: 541-396-7580

Background and description of need or problem: The current Vehicle Policy has not been updated since 1993. At the recommendation of CIS, the Policy has been updated and revised. Request Board approve the attached Vehicle Policy and Resolution 22-11-233L effective December 6, 2022.

Department Heads and Union reps have been provided copies of the drafts of the Policy throughout the year.

Funding Source: N/A

Requested Action: Request BOC to approve Coos County Vehicle Policy and sign Resolution 22-11-233L.


Date: 11/18/2022

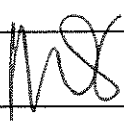
Signature of Dept. Head: 

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

If this is a contract or grant:

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

County Counsel 

Treasurer 

Human Resources _____



1 BOARD OF COMMISSIONERS

2 COUNTY OF COOS/STATE OF OREGON

3 In the Matter of Approving The Coos) R E S O L U T I O N
4 County Vehicle Policy Effective) 22-11-233 L
5 December 6, 2022)

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

8 WHEREAS, Coos County having a Vehicle Policy in place dated 1993 which
9 required updating; and

10 WHEREAS, the Human Resources Department having revised the Coos County
11 Vehicle Policy, with copies having been provided to Department Heads, Elected
12 Officials, and Union Representatives;

13 THEREFORE, BE IT RESOLVED approving the revised Coos County Vehicle
14 Policy effective December 6, 2022.

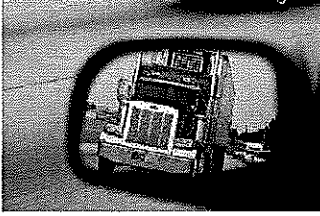
15 DATED THIS _____ day of _____, 2022.

16 BOARD OF COMMISSIONERS

17
18
19
20 _____
Commissioner

Commissioner

Commissioner



INTRODUCTION

It is the policy of Coos County to prevent, control or minimize the actual and potential losses faced by Coos County from the operation of motor vehicles.

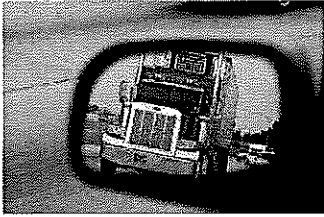
This Vehicle Policy establishes minimum standards for County Departments and is applicable to elected officials, employees, temporary hires, and volunteers who operate County vehicles and equipment on County business. To drive safely is the first duty of every driver. This means driving defensively, anticipating the mistakes, actions, recklessness or absentmindedness of pedestrians or other drivers, and being prepared at all times to do everything possible to prevent an accident.

Drivers are required to observe all rules and procedures outlined in this manual and all motor vehicle laws at all times, and as more fully set forth in Oregon Motor Vehicle Law.

Department Heads (which includes Elected Officials) may apply additional requirements to this Policy as long as they are equal to or more restrictive than the standards set forth within.

This Policy covers only the driving of vehicles such as cars, vans and pickups.

The County's Risk Manager is responsible for general administration of this Policy. Violations of this Policy may result in disciplinary action, up to and including termination of employment, loss of volunteer status, or driving restrictions. Department Heads are expected to be knowledgeable of, and shall be responsible for implementing this Policy within their respective departments. Requests to deviate from this Policy must be submitted in writing and reviewed by the Risk Manager. Employees under the CADS Union are the only exception to the rules listed in this Policy but will be required to be entered into the DMV's Automated Reporting System if their position description includes driving as an essential function.



SECTION 1

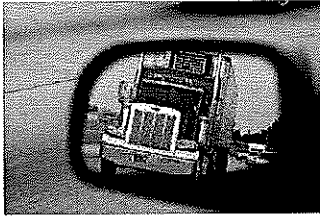
CONDITIONS FOR DRIVING VEHICLES ON COUNTY BUSINESS

QUALIFICATIONS

To qualify as a driver of Coos County vehicles or of personal vehicles for county business, a driver must meet the following conditions:

1. Be at least 18 years of age.
2. Carry a valid Oregon Driver's License.
3. Possess a Commercial Driver License if required.
4. Have in effect a current liability insurance policy for a personal vehicle used for county business with at least the minimum liability coverages required under Oregon Law. Oregon's mandatory insurance Law ORS 806.010 requires a minimum liability limit of \$25,000 per person for bodily injury and property damage; \$50,000 per accident for bodily injury to others; and \$20,000 per crash for damage to other's property.
5. Have knowledge of, and adhere to rules, state and municipal traffic laws and regulations.
6. Be approved by a supervisor to drive on Coos County business.
7. Have attended an acceptable defensive driving class at least once every three years. New Hires must attend an acceptable driving course within three months of hire. The Coos County Risk Manager shall be responsible for identifying acceptable defensive driving classes. All relevant trainings shall be documented in the employee's personnel file.

Employees may be required to attend a Defensive Driving training because of a work-related incident, a series of work -related incidents, or a poor driving record.



SECTION 2 GENERAL RULES

For all drivers on County related business, on-the-job traffic offenses and/or misconduct involving vehicles may be grounds for disciplinary action. Traffic offenses that occur in a County vehicle during non-work time may result in the employee's loss of a County-provided vehicle. It is the intent of this Policy that unsafe behavior be corrected and, should discipline become necessary, that the discipline follow the County's Employee Handbook and Union contracts, as applicable.

Drivers shall not drive County vehicles or private vehicles for County business when they are required to take medication that may impair their ability to safely operate a moving vehicle. If in doubt, the employee should first obtain approval from his/her physician that it is safe to drive while taking the medication. An employee's Supervisor may require an employee or volunteer to provide a written physician's release verifying that a vehicle and/or other equipment can be safely operated while the employee or volunteer is taking prescribed or over-the-counter medication.

County provided vehicles need to be kept as clean as possible, and free from trash. Use of tobacco products or eating while driving in a County provided vehicle is strictly prohibited. For safety reasons, drivers must turn on the vehicle headlights when driving a County vehicle, regardless of the time of day. This does not mean daytime running lights.

PERSONAL USE OF COUNTY VEHICLES

This Policy prohibits the personal use of County-provided vehicles unless approved in writing by employee's Supervisor. County vehicles may not be used to conduct such personal business as driving children to daycare or school, shopping, or transporting non-employee passengers. Stops or other uses of County vehicles are prohibited in all instances if they would reasonably expose the County to public perception of misuse or abuse of the driving privilege unless such stop or use is legitimately within the scope of performing assigned job duties. County employees may not purchase or transport alcoholic beverages at any time, nor transport unauthorized passengers (as defined in the following section), while using a County vehicle, even if after hours.

Coos County complies with the IRS Rules under IRS Publication 15-B (Employer's Tax Guide to Fringe Benefits – Commuting Rule). A Department Head is responsible for notifying the Finance Department if an employee takes a vehicle home under circumstances that require reporting this benefit on the employee's behalf. Marked (and unmarked when applicable) police, fire and public safety officer vehicles are exempt from these IRS rules. Supervisors unsure of the rules should contact the Finance Department.

Work-to-home privileges of law enforcement vehicles (not taxable requests for work-to-home use) will be evaluated based on the definable benefit of such assignment to the County and compliance with IRS regulations for non-taxable assignments as determined and administered by the Coos County Finance Department. Requests for assignment of a County vehicle for work-to-home use shall be made by the Department Head, or as provided for in a Union contract.

USING YOUR OWN VEHICLE FOR COUNTY BUSINESS

The County allows use of privately-owned motor vehicles to conduct official County business. Registration must be current and vehicle used must be insured against liability (person and property) in an amount not less than the minimum requirements of the State of Oregon. See Section 1 (4). A privately-owned motor vehicle used for County business must be a conventional, at least four-wheel vehicle, and be in safe mechanical condition and adequate to provide safe transport. Vehicle equipment must conform to State of Oregon requirements. It is recommended that vehicle headlights be on when driving, for safety reasons. A motor pool vehicle, if available, shall be used to drive on official county business when a personally owned vehicle does not meet these standards.

Mileage and Parking: Employees will be reimbursed for authorized use of their personal vehicles at a rate established by the Internal Revenue Service. Reasonable parking costs are also reimbursed upon submission of receipts on an expense report, which is available on the County's Intranet page under Forms.

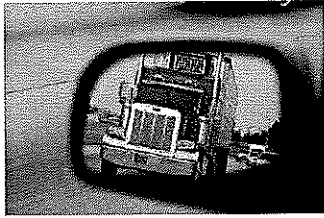
MOVING OR TRAFFIC VIOLATIONS

The driver will be personally responsible and liable for all speeding, traffic violations and parking violations while operating County or personal vehicles on County business. Drivers are required to notify their Supervisor within 72 hours of any citations received in the course and scope of their job duties.

PASSENGERS

Your Supervisor must approve all non-work-related passengers. It is not approved to have family members as passengers in County vehicles, except for long distance trips to conferences, etc. All passengers must wear seat belts. Hitchhikers are not permitted in County vehicles.

Coos County appreciates any suggestions from you that may improve our safety, service, and working conditions to make our operation more efficient and safer.



SECTION 3

DMV's AUTOMATED REPORTING SYSTEM

THIS SECTION PERTAINS TO COUNTY POSITIONS WHICH REQUIRE DRIVING AS AN ESSENTIAL FUNCTION.

For such positions, employees will be required to be registered with the DMV's Automated Reporting System (ARS) and will be asked to sign an authorization form. Failure to comply may result in revocation of driving privileges. If an employee's driver's license is not valid or the driving record is no longer acceptable, the employee shall not drive for County business and may be subject to discipline. The Human Resources Department shall consult with Department Heads to determine which existing positions meet essential driving requirements.

The County's Human Resources Department shall be responsible for entering and removing employees into the ARS, and receiving notifications or updates when transactions are entered on an employee's driving record such as speeding tickets and citations, convictions, accidents, suspensions, cancellations or revocations. Driving record information for existing and potential new hires shall become a part of an employee's personnel file maintained in the Human Resources Department.

An essential function of the position is defined as follows: *Where the requirement exists for regular driving away from the home office, or essential duties that cannot be accomplished without driving.*

Employees unsure if their position requires driving as an essential function should consult with their Supervisor. For instance, a Department's business operations manager attending a training or conference once or twice a year, or taking mail to the post office from time to time is not considered 'essential' driving.

Employees considered 'essential drivers' are responsible for reporting to their Supervisor any change in Driver's License status within 72 hours of occurrence or change in status. Supervisors are responsible for immediately notifying the County's Risk Manager so an appropriate course of action can be developed, if necessary. Failure to report a suspended license and other "prohibited" action by an employee may result in disciplinary action, up to and including termination of employment. Accidents, convictions, suspensions and citations involving off-duty driving in a personal vehicle count for the purpose of these rules.

Election Board workers hired temporarily to assist with an election are not required to be in the ARS system.

NEW HIRES

Recruitment for positions requiring driving as an essential job function shall be identified prior to any job announcement. Any offer of employment shall be conditional upon the selected candidate submitting to a successful driving record check with results that meet the County's standards. The Human Resources Department will complete the driving record check and inform the hiring manager of the results. If the driving record does not meet County standards, the Human Resources Department will make a recommendation not to hire the applicant. If the Department hiring authority wishes to contest this recommendation, an appeal may be made to the County's Risk Manager. Applicants who do not have an acceptable driving record that meet the requirements will be denied employment.

If driving a vehicle is listed as an essential function on an employee's job description, then the following shall apply to new hires:

- Out-of-state license holders must obtain a valid driver's license in Oregon within 30 days of being hired and provide Human Resources with a copy once obtained.
- If an applicant is from outside the State of Oregon, the applicant will be required to sign a release form allowing Coos County to acquire the driving record from the appropriate state, once an offer of employment has been made.
- Successfully complete, within three months, a County provided driving course as selected by the County's Risk Manager.
- Sign the Coos County Vehicle Policy Acknowledgment on day of hire.

For potential new hires, appeal hearings must be requested in writing within seven calendar days of notification and addressed to the County's Human Resources Department, addressed to 225 N. Adams Street, Coquille, OR 97423.

Per Oregon Law, for positions that do not list driving as 'essential' on the job description, supervisors should not ask applicants for a copy of their driver's license at hire for the purpose of identification.

COUNTY STANDARDS

An acceptable driving record is one that reflects a consistent pattern of safe driving behaviors over time. The County's review of the driving record focuses on infractions and unacceptable patterns that would indicate an increased risk of an accident.

Employees who are required to possess a commercial driver's license must also comply with all Oregon DMV regulations.

In order to be eligible to drive on county business, an employee must meet the following criteria:

1. **Anyone with a suspended or revoked license shall not be permitted to operate a vehicle for County business.**

2. **No traffic crime convictions within the last 12 months, and no more than two within the past three years.** Per ORS 801-545, traffic crime means any traffic offense that is punishable by a jail sentence. Traffic crimes may include, but are not limited to the following:
 - Driving under the influence of alcohol or drugs, or driving while impaired
 - Driving while license is suspended or revoked
 - Leaving the scene of an accident
 - Road rage, menacing, harassment
 - Homicide, manslaughter, or assault arising out of the use of a vehicle
 - Reckless driving
 - Attempt to elude a Police Officer
 - Failure to perform the duty of a driver at the scene of an accident
 - Other similarly serious violations (speeding 21 mph or more over posted limit)

3. **No more than two minor traffic related violations in the previous two years.** Minor violations may include but are not limited to class A, B or C violations that resulted in a conviction, such as:
 - Speeding 20 mph or less over the posted limit
 - Failure to obey traffic control or signal
 - Improper lane change
 - Failure to signal or failure to yield the right of way
 - Cell phone or texting violations
 - Failure to wear a seat belt
 - Other similar violations

4. **Any combination of the above which would indicate a pattern of behavior and may expose the County to unacceptable risk. This may also include a review of class D traffic violation convictions.**

Access to information obtained in the motor vehicle records check process is restricted to only those persons with a demonstrated and legitimate need to review the information.

The final determination of an unacceptable driving record shall be in consultation with the County's Risk Manager, Human Resources Department, and County Counsel. Major and minor violations that are the result of one incident may be considered as such depending on the circumstances, or the relevance of the charges to the job responsibility.

Appeal Hearings may be requested before the Board of Commissioners and shall be dealt with on a case-by-case basis.



SECTION 4 SAFETY, ACCIDENTS, AND INCIDENTS

Oregon law (ORS 811.507) states it is illegal to drive while holding and using a mobile electronic device while driving (e.g. cell phone, tablet, GPS, laptop) or while at a stop light, stop sign, in traffic, etc. Using a hands-free or built in device, or CB radio is acceptable. Texting while driving is prohibited.

ACCIDENTS & INCIDENTS

This covers accidents and incidents involving a County vehicle, or while driving a personal vehicle on County business. Within one business day of the incident, submit a Vehicle Accident Report to the County's Risk Manager. Supervisors are responsible for ensuring this happens.

1. PER ORS 811.745, any vehicle accident resulting in injury or death to any person is subject to immediate reporting to law enforcement. Additional reporting to OR-OSHA may be necessary if hospitalization or death occurs.
2. Additionally, an employee must immediately report every County vehicle accident to their Supervisor without fail, no matter how minor.
3. In case of an accident, contact the Human Resources Department as soon as possible. Be specific about location, time, extent of injury and damage, and where you can be reached.
4. Do not leave vehicle unattended except in an extreme emergency.
5. Park safely and activate warning devices.
6. Prevent the moving of injured persons unless absolutely necessary.
7. Be sure to get the names of witnesses to the incident. If a witness refuses to give his/her name, record the license number of his/her vehicle. **Regardless of the facts, admit nothing, promise nothing, and DO NOT ARGUE.** Give your name, that you work for the County, and offer to show your license.
8. Have pictures taken whenever possible. If safe, do not move or allow any vehicles to be moved until someone arrives who can verify or witness the position of the vehicles, length, and position of the skid marks, and lights on the vehicles if at night.
9. Stay at the scene of an injury accident unless instructed by a Police Officer to proceed.
10. If you are involved in an accident with an unattended vehicle, you must stop and try to locate the owner. If you cannot locate the owner, you must place a note in or on the vehicle giving your name and entity's name and address.
11. Employee shall be required to complete the Accident Procedure Checklist (located in County vehicle glovebox).

All vehicle accidents occurring in a County provided vehicle will be reviewed by the Vehicle Safety Committee/Central Safety Committee to determine preventability, or the Accident Review Board. See Section 5.

INSPECTIONS

Drivers shall inspect vehicles at the beginning of each shift or prior to each trip to ensure that the vehicles are in safe operating condition prior to their use. This includes at a minimum checking tires for proper inflation, windows for visibility, mirrors properly cleaned and positioned, all lights and safety features are in working order, fluid levels are within the proper range, no obvious fluid leaks, and inspecting the overall condition of the vehicle's exterior and interior.

SAFE DRIVING

You are expected to show every courtesy and consideration toward other drivers and pedestrians. Your conduct while driving must be such that it will in no way reflect adversely upon Coos County. If a situation arises that you are unable to settle in a friendly manner, phone your Supervisor and report the facts, and follow their advice.

Speed: The maximum speed limit is the "posted speed limit." Your speed at all times shall be reasonable and prudent with due consideration given to weather, other traffic, conditions of the road, and intersecting side roads of highways and city roads.

Striking Fixed Objects: In handling your vehicle on the highway, in city traffic, and at loading and unloading spots, remember that striking any fixed object such as abutments, parked cars, loading docks, overhead pipes or hydrants is classified as the fault of the driver.

Proper Backing: It is advisable to walk around the vehicle to ensure nothing is behind or in front of the vehicle before driving away. If there are two or more people, one person should stand behind the vehicle to spot while backing up.

Passing or Meeting a School Bus: When approaching a school bus, be on guard at all times for signals of intention to either discharge or pick up school children. It is illegal to pass, in either direction, a school bus that is stopped to pick up or discharge passengers. The only exception to this rule is when the roadway is divided by a barrier.

Pedestrians: You have NO right-of-way where pedestrians are concerned. Legally, they may walk on either side of the road, they can cross at intersections, and they can pop out from behind a parked car on a busy city street. Never take it for granted that they see you.

SEAT BELTS AND OTHER SAFETY POLICIES

All passengers and drivers are required to wear seatbelts while operating or riding in a vehicle.

The driver of the vehicle is responsible for enforcing the use of seatbelts by all occupants. Seatbelts are proven tools for reducing deaths and minimizing injuries from motor vehicle collisions.

Vehicles should always be maintained with a minimum of a quarter tank of fuel or more to prevent condensation and to ensure that the vehicle is ready to be used immediately in an emergency.

Vehicles are to be locked when left unattended.

Equipment not attached to the vehicle shall be stowed in a way that will ensure the equipment will not shift or move about during operation and cause injury or damage.

Department Head, the Human Resources Department, and the Board of Commissioners. The Human Resources Department will forward the reports to the appropriate Safety Committee.

7. In the event that either County Counsel or the Human Resources Department feel that recommendations should be made to the Board of Commissioners regarding policy or safety issues, such recommendations will be forwarded to the Board along with copies of the ARB reports. Copies of these recommendations will also be provided to the Driver, the Driver's Department Head and the appropriate Safety Committee via the Personnel Department. If neither Counsel nor Personnel feel any recommendations are necessary, none shall be made.
8. If recommendations are sent to the Board of Commissioners and a Safety Committee, the Safety Committee shall also make its recommendations to the Board within thirty (30) days. After receiving all recommendations, it is the responsibility of the Department Head and the Board of Commissioners to take any necessary action. Disciplinary actions for a Union represented driver involving termination or suspension will require a due process hearing.

COOS COUNTY VEHICLE POLICY ACKNOWLEDGMENT OF RECEIPT

I have received a copy of the Coos County Vehicle Policy. I agree to read it within ten (10) working days of receipt and I agree to abide by its contents. If I have any questions regarding the Policy's provisions, I agree to discuss them with my Supervisor.

Date _____

Employee Name _____

Employee Signature _____

Please read and sign, then return this page to the Human Resources Department

BOC only:	
Consent Agenda	_____
Regular Agenda	_____

AGENDA ITEM COVERSHEET

Agenda Item Title: CDBG- Subrecipient Agreement for the COVID-19 Emergency Regional Childcare Assistance Program Project Number IA2209

Department: County Counsel

Requested Agenda Date: 12//06/2022

Contact Person: Nathaniel Johnson

Phone/Ext.: 7793

Background and description of need or problem: This is a Subrecipient Agreement Between Coos County and CCD Business Development Corporation. Coos County applied for and received funds for a 2021 Community Development Block Grant from Business Oregon, for the Emergency Childcare Assistance Grant Program. This Subrecipient Agreement will allow CCD to assist the County in utilizing these funds.

Funding Source: CDBG

Authorize Chair

Requested Action: Request to approve and sign the Subrecipient Agreement with CCD.

Date:

Signature of Dept. Head:

Nathaniel Johnson

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 *[Signature]*

Treasurer *[Signature]*

Human Resources _____

CONTRACT / GRANT SUMMARY FORM

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

Name/Agency Name and Address: CCD Business Development Corp., P.O. Box 1938 Roseburg, OR

Contact Person: Brandi Medeiros Phone No: 541-672-6728, Ext. 308 Email: b.medeiros@ccdbusiness.com

Amount of Contract/Grant Award: \$ 35,000.00

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

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

End Date: 12 months after effective date (if known)

County Department and Employee Responsible for Performance: Megan Simms, Finance Director/Treasurer

Description: Subrecipient Agreement with CCD to assist the County with Grant Compliance and Administration for the Community Development Block Grant COVID-19 Funds for Emergency Regional Childcare Assistance Program (IA2209)

Staff Requirements: New Existing Subcontract

Will unemployment cost be incurred? Yes No

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

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

*CFDA is a five digit number in the following format: xx.xxx. The first two digits designate the federal agency and the last three the grant description. The following is a partial listing of the two digit agency identifier:

- 10.xxx USDA 14.xxx HUD 20.xxx USDOT 66.xxx EPA 84.xxx Dept. of Education
- 11.xxx Dept. of Commerce 16.xxx USDOJ 39.xxx General Svs. Admin. 83.xxx FEMA 93.xxx USDHHS

NOTE: If the contract/grant is associated with more than one CDFA number, each segment must have its own summary form.

New

Renewal

Modification

Previous Amount: \$

Original Amount: \$

Previous Date:

Original Date:

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

Method of Selection:

- Bid None
- Quote Other _____
- Proposal

Type of Contract:

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

Type of Contract:

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

- Under \$10,000
- Under \$50,000 for Quotes
- Under \$150,000 & Approval from Board for Quotes
- Sole Source
- Contract with Public Agency

- Equipment Maintenance
- Office Supplies
- Used Vehicles
- State Purchasing
- Other _____

Public Improvement – If Not Using Bid, Mark Exemption:

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

- Alternative Contracting Method Approved by Board
- Other _____

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

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

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

Certificate of insurance required? Yes No

Date Approved by BOC: _____

Reviewed by Counsel: AS



Coos County Community Development

Mailing Address: 250 N. Baxter, Coquille, Oregon

Building Codes Department – (541) 266-1098 - 1155 S 5th St., Coos Bay OR 97420

Planning Department – (541) 396-7770 – 60 E. Second St. Coquille OR 97423

Community Development

www.co.coos.or.us

TDD (800) 735-2900

DATE: November 23, 2022

TO: Nathaniel Greenhalgh-Johnson, County Counsel
Jill Rolfe, Community Development Director

FROM: Michael Baumer, Compliance and Land Specialist

RE: Request for Reduced Redemption

This is a request to consider reduced redemption on pursuant to ORS 312.122.

Current property details:

SUBJECT PROPERTY INFORMATION

File Number AV-22-025
Account Number: 1095411
Map Number: 29S112800-01300

Property Owner: GAMBLE, DAVID L.
501 N 10TH ST UNIT B
COOS BAY, OR 97420

Situs Address: 51976 BIG CREEK RD MYRTLE POINT, OR 97458

Acreage: 7.58 Acres

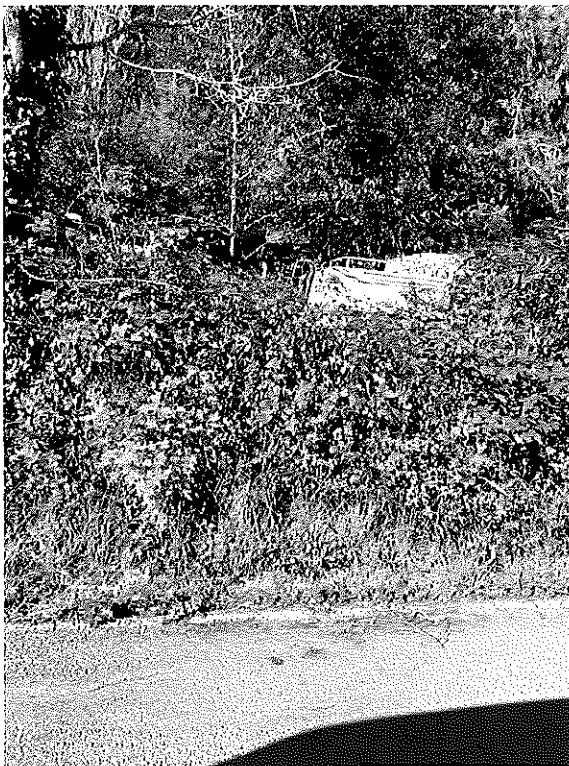
Zoning: RURAL RESIDENTIAL-2 (RR-2)

Special Considerations: NATURAL HAZARD - LANDSLIDE (NHLND)

Subject Property Map



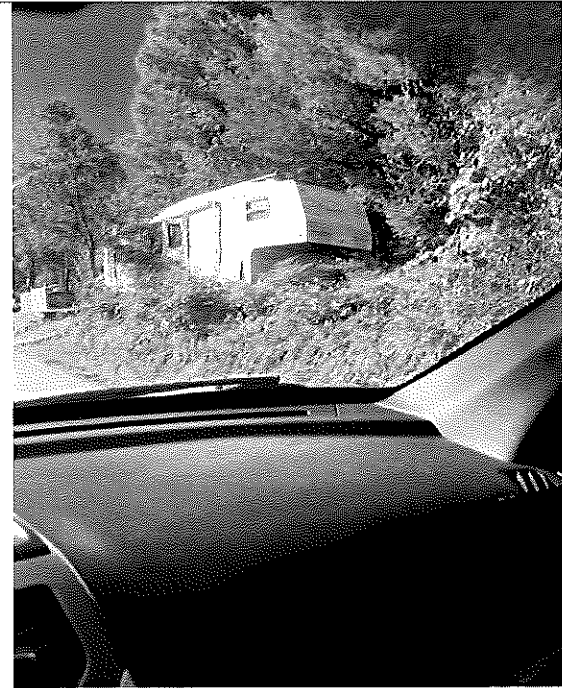
These photos were taken on 10/12/22 showing solid waste. RV's and Vehicles. Observed people residing in RV.



Converted structure to a dwelling without permits



RV used as a dwelling



Solid waste and accessory structure being lived in.



On June 30, 2022 Coos County Planning Staff set up a violation (File Number AV-22-025) on this property pursuant to a written complaint received. A letter was sent to Mr. Erickson on June 30, 2022. Mr. Erickson responded that complaint had the incorrect map number. Staff confirmed the change in maps numbers with the complainant and then sent out the notice of alleged violation to Mr. Gamble on July 22, 2022. The notice was mailed to 501 N. 10th St. Unit B, Coos Bay OR 97420 through USPS First Class Mail. The notice was not responded and no other mailing addresses were provided. The violation was placed on the list requiring a site visit for follow up.

On or about October 11, 2022 a site visit was conducted and photographs were taking from the roadway that confirm the violations exist. At that time contact was made with one of the tenants of the property. I asked if Mr. Gamble was home and the tenant did not know who Mr. Gamble was. I was told to come back later and speak to the gentleman who lived in the motorhome on the property. The gentleman who inhabits the motorhome is not Mr. Gamble, but might know where he is.

On October 12, 2022 a letter was mailed by USPS first class mail to Mr. Gamble at the address provided on the tax records and the situs address to the property. The letter outlined the violations and requested a formal response with a plan of compliance. There was no response within the 30-day timeframe provided. During this time period it was discovered this property was on the foreclosure list and falls within

the reduced redemption time period. Also, during this time I received another verbal complaint that more people were habituating the property. The letter mailed to the situs address was returned to the department by the post office "Return to Sender No Such Number Unable to Forward". The other letter was not returned.

The violations consist of multiple Recreational Vehicles (RV) as dwellings, illegal campground, illegal conversion of a structure for a dwelling and solid waste (garbage).

It is my belief that this property is not occupied by the owner of records and that the current tenants continue to cause damage creating substantial depreciation. This property should be considered for reduced redemption.

Coos County Zoning and Land Development Ordinance (CCZLDO)- Section 2.1.200

SOLID WASTE: All useless or discarded putrescible and non-putrescible materials, including but not limited to garbage, rubbish, refuse, ashes, paper and cardboard, sewage sludge, septic tank and cesspool pumping's or other sludge, useless or discarded commercial, industrial, demolition and construction materials, discarded or abandoned vehicles or parts thereof, discarded home and industrial appliances, manure, vegetable or animal solid and semi-solid materials, dead animals and infectious waste. The term does not include:

- (a) Hazardous waste as defined in ORS 466.005;
- (b) Materials used for fertilizer, soil conditioning, humus restoration, or for other productive purposes or which are salvageable for these purposes and are used on land in agricultural operations and the growing or harvesting of crops and the raising of fowls or animals, provided the materials are used at or below agronomic application rates; or
- (c) Woody biomass that is combusted as a fuel by a facility that has obtained a permit described in ORS 468A.040.

DWELLING: Any building that contains one or more dwelling units used, intended, or designed to be built, used, rented, leased, let or hired out to be occupied, or that are occupied for living purposes. A dwelling shall consist of a kitchen, bathroom(s) and living space. Dwellings do not including a RV, tent, teepee, yurt, hotels, motels, vacation rentals or boarding houses.

RECREATIONAL VEHICLE PARK (OAR 918-650-0005): A lot, parcel or tract of land upon which two (2) or more recreational vehicle sites are located, established or maintained for occupancy by recreational vehicles of the general public as temporary living quarters for recreational or vacation purposes. [OR 01-02-004PL 6/13/01]

RECREATIONAL VEHICLE (OAR 918-650-0005): A vehicle which is a) built on a single chassis; b) 400 square feet or less when measure at the largest horizontal projection; c) designed to be self propelled or permanently towable by a light duty truck; and d) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreation, camping, travel, or seasonal use.

The basic entities are:

i. travel trailer – vehicular unit which has a roof, floor and sides and is mounted on wheels, but it is not of such size or weight as to require special highway movement permits when towed by a motorized vehicle, and has a floor area of less than 220 square feet, excluding built-in equipment such as wardrobes, closets, cabinets, kitchen units or fixtures and bath or toilet rooms;

ii. camping trailer – vehicle unit mounted on wheels and constructed with collapsible partial side walls which fold when the unit is towed by another vehicle and unfold at the campsite to provide temporary living quarters for recreational, camping or travel use, and has a floor area of less than 220 square feet, excluding built-in equipment such as wardrobes, closets, cabinets, kitchen units or fixtures and bath or toilet rooms;

iii. truck camper – portable unit which has a roof, floor and sides and is designed to be loaded on an off the bed of a truck or pick-up truck, and has a floor area of less than 220 square feet, excluding built-in equipment such as wardrobes, closets, cabinets, kitchen units or fixtures and bath or toilet rooms;

iv. motor home – vehicular unit built on or permanently attached to a self-propelled motor vehicle chassis or on a chassis cab or van which is an integral part of the complete vehicle, and has a floor area of less than 220 square feet, excluding built-in equipment such as wardrobes, closets, cabinets, kitchen units or fixtures and bath or toilet rooms;

v. park trailer – vehicle built-on single chassis, mounted on wheels, designed to provide seasonal or temporary living quarters which may be connected to utilities or operation of installed fixtures and appliances, of such a construction as to permit set-up by persons without special skills using only hand tools which may include lifting, pulling and supporting devices and a gross trailer area not exceeding 400 square feet when in the set-up mode.

[OR 01-02-004PL 6/13/01]

If you have any questions regarding this matter, please contact planning staff at (541)396-7770 or codenforcement@co.coos.or.us