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INDEXING INFORMATION

Affected Parties Names:

Coos County

Subject of Document :
minutes

Resolution or Order #:

Document Remarks:
workgroup meeting minutes

Date of Meeting or of Document: 4/28/26

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WORKGROUP MINUTES

Owen Building

April 28, 2026

10:00 AM

In Attendance: Chair Drew Farmer, Commissioners Rod Taylor and John Sweet, Treasurer/Finance Director Megan Simms, Clerk Julie Brecke, DA Jody Newby, Sheriff Gabe Fabrizio and Capt., Sean Sanborn, Assessor Jason Corbus, CHW Deputy Director Eric Gleason, Public Health Administrator Tim Lynch, Community Corrections Director Mike Crim and Business Operations Manager Jennifer Mahlum, Juvenile Legal Secretary Jena Gardner, Maintenance Operations Manager Kyla Foster, Forestry Business Operations Manager Lindsay Kinney, Public Works Director Paul Slater, Community Development Director Jill Rolfe, Business Operations Manager Bobbi Brooks

Chair Farmer opened the meeting.

1. Request Approval of Community Development Block Grant Agreement with Greenacres RFPD & Authorize Chair to Sign- Finance

Ms. Simms said that the agreement is ready to sign, and that there are specific spots for each commissioner to sign on the signature cards. Greenacres Fire Chief Corey Bryant was also in attendance, in case anyone had questions about the project. *Commissioner Taylor moved to approve grant agreement #C25008 and to authorize Chair Farmer to sign. Commissioner Sweet seconded the motion. Vote was taken and unanimously carried.* Commissioner Sweet said that he really appreciates all of the work that's been done on this project.

2. Request Approval of Resolution to Dissolve 911/Dispatch Fund- Finance

Ms. Simms explained that the Dispatch Center moved to Coos Bay in fiscal year 25 so this fund is no longer needed. She said that the balance in the fund, \$456.90, will be transferred to the general fund as budgeted. *Commissioner Taylor moved to approve Resolution 26-04-037B, In the Matter of Dissolving the 911/Dispatch Fund. Commissioner Sweet seconded the motion. Vote was taken and unanimously carried.*

3. Request Approval of Resolution to Close Project Retainage Money Market Account- Finance

Ms. Simms said that we have a money market account that was specifically needed for large projects that required us to put the retainage amount in an interest-bearing account, but changes in the laws no longer require us to do that. *Commissioner Sweet moved to approve Resolution 26-04-038B, In the Matter of Closing Columbia Bank Project Retainage Money Market Account. Commissioner Taylor seconded the motion. Vote was taken and unanimously carried.*

4. Request Approval to Purchase Fleet Vehicles- CHW

Dr. Gleason read from the agenda coversheet: "CHW relies on a mobile workforce to provide community-based services, home visits, and clinical outreach. CHW will need to purchase one vehicle to accommodate the program expansion of our ACT program and two vehicles for a new behavioral health program, Community Navigator. The inventory turnover at local dealerships makes the current process to purchase vehicles prohibitive, based on timeframes and the

vehicles being available.” He said that basically, they are asking permission to start the process of purchasing at least three vehicles without having to come back to the Board. *Commissioner Sweet moved to authorize spending authority for the CHW Director, in an amount not to exceed \$150,000, to purchase three vehicles, subject to County Counsel review and approval of quotes submitted, minimum of three. Commissioner Taylor seconded the motion.* Mr. Totland said that state purchasing would be preferable, and it wouldn’t require staff getting three quotes. Chair Farmer asked Dr. Gleason to explain ACT, and Dr. Gleason said that this is the Assertive Community Treatment team, and that they are on the road constantly. *Vote was taken and unanimously carried.*

5. Request Approval to Renew Zoom Subscription & Authorize Eric Gleason to Sign- CHW

Dr. Gleason stated that the Board previously approved renewing this subscription, but the amount on the agenda coversheet was wrong. He said that the total for the renewal is \$16,932.30, so they need another \$786.60 to complete the purchase. *Commissioner Taylor moved to approval an additional \$786.60 for the Zoom subscription renewal and to authorize Eric Gleason to sign the purchase order; total purchase price is \$16,932.30. Commissioner Sweet seconded the motion. Vote was taken and unanimously carried.*

Late Agenda Item #1- Request Approval of Job Description- CHW

Dr. Gleason read from the agenda coversheet: “Request the Board of Commissioners approve the newly created job description for the position of Mental Health Specialist II- Civil Commitment Investigator. This position is currently vacant due to retirement, and ready to be advertised; a specialized job description has been developed to support recruitment.” Commissioner Sweet asked for significant changes, since the commissioners did not get the chance to review this before the meeting. Dr. Gleason said that there apparently was no job description; Doug Shupe was just doing the job. *Commissioner Taylor moved to approve the job description of MHS II- Civil Commitment Investigator, and to approve posting/filling the vacant position. Commissioner Sweet seconded the motion. Vote was taken and unanimously carried.*

6. Request Award of Contract for Seven Devils Guardrail Project- Road

Mr. Slater said that they worked with Civil West on the bid package for this project, and Civil West held the bid opening. He noted that the bids went from just under \$30,000 to over \$55,000. *Commissioner Sweet moved to award the contract for the Seven Devils Road #33B MP 15.1 to Gage It Construction LLC in the amount of \$29,986. Commissioner Taylor seconded the motion.* Commissioner Taylor then said that there is a lot of disparity in the bids, and Mr. Slater said that this is typical. He said that the other two bidders are union companies but Gage It is not. *Vote was taken and unanimously carried.*

7. Request Approval to Purchase 2023 Chevy Colorado from Road Dept.- Solid Waste

Mr. Slater explained that the Road Department bought the Chevy but it’s too small for what they need. He said that this vehicle is a better fit for what Solid Waste needs, and it only has about 20,000 miles on it. *Commissioner Sweet moved to approve paying invoice #941626 from the Road Department in the amount of \$25,000 for the purchase of a 2023 Chevy Colorado Crew Cab pickup. Commissioner Taylor seconded the motion. Vote was taken and unanimously carried.*

8. Request Approval of Contracts for Realtor of Record- Community Development/Land Agent

Ms. Rolfe said that changes in the tax foreclosure laws have made it necessary to go out for quotes for real estate services. She said that Pacific Properties and Pacific Coast Properties tied as the top ranked firm, and they are willing to split the work, dividing the service areas by zip codes. *Commissioner Sweet moved to approve the contracts for Realtor of Record services to support the county's tax foreclosure process. Commissioner Taylor seconded the motion.* Chair Farmer asked about the timeline for getting properties listed and Ms. Rolfe replied that they will work with us to make sure that properties are secured and they will be listed as quickly as possible. Commissioner Sweet asked how the work would be divided between the two companies, and Ms. Rolfe replied that one will take Coos Bay, North Bend and Lakeside zip codes, and the other company will take off of the rest. *Vote was taken and unanimously carried.*

9. Request Award of Timber Sales Contracts- Forestry

Ms. Kinney stated that the timber sale was held April 15, and that they received bids on all seven sales offered. *Commissioner Sweet moved to award the timber sale contracts to the high bidder in each case. Commissioner Taylor seconded the motion. Vote was taken and unanimously carried.*

Late Agenda Item #2- Oyster Bed Leases- County Counsel

Mr. Totland said that he was asked to amend and reassign the Clausen leases to Pacific Shellfish. He said that Clausen's will retain 90 acres, as spelled out in Exhibit A of the agreement, and they will give the county the back payments that they have missed. Once that is complete, Mr. Totland said that there will be a new lease for Clausen's for the 90 acres that they are keeping. *Commissioner Taylor moved to approve the amendment and reassignment of oyster leases and to authorize Chair Farmer to sign. Commissioner Sweet seconded the motion.*

Commissioner Sweet suggested that we should do a study to see what other entities are charging for these leases. Mr. Totland then noted that there is an escalator in this lease.

Vote was taken and unanimously carried.

Commissioner Taylor moved to approve a new lease for Clausen Oysters for the S1 beds and to delegate signing authority to Jill Rolfe. Commissioner Sweet seconded the motion. Vote was taken and unanimously carried.

10. Department Updates

- **Public Works-** Mr. Slater said that he has the on-call contractor working on some of the top priorities, the crew is working on the Haynes Slough bridge repair, and that the paving and ditching programs will be starting soon. He then said that the engineers have started working on the Transpacific Parkway project, which will take some time to complete. For Solid Waste, Mr. Slater stated that they are chugging along, and that the

Road Department made some repairs for them. He then said that he is still working with Northwest Natural on the transfer of the gas pipeline.

- **Forestry-** Ms. Kinney said that they are moving forward with the grant for the campground, and that she has been communicating with the bike club on upcoming logging in the area of the bike trails.
- **Community Corrections-** Mr. Crim stated that as of this morning they have 407 active cases plus warrants. He said that the directors are pushing back on the state's request for their policies, saying that so long as they are following the IGA, the state doesn't need the policies. Mr. Crim said that he met with the Douglas County work crew supervisor, and they are willing to have a work crew here, at no cost to us, and serving on a work crew would be in lieu of serving Jail time. He said that the imbedded DA is leaving, so he will be working with Ms. Newby to get that position filled. He then said that all of the programs are going well. On the Juvenile side, he said that they have about 40 cases for the 3 counselors, so each has 14-15 cases to manage. Mr. Crim then said that Ms. Gardner picked up on on-call shift when one of the counselors was out sick, so she did a transport to Roseburg; he told the staff that he is available to do transports when necessary. Mr. Crim went on to say that he will be attending conference in June, and that the Courts are wanting really strong recommendations from the counselors, so we are doing just that. Mr. Crim said that both divisions that he oversees has dedicated, hardworking staff.
- **District Attorney-** Ms. Newby began by saying that the Department of Justice handled the Jackson murder case for the county, and that she really appreciates all of the work that they did on this case. She said that she lost a Legal Secretary to State Courts, the imbedded DA is leaving, and that she has one employee out on maternity leave until July, so they are doing the best that they can with limited staff. Ms. Newby stated that there are a lot of trials coming up because there are a lot of new Public Defenders who are anxious to get to court. She then said that she has an interim DDA coming soon.
- **CHW-** Dr. Gleason and Dr. Lynch said that the Behavioral Health Center preliminary application has been approved by OHA, so that is moving forward, and they hope to be fully certified by January. Dr. Gleason then said that he will be out of the office next week, so Dr. Lynch will be in charge. Dr. Lynch then announced that the state LADPC published an article that he and Katrinka McReynolds wrote, and then he said that he still needs to talk to a couple of communities about the possible restrictions for kratom. He then said that in May, he will be giving a lecture at OHSU on chronic diseases.
- **Assessor-** Mr. Corbus stated that they are bringing on a new Appraiser next month, and that the current Appraisers are taking an on-line training course right now. He said that they are making good headway on getting new construction, and that they will be helping Bandon with ARC GIS. He ended by saying that progress is being made for housing. Commissioner Sweet said that he would like to know how many new homes have been built in the last couple of years, and Mr. Corbus replied that he could get those numbers to the commissioners.
- **Community Development-** Ms. Rolfe stated that the cost share event was held over the weekend, and that Solid Waste was great to work with on this. She said that she is working with Bandon and Lakeside on the IGA's for the county to provide services for

them, and she said that staff are doing 15-20 inspections per day right now. She then said that she presented the UGB project to LCDC recently, and they thought that it was a fantastic project. Ms. Rolfe then said that CBEMP committees are up and running, and they are meeting regularly, and that the Parks plan update has been completed. She then said that the Cloud Permit system should be live by July, but she is really hoping to finish it sooner, in order to get everyone trained by July.

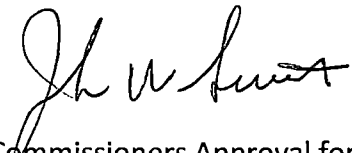
- **Finance-** Ms. Simms said that she has one employee out on maternity leave, and when she returns another employee will be leaving for maternity leave. She said that she sent out the request for budget changes to everyone.
- **Maintenance-** Ms. Foster said that the crew is working on bathroom remodels and fixing issues that the Fire Marshal found.
- **Clerk-** Ms. Brecke said that everyone is focused on elections right now, and that today is the last day for anyone to change their registration. She said that ballots will go out in the mail tomorrow, and she suggested that everyone vote early. She then said that the Recording side is going well, and that they just celebrated Tammy Dalton's 25th anniversary with the county.
- **Sheriff-** Sheriff Fabrizio started by saying that there are a lot of internal processing going on, with lots of trials and search warrants right now. He said that he is going try to get 3 bills in front of the legislature, with assistance from Sen. David Brock Smith. Capt. Sanborn stated that the Sallyport doors are being replaced right now, after having been hit by delivery vehicles, and that all of the records are now digitized, so they are going to try to redirect the remaining funds into getting an evidence records management system. Capt. Sanborn then said that they are looking at moving the detectives to the bottom floor of the Juvenile building, and they believe that they can do this for minimal cost. Ms. Foster said that they will need to install a fire alarm system. Chair Farmer then said that they may need to look for a grant to get the sewer improvements done, as that will be an expensive project. Mr. Totland then said that he would like to see if the Board is ok with he and Mr. Bouthillier moving forward with quotes to move the CJIS wire to that building, and Capt. Sanborn said that they will need to know what that will cost before they can modify the grant. It was the consensus of the Board to move forward with getting quotes. Sheriff Fabrizio then said that moving this line will help a lot, as they have had some CJIS violations that this move will fix.

Chair Farmer adjourned the meeting.

Respectfully submitted,



Bobbi Brooks
Business Operations Manager



Commissioners Approval for
Submission to the Board

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Owen Building

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10:00 AM

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