

AGENDA

COOS COUNTY BOARD OF COMMISSIONERS

Owen Building Large Conference Room, 201 N. Adams, Coquille
or Virtually at <https://meet.goto.com/865921461>
October 6, 2026

1. **EXECUTIVE SESSION UNDER THE AUTHORITY OF ORS 192.660- small conference room- the public is excluded from this portion of the meeting**
 - A. (2)(e) Real Property Transactions
 - B. (2)(f) Records or Information Exempt from Public Inspection
 - C. (2)(h) Consultation with Counsel
2. **9:30 AM PUBLIC SESSION/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**
3. **DEPARTMENT HEADS**
 - A. Request Approval of Revised Job Description for Staff Accountant I; Approval to Post & Fill- Coos Health & Wellness (CHW)
 - B. Request Award of Contract for Barview Approaches Paving Project- Road
 - C. Request Approval of Job Description for Secretary I Position; Approval to Post & Fill- Community Corrections
 - D. Request Approval of Modification to BLM Contract; Authorize Chair to Sign- Sheriff
 - E. Request Approval of Revised Job Description & Reclass for Building Maintenance Worker- Maintenance
 - F. Request Approval of Order Adopting Road Name (Kromminga Lane)- Planning
 - G. Request Approval of Order Appointing Clinton Herold-Shackelford to CBEMP Citizen Advisory Committee- Community Development
 - H. Discussion re: Donation to Coastal Caucus- BOC
4. **CONSENT CALENDAR- administrative matters not up for discussion**
 - A. **Approval of Minutes**
 - i. Worksession- Acceptance of Donated Funds to the Sheriffs Office- September 9, 2026
 - ii. Regular Meeting Minutes- September 14, 2026
 - iii. Executive Session (2)(e) Real Property Transactions- September 22, 2026
 - iv. Workgroup Minutes- September 22, 2026
 - v. Worksession- Succession Planning for BOC Office- September 29, 2026
 - B. **Orders & Resolutions**
 - i. Order 26-10-043C. In the Matter of Appointing Carey Smith to the Carlson-Primrose Special Road District
 - ii. Resolution 26-09-137P, In the Matter of Granting a Salary Adjustment Due to Certification for Brian Kent Retroactive to May 1, 2026
 - iii. Resolution 26-09-138P, In the Matter of Granting a Longevity Salary Increase for Hannah Francis Effective October 1, 2026
 - iv. Resolution 26-09-139P, In the Matter of Granting Salary Merit Step Increases for Various CADS Employees Effective October 1, 2026
 - v. Resolution 26-09-140P, In the Matter of Granting a Salary Merit step Increase for Various Employees Retroactive to September 1, 2026
 - vi. Resolution 26-09-141P, In the Matter of Granting a Salary Merit Step Increase for Various Employees Effective October 1, 2026
 - C. **Post-Action Notifications Pursuant to County Rule 10.043 (5)**
 - i. Lease with Riley Ranch MX LLC- Parks- event at Riley Ranch track
 - ii. Contract with CFE, LLC- Parks- electrical services at Bastendorff Park
5. **LATE AGENDA ITEMS**
6. **COMMISSIONERS REPORTS**
7. **CITIZEN COMMENTS**

BOC only: Consent Agenda _____ Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Executive Session Requested

Department: Counsel

Requested Agenda Date: 10/06/2026

Contact Person: Colton Totland

Phone/Ext.: 7690

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

- **ORS 192.660(2)(e)** – Conducting deliberations with persons designated by the governing body to negotiate real property transactions
- **ORS 192.660(2)(f)** – To consider information or records that are exempt by law from public inspection.
- **ORS 192.660(2)(h)** – Consulting with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Funding Source: N/A

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

Date: 09/30/2026

Signature of Dept. Head: Colton Totland

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

If this is a Contract or Grant:

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

County Counsel CT

BOC only:

Consent Agenda _____

Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Approval of Revised Job Description.

Department: Coos Health & Wellness **Requested Agenda Date:** 10/6/2026

Contact Person: Jeffery Blackwell **Phone/Ext.:** 541-266-6700

Background and description of need or problem: The Staff Accountant I job description has not been updated since 2017. The proposed revisions reflect minor updates to the duties and responsibilities of the position. There is no change to the current pay grade. Board approval is also requested to post and fill the position in anticipation of the current employee's retirement. A temporary period of overlap between the current employee and the new hire is anticipated to allow for succession planning and training.

The AFSCME Union has been provided with a copy of the revised job description.

Funding Source: 021-1300-441.10-01 / 021-1302-444.10-01

Requested Action: Approve the revised Staff Accountant I job description with no change in pay grade and authorize the posting and filling of the position.

Date: 9/22/2026

Signature of Dept. Head: _____

Jeff Blackwell

Digitally signed by Jeffery

Blackwell

Date: 2026.09.25 14:59:02 -07'00'

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If this is a contract or grant:

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

County Counsel CT

Treasurer MS

Human Resources cu

DESCRIPTION OF POSITION

Revision Date: October 6, 2026

1.	Classification Title: Accountant
2.	Working Title: Staff Accountant I
3.	Department: Coos Health & Wellness
4.	Paygrade: 445 Position Is: Full Time ☒ Part Time ☐ Extra Help ☐ Seasonal ☐ Other _____ Excluded from Bargaining Unit? Yes ☐ No ☒ AFSCME Eligible for Overtime? Yes ☒ No ☐
5.	What is the purpose of this position? Under the direction of the Finance & Administration Services Manager, the Staff Accountant I performs core fiscal operations for the Department, including processing accounts payable, revenue deposits, and leave accounting records. This role supports the finance department by handling routine month-end reconciliations and journal entries across QuickBooks, County billing, and payroll software. The position helps guide internal staff through everyday procurement questions and works collaboratively to keep department procedural documents up to date.
6.	Essential functions of position. <i>(Reason position exists is to perform these functions; duties may include, but are not limited to:)</i> • Prepare accounts payable, reimbursement, and revenue deposit documents for the Department with accuracy and timeliness; maintain accounting controls for contracts and grants. 35% • Prepare payroll and leave accounting records for the Department by reconciling, auditing, and coordinating directly with County Finance and Human Resources; utilize County Timesheets and BambooHR to ensure accuracy and compliance. 20% • Assist in preparation of month-end close tasks for the Department: prepare and post recurring journal entries, process internal transfers of appropriations, complete the monthly payroll journal entry, and process time-sensitive County payroll termination actions. 20% • Assist in preparation of state, federal, and local financial reports, including billing submissions and documentation for the Oregon Health Authority (OHA). Following established guidelines and templates, the position helps gather data and organize paperwork to ensure the department meets standard agency deadlines. 15% • Serve as the primary point of contact for staff regarding all internal forms and Finance processes; provide guidance and assistance with the completion of required administrative documentation, including Travel Requests, Expense Detail Sheets and Procurement Procedures. 6% • Develop and maintain procedures for Finance functions, as directed; ensure documentation is current and organized. 4%
7.	Supervision This position is supervised by the Finance & Administration Services Manager. This position does not supervise personnel.
8.	List other duties assigned to this position. • Participate in or conduct training as required; may serve in Department's Incident Command Structure • Other duties appropriate to classification, as assigned
9.	Working conditions of position. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

DESCRIPTION OF POSITION

Position is located in the Coos Health & Wellness Department in a typical office setting. Regular office hours are typically 8:00 am to 5:00 pm, Monday through Friday. Occasional travel may be required for training.

The employee will work in an office or computer room with other employees. The noise level in the work environment is moderately quiet. The employee is regularly required to sit and use hands to operate, finger, handle or feel objects, tools or controls. The employee is regularly required to talk and hear and reach with hands and arms. The employee is occasionally required to stoop or stand, walk and lift or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

10. List required special skills, licenses, certificates, etc. To successfully perform this job, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Knowledge/Skills/Ability:

Ability to work quickly and accurately under pressure.

Ability to use initiative and judgment in carrying out tasks and responsibilities with only general instructions and guidance.

Knowledge of standard accounting practices.

Education and/or experience:

High school diploma or equivalent, supplemented by formal coursework in accounting, payroll systems, or fund accounting. Requires four (4) years of experience performing accounts payable, payroll reconciliation, or fiscal data compilation.

Preferred Qualifications:

Prior experience working in local government, public health, or a healthcare setting dealing with state or CCO funding structures.

Must be able to maintain professional, positive interaction with consumers and other constituents on the phone and in person, within appropriate boundaries. Must have ability to use tact and judgment in dealing with staff, the public, and with executives and officials from other entities. Must have ability to effectively train other employees. Regular and consistent attendance is required.

Must be able to accept supervision and adhere to County and Department policies. Must comply with professional ethics, rules of conduct and confidentiality privacy laws. Must be able to establish and maintain effective and harmonious working relationships with other employees, county staff, and outside entities. Must maintain a positive attitude and represent the Department and the County in a positive manner in the community.

11. Is operation of motor vehicle required? Yes ☐ No ☒

12. Equipment, tools, machines used in performance of duties:

The Staff Accountant I operates within a standard office environment utilizing a dual-monitor desktop workstation. Daily responsibilities require a solid working knowledge of **QuickBooks** (or equivalent accounting software) and proficiency in **Microsoft Excel** for organizing financial data. Additionally, this role will learn to navigate our HR platform (**BambooHR**) and access secure state portals, such as the **Oregon Health Authority (OHA)**, to upload reports and documentation.

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Barview Approaches Paving Project

Department: Road

Requested Agenda Date: 10/6/26

Contact Person: Paul Slater

Phone/Ext.: 7664

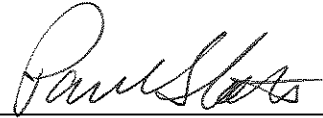
Background and description of need or problem: We recently requested bids for the Barview Approaches Paving Project. We received 1 bid from Knife River Materials in the amount of \$230,200.00.

Funding Source: 003-2703-431.36-01 Contracted Services

Requested Action: Award and Sign Contract with Knife River Material for the Barview Approaches Paving Project in the amount NTE \$230,200.00.

Date: 9/28/26

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 CT

Treasurer MS

Human Resources _____



CONTRACT / GRANT SUMMARY FORM

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

Name/Agency Name and Address: LTM dba Knife River Materials PO Box 1720 Coos Bay, OR 97420

Contact Person: Tim Huntley

Phone No: 541-269-1915

Email: tim.huntley@kniferiver.com

Amount of Contract/Grant Award: \$ 230,200

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

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

End Date: 06/30/27 (if known)

County Department and Employee Responsible for Performance: COOS COUNTY ROAD DEPARTMENT/PAUL SLATER

Description: Coos County Barview Approaches Paving Project

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: CT

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Approval of Job Description.

Department: Community Corrections **Requested Agenda Date:** 10/6/2026

Contact Person: Mike Crim **Phone/Ext.:** 541-396-7700

Background and description of need or problem Request Board approval of the Corrections Secretary I job description at Pay Grade 414 and approval to post and fill the position. Community Corrections currently has a vacant Corrections Secretary III position and would like to fill the vacancy at the Corrections Secretary I level instead.

The AFSCME Union has been provided with a copy of the job description.

Funding Source: 011-2400-423.10-01

Requested Action: Approve the Corrections Secretary I job description at Pay Grade 414 and approve posting and filling the position. This position will fill the existing Corrections Secretary III vacancy and will not result in an additional FTE.

Date: 9/28/2026

Signature of Dept. Head:

[Signature]
for Mike Crim

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- ☐ If insurance is required, is the insurance certificate attached?
- ☐ Is the Clerk's Coversheet attached or do you want it returned to you for filing?

County Counsel CT

Treasurer MB

Human Resources an

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DESCRIPTION OF POSITION

Revision Date: October 6, 2026

1.	Classification Title: Community Corrections Secretary I
2.	Working Title: Community Corrections Secretary I
3.	Department: Coos County Community Corrections
4.	Pay Grade & Range: Pay Grade 414 Position Is: Full Time ☒ Part Time ☐ Extra Help ☐ Seasonal ☐ Other _____ Excluded from Bargaining Unit? Yes ☐ No ☒ AFSCME Eligible for Overtime? Yes ☒ No ☐
5.	What is the purpose of this position? Performs clerical and secretarial work in support of the administrative, client, and program services of the Coos County Community Corrections Department. Performs routine office, records, data entry, reception, and legal document processing duties in accordance with established policies and procedures. Work is performed under general supervision, with training and guidance provided on Community Corrections procedures, terminology, records, and computer systems.
6.	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. • Offender File Maintenance: Opens, closes, maintains, and transfers offender files in accordance with established procedures. Enters and updates offender information in computerized and manual record systems. Processes routine court orders and other legal documents and refers unusual, incomplete, or complex documents to more experienced staff or a supervisor for review. • Typing/Word Processing: Types and prepares routine correspondence, reports, memoranda, forms, notices, and other documents from drafts, templates, or general instructions. Reviews work for completeness and accuracy and maintains confidentiality of records and information. • Data Entry and Records: Enters, updates, and retrieves information from departmental databases and record systems. Maintains files, logs, directories, and other departmental records. Files, scans, copies, and distributes documents as required. • Front Desk/Reception: Provides reception and customer service by telephone and in person. Directs clients and visitors to appropriate staff, provides routine information, takes messages, schedules appointments as assigned, and processes incoming and outgoing mail. • Fee Collection: Receives payments and issues receipts in accordance with established procedures. Prepares deposits and maintains related records as assigned. • Court and Department Documents: Copies and distributes reports and other documents for the Court, District Attorney, Department of Corrections, and other agencies as directed. Prepares routine hearing packets, performs electronic filing, and processes other documents in accordance with established procedures. • General Office Support: Prepares meeting materials, makes travel arrangements and conference registrations, assists with supply needs, checks out department credit cards, and performs other routine administrative functions as assigned. • Confidentiality: Maintains confidential and sensitive information relating to offenders, employees, and departmental operations in accordance with applicable laws, policies, and procedures. • Other Duties: Performs other duties as assigned by the Supervisor or Department Head.
7.	Working conditions of position. Typical office setting, normally 8:00 a.m. – 5:00 p.m., Monday through Friday. Position has regular contact with Community Corrections clients, members of the public, law enforcement, courts, and other agencies. Travel within the County and state may occasionally be required for training or meetings.

DESCRIPTION OF POSITION

Requires ability to push, pull, lift and/or carry up to 30 pounds. Other physical demands may include bending, keyboarding, pulling, pushing, standing, and walking.

8 List required special skills, licenses, certificates, etc.

High school diploma or GED and at least two years of general office, clerical, customer service, records, or related experience; or any satisfactory equivalent combination of education, training, and experience that demonstrates the knowledge, skills, and abilities necessary to perform the position.

Preference may be given to candidates with experience using DOC400, OJIN, or similar records-management systems; however, prior experience with these systems is not required.

- Working knowledge of general office practices, procedures, filing, recordkeeping, and business correspondence.
- Basic proficiency with computers, Microsoft Office programs, email, and standard office equipment.
- Ability to learn Community Corrections terminology, procedures, records systems, and applicable computer programs.
- Ability to accurately enter and retrieve information and maintain organized records.
- Ability to read and follow written and oral instructions, policies, procedures, and routine legal documents.
- Ability to communicate effectively and professionally, both orally and in writing, with clients, coworkers, law enforcement, courts, other agencies, and members of the public.
- Ability to work accurately, organize assigned work, meet deadlines, and ask for guidance when circumstances fall outside established procedures.
- Ability to exercise tact and good judgment when dealing with confidential or sensitive information and individuals who may be upset or difficult.
- Ability to establish and maintain effective working relationships with coworkers, County staff, other agencies, and the public.
- Must be able to accept supervision and comply with County and Department policies, professional standards, rules of conduct, and confidentiality requirements.
- Regular and consistent attendance is required.
- **Must pass a comprehensive criminal, civil, and personal background check and be able to obtain LEDS certification within 60 days of assignment, if required by the Department.**

9. Is operation of motor vehicle required? Yes ☐ No ☒

10. List equipment, tools, machines used in performance of duties.
Desktop/laptop computers and server(s), copy machine, fax machine, phone systems and standard office equipment in addition to the above listed requirements.

BOC only:

Consent Agenda _____

Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Modification of BLM Contract

Department: Sheriff's Office

Requested Agenda Date: 10/6/26

Contact Person: Captain Sean Sanborn

Phone/Ext.: 7874

Background and description of need or problem: USDOJ Bureau of Land Mgmt. (BLM) - Modification P00006. Net Increase of \$210,432.00

Funding Source: 331.02-04 BLM Timber Patrol

Requested Action: Board review and sign Modification number P00006.

Authorize Chair to Sign

Date: 09/23/26

Signature of Dept. Head: _____

[Signature]

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

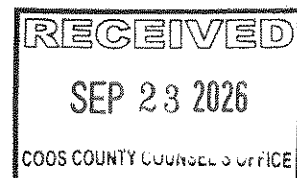
County Counsel _____

CT

Treasurer _____

MS

Human Resources _____



3D

CONTRACT / GRANT SUMMARY FORM

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

Contract/Agreement/Grant No.: 140L4323P0108(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: \$ 907,230.72 Less (\$40,811.71) = \$866,419.01

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

Effective Date: 10/1/23 Start Date: _____ (if different from effective date, i.e. retroactive / prospective date)

End Date: 9/30/2026 (if known)

County Department and Employee Responsible for Performance: Sheriff - Criminal, Captain Sean Sanborn

Description: 5 Year Timber Patrol -

Base Year \$175,712.00 (Decrease of \$56,021.28) to \$119,620.72

Plus \$183,762.00, (Decrease of \$40,811.71) to \$142,950.29.

Plus 192,235.00, Plus \$201,111.00 Plus \$210,432.00 for a total of \$866,419.01

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%	Vendor

*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: \$ 175,712.00

Previous Date:

Original Date: 12/26/23

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

BOC only: Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Approval of Revised Job Description

Department: Maintenance Dept.

Requested Agenda Date: 10/6/2026

Contact Person: Kyla Foster

Phone/Ext.: 541-396-7742

Background and description of need or problem: At the request of the Maintenance Department, Human Resources conducted a review of the Building Maintenance Worker classification and job description, which has not been updated since July 7, 2020. The review identified changes and expansion in the duties performed by the position, including increased facility maintenance responsibilities, custodial duties, and work involving building access and camera equipment. Based on the current duties and responsibilities of the position, HR recommends moving the Building Maintenance Worker classification from Pay Grade 413 to Pay Grade 415.

Board approval is requested for the attached revised Building Maintenance Worker job description and the recommended reclassification to Pay Grade 415. If approved, HR will prepare updated payroll resolutions for the two employees affected by the reclassification.

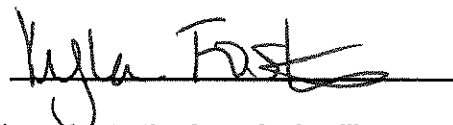
The AFSCME Union has been provided with a copy of the revised job description.

Funding Source: 001-1400-419.10-01

Requested Action: Approve the revised Building Maintenance Worker job description and reclassify the position from Pay Grade 413 to Pay Grade 415. Direct Human Resources to prepare the necessary payroll resolutions for the two employees affected by the reclassification.

Date: 9/25/2026

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.

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

County Counsel CT

Treasurer MS

Human Resources



DESCRIPTION OF POSITION

Revision Date: October 6, 2026

1.	Current Classification Title: Building Maintenance Worker		
2.	Working Title: Building Maintenance Worker		
3.	Department: Maintenance –Paygrade 415		
3.	Position Is:	Full Time ☒ Part Time ☐ Extra Help ☐	
		Seasonal ☐ Other _____	
	Excluded from Bargaining Unit?	Yes ☐ No ☒ AFSCME _____	
	Eligible for Overtime?	Yes ☒ No ☐	
5.	What is the purpose of this position? This classification performs a variety of skilled and semi-skilled work involving the maintenance, repair, upkeep, custodial care, and general operation of County buildings and facilities located throughout the County. The position performs preventive and routine maintenance of building systems and equipment and assists in maintaining County facilities in a safe, clean, functional, and serviceable condition.		
6.	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. ▪ Performs preventive and routine maintenance and repair of County buildings and facilities, including HVAC systems, plumbing, electrical and mechanical components, fixtures, and other building systems within the scope of the position. ▪ Performs carpentry, painting, drywall repair, minor construction and remodeling, and other general building maintenance and repair work. ▪ Installs, maintains, repairs, and assists with troubleshooting electronic door/access equipment and related building hardware at County facilities. ▪ Assists with the installation, relocation, maintenance, and repair of security camera equipment, including running wire and cable and mounting or relocating cameras and related equipment. ▪ Performs custodial duties necessary to maintain County buildings and facilities, including cleaning and sanitizing restrooms and common areas; sweeping, mopping, scrubbing, and maintaining floors; washing walls and windows; removing refuse; replenishing supplies; and performing other routine custodial work. ▪ Performs maintenance and repair work at multiple County-owned and operated buildings and provides assistance at additional County facilities as assigned. ▪ Operates County vehicles and a variety of hand and power tools and equipment, including landscaping equipment, chainsaws, and other equipment necessary to perform assigned maintenance and grounds-related work. ▪ Handles and uses cleaning chemicals, herbicides, and other chemical products in accordance with manufacturer instructions, Safety Data Sheets (SDS), County safety policies, and applicable safety requirements. Maintains or assists in maintaining current Safety Data Sheets for chemical products used in assigned work and ensures SDS information is readily accessible. ▪ assigned work and ensures SDS information is readily accessible.		

DESCRIPTION OF POSITION

Revision Date: October 6, 2026

- Responds to maintenance needs and assists in identifying, troubleshooting, and correcting building and equipment problems within the scope of the position.
- Follows written and verbal work instructions and coordinates assigned work with County departments, employees, contractors, and vendors as necessary.
- Performs work in accordance with County safety policies and established safe work practices, including the proper use of personal protective equipment.
- Prepares and revises Job Hazard Assessments and performs other safety-related responsibilities as assigned.
- Performs other related duties as assigned.

7. **Supervision.**

This position is supervised by the Coos County Maintenance & Operations Manager or Maintenance Supervisor. This position does not exercise supervisory authority over County employees but may occasionally provide direction or coordination to contractors or contract work crews performing assigned projects.

8. **Working conditions of position.**

Work is performed in County buildings, mechanical and maintenance areas, outdoors, and at various County facilities. Work may be performed in all types of weather and may involve exposure to dust, dirt, noise, chemicals, cleaning products, mechanical equipment, power tools, and other conditions commonly associated with building and grounds maintenance.

The work requires frequent standing and walking and may require bending, twisting, pushing, pulling, stooping, kneeling, climbing stairs and ladders, working at heights, and lifting and carrying objects weighing up to 80 pounds. Employees may work on rough or uneven terrain and may be required to clean potentially infectious bodily fluids following appropriate training and use of required personal protective equipment.

Driving between County facilities is required. Regular and consistent attendance is required.

9. **List required special skills, licenses, certificates, etc.**

- High school diploma or equivalent.
- Two years of building maintenance, facilities maintenance, construction, custodial, mechanical, or closely related experience preferred; or an equivalent combination of education, training, and experience that provides the required knowledge and skills.
- Knowledge of HVAC systems and working knowledge of general building maintenance and repair practices, including basic carpentry, plumbing, electrical, mechanical, painting, and custodial work.
- Knowledge of safe chemical handling practices, Safety Data Sheets (SDS), hazard communication requirements, and the proper selection and use of personal protective equipment (PPE).
- Ability to safely operate and maintain hand tools, power tools, landscaping equipment, and other equipment used in building and facilities maintenance.
- Ability to identify routine maintenance and repair needs, troubleshoot basic building and equipment problems, and determine when additional technical or specialized assistance is

DESCRIPTION OF POSITION

Revision Date: October 6, 2026

necessary.

- Ability to understand and follow written and verbal instructions and work independently on assigned tasks.
- Ability to establish and maintain effective working relationships with County employees, contractors, vendors, and the public.
- Basic ability to use computers, email, and commonly used office software as necessary to perform assigned duties.
- Valid Oregon driver's license and ability to meet County driving requirements.

10. Is operation of motor vehicle required? Yes ☒ No ☐

11. **List equipment, tools, machines used in performance of duties.**
County vehicles; hand and power tools; carpentry tools; drills; saws; ladders; landscaping and grounds-maintenance equipment; chainsaws; custodial equipment; floor-care equipment; plumbing and basic electrical tools; painting equipment; testing and measuring devices; personal protective equipment; computers and mobile communication devices; and other tools and equipment commonly used in building and facilities maintenance.

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

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

Department: Community Development (Planning)

Requested Agenda Date: 10/6/26

Contact Person: Jill Rolfe

Phone/Ext.: 7770

Background and description of need or problem: Adoption of a road name

Funding Source: Applicant

Requested Action: Adopt Order No. 26-10-024PL in the matter of the adoption of an official name of a road "Kromminga Lane" located off of East Bay Road, East of the city of North Bend.

Date: September 28, 2026

Signature of Dept. Head: Jill Rolfe

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

If this is a contract or grant:

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

County Counsel CT

Treasurer MS

Human Resources _____

3F

BOARD OF COMMISSIONERS
COOS COUNTY
STATE OF OREGON

IN THE MATTER OF THE ADOPTION
OF AN OFFICIAL NAME OF A ROAD
"KROMMINGA LANE " LOCATED OFF
OF EAST BAY ROAD. EAST OF
THE CITY OF NORTH BEND

ORDER NO. 26-10-042PL

THIS MATTER HAVING come before the Board of Coos County Commissioners (the
"Board") at a regular meeting held on the 6th day of OCTOBER, 2026, and whereas the Planning
Department has received a request to finalize a road name by adopt an official road name for the
property described in Attachment "A", attached hereto and incorporated by this reference herein and
further described as part of Coos County Planning File RN-26-001;

AND IT APPEARING to the Board the Planning Department followed the correct process to
name a road as described in Article IV, Division 8, of the Coos County Code. The petition has been
accepted and found the name is necessary to facilitate emergency response and promote the health,
safety, and welfare of the public;

AND IT FURTHER APPEARING to the Board that a notice was provided to abutting
property owners and all required parties of Section 04-08-040;

AND IT FURTHER APPEARING to the Board that after reviewing the request from the
Planning Department and the fact that no appeals were filed that Board finds that the proposed road name
is appropriate and conforms to the requirements of the Coos County Code Article IV, Division 8.

NOW, THEREFORE, IT IS HEREBY ORDERED by the Board that the official name for the
property described in Attachment "A" shall be KROMMINGA LANE .

Dated this _____ day of _____, 2026.

BOARD OF COMMISSIONERS

Chair

Vice Chair

Commissioner

Approved as to form:

Office of Legal Counsel

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Adoption of Order No. 26-10-044C appointing Clinton N. Herold-Shackelford to the Coos Bay Estuary Management Plan Advisory Board.

Department: Community Development

Requested Agenda Date: October 6, 2026

Contact Person: Jill Rolfe, Director **Phone/Ext.:** 7770

Background and description of need or problem: An application was received from Clinton N. Herold-Shackelford to serve on the Citizen Advisory Committee. Mr. Herold-Shackelford states that he is a 100% disabled veteran of the United States Armed Forces. He explains that his qualifications are grounded in extensive, primary-source infrastructure auditing, data analysis, and regulatory compliance tracking. He states that he possesses advanced functional experience independently reviewing, cross-referencing, and synthesizing complex public records, including federal transportation frameworks, municipal budgets, and U.S. Army Corps of Engineers structural standards against localized public resource buffers. The current vacancy is for citizen from priority populations and Mr. Clinton N. Herold-Shackelford meets the qualification for this and has indicated willingness to serve.

Funding Source: Community Development

Requested Action: Adopt Order No. 26-10-044C appointing Clinton N. Herold-Shackelford to the Citizen Advisory Committee for the Coos Bay Estuary Management Plan Advisory Board.

Date: September 28, 2026

Signature of Dept. Head: Jill Rolfe

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

If this is a contract or grant:

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

County Counsel _____

Treasurer MS _____

Human Resources _____

1 BOARD OF COMMISSIONERS
2 COUNTY OF COOS
3 STATE OF OREGON
4

5 In the Matter of Appointing Clinton N.) ORDER
6 Herold-Shackelford to the Coos Bay)
7 Estuary Management Plan Citizen)
8 Advisory Committee) 26-10-044C
9

10 NOW BEFORE the Board of Commissioners sitting regularly for the transaction of
11 County business on the 6th day of October, 2026 is the matter of appointing Clinton N. Herold-
12 Shackelford to the Coos Bay Estuary Management Plan Citizen Advisory Committee #13, citizen
13 from priority populations;
14

15 AND IT APPEARING to the Board that the above-named individual is duly qualified and
16 willing to serve;
17

18 NOW, THEREFORE, IT IS HEREBY ORDERED that the aforementioned Clinton N.
19 Herold-Shackelford is appointed to the Citizen Advisory Committee in position #13 to fulfill a
20 vacancy of a 4-year term, said term set to expire October 1, 2029.
21

22 DATED this 6th day of October, 2026.
23 BOARD OF COMMISSIONERS
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28 _____
29 Chair
30
31

32 _____
33 Commissioner
34
35

36 _____
37 Commissioner
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BOC only
Consent Agenda
Regular Agenda

AGENDA ITEM COVERSHEET

Agenda Item Title: Donation to Coastal Caucus

Department: BOC

Requested Agenda Date: 10/6/26

Contact Person: John Sweet

Phone/Ext.: 7541

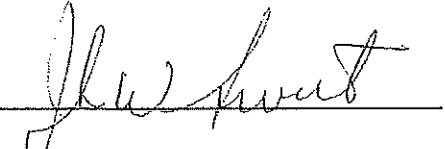
Background and description of need or problem: the county has been requested to make a contribution to the Coastal Caucus

Funding Source: Economic Development

Requested Action: Discussion re: making a donation to the Coastal Caucus

Date:

Signature of Dept. Head:



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

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

County Counsel CT

Treasurer MS

Human Resources _____