

REVISED AGENDA

COOS COUNTY BOARD OF COMMISSIONERS

Owen Building Large Conference Room, 201 N. Adams, Coquille
or Virtually at <https://meet.goto.com/865921461>
June 16, 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)(d) Labor Negotiations
 - B. (2)(e) Real Property Transactions
 - C. (2)(f) Information or Records Exempt from Public Inspection
 - D. (2)(h) Consultation with Counsel

2. **9:30 AM PUBLIC SESSION/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**

3. **GOVERNING BODIES**
 - LIBRARY SERVICE DISTRICT**
 - A. Request Approval of Resolution Adopting the Budget, Making Appropriations, Levying & Categorizing Taxes for 2026-2027
 - 4H & EXTENSION SERVICE DISTRICT**
 - B. Request Approval of Resolution Adopting the Budget, Making Appropriations, Levying & Categorizing Taxes for 2026-2027

4. **DEPARTMENT HEADS**
 - A. Request Approval of Resolution Adopting the Budget, Making Appropriations, Levying & Categorizing Taxes for 2026-2027- Finance
 - B. Request Ratification of Liaison Approval of Revised Job Description for Outreach Specialist & Approval to Post/Fill Position- Coos Health & Wellness (CHW)
 - C. Request Approval of Contract with Kyle Electric for Beaver Hill Pit Roof Lighting Project & Authorize Paul Slater to Sign- Solid Waste
 - D. Request Approval of Application to Business Oregon & Authorize Chair to Sign- Road
 - E. Request Approval of Task Order #3 with AKS Engineering for South Coos River Lane Improvements- Road
 - F. Request Approval of Sub-Lease with Coquille Indian Housing Authority for Office Space- SCINT
 - G. Request Approval of Contract with Helion Software & Adopt Sole Source Findings- Tax/Assessor
 - H. Request Approval of Maintenance Agreement with Octave & Authorize Chair to Sign- Assessor
 - I. Request Approval of IGA with City of Coos Bay for Regional Problem Solving & Authorize Chair to Sign- Community Development
 - J. Request Approval of Resolution to Transfer Appropriations for Personnel Expenses- Counsel
 - K. Request Approval of Resolution to Transfer Appropriations for Legal Expenses- Counsel

5. **CONSENT CALENDAR- administrative matters not up for discussion**
 - A. Approval of Minutes**
 - i. Worksession- Discussion re: Possible MOU with Friends of Coos County Fair- April 29, 2026
 - ii. Executive Session (2)(i) Performance Review- May 19, 2026
 - iii. Worksession-Potential TPP Wildlife Crossing/BASIC Act Letter to Congress- May 19, 2026
 - iv. Hearing- Ellis Grievance- May 20, 2026
 - v. Regular Meeting Minutes- June 2, 2026
 - vi. Hearing- Fees- June 2, 2026
 - vii. Worksession- Funding for CVA Position/Budget Adjustments Before Adoption- June 5, 2026
 - B. Ratification of All Routine Expenditures, Tax Overpayments and Adjustments and Transfer of Funds Within the Budget**
 - i. Transfer of Appropriation Within Department- Law Library- insurance benefits
 - ii. Transfer of Appropriation Within Department- Sheriff- to purchase used vehicle
 - iii. Transfer of Appropriation Within Department- Comm. Corr.- consulting services

C. Orders & Resolutions

- i. Order 26-06-022C, In the Matter of Appointing Karen Davis to the CCD Business Development Corporation Board of Directors
- ii. Order 26-06-023C, In the Matter of Reappointing Todd Bucholz to the Coos County Planning Commission
- iii. Amended Resolution 26-04-035P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date
- iv. Resolution 26-06-074P, In the Matter of Granting Salary Merit Step Increases for Various Employees Retroactive to March 1, 2026
- v. Resolution 26-06-075P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date
- vi. Resolution 26-06-076P, In the Matter of Approving the AFSCME Payscale as a Result of a Pay Equity Analysis, Effective July 1, 2026
- vii. Resolution 26-06-077P, In the Matter of Approving the Non-Union Payscale as a Result of a Pay Equity Analysis, Effective July 1, 2026
- viii. Resolution 26-06-078P, In the Matter of Granting Salary Merit Step Increases for Various CADS Employees Effective June 1, 2026
- ix. Resolution 26-06-079P, In the Matter of Paying Working Out of Class Pay for Cynthia Rodriguez Effective June 8, 2026
- x. Resolution 26-06-080P, In the Matter of Implementing Salary Adjustments for Bargaining Unit Employees of CADS- Coos County Association of Deputy Sheriffs on the Coos County Payroll Effective July 1, 2026
- xi. Resolution 26-06-081P, In the Matter of a Transfer for Laurie Reis Effective July 1, 2026
- xii. Resolution 26-06-082P, In the Matter of a Cost of Living Adjustment for the Coos County District Attorney Stipend Effective July 1, 2026
- xiii. Resolution 26-06-083P, In the Matter of a Salary Increase for the Coos County Sheriff Effective July 1, 2026
- xiv. Resolution 26-06-084P, In the Matter of a Cost of Living Adjustment for Elected Officials on the Coos County Payroll Effective July 1, 2026
- xv. Resolution 26-06-086P, In the Matter of Granting Salary Merit Step Increases for Various Employees Effective June 1, 2026

D. Post-Action Notifications Pursuant to County Rule 10.043 (5)

- i. Amendment #4 to IGA with Bandon School District- CHW- contract extension
- ii. Amendment #3 to IGA with North Bend School District- CHW- extension/updates
- iii. Amendment #1 to IGA 047863 with OHA- CHW- reduction of funds
- iv. MOU with OSU- CHW/WIC- defines roles/responsibilities for OSU programs
- v. Contract with Patrick Myers Tree Service- Road- tree removal in Lakeside
- vi. Contract with Knife River- Road- asphalt paving on Catching Slough
- vii. Contract Amendment with LexisNexis- DA- annual subscription
- viii. Contract Renewal with ArcGIS- Assessor- annual subscription

6. LATE AGENDA ITEMS

- A. Request Approval of Various Job Descriptions/Approval Posting & Filling Positions- Road
- B. Request Approval Oyster Lease with Clausen Oyster- Counsel

7. COMMISSIONERS REPORTS

8. CITIZEN COMMENTS

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Approval of Job Descriptions – Road Dept.

Department: Roads

Requested Agenda Date: 6/16/2026

Contact Person: Paul Slater

Phone/Ext.: 541-396-7580

Background and description of need or problem: The Road Department currently has three vacancies and has updated the job descriptions to reflect current duties and operational needs. Request Board of Commissioner approve job descriptions for the following positions:

- Fleet Service V
- Maintenance Worker VI – Crusher Operator
- Maintenance Worker VI – Permit Access

The Commissioner Liaison has authorized posting and filling these positions.

The Teamsters Union has been provided copies.

Funding Source: 003-2700-431.10-01

Requested Action: Request Board approve three revised job descriptions for the Road Department.

Date: 6/12/2026

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.

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 _____

6/12

DESCRIPTION OF POSITION

Revision Date: June 16, 2026

1.	Current Classification Title: Maintenance Worker VI – Crusher Operator
2.	Working Title: Crusher Operator
3.	Department: Road Department
4.	<p>Pay Grade: 806</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?</p> <ul style="list-style-type: none"> ▪ Participates in and supervises operation of crusher.
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"> ▪ Inspects, diagnoses and makes minor and major repairs and modifications to plant. Must have ability to recognize quality of product and make appropriate adjustments using specialized and highly developed skills. ▪ Supervises operation of rock crushing plant, assigning duties, inspecting work procedures and mechanical equipment for proper operation. ▪ Inspects output of crushed rock frequently for proper grade and degree of coarseness. ▪ Recognizes soundness and volume of product being produced and makes appropriate adjustments. ▪ Uses mechanical, electrical and welding aptitudes to provide solutions to production problems. ▪ Keeps time reports and production records. ▪ Coordinates production within regulatory agencies requirements. ▪ Orders supplies, parts and equipment. ▪ Performs maintenance and repair on equipment which includes, but is not limited to, the required lubrication and maintenance as set forth in the operator's manual and which will be overseen by the Fleet Manager. ▪ Regular coordination with management staff on personnel needs as well as rock product needs. ▪ Other duties as assigned.
7.	<p>Supervision:</p> <ul style="list-style-type: none"> ▪ This position is supervised by the Road Foreman and/or Director/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"> ▪ CDL Class A ▪ Flagging Certificate ▪ MSHA Instructor Certification ▪ Thorough knowledge of rock crusher operation and of crusher parts and equipment. ▪ Considerable knowledge of various grades of rock and their use in highway maintenance ▪ Considerable knowledge of the hazards of rock crusher operations ▪ Ability to supervise the work of subordinate employees so as to meet production schedules while promoting safe working policies

DESCRIPTION OF POSITION

Revision Date: June 16, 2026

- Ability to keep production and time records.
- Experience working with electrical components (110v, 220v, and 440v)
- Four years of experience in operation, maintenance and repair of rock crushing equipment, including some experience in a supervisory role.
- Must be capable of teamwork with other employees.

10. Is operation of motor vehicle required? Yes No

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

- Crusher equipment
- Backhoe, brush cutter, excavator, grader, paver, dozer, truck & trailer (lowboy trailer), loader, dump truck, water truck, mower, roller, sand truck, jackhammer, tack truck/trailer, broom,
- Various small tools and equipment

DESCRIPTION OF POSITION

Revision Date: June 16, 2026

1. Current Classification Title: Maintenance Worker VI – Access/Permitting Specialist
2. Working Title: Access / Permitting Specialist
3. Department: Road Department
4. Pay Grade: 806 Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ Excluded from Bargaining Unit? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Teamsters #223 Eligible for Overtime? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5. What is the purpose of this position? <ul style="list-style-type: none">Reviews and issues all Right of Way and Access Permits and Verification Letters for the Road Department. Reviews land use activities that require road department input.
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. <ul style="list-style-type: none">Coordinates and issues driveway and/or access permits for property owners.Issues all right-of-way permits.Issues all utility permits.Inspects all permitted work to ensure compliance.Reviews all land use actions from Coos County Community Development that require Road Department input (i.e. partitions, property line adjustments, etc.).Responds and resolves complaints from the public regarding issues within the road rights-of-way.Produces written reports and memos as required.Patrols and inspects county roads as needed.Identifies work requirements for projects that involve other agencies, departments, utility companies and contractors.Attends meetings and seminars as requested, coordinate's projects with various utilities and governmental agencies.Operates road maintenance equipment as neededOther duties as assigned.
7. Supervision: <ul style="list-style-type: none">This position is supervised by the Director / Roadmaster.
8. Working conditions of position: <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. List required special skills, licenses, certificates, etc.: <ul style="list-style-type: none">CDL Class A, optional but preferred.Flagging CertificateConsiderable knowledge of general and/or specific permitting practices at local, state and/or federal level. Specific experience or knowledge of county land use, access and right of way permitting preferred.Considerable Knowledge of materials, methods and equipment used in the maintenance and construction of roads, bridges and special facilities; the laws and rules governing the safe operation of road construction and equipment; traffic signing regulations; principles of supervision and personnel practices.Must have a minimum of four (4) years' experience in the maintenance, including experience in operating equipment or construction/supervision of roads and highways, including equivalent to high school plus additional specialized training equal to two years technical college or any satisfactory combination of experience and training.

DESCRIPTION OF POSITION

- Must have considerable knowledge of sound safety practices and procedures for all tools, machinery, materials and methods used in line of work.
- Maintain working knowledge of federal, state and local codes, statutes and regulations in relation to maintaining county roads, land use and permitting.
- Handles the public in a diplomatic and professional way using discretionary judgment.
- Must be capable of teamwork with other employees.
- Basic computer skills in Windows, Microsoft Excel, and Microsoft Word.

10. Is operation of motor vehicle required? Yes No

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

- Backhoe, brushcutter, excavator, grader, paver, dozer, truck & trailer (lowboy trailer), loader, dump truck & trailer, water truck, mower, roller, sand truck, jackhammer, tack truck/trailer, broom, spray/sign truck, tire truck, paint truck
- Laser level, hand level, inclinometer
- Various small tools and equipment

DESCRIPTION OF POSITION

Revision Date: June 16, 2026

1. Current Classification Title: Fleet Service V
2. Working Title: Fleet Supervisor
3. Department: Road Department
4. Pay Grade: 811 Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ Excluded from Bargaining Unit? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Teamsters #223 Eligible for Overtime? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5. What is the purpose of this position? <ul style="list-style-type: none">Responsible for oversight, supervision and scheduling of staff for the maintenance, repair and overhauling of all automobiles, equipment, etc. utilized by the county.
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. <ul style="list-style-type: none">Plans, organizes, schedules, supervises and monitors all servicing, repair, maintenance and replacement activities of all department vehicles, and equipment as well as other equipment the County has contracted to service, to assure that vehicles and equipment are well maintained and operating safely, efficiently and effectively.Supervises and evaluates assigned staff; provides direction, coaching and performance feedback. Assists management with personnel matters; provides input regarding employee performance and workplace issues as appropriate.Develops and writes specifications for vehicle and equipment purchases, researching options which best meet defined needs; obtains quotes, and recommends awarding of purchase agreements; inspects all purchased vehicles and equipment for compliance with specifications and determines acceptance or non-acceptance.Solicits and negotiates contract work (involving equipment maintenance) from other agencies and directs the completion of the work, assuring compliance with contract specifications.Administers the disposal of all shop-generated hazardous waste for the County, assuring work is carried out in accordance with legal guidelines and standards.Works with all departments within the county to acquire, maintain and replace all county-owned equipment.Supervises response to all accident and emergency repair calls, going out to the site as necessary. Conducts accident investigations, based on County policy.Inspects work in progress, and upon completion, to equipment, tools, and other areas of responsibility to assure high quality of work and standards of safety are being met and to identify deficiencies and safety hazards; analyzes and recommends improvements to existing facilities, equipment and operating systems of the county.Directs the resolution of inquiries, problems, complaints, or emergencies affecting availability or quality of services.Researches contracts by computer through the State Purchasing System and makes recommendations on purchases.Completes maintenance and repair work on automobiles and equipment within the county fleet.Other duties as assigned.
7. Supervision: <ul style="list-style-type: none">This position is supervised by the Director/Roadmaster and/or Road ForemanThis position exercises supervision over Fleet staff.

DESCRIPTION OF POSITION

8. Working conditions of position:

- 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. List required special skills, licenses, certificates, etc:

- CDL Class A
- Flagging Certificate
- Five years of progressively responsible experience in a maintenance shop or any satisfactory equivalent combination of experience and training.
- Thorough knowledge of gas and diesel engines, transmissions, hydraulics, computerized and mechanical systems, and related shop techniques.
- Thorough knowledge of purchasing and inventory control practices and procedures, including depreciation and replacement cost techniques.
- Knowledge of hazards and safety precautions of the mechanical trade and ability to identify and remedy hazards.
- Ability to plan, organize, supervise and evaluate the work of assigned staff.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Establish & maintain effective working relationships with other employees, vendors, contractors and the general public.

10. Is operation of motor vehicle required?

Yes



No



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 equipment.
- Other Road Department vehicles and equipment, as necessary.

BOC only: _____
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Oyster Lease with Clausen Oyster

Department: County Counsel

Requested Agenda Date: ^{6/16/26} ~~7/5/2022~~

Contact Person: Colton Totland

Phone/Ext.: 7793

Background and description of need or problem: The new lease agreement is an Oyster Lease with Clausen Oyster for a 4 year term with an option to renew for an additional four-year term. The rates will start at \$21.62 per acre, payable no later than June 30th for the next fiscal year period. Rent shall be adjusted yearly according to the U.S. City Average Consumer Price index for all Urban Consumers for the year ending March 31st.

Funding Source:

Requested Action: Approve Oyster Lease Amendment

Date: 6/15/2026

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

Treasurer _____

Human Resources _____

WB

CONTRACT / GRANT SUMMARY FORM

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

Name/Agency Name and Address: Clausen Oyster

Contact Person: Seth Silverman Phone No: 541-756-3600 Email: seth@clausenoysters.com

Amount of Contract/Grant Award: \$ 21.62 per acre, updated yearly based upon CPI changes

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

Effective Date: 05/08/26 Start Date: _____ (if different from effective date, i.e. retroactive / prospective date)

End Date: 6/30/2030 (if known)

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

Description: 2026 Oyster Lease with Clausen Oyster

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