

AGENDA

COOS COUNTY BOARD OF COMMISSIONERS

Owen Building Large Conference Room, 201 N. Adams, Coquille
or Virtually at <https://meet.goto.com/865921461>
July 20, 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) Information or Records 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 to Pay Invoice #USI26-05233157 from Indeed- Coos Health & Wellness (CHW)
 - B. Request Approval of Job Description for Park Maintenance Foreman Position/Approval to Post & Fill Position- Parks
 - C. Request Approval to Pay Invoice #250708 from Coos Forest Protective Assoc.- Forestry
 - D. Request Approval to Hire Allen Lively at Step 5- Road
 - E. Request Approval to Hire Gus Mortimer at Step 5- Road
 - F. Request Approval of IGA with Douglas County for Detention Beds- Juvenile
 - G. Request Approval of Order Designating Newspaper for Annual Foreclosure List Publication- Finance/Tax
 - H. Request Election of Timber Receipts or SRS Payment on O&C Lands- BOC
4. **CONSENT CALENDAR- administrative matters not up for discussion**
 - A. **Approval of Minutes**
 - i. Worksession- Insurance Matters- June 25, 2026
 - ii. Worksession- Rails to Trails Discussion- June 25, 2026
 - iii. Workgroup Minutes- June 29, 2026
 - iv. Regular Meeting Minutes- July 7, 2026
 - B. **Orders & Resolutions**
 - i. Amended Resolution 26-05-058P, In the Matter of Reclassifying Non Union Positions as a Result of Pay Equity Analysis Effective July 1, 2026
 - ii. Resolution 26-07-099P, In the Matter of Granting Salary Merit Step Increases for Various Employees Retroactive to June 1, 2026
 - iii. Resolution 26-07-100P, In the Matter of Granting a 5-Year Longevity Increase for Katie Fjeld Effective July 1, 2026
 - iv. Resolution 26-07-101P, In the Matter of Granting a Promotion for Gus Mortimer Effective July 8, 2026
 - v. Resolution 26-07-102P, In the Matter of Granting Salary Merit Step Increases for Various Employees Effective July 1, 2026
 - vi. Resolution 26-07-103P, In the Matter of Granting Salary Merit Step Increases for Various Employees Effective August 1, 2026
 - vii. Resolution 26-07-104P, In the Matter of Permanently Filling a Position of MH Specialist III Program Manager-Adult Program by Taylor Williams
 - viii. Resolution 26-07-105P, In the Matter of Granting a Longevity Salary increase for Eric Zanni Effective August 1, 2026
 - ix. Resolution 26-07-106P, In the Matter of Granting a 5-Year Longevity Increase for Suzanne Hedrick Effective August 1, 2026
 - x. Resolution 26-07-107P, In the Matter of Filling a Vacant Position and Granting a Lateral Transfer for Erin Dozhier Effective August 1, 2026
 - xi. Resolution 26-07-108P, In the Matter of Paying Working Out of Class Pay for Rebecca Redell Retroactive to June 1, 2026
 - xii. Resolution 26-07-109P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date

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

- i. Contract with Modus Technology- Finance/Tax- microfiche storage services
- ii. Contract Amendment with Roto Rooter- Maintenance- sewer line repair at Juvenile building
- iii. Observation Agreement with SOCC- CHW- nursing students to observe CHW clinical nurses

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: 07/21/2026

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: 07/14/2026

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: Spending Authority Approval

Department: Coos Health & Wellness

Requested Agenda Date: 7/20/2026

Contact Person: Tim Lynch

Phone/Ext.: 541-266-6700

Background and description of need or problem: Coos Health & Wellness had approximately twelve open positions during the 2026 third quarter, with many positions requiring an additional sponsored boost to support recruitment efforts in June on the Indeed platform. CHW is requesting spending authority approval of \$12,585.95 to pay the attached Indeed voucher.

Funding Source: BH Admin 021-1302-444.36-01 (\$8,098.18) and PH Admin 005-1100-441.36-01 (\$4,487.77)

Requested Action: Board to approve spending authority of \$12,585.95 to pay June 2026 Indeed AP voucher. Invoice # US126-05233157

Date: 7/9/2026

Signature of Interim Director: Dr. Timothy Lynch

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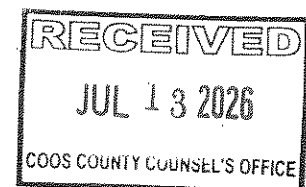
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County Counsel CT

Treasurer MS

Human Resources _____



3A



Invoice USI26-05233157

From:

Indeed, Inc.

Mail Code 5160

P.O. Box 660367

Dallas, TX 75266-0367

Bill to:

Coos Health & Wellness

250 N Baxter Street

Coquille, Oregon 97423

Invoice date: 06/30/2026

Due date: 09/28/2026

Terms: Net 90

Payment method: Remit Payment

Total amount: \$ 12,585.95 USD

Invoice Summary

Description	Amount (USD)
June 2026 Sponsored Jobs on Indeed.com	12,585.95 USD
Net Amount	12,585.95 USD

Tax Total	0.00 USD
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Total amount due	12,585.95 USD
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Remit to:

Indeed, Inc.

Mail Code 5160

P.O. Box 660367

Dallas, TX 75266-0367

Beneficiary bank
Citibank DelawareAccount title
Collections Account

Swift code

CITIUS33

Routing/Transit #

031100209

Beneficiary account #

38879954

EFT/ACH PAYMENTS:

- Be sure to include invoice number(s) in the digital payment details for timely application to your account.

Check Payments:

- Be sure to include invoice number(s) on the check for timely application to your account.

Failure to provide remittance may result in delayed application of payment, which could lead to suspension of services on your account.

Understanding your invoice

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Approval of Job description

Department: Parks

Requested Agenda Date: 7/20/2026

Contact Person: Craig Storm

Phone/Ext.: 541-396-7750

Background and description of need or problem: Request Board approval of the Park Maintenance Foreman position under paygrade 424, and request approval to post/fill the position. This was included in the 2026-2027 FY Budget. The AFSCME Union has been provided a copy.

Funding Source: 010-1800-452.10-01

Requested Action: Approve the Parks Dept job description of Park Maintenance Foreman under paygrade 424 and approve posting/filling the position.

Date: 7/13/2026

Signature of Dept. Head: Craig Storm

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Counsel will forward to Treasurer.

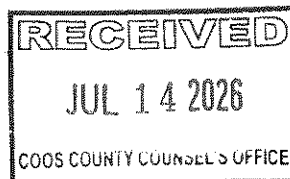
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County Counsel CT

Treasurer MS

Human Resources cu



3B

DESCRIPTION OF POSITION

Approval Date: July 20, 2026

1.	Current Classification Title: Park Maintenance Foreman		
2.	Working Title: Park Maintenance Foreman		
3.	Department: Parks		
4.	Pay Grade: 424 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 position is responsible for coordinating daily park maintenance operations, including planning, prioritizing, and directing assigned work activities related to the construction, maintenance, repair, and improvement of County parks and boat ramps. This position provides operational leadership to assigned employees, ensures compliance with safety standards, and supports the Parks Director in achieving department goals and maintaining public facilities.		
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. ▪ Provides day-to-day work direction to Park Rangers, including assigning and reviewing work, coordinating work schedules and priorities, and making recommendations to the Parks Director regarding observed work performance and potential corrective action. Reports employee concerns and operational issues to the Parks Director for resolution. ▪ Provides training and mentoring, monitors work quality and safety practices, and identifies training needs of staff. ▪ Coordinates and participates in the design, layout, construction, repair, and maintenance of County Park buildings, facilities, and outdoor structures. ▪ Assures that all work is performed in accordance with established safety policies and procedures. ▪ Responds to and resolves complaints from the public related to park operations; refers complex or escalated issues to the Parks Director. ▪ Attend meetings and seminars as requested; coordinates projects with various utilities and governmental agencies. ▪ Reviews and assists in park layout and facilities design. ▪ Maintains operational records and prepares reports regarding work progress and program activities. ▪ Maintains all parks inventory and prepares up to date reports to the County tax office. ▪ Inspects parks and recreation areas to identify maintenance needs and improvements necessary to minimize hazards to public health and safety and maintain high standards of appearance and function.		

DESCRIPTION OF POSITION

Approval Date: July 20, 2026

	▪ Obtains quotes and assists with procurement of supplies, materials, tools, and equipment needed for park construction and maintenance. ▪ Provides after hours response (as needed) for operational issues and emergency situations affecting County parks and boat ramps. ▪ Other duties as assigned.
7.	Supervision: ▪ This position is supervised by the Parks Director. This position provides day-to-day work direction and coordination for assigned Parks Department staff.
8.	Working conditions of position. ▪ Position will require bending, squatting, kneeling, twisting, pushing, pulling, and frequent lifting of heavy objects, occasionally in excess of 50 pounds. ▪ Must be able to work outdoors in all-weather including extreme cold, heat and windy conditions. ▪ Regular and consistent attendance is required. ▪ This position is also on-call for problems or emergency situations as they may arise.
9.	List required special skills, licenses, certificates, etc. ▪ Six (6) years of progressively responsible experience in park maintenance, facilities maintenance, construction, landscaping, public works, or a related field, including experience coordinating projects, equipment, materials, and work activities, with experience providing lead direction, coordinating work activities, or assisting with staff training. ▪ An equivalent combination of education, training, and experience demonstrating the knowledge, skills, and abilities necessary to perform the work may be considered in lieu of the above. ▪ Considerable knowledge of safe work practices, PPE, procedures, tools, equipment, materials, and methods used in park maintenance, construction, and facility repair. ▪ Knowledge of applicable federal, state, and local laws, regulations, and safety requirements related to park operations, facility maintenance, and public spaces. ▪ Ability to communicate effectively and professionally with the public, employees, contractors, vendors, and other agencies using tact, discretion, and sound judgment. ▪ Ability to provide day-to-day work direction, coordinate work activities, and assist with training and mentoring of assigned employees. ▪ Knowledge of park maintenance operations, recreational facilities, landscaping practices, and general park planning principles. ▪ Knowledge of methods, materials, tools, and equipment used in construction, repair, and maintenance activities. ▪ Ability to prepare clear and concise reports, maintain records, and communicate work progress and operational issues. ▪ Knowledge of workplace safety practices, including Job Hazard Analyses (JHAs), Safety Data Sheets (SDS), and applicable safety regulations.

DESCRIPTION OF POSITION

Approval Date: July 20, 2026

- Must be able to accept supervision and adhere to County and Department policies. Must be able to establish and maintain harmonious working relationships with other employees; maintain a positive attitude and represent the County and the Department in the community in a positive manner.
- Preference may be given to candidates possessing a valid Commercial Driver's License (CDL).
- Must possess a valid driver's license.

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

10. **List equipment, tools, machines used in performance of duties.**

- General Knowledge of all tools and equipment used by park staff.
- Various small tools and equipment.

BOC only:

Consent Agenda _____

Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Payment of CFPA FY27 Invoice

Department: Forestry

Requested Agenda Date: 7/20/2026

Contact Person: Lance Morgan

Phone/Ext.: 7751

Background and description of need or problem: A voucher has been prepared to pay Coos Forest Protective Association (CFPA) for the attached FY26/27 Fire Patrol Assessment invoice. It has been prorated to departments by acres assigned to each. The forestry portion of the invoice is \$98,440.82, which exceeds departmental spending authority; Parks \$2,842.00; Solid Waste \$324.92; Land Agent \$1,131.83; and Roads \$305.46.

Funding Source: 103-9000-461.22-13 Fire Patrol Assessments (Forestry, see attached for other departments).

Requested Action: Request the Board authorize payment of CFPA invoice #250708, and sign the attached voucher.

Date: 7/14/2026

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:

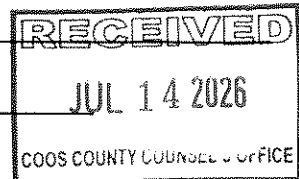
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- ☐ Do you want this returned to you for filing?

County Counsel CT

Treasurer MS

Human Resources _____

Revised 2/28/2022



3C

STATEMENT

Coos Forest Protective Association
63612 Fifth Road
Coos Bay, OR 97420
(541) 267-3161 FAX (541) 269-2027

Invoice 250708

Date: 7/15/2026

COOS COUNTY

Forest Patrol Assessment from July 1, 2026 through June 30, 2027:

Coos County	18,806.35 acres		\$105,844.23
Curry County	0.00 acres		\$0.00
Douglas County	<u>0.00</u> acres		<u>\$0.00</u>
Base Assessment:	18,806.35 acres		\$105,844.23 REGULAR*
ADD:	18,806.35 acres @ 0.0200 cents . . .	<u>\$376.13</u>	Member Budget
Total, Before Discount			\$106,220.36
*Less:	3% discount of REGULAR ASSESSMENT if paid by August 15, 2026		(<u>\$3,175.33</u>)

TOTAL DUE IF PAID BY AUGUST 15TH \$103,045.03

FY27 Timber Rate is \$5.60 per acre (including the Membership Budget Rate).
Minimum Assessment per parcel - \$20.80.
There is a surcharge of \$60.32 for Improved Lots in FY26-27.

BOC only:
Consent Agenda _____
Regular Agenda _____

**AGENDA ITEM COVERSHEET
REQUEST TO START NEW HIRE ABOVE STEP 2**

Department: ROAD

Requested Agenda Date: 7/20/26

Contact Person: PAUL

Phone/Ext.: 7664

Name of New Hire: ALLEN LIVELY

Hire Date: 8/1/26

Proposed Paygrade: 806

Proposed Step: 5

Starting Salary: \$33.70/HR

Please explain in detail reason to hire above Step 2: Allen has been working at our Weekly Rock pit as the Crusher Assistant for the past 3 years gaining extensive knowledge about our crushing operation. He has been working out of class as the Crusher Operator the past several months and has been doing a great job. We feel with his current experience he should be hired at a step 5.

Funding Source: 003-2700-431.10-01 Regular Wages

Date: 7-13-26

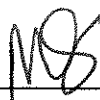
Signature of Dept. Head: 

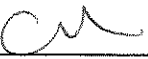
The Board of Commissioners will make a determination based on the following bona-fide factors:

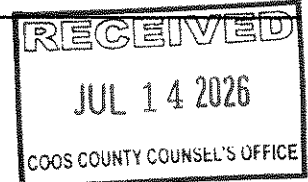
- Education (substantive knowledge acquired through relevant coursework, as well as any completed certificate or degree)
- Training (on the job training acquired in current or past positions or through formal training program);
- Experience (must be relevant experience)
- Travel (if travel is necessary and regular for the employee)
- Workplace location (if different from regular workplace location)
- Any combination of the above

Departments Affected:

COUNSEL: CT

TREASURER: 

HUMAN RESOURCES: 



BOC only:
Consent Agenda _____
Regular Agenda _____

**AGENDA ITEM COVERSHEET
REQUEST TO START NEW HIRE ABOVE STEP 2**

Department: ROAD

Requested Agenda Date: 7/20/26

Contact Person: PAUL

Phone/Ext.: 7664

Name of New Hire: GUS MORTIMER

Hire Date: 7/8/26

Proposed Paygrade: 811

Proposed Step: 5

Starting Salary: \$33.70/HR

Please explain in detail reason to hire above Step 2: Gus has worked as a Fleet Service IV employee for the road department for the past 13yrs. He has been working out of class covering the Fleet Service V position and has been doing a great job. We feel with his current experience he should be hired at a step 5.

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

Date: 7-8-26

Signature of Dept. Head: _____

Paul Stator

The Board of Commissioners will make a determination based on the following bona-fide factors:

- Education (substantive knowledge acquired through relevant coursework, as well as any completed certificate or degree)
- Training (on the job training acquired in current or past positions or through formal training program);
- Experience (must be relevant experience)
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Departments Affected:

COUNSEL: _____

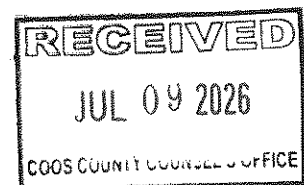
CT

TREASURER: _____

MS

HUMAN RESOURCES: _____

CU



3E

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: IGA Between Douglas and Coos County for Detention or Shelter Beds

Department: Juvenile

Requested Agenda Date: 07/20/226

Contact Person: Mike Crim/Jena Gardner

Phone/Ext.: 541-396-7882

Background and description of need or problem:

This IGA is for contracting detention and/or shelter beds from Douglas County, in the amount of \$154,000 for a guaranteed 1,100 beds.

Funding Source: Juvenile Department – General Fund – Contracted Services

Requested Action: Approval of Douglas/Coos Detention/Shelter Bed Rental IGA and authorize Chair to sign.

Date:

Signature of Dept. Head:

Michael A. ...

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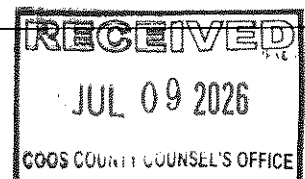
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County Counsel CT

Treasurer MS

Human Resources _____



3F

CONTRACT / GRANT SUMMARY FORM

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

Name/Agency Name and Address: Douglas County Juvenile Dept., 1036 SE Douglas Ave., Roseburg, OR 97470

Contact Person: Wendy Lang

Phone No: 541-440-4409

Email: Wendy.Lang@douglascountyor.gov

Amount of Contract/Grant Award: \$ 154,000.00

Payment Terms: 1 payment payable to Douglas County, per year (state lump sum or amount and time of payments)

Effective Date: 07/01/2026 Start Date: _____ (if different from effective date, i.e. retroactive / prospective date)

End Date: Until terminated by one of the parties (if known)

County Department and Employee Responsible for Performance: Juvenile Department, Mike Crim, Community Justice Director

Description: IGA with Douglas County for Detention/Shelter bed days not to exceed 1,100 days without additional fees

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 IGA
☐ 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: Designation of a Newspaper for the Annual Foreclosure List per ORS 312.040

Department: Finance/Tax

Requested Agenda Date: 7/20/2026

Contact Person: Megan Simms

Phone/Ext.: 7730

Background and description of need or problem: Each year a designation of a newspaper must be made for the publication of the annual foreclosure list per ORS 312.040. The Tax Collector is requesting The Coquille Valley Sentinel be designated, as it is a newspaper of general circulation within the county.

Funding Source: 001-2100-415.20-01 Supplies

Requested Action: Approve Order# 26-07-030B

Date: 7/1/2026

Signature of Dept. Head:

Megan Simms

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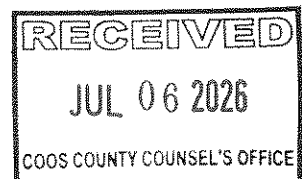
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County Counsel CT

Treasurer MS

Human Resources _____



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BOARD OF COMMISSIONERS
COUNTY OF COOS
STATE OF OREGON

In the Matter of the Designation of a) ORDER # Order 26-07-030B
Newspaper for the Publication of the)
Annual Foreclosure List)

NOW BEFORE THE Board of Commissioners sitting for the transaction of
County business at a regularly scheduled meeting held on the 20th day of July, 2026 is
the matter of the designation of a newspaper for the publication of the annual
foreclosure list for property subject to foreclosure during the 2026 calendar year
pursuant to ORS 312.040;

AND IT APPEARING to the Board that a list of property subject to foreclosure is
to be published for a given space of time in a newspaper of general circulation to be
designated by the County Board;

AND IT FURTHER APPEARING to the Board that The Coquille Valley Sentinel is
a newspaper of general circulation published within the County and is ready and able to
publish the annual foreclosure list for the year 2026;

NOW, THEREFORE, IT IS HEREBY ORDERED that The Coquille Valley
Sentinel is designated as the newspaper in which the annual foreclosure list is to be
published pursuant to ORS 312.040.

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BOC only:

Consent Agenda _____

Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: TIMBER RECEIPTS / SRS ELECTION

Department: BOC

Requested Agenda Date: 7/20/2026

Contact Person: Rod Taylor

Phone/Ext.: 7539

Background and description of need or problem: The BOC must specify election of Receipts or SRS payments from the federal government for timber sales on O&C lands for the coming fiscal year.

Funding Source: NA

Requested Action: Decide whether we wish to elect for Receipts or SRS.

Date: 07/15/2026

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 Filing Coversheet attached?
- ☐ Do you want this returned to you for filing?

County Counsel _____

Treasurer _____

Human Resources _____

