

REVISED AGENDA

COOS COUNTY BOARD OF COMMISSIONERS

Owen Building Large Conference Room, 201 N. Adams, Coquille
or Virtually at <https://meet.goto.com/865921461>
August 4, 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 of Retirement of K9 Katie; Authorize Purchase of K9 by McKenzie Davis- Community Corrections
 - B. Request Approval of Job Description for MHS III Substance Use Disorders Treatment Program Manager; Approval to Post & Fill Position- Coos Health & Wellness (CHW)
 - C. Request Approval of Payment for Membership Dues to AOCMHP- CHW
 - D. Request Approval to Pay Additional Cost to Intermedia for Phone Services- CHW
 - E. Request Approval of Employment Agreement with Lyndsey Cotton, FNP- District Attorney
 - F. Request Approval of TOPS Program Agreements- Sheriff
 - G. Request Approval to Renew Mimecast Subscription- IT
 - H. Request Approval of Updated Noxious Weed List- Community Development
 - I. Request Approval of Agreement with CCD for Grant Administration for Greenacres RFPD Project; Adopt Sole Source Findings; Authorize Chair to Sign- Counsel
 - J. Request Approval of Order Establishing Priorities for Maintenance for FY 27- Counsel
 - K. Request Approval of Order Establishing Priorities for Parks for FY 27- Counsel
 - L. Request Approval of Order Establishing Priorities for Roads for FY 27- Counsel
 - M. Request Approval of Order Establishing Priorities for Solid Waste for FY 27- Counsel
4. **CONSENT CALENDAR- administrative matters not up for discussion**
 - A. **Approval of Minutes**
 - i. Regular Meeting Minutes- July 20, 2026
 - ii. Workgroup Minutes- July 28, 2026
 - B. **Orders & Resolutions**
 - i. Order 26-07-035C, In the Matter of Appointing Scott Cooper to the Coos County Planning Commission
 - ii. Amended Resolution 26-07-105P, In the Matter of Granting a Longevity Salary Increase for Eric Zanni Effective August 1, 2026
 - iii. Resolution 26-07-110P, In the Matter of Granting Salary Merit Step Increases for Various Employees Effective August 1, 2026
 - iv. Resolution 26-07-111P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date
 - v. Resolution 26-07-112P, In the Matter of Granting a Promotion for Allen Lively Effective August 1, 2026
 - vi. Resolution 26-07-114P, In the Matter of Granting Salary Merit Step Increases for Various CADS Employees Effective August 1, 2026
 - C. **Post-Action Notifications Pursuant to County Rule 10.043 (5)**
 - i. Contract with Gold Coast Security- CHW- alarm monitoring
 - ii. Sign On Bonus Agreement- CHW- Zakary Shrock
 - iii. Sign On Bonus Agreement/Relocation Reimbursement Agreement- CHW- LaFaye Grooms
 - iv. Contract Renewal with Bill's Pest Control- Maintenance- Courthouse, Owen & Juvenile buildings
 - v. Contract Renewal with C&S FireSafe Services- Maintenance- fire extinguisher maintenance

5. LATE AGENDA ITEMS

- A. Request Approval of Merit Step Increase- CHW
- B. Request Approval of Contract with Centric Elevator & Authorize Capt. Mede to Sign- Jail
- C. Request Approval of Revised Job Description for Building Tech I/Approval to Advertise & Fill Position- Community Development
- D. Request Approval of Revised Job Description for Planner I/Approval to Advertise & Fill Position- Community Development
- E. Request Award of Contract FL-1-26 for Forest Labor- Forestry
- F. Request Award of Contract SP-1-26 for Aerial Spraying- Forestry
- G. Request Approval of Letter of Support for AYA- BOC

6. COMMISSIONERS REPORTS

7. CITIZEN COMMENTS

BOC only:

Consent Agenda _____

Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Approval of Merit Step Increase

Department: Coos Health & Wellness **Requested Agenda Date:** 8/4/2026

Contact Person: Dr. Tim Lynch **Phone/Ext.:** 541-266-6700

Background and description of need or problem Request Board approval of Payroll Resolution No. 26-07-115P to advance Else Aung, Public Health Aide II, from Step 1 to Step 3 of AFSCME Pay Grade 445, effective July 1, 2026, her anniversary date. Else has assumed the additional responsibilities of the Local Agency Breastfeeding Coordinator. This role requires compliance with numerous state guidelines, program requirements, reporting obligations, and coordination responsibilities. Else also contributed to the PE46 Project by assisting Katrinka McReynolds, Tobacco Prevention Manager, with updates to a resource guide. She completed this work while continuing to manage her regular duties, fulfill her existing responsibilities, and provide support to colleagues. The proposed two-step advancement recognizes Else's expanded responsibilities, demonstrated initiative, and contributions beyond the normal expectations of her position.

Funding Source: 005-1100-441.10-01

Requested Action: Request Board approval of payroll resolution 26-07-115P retroactive to July 1, 2026 for merit step increase for Else Aung.

Date: 7/29/2026

Signature of Dept. Head: Dr. Timothy Lynch

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 Cu _____

BOARD OF COMMISSIONERS
COUNTY OF COOS/STATE OF OREGON

In the Matter of Granting a Salary Merit) R E S O L U T I O N
Step Increase for Else Aung Retroactive) 26-07-115 P
To July 1, 2026)

THIS MATTER HAVING COME BEFORE the Board of Commissioners at a regular Meeting
held August 4, 2026; and

WHEREAS the Board of Commissioners this date having approved a request to
advance Else Aung from step 1 of paygrade 445 to step 3, effective her anniversary
date of July 1, 2026; and

WHEREAS, Else Aung having received a proper performance evaluation recommending
such merit step increase;

THEREFORE, BE IT RESOLVED the salary be adjusted for Else Aung, effective her
anniversary date of July 1, 2026 as follows;

<u>EMPLOYEE</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>RGE.</u>	<u>STEP</u>	<u>AMOUNT</u>
<u>HEALTH - 005-1100-441.10-01</u>					
Aung, Else	PH Aide II # 131	445	--	3	\$4,263

DATED THIS _____ day of _____, 2026.

BOARD OF COMMISSIONERS

Commissioner Commissioner Commissioner

Resolution 26-07-115 P

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE

AGENDA ITEM COVERSHEET

Agenda Item Title: Request approval of Centric Elevator contract and Board signature.

Department: Jail

Requested Agenda Date: August 4, 2026.

Contact Person: D. Mede

Phone/Ext.: 7852

Background and description of need or problem:

This is a contract for bi-monthly service and maintenance on the Jail elevators by Centric Elevator Corp not to exceed \$19,360.00

Per County rules, 3 quotes were obtained from the following companies:

- Centric Elevator = \$780.00 (Bi-monthly service)
- Otis Elevator Co = \$1,115.00 (Bi-monthly service)
- Kone = \$540.00 (Quarterly service)

Centric has done a good job with the jail elevator maintenance and we would like to keep bi-monthly service visits.

Funding Source: 001-1601-423-36-01

Requested Action: Approve signing the contract with Centric Elevator.

Date: 7-20-26

Authorize Capt. Mede to Sign

Signature of Dept. Head: _____

[Signature] (D. Mede)

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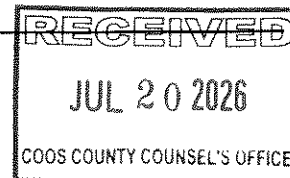
If this is a Contract or Grant:

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

County Counsel _____

Treasure _____

Human Resources _____



5B

CONTRACT / GRANT SUMMARY FORM

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

Name/Agency Name and Address: Centric Elevator Corp of Oregon, Inc 2855 SE 9th Ave., Portland OR 97202Contact Person: William Mercer Phone No: 503.234.0561 Email: wmerc@centricelevator.comAmount of Contract/Grant Award: \$ NTE \$9,360.00Payment Terms: Submission of invoice (state lump sum or amount and time of payments)Effective Date: 7/1/26 Start Date: _____ (if different from effective date, i.e. retroactive / prospective date)End Date: 6/30/27 (if known)County Department and Employee Responsible for Performance: Jail, Darius Mede, CommanderDescription: Elevator maintenance for the elevator located in the Jail in Coquille, ORStaff Requirements: ☐ New ☒ Existing ☐ SubcontractWill 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
 Previous Amount: \$
 Previous Date:

☐ Modification
 Original Amount: \$
 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 ☒ NoCertificate of insurance required? ☒ Yes ☐ No

Date Approved by BOC: _____

Reviewed by Counsel: CT

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Approval of Revised Job Description

Department: Community Development **Requested Agenda Date:** 8/4/2026

Contact Person: Jill Rolfe **Phone/Ext.:** 541-396-7770

Background and description of need or problem: Request Board approval of the revised Building Tech I job description under paygrade 417. The revision reflects increased responsibilities assigned to the position. The position is currently vacant. Also request approval to advertise/fill. A copy of the revised job description has been provided to AFSCME.

Funding Source: 006-1501-419.10-01

Requested Action: Request Board approval of revised job description for Building Tech I under paygrade 417 and approve posting/filling the position.

Date: 7/29/2026

Signature of Dept. Head: _____



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- ☐ Is the contract or grant an original?
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County Counsel _____

Treasurer _____

Human Resources  _____

DESCRIPTION OF POSITION

Approved by BOC: August 4, 2026

1.	Current Classification Title: Building Permit Tech I		
2.	Working Title: Building Permit Tech I		
3.	Department: Community Development		
4.	Pay Grade: 417 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? The Building Permit Technician I provides technical support for the Building Program by processing building permit applications, coordinating permit reviews, administering County addressing and road naming, supporting building permit compliance activities, maintaining permit records, and providing technical assistance regarding building permit requirements, Oregon Specialty Codes, and County procedures. The position serves as the department's Building Permit Technician and coordinates permit processing from application through final inspection and certificates of occupancy.		
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. Building Permit Administration • Provides verbal and written information regarding building permit requirements, inspection procedures, permit processes, Oregon Specialty Codes, and County policies. • Accepts, reviews, and processes building permit applications and supporting documentation. • Reviews permit applications for completeness and determines required submittal information. • Calculates permit fees and issues building permits following required approvals. • Routes permit applications and plans to appropriate review staff and agencies. • Tracks permit review progress to ensure timely processing. • Coordinates permit issuance, inspections, and Certificates of Occupancy. • Accurately enters and maintains permit information within the County permitting system. Client Service • Provides technical assistance to contractors, design professionals, property owners, and the public regarding permit requirements, codes, inspection procedures, and permit status. • Responds to inquiries received by telephone, email, electronic permitting systems, and the customer service counter. • Maintains professional working relationships while providing timely and accurate information. Addressing and Road Naming • Serves as the department's Address Coordinator by assigning site addresses and processing address requests and changes. • Maintains the County addressing database. • Verifies address locations and coordinates addressing with Public Works, the Assessor, emergency service agencies, USPS, utility providers, and other governmental agencies. • Processes road naming applications, including coordination, public notices, Board Orders, and Board of Commissioners agenda materials. • Maintains official addressing and road name records. Permit Compliance Coordination • Assists inspectors with permit compliance activities by researching permit history and preparing permit records.		

DESCRIPTION OF POSITION

Approved by BOC: August 4, 2026

- Coordinates with inspectors, plans examiners, planners, and code compliance staff regarding permit-related compliance issues.
- Monitors permit expiration dates and assists with permit renewals, extensions, and follow-up activities.
- Assists in preparing correspondence related to expired permits, inspections, and permit compliance.
- Assists with site visits as needed, to document permit and code compliance issues.
- Attends Code Enforcement Hearings as needed.

Records Management and Research

- Maintains digital permit files and public records using the County permitting and records management systems.
- Organizes, indexes, scans, and archives permit records in accordance with public records retention requirements.
- Assists inspectors, plans examiners, planners, other County departments, outside agencies, and the public with research involving permit records, project files, archived records, and historical permit information.
- Performs technical research using assessor records, permit files, maps, legal descriptions, and related resources.

Department Support

- Assists with workflow improvements, and departmental process enhancements.
- Provides cross-training and workload support to other department staff as operational needs require.
- Coordinates with other Community Development Staff to support department operations.
- Performs other duties appropriate to the classification as assigned.

7. Minor Duties

- Attends staff meetings and training.
- Assists with special projects.
- Maintains forms and informational materials.
- Performs related duties as assigned.

8. Supervision.

This position does not supervise other employees.
This position reports to Management Staff.

9. Working conditions of position.

Typical office setting, usual hours 8-5, Mon-Friday. Position may require occasional physical exertion including bending, stooping, reaching, and lifting of stacks of files up to 25 pounds. Regular and consistent attendance is required. Travel within the County may occasionally be required.

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

Knowledge of:

- County policies and procedures
- Customer service principles and office practices.
- Computerized records management and permitting systems.
- Cash handling, mathematical calculations and basic accounting procedures.
- Construction drawings and building codes.
- Applicable administrative rules and ordinances.
- Building construction types.
- General Office practices and procedures.
- Basic principles and techniques of researching, compiling and analyzing technical data.

DESCRIPTION OF POSITION

Approved by BOC: August 4, 2026

Ability to:

- Interpret and consistently apply building codes, County ordinances, policies, and procedures.
- Read and interpret construction plans, specifications, maps, legal descriptions, and technical documents.
- Communicate technical information clearly and professionally to customers, contractors, and other agencies.
- Research permit history and property records using electronic and paper resources.
- Maintain accurate records and prepare correspondence.
- Establish and maintain effective working relationships with coworkers, other agencies, and the public.
- Learn and use permitting software and other computer applications.
- Exercise sound judgment in applying County ordinances, policies, and procedures.
- Maintain confidentiality and comply with professional ethics, County policies, and applicable privacy laws.
- Work independently and collaboratively while following oral and written instructions.
- Work accurately under pressure and meet established deadlines.
- Must have good time-management skills; ability to prioritize tasks in a fast-paced environment.

Minimum Qualifications: High school diploma or equivalent, and at least two (2) years of experience in building permit administration, permitting, community development, planning, code enforcement, building construction, or a closely related field.

College-level coursework in construction technology, blueprint reading, drafting, building inspection, land use, public administration, or a related field may be considered as part of an equivalent combination of education and experience.

An equivalent combination of education and experience that provides the required knowledge, skills, and abilities may be considered.

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

12. List equipment, tools, machines used in performance of duties.
Standard office equipment, including personal computer, laptop, telephone, copier/scanner, calculator, and specialized permitting and records management software. Must be familiar with Microsoft Word, Excel, Access, Helion/ORCATS, Accela, permitting software, and other office technologies used by the department.

BOC only:

Consent Agenda _____

Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Approval of Revised Job Description

Department: Community Development **Requested Agenda Date:** 8/4/2026

Contact Person: Jill Rolfe

Phone/Ext.: 541-396-7770

Background and description of need or problem: Request Board approval of the revised Planner I job description under paygrade 417. The revision reflects increased responsibilities assigned to the position. The position is currently vacant. Also request approval to advertise/fill. A copy of the revised job description has been provided to AFSCME.

Funding Source: 006-1500-419.10-01

Requested Action: Request Board approval of revised job description for Planner I under paygrade 417 and approve posting/filling the position.

Date: 7/29/2026

Signature of Dept. Head: _____

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- ☐ Is the Contract/Grant Summary Form attached?
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- ☐ Is the Clerk's Coversheet attached or do you want it returned to you for filing?

County Counsel _____

Treasurer _____

Human Resources CW _____

DESCRIPTION OF POSITION

Revision Date: August 4, 2026

1.	Current Classification Title: Planner I		
2.	Working Title: Planner I		
3.	Department: Community Development – Planning Program		
4.	Pay Grade: 417 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? Provides professional planning services for the Community Development Department by administering current planning activities, reviewing and processing administrative and discretionary land use applications, assisting in the interpretation of County zoning and development regulations, preparing findings and decisions, coordinating public review processes, and providing technical assistance to property owners, developers, consultants, public agencies, and County staff. The position primarily performs current planning functions and supports land use appeals through preparation and maintenance of the official administrative record.		
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. Current Planning • Reviews and evaluates administrative and discretionary land use applications in accordance with County ordinances, Oregon Revised Statutes, Oregon Administrative Rules, and Statewide Planning Goals. • Conducts completeness reviews and determines application requirements. • Coordinates agency referrals and technical review comments. • Assists in interpreting zoning regulations, development standards, Comprehensive Plan policies, and applicable state laws. • Conducts site inspections and evaluates physical site characteristics as necessary to support land use decisions. • Performs technical research using deeds, plats, legal descriptions, assessor records, GIS mapping, aerial photography, historical land use files, and other available resources. • Prepares and participates in pre-application meetings with property owners, developers, surveyors, engineers, architects, and consultants. Client Assistance • Provides technical assistance regarding land use regulations, zoning requirements, permit procedures, development standards, and application requirements. • Responds to inquiries by telephone, email, electronic permitting systems, and at the public counter. • Provides professional customer service while explaining complex planning regulations in a clear and consistent manner. Land Use Review • Processes administrative and discretionary land use applications and prepares findings, decisions, and conditions of approval, including but not limited to: ○ Administrative Conditional Use Permits ○ Variances ○ Site Plan Reviews ○ Lawfully Created Unit of Land Determinations ○ Property Line Adjustments requiring a Notice of Decision ○ Administrative Interpretations		

DESCRIPTION OF POSITION

- Other current planning applications not assigned to the Community Development Technician or Planner II.

Staff Reports and Decision Preparation

- Prepares staff reports, findings of fact, conclusions, and draft land use decisions for assigned land use applications.
- Develops recommended conditions of approval consistent with applicable regulations.
- Evaluates evidence submitted by applicants, agencies, and the public.
- Ensures decisions are supported by substantial evidence and applicable approval criteria.
- Drafts correspondence related to land use applications and planning determinations.

Public Hearing and Appeal Support

- Coordinates administrative appeal procedures.
- Establishes, maintains, and compiles the official administrative record for appealed land use decisions, including exhibits, testimony, correspondence, reports, recordings, and supporting documentation.
- Maintains exhibit logs and ensures records are complete and organized in accordance with Oregon land use procedures and public records requirements.
- Assists in preparing records for review by the Hearings Officer, Board of Commissioners, or the Land Use Board of Appeals (LUBA).
- Prepares presentation materials and staff recommendations for assigned applications when required.
- Attends meetings on behalf of the department in place of Director or other staff as required.

Interdepartmental Coordination

- Coordinates application review with Building, Compliance & Land Services, Public Works, and other County departments.
- Coordinates review with state and federal agencies, utility providers, special districts, Tribal governments, and other public agencies as required.
- Assists in resolving technical issues involving land use regulations and development standards.

Records Management

- Maintains complete and accurate electronic and paper land use files and permit records in accordance with Oregon public records laws and County retention schedules.
- Assists with public records requests involving planning files and land use decisions.

Department Support

- Provides assistance to Community Development Technicians, Permit Specialists, Permit Technicians, and other department staff.
- Participates in ordinance implementation and departmental process improvements.
- Participates in cross-training to support continuity of department operations.
- Performs related planning duties as assigned.

7. List the minor duties assigned to this position.

- Attends staff meetings, professional training, and continuing education.
- Participates on departmental committees and special projects.
- Assists with updates to department forms, procedures, and informational materials.
- Performs other duties appropriate to the classification as assigned by management.

8. Supervision.

- This position is supervised by the Planning Director/Community Development Director or other management team members when director is unavailable.

DESCRIPTION OF POSITION

- This position does not supervise other employees.

9. Working conditions of position.

Typical office setting, usual hours 8-5, Mon-Friday. Position may require occasional physical exertion including bending, stooping, reaching, and lifting of stacks of files up to 25 pounds. Travel within the county may be required. Regular and consistent attendance is required.

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

Two years of planning and/or zoning experience, or college coursework in planning, land use, public administration, geography, or a related field is required. Equivalent qualifications, including legal office experience or four years of progressively responsible office experience, may be considered in lieu of these requirements.

Must be able to learn/utilize computer systems including use of newer office technologies. Must have good time-management skills; ability to prioritize tasks in a fast-paced environment.

Prefer experience in statutes relating to the department, knowledge of planning principles and zoning programs.

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 harmonious working relationships with other employees and maintain effective interpersonal relationships with co-workers, subordinates and other agencies. Must have ability to represent the highest public image of the Planning Department. Must maintain a positive attitude and represent the County and the Department in the community in a positive manner.

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

12. List equipment, tools, machines used in performance of duties.

Skilled in use of current computer and software technology, telephone, copy machine, fax and other general office machines such as personal computer, laptop, microfiche, Xerox, cartographic tools, typewriter, calculator, recording equipment, overhead projector. Must be familiar with Microsoft Word, Excel, Access, Helion/ORCATS, Accela, permitting software, and ArcGIS applications.

BOC only:

Consent Agenda _____

Regular Agenda _____

LATE

AGENDA ITEM COVERSHEET

Agenda Item Title: Award of Contract FL-1-26

Department: Forestry

Requested Agenda Date: 8/4/2026

Contact Person: Lance Morgan

Phone/Ext.: 7751

Background and description of need or problem: Quotes were solicited for performing approximately 3,700 hours of Forest Labor on County Forest Lands. Quote were received with Rye Tree Service, Inc. submitting the low quote of \$40.49/hour. See attached bid results.

Funding Source: 103-9000-461.36-21 Reforestation

Requested Action: Request the Board award Contract FL-1-26 to Rye Tree Service Inc. for the quoted price of \$40.49/hour.

Date: 7/28/2026

Signature of Dept. Head: Lance Morgan

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

County Counsel CT

Treasurer

MS

Human Resources _____

SE

RESULTS OF QUOTE OPENING HELD 7-15-26, CONTRACT NO. FL-1-26

Contractor: Rye Tree Service, Inc.

9551 N Fork Siuslaw Rd.

Florence, OR 97439

Quoted price per Hour: \$ 40.49

Contractor: Ponderosa Reforestation Inc.

PO Box 1067

Medfore, OR 97501

Quoted price per Hour: \$44.75

Contractor: _____

Quoted price per Hour: \$ _____

Contractor: _____

Quoted price per Hour: _____

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE

AGENDA ITEM COVERSHEET

Agenda Item Title: Award of Contract SP-1-26

Department: Forestry

Requested Agenda Date: 8/4/2026

Contact Person: Lance Morgan

Phone/Ext.: 7751

Background and description of need or problem: Quotes were solicited for aerial application of herbicide on approximately 258 acres of County Forest land. One bid was received from Pacific Ag Services Northwest, LLC at \$50.00/acre.

Funding Source: 103-9000-461.36-21, Reforestation

Requested Action: Request the Board award contract SP-1-26 to Pacific Ag Services Northwest, LLC at the quoted price of \$50.00/acre.

Date: 7/28/26

Signature of Dept. Head:



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County Counsel

CT

Treasurer

MS

Human Resources

RESULTS OF QUOTE OPENING HELD 7/15/26
CONTRACT NO. SP-1-26

Contractor: Pacific Ag Services Northwest LLC

P.O. Box 1435

LaConner, WA 98270

Price per Acre \$50.00

Contractor: _____

Price per Acre: _____

Contractor: _____

Price per Acre: \$ _____

Contractor: _____

Price per Acre: \$ _____

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Letter of Support for AYA

Department: Coos County Commissioners

Requested Agenda Date: 03AUG2026

Contact Person: Drew Farmer

Phone/Ext.: 541-294-8966

Background and description of need or problem:

This Letter of Support is for funding to support Alternative Youth Activity (AYA) in a state-wide effort to develop collaboration, promote comparability of services, to standardize data collection and presentation, and to ultimately promote consistent outcomes state-wide of setting troubled youth on a better course.

Funding Source: N/A

Requested Action: Sign the Letter of Support

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.

If this is a Contract or Grant:

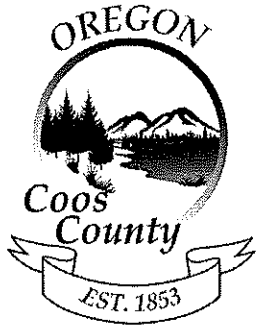
- ☐ Is the contract or grant an original?
- ☐ Is the Contract/Grant Summary Form attached?
- ☐ Is the Contract signed first by the vendor (except state/federal grants or contracts)?
- ☐ If Insurance is required, Is the Insurance Certificate attached?
- ☐ Is the Clerk's Filing Coversheet attached?
- ☐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

County Counsel _____

Treasurer _____

Human Resources _____

567



BOARD OF COMMISSIONERS
225 N. Adams Street, Coquille, Oregon 97423

(541) 396-7535
FAX (541) 396-1010 / TDD (800) 735-2900
E-mail: bbrooks@co.coos.or.us

DREW FARMER ROD TAYLOR JOHN SWEET

August 3, 2026

To Whom It May Concern,

The Coos County Board of Commissioners is pleased to submit this letter in support of the Oregon Community Continuum of Care (OC3) and the Youth Oregon United (Y.O.U.) collaborative's applications for HUD's Youth Homelessness Systems Initiative (YHSI) and Youth Homelessness Demonstration Program (YHDP).

We note that Alternative Youth Activities (AYA) has an excellent track record of success in the projects that it undertakes and is integral to breaking the cycle of generational poverty in our historically impoverished and under-served community. We support the OC3 and the Y.O.U. collaborative via AYA in their effort to strengthen Oregon's coordinated response to youth homelessness across the 26 counties OC3 represents, as well as Jackson County, which has joined this effort. We have understood that this initiative will improve system coordination, expand trauma-informed training, and ensure young people have a meaningful voice in shaping services through Youth Advisory Boards. This will also strengthen existing pathways by supporting regions in developing localized solutions to larger systemic goals, including increasing access points, providing emergency and transitional housing, and helping youth achieve sustainable self-sufficiency.

The Coos County Commissioners recognize the critical need for a stronger, more coordinated system of care for youth experiencing or at risk of homelessness across Oregon, and am proud to lend my support to this initiative.

Sincerely,

Drew Farmer
Coos County Commissioner, Chair

Rod Taylor
Coos County Commissioner, Vice Chair

John Sweet
Coos County Commissioner