

# COLUMBIA COUNTY

## Board of Commissioners Office

### Commissioners

Margaret Magruder

Henry Heimuller

Alex Tardif

### Administration

Jan Greenhalgh

Jacyn Normine



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## BOARD OF COUNTY COMMISSIONERS FOR COLUMBIA COUNTY, OREGON

Wednesday, May 15, 2019

10:00 a.m. – Room 310

## BOARD MEETING AGENDA

### CALL TO ORDER/FLAG SALUTE

### MINUTES:

- 05.08.19 Board Meeting
- 05.08.19 Work Session

### VISITOR COMMENTS – 5 MINUTE LIMIT

### CONSENT AGENDA:

- A. Ratify the Select to Pay for 05.13.19.
- B. Approve job description for Transit Director.

### AGREEMENTS/CONTRACTS/AMENDMENTS:

- C. Order No. 16-2019, " In the Matter of Conveying Certain Real Property in Birkenfeld, Oregon to Zephanian Emmons and Lindsay Emmons, Tax Map ID No. 6N5W06-BC-05200 and Tax Account No. 25283".
- D. Quitclaim Deed in the Matter of Conveying Certain Real Property in Birkenfeld, Oregon to Zephanian Emmons and Lindsay Emmons, Tax Map ID No. 6N5W06-BC-05200 and Tax Account No. 25283.

**DISCUSSION ITEMS:**

**COMMISSIONER TARDIF COMMENTS:**

**COMMISSIONER MAGRUDER COMMENTS:**

**COMMISSIONER HEIMULLER COMMENTS:**

*Pursuant to ORS 192.640(1), the Board of County Commissioners reserves the right to consider and discuss, in either open session or Executive Session, additional subjects which may arise after the agenda is published.*

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EXEMPT (Y/N):	Yes	JOB CODE:	CSC Exempt
DEPARTMENT:	Transit	CLASSIFICATION:	475
SUPERVISOR:	Board of Commissioners	SALARY RANGE:	E05
UNION (Y/N):	No	LOCAL:	NA

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**GENERAL STATEMENT OF DUTIES:** Responsible for professional performance and administration of the Transit Department for Columbia County. Responsible for planning, organizing and directing the activities of the Department.

Fairly enforce all laws, regulations, ordinances, and standards to ensure maximum compliance and to protect the public health and safety. Plan, organize and direct all Departmental activities, including those with other governmental units and private organizations. Work directly with a wide range of community groups, public and private sector officials, County employees, individual citizens and as part of the County management team.

Promote excellence, dependable performance, responsible customer services, pride, initiative, commitment, cooperation, safety and a team approach throughout the Department. Evaluate and define Departmental programs and policies along with the development of budget proposals in accordance with the vision of the County as articulated by the Board of County Commissioners. Supervise staff of professional, technical and office support staff and volunteers and hold them accountable for results.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Manage and oversee operations for the Transit Program. Prepare and propose development plans for the Transit Plan and future operations and structure.

Oversee and closely monitor operations of Transit contractor. Regularly review contractor performance, address deficiencies, if any, ensure correction of any identified deficiencies and report on same to the Board of County Commissioners, when appropriate. Fully enforce contract provisions including recommending legal action, if necessary.

Conduct fund raising activities, including grant applications as appropriate to fund Transit operations, including contact with Federal, State and Local agencies. Provide administration of ongoing funding streams, including grant oversight.

Create and maintain relations with cities to the extent that support for the Transit Program and funding assistance are available.

Oversee coordination of the Columbia County Citizens Transportation Advisory Committee.

Supervise staff, including assigning and reviewing work, evaluating performance and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints. Recruit, train and supervise temporary employees and volunteer advocates.

Develop, coordinate and implement a marketing plan to attract riders and increase use of the Transit Program.

Work closely with Economic Development teams to ensure that the Transit Program furthers County development plans.

Prepare annual budget. Review and monitor expenditures for compliance with approved budget.

Prepare, recommend for adoption, and implement policies and procedures relating to the Transportation Plan and Program.

Represent the County at designated public and County meetings related to Transit. Provide information on Transit Program activities and status of projects to County officials, news media and the public. Report regularly to County Commissioners on status of Transit program.

Follow all safety rules and procedures established for work areas. Ensure departmental compliance with all policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Directly supervise 1-2 employees.

- Ensure that Department plans and goals are effectively communicated throughout the Department so that individual work plans maintain progress toward Department goals.
- Fulfill role as appointing authority for Department to ensure the hire of qualified candidates. Ensure that each Departmental employee receives written, clearly stated goals and expectations.
- Ensure that each Departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of Departmental employees.
- Provide training opportunities for Departmental staff.
- Diagnose organizational needs, designing approaches and facilitating interventions to optimize Departmental communication, cooperation, teamwork, participation and results.

- Discharge all supervisory responsibilities in accordance with the County's policies and procedures, collective bargaining agreements, and State and Federal laws.
- Coordinate all personnel functions with the Human Resources Department.

**SUPERVISION RECEIVED:** Work is performed with considerable independence under the general direction of the Board of County Commissioners and is reviewed jointly by the Board and Transit Director through conferences, reports and the effectiveness of programs in accomplishing Department goals and objectives.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a bachelor's degree, in the field of business, transportation, public administration or related field with at least five years experience in transit services, transportation planning or related field. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage with a preference for the possession of a Commercial Drivers License (CDL).

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of issues related to transportation systems and planning. Knowledge of DOT regulations, state and federal rules and regulations relating to transit systems. Knowledge of administrative principles associated with budgeting, program planning, project management and contract management. Basic knowledge of fleet operations, purchasing and maintenance. Ability to develop and implement County transportation programs. Ability to meet deadlines and work independently in cooperation with community and agency representatives. Familiarity with personal computers and standard business software programs, such as word processing and spreadsheets.

Ability to:

- Plan, implement, and evaluate Department activities based on policy guidelines, regulations and laws.
- Think conceptually and quickly get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.

- Adapt flexibly to change or new situations and acknowledge and work through conflict openly. Accept responsibility and be able to work well with ambiguity.
- Model the positive behavior desired in others and promote collaboration and shared responsibility for Departmental success. Look for opportunities for people to contribute, develop skills, take responsibility and be trusted.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, County officials and the general public.
- Successfully apply for, receive and administer a wide variety of grant funding.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands while in the office are usually minimal, involving the movement of files, books, equipments, etc. seldom exceeding 20 pounds. Field activities require walking, bending, stooping and climbing.

**WORK ENVIRONMENT:** 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 the essential functions.

General office environment. Requires traveling throughout the County, State and region for attendance at meetings and/or other events and attendance at evening or weekend meetings or events. Occasional field work will expose position to all weather conditions and a variety of terrains.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON**

In the Matter of Conveying Certain Real Property                     )  
in Birkenfeld, Oregon, to Zephanian Emmons and                     )  
Lindsay Emmons, Tax Map ID No. 6N5W06-BC-05200                     )                     ORDER NO. 16-2019  
and Tax Account No 25283   )

WHEREAS, on January 29, 2015, *nunc pro tunc* October 2, 2014, the Circuit Court of the State of Oregon for the County of Columbia entered of record the General Judgment in *Columbia County v. Bahl, James L. & Frieda M., et al.*, Case No. 14-CV12025; and

WHEREAS, on October 12, 2016, pursuant to that General Judgment, Seller acquired foreclosed real property, including that certain parcel of land situated in Birkenfeld, Oregon, having Tax Map ID No. 6N5W06-BC-05200 and Tax Account No. 25283 (the "Property"), by deed recorded as document number 2016-008867 in the Columbia County deed records; and

WHEREAS, the Property is depicted on Exhibit A hereto, and is more specifically described in the draft quitclaim deed attached as Exhibit B hereto (the "Quitclaim Deed"), which is incorporated by reference herein; and

WHEREAS, the County offered the Property for sale at auction on August 16, 2017, with a minimum bid of \$138,790.00, and no offers were received; and

WHEREAS, pursuant to ORS 275.200(2), the County may sell and convey the Property without further public notice for not less than 15% of the minimum bid at auction; and

WHEREAS, Buyer has offered to purchase the Property for \$50,000.00, an amount exceeding the 15% minimum bid; and

WHEREAS, County policy provides that Buyers of tax foreclosed properties shall pay a \$145.00 administrative fee (the "Administrative Fee") in addition to the agreed upon purchase price; and

WHEREAS, Seller intends to sell the Property to Buyer on the terms and conditions set forth in the Purchase and Sale Agreement.

NOW, THEREFORE, IT IS HEREBY ORDERED as follows:

1. Pursuant to ORS 275.200(2), the Board of County Commissioners authorizes the sale of the above-described Property to Zephanian Emmons and Lindsay Emmons, plus an administrative fee in the amount of \$145.00.

2. The Board of County Commissioners will convey the Property by Quitclaim Deed in a form substantially the same as Exhibit B.

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3. The fully-executed Quitclaim Deed shall be recorded in the County Clerk deed records by Columbia County.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2019.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

Approved as to form:

By: \_\_\_\_\_  
Office of County Counsel

By: \_\_\_\_\_  
Henry Heimuller, Chair

By: \_\_\_\_\_  
Margaret Magruder, Vice Chair

By: \_\_\_\_\_  
Alex Tardif, Commissioner

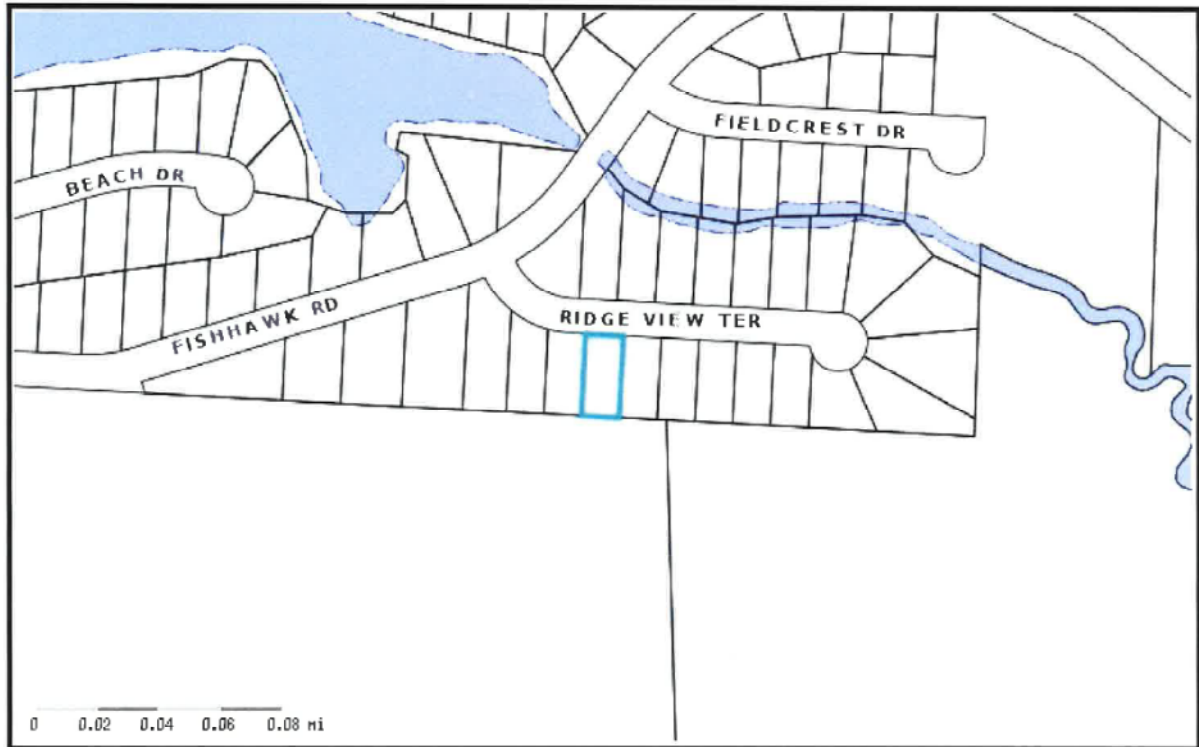


**EXHIBIT A**

**Tax Account No. 25283**

**Map**

**Map**



Columbia County



**Columbia County Web Maps**

Disclaimer: This map was produced using Columbia County GIS data. The GIS data is maintained by the County to support its governmental activities and is subject to change without notice. This map should not be used for survey or engineering purposes. Columbia County assumes no responsibility with regard to the selection, performance or use of information on this map.

GeoInfo

Printed 03/06/2019

## **EXHIBIT B**

### **AFTER RECORDING, RETURN TO GRANTEE:**

ZEPHANIAN AND LINDSAY EMMONS  
6584 NE DOGWOOD ST.  
HILLSBORO, OR 97124

Until a change is requested, all tax statements shall  
be sent to Grantee at the above address.

### **QUITCLAIM DEED**

The **COUNTY OF COLUMBIA**, a political subdivision of the State of Oregon, hereinafter called Grantor, for the consideration hereinafter stated, does hereby release and quitclaim unto Zephanian and Lindsay Emmons, husband and wife, hereinafter called Grantee, all right, title and interest in and to that certain parcel of real property identified in Columbia County records as Map ID No. 6N5W06-BC-05200 and Tax Account No. 25283, and more particularly described on Exhibit A hereto.

The true and actual consideration for this conveyance is \$50,145.00.

This conveyance is subject to the following exceptions, reservations and conditions:

- 1) This property is conveyed AS-IS without covenants or warranties, subject to any municipal liens, easements and encumbrances of record.
- 2) All rights to any County, public, forest or Civilian Conservation Corps roads are hereby reserved for the benefit of Columbia County, Oregon.
- 3) All rights to any minerals, mineral rights, ore, metals, metallic clay, aggregate, oil, gas or hydrocarbon substances in, on or under said property, if any, including underground storage rights, surface mining, and also including the use of such water from springs, creeks, lakes or wells to be drilled or dug upon the premises as may be necessary or convenient for such exploration or mining operations, as well as the conducting of operations related to underground storage and production of gaseous substances on the property, are specifically excepted, reserved and retained for the benefit of Columbia County, Oregon, together with the right of ingress and egress thereto for the purpose of exercising the rights hereby excepted, reserved and retained.

This conveyance is made pursuant to Board of County Commissioners Order No. 16-2019 adopted on the \_\_\_\_ day of \_\_\_\_\_, 2019, and filed in Commissioners Journal at Book \_\_\_, Page \_\_\_\_.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

IN WITNESS WHEREOF, the Grantor has executed this instrument this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

Approved as to form

By: \_\_\_\_\_  
Henry Heimuller, Chair

By: \_\_\_\_\_  
Office of County Counsel

STATE OF OREGON )

) ss.

ACKNOWLEDGMENT

County of Columbia )

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2019, by Henry Heimuller, Chair, Board of County Commissioners of Columbia County, Oregon, on behalf of which the instrument was executed.

\_\_\_\_\_  
Notary Public for Oregon

**EXHBIT A**

**Legal Description for Map ID No 6N5W06-BC-05200 and  
Tax Account No. 25283**

A tract of land in the Northwest quarter of Section 06, Township 6 North, Range 5 West,  
Willamette Meridian, Columbia County, Oregon, being more particularly described as follows:

Lot 8, Block 3, FISHHAWK LAKE ESTATES, Plat Book 3, Page 18, Columbia County,  
Oregon.

**AFTER RECORDING, RETURN TO GRANTEE:**

ZEPHANIAN AND LINDSAY EMMONS  
6584 NE DOGWOOD ST.  
HILLSBORO, OR 97124

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- 2) All rights to any County, public, forest or Civilian Conservation Corps roads are hereby reserved for the benefit of Columbia County, Oregon.
- 3) All rights to any minerals, mineral rights, ore, metals, metallic clay, aggregate, oil, gas or hydrocarbon substances in, on or under said property, if any, including underground storage rights, surface mining, and also including the use of such water from springs, creeks, lakes or wells to be drilled or dug upon the premises as may be necessary or convenient for such exploration or mining operations, as well as the conducting of operations related to underground storage and production of gaseous substances on the property, are specifically excepted, reserved and retained for the benefit of Columbia County, Oregon, together with the right of ingress and egress thereto for the purpose of exercising the rights hereby excepted, reserved and retained.

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