

# COLUMBIA COUNTY

## Board of Commissioners Office

### Commissioners

Margaret Magruder

Henry Heimuller

Alex Tardif

### Administration

Jan Greenhalgh

Jacyn Normine



ST. HELENS, OR 97051

230 Strand St., Room 338

Direct (503) 397-4322

Fax (503) 366-7243

[www.co.columbia.or.us](http://www.co.columbia.or.us)

## BOARD OF COUNTY COMMISSIONERS FOR COLUMBIA COUNTY, OREGON

Wednesday, August 28, 2019

10:00 a.m. – Room 310

## BOARD MEETING AGENDA

### CALL TO ORDER/FLAG SALUTE

### MINUTES:

- August 14, 2019 Board Meeting
- August 14, 2019 Work Session

### VISITOR COMMENTS – 5 MINUTE LIMIT

### Hearings:

**Ex Parte Contact Disclosure and Deliberations**—"In the Matter of Appeals of Administrative Decisions by Land Development Services Director for Building Permit No. 92-19-000377-MD and Residential Electrical Permit No. 192-00602-ELEC for Space 10 of the Deer Point Meadows Mobile Home Park".

### CONSENT AGENDA:

- Ratify the Select to pay for 08.19.19 and 08.26.19
- Approve Letter of Authority for Erik Forsell, Land Use Compliance Specialist
- Authorize the Finance Director to fill the vacant Accountant I/Accountant II position
- Resolution No. 68-2019, In the Matter of Appointing Teri Powers as Justice of the Peace, Pro Tempore, to the Columbia County Justice Court

**AGREEMENTS/CONTRACTS/AMENDMENTS:**

- E. C125-2019, Amendment 1 to Oregon Health Authority Intergovernmental Agreement No. 156296-1 for Environmental Health Services and authorize Chair to sign
- F. Rescind the Reappointment of Nina Reed and Christy Settle as members to the Northwest Housing Authority of Columbia County with their term to expire December 31, 2021
- G. Approve the Reappointment of Nina Reed and Christy Settle as members to the Columbia County Housing Authority Board effective January 1, 2018 with their term to expire December 31, 2021 and authorize the Chair to sign
- H. Rescind the Reappointment of Peggy Howell, Boyd Ruby, and Mary Jo Simpson as members to the Northwest Housing Authority of Columbia County with their term to expire December 31, 2022 and authorize the Chair to sign
- I. Approve the Reappointment of Peggy Howell, Boyd Ruby, and Mary Jo Simpson as members to the Columbia County Housing Authority Board effective January 1, 2018 with their term to expire December 31, 2022 and authorize the Chair to sign

**DISCUSSION ITEMS:**

- Columbia County Tourism Initiative-Alison Hart

**COMMISSIONER HEIMULLER COMMENTS:**

**COMMISSIONER MAGRUDER COMMENTS:**

**COMMISSIONER TARDIF 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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August 28, 2019

## **LETTER OF AUTHORITY** UNDER THE COLUMBIA COUNTY ENFORCEMENT ORDINANCE

TO: Erik Forsell  
Land Use Compliance Specialist

Pursuant to the Columbia County Enforcement Ordinance (Ordinance No. 92-15, as amended), hereinafter the "Enforcement Ordinance," you are specifically authorized, have jurisdiction of and may enforce certain violations as described below. Your authority and jurisdiction is subject to the primary authority of the Board of County Commissioners, and is limited to the specific violations listed below.

The Board of County Commissioners may at any time, for any reason, by order or resolution, revoke the authority and jurisdiction granted by this letter and the Enforcement Ordinance. In addition, your authority and jurisdiction shall be automatically terminated and you shall return this letter if you cease to hold a position authorized by the Enforcement Ordinance to enforce violations.

Pursuant to Section 14.E. of the Enforcement Ordinance, no authorized person shall file any complaint under the ordinance, and the courts shall not have jurisdiction to hear any such complaint, without the express review and approval of the Columbia County Counsel or Assistant County Counsel. This does not mean you cannot issue the summons portion of the citation first, in appropriate cases, and clear it with the County Counsel or Assistant County Counsel later, before filing the complaint. Generally, consultation with County Counsel and prior clearance with the Board of Commissioners is encouraged. Subject to the foregoing, you are authorized to issue a warning or citation to any person who commits a violation listed below. You may not make an arrest for a violation under the Enforcement Ordinance, but may detain any individual reasonably believed to have committed a violation, only so long as is necessary to determine, for the purposes of issuing a warning or citation, the identity of the offender and such additional information as is appropriate for enforcement of the violation. Before detaining any individual in an attempt to enforce the statutes, rules, ordinances, orders or resolutions enforceable under this ordinance, you shall conspicuously display an official identification card or this letter of authority showing your lawful authority.

The violations you have authority over, jurisdiction of and may enforce are as follows:

AREAS OF AUTHORITY	RELEVANT ORDINANCE PROVISIONS
Land Use Compliance Specialist	Violations of those statutes, administrative rules, ordinances, orders and resolutions, and provisions thereof, listed in Subsections A, B, C, D, E, F, G, U, W, Y, BB, the Kennel and Dog Nuisances Ordinances, and relevant amendments and ordinances under Subsections S and T of Section 6 of the Columbia County Enforcement Ordinance.

This letter of authority is retroactive August 12, 2019.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2019

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

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

By: \_\_\_\_\_  
Margaret Magruder, Commissioner

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

Approved as to form

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

COLUMBIA COUNTY, OREGON  
JOB DESCRIPTION: ACCOUNTANT 1  
DATE: 08/18/2010

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EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Finance	CLASSIFICATION:	035
SUPERVISOR:	Finance Director	SALARY RANGE:	23
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 1442

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**GENERAL STATEMENT OF DUTIES:** Participate in accounting and financial record keeping functions for the County. Perform a variety of duties including processing receipts, accounts payable, reviewing financial transactions, preparing statements and reports and processing payrolls. Do related work as required.

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

Assist in all functions related to the receipt and disbursement of monies, coordinating across the Finance Department and Treasurer's Office as appropriate.

Primary responsibility is for receiving, coding, receipting and depositing revenues from across the County; coordinating as necessary with revenue originators internal and external to the County; preparing required state and federal reports; and identifying receipts that require immediate pass through to third parties.

Maintain revenue files that allow for proper tracking of all revenue classes required by state, federal and/or GASB standards.

Assure that the weekly accounts payable process happens on time and according to local, state and federal requirements and the County's own internal controls procedures. Create new vendors in the accounting system. Assure that "first of the month" payments (items for which the County does not receive an invoice) are calculated properly and included in the appropriate AP cycle. Process and reconcile Justice Court. Assess whether off-cycle check runs are merited.

Administer credit card issuance and closure process. Request monthly disbursement to vendor. Gather monthly credit card expense reports from cardholders and prepare appropriate entries.

Balance subsidiary ledgers to the general ledger. Ensure individual funds are balanced.

Prepare and distribute periodic budgetary reports, financial reports, investment reports, payroll, and insurance reports.

Prepare journal entries as appropriate, including fund transfers and interdepartmental billings. Work with auditor as needed to respond to testing requests and process audit adjustments to balance accounts.

Assist the Finance Director with assessments of and improvements in revenue and payables processing in order to both minimize County exposure to fraud and to become more efficient that span accounting software, office procedures and internal controls methods.

Perform various office support duties, such as filing, processing correspondence, answering telephones and assisting employees or citizens.

Create and maintain process documentation for all County processes conducted on routine basis in accordance with Continuity of Operations Planning (COOP) standards.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not a normal responsibility assigned to this position.

**SUPERVISION RECEIVED:** Work under the general supervision of the Finance Director who provides policy and administrative direction and reviews performance.

**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:** Bachelor's degree in the field of accounting or related area plus three years experience in accounting or an Associate's degree in the field of accounting or related area plus seven years experience in accounting or a high school diploma plus 10 years experience in accounting. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be accepted.

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of accounting principles for governmental entities, methods and procedures and ability to apply such knowledge to a variety of fund accounting transactions and the preparation of complex accounting reports and analyses. Experience effectively using accounting software. Familiarity with the use of related business software such as web-based banking services, spreadsheets and word processing programs.

Ability to correlate and evaluate a large volume of complex written and numerical data. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public. Ability to act in such a manner as to maintain the confidentiality of the personnel records and issues and other matters which may be encountered.

**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.

Minimal, involving the movement of files, books, equipments, etc. seldom exceeding 20 pounds.

**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.

COLUMBIA COUNTY, OREGON

JOB DESCRIPTION: **ACCOUNTANT II** Area of Emphasis: Payroll

DATE: 03/31/2017

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EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Finance	CLASSIFICATION:	035B
SUPERVISOR:	Acctg Services Mgr	SALARY RANGE:	24
UNION (Y/N):	No	LOCAL:	NA

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**GENERAL STATEMENT OF DUTIES:** Participate in accounting and financial record keeping functions for the County. Perform a variety of duties including processing receipts, accounts payable, reviewing financial transactions, preparing statements and reports and processing payrolls. While the work is similar to an Accountant I, the level of responsibility assumed and the complexity of duties is greater and includes handling more complex duties. This classification may be assigned to a particular area of emphasis within the Finance Department. Do related work as required.

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

Payroll emphasis

Primary responsibility is to assure an accurate, timely and transparent payroll process (EOM, mid-month draw and final pay checks), prioritizing verification of data changes, payroll calculations, labor contract compliance and creating/maintaining systematic and efficient data entry and paper flow norms.

Oversee fiscal administration of benefits including reconciliation and coding of all benefits bills. Prepare PERS data uploads and monthly, quarterly and annual reconciliations. Become administrative expert in PERS. Troubleshoot data or billing requests from benefits vendors.

Prepare and, with Manager approval, file monthly, quarterly and annual reports for federal, state and other taxes (including W-2s), unemployment and workers' compensation reports.

Respond to employee requests, questions and concerns regarding payroll in a timely manner and with a constructive customer service approach.

Coordinate payroll and benefits functions with the Human Resources Department as appropriate.

Assist the Accounting Services Manager and/or Finance Director with assessments of and improvements in payroll activities in order to minimize County exposure to fraud and increase business process efficiency that span accounting software, office procedures and internal controls methods.

Prepare schedules and carry out activities related to the year end close, annual financial reporting and single audit related to area of emphasis. Work with auditor as needed to respond to testing requests and process audit adjustments to balance accounts.

Assure compliance and maintain payroll related and other assigned core finance files that assure payroll and related records meet departmental norms and requirements of state and federal law and/or Governmental Accounting Standards Board (GASB) standards.



Keep current process documentation for payroll related and other assigned core finance areas. Assist Finance Director and/or Accounting Services Manager with related policy review and updates.

Assist with employee education programs and creation of technical support resources for staff and elected officials in area of emphasis and other assigned core finance activities.

Core Finance As a member of a small finance office of a full service county, a number of critical duties outside the area of emphasis will be included in the portfolio of responsibilities as primary or back up roles.

Accounts payable: assure that the weekly accounts payable process happens on time and according to local, state and federal requirements and the County's own internal controls procedures. Assess whether off-cycle check runs are merited. Prepare annual 1099 reports.

Vendor and contacts: maintain County vendor information, IGAs and other relevant documentation. Assure that contract-driven payments (items for which the County does not receive an invoice) are calculated properly and included in the appropriate AP cycle.

Credit or Payment cards: manage County card program including issuance and closure, monthly disbursement to vendor and monthly billing reconciliation.

Budget support: prepare portions of County and component unit budget documentation. Assist with grant budget preparation.

Accounts receivable: calculate costs for reimbursement requests, internal and external billings.

Monthly reconciliations: carry out assigned monthly and periodic reconciliations of bank accounts, inventories, encumbrances, contracts, accounts receivable, benefits, payroll, etc. Reconcile subsidiary ledgers to the general ledger. Fund account reconciliation to budget and other reports.

Prepare and distribute periodic budgetary reports, financial reports, investment reports, payroll, and insurance reports. Prepare journal entries as appropriate, including fund transfers and interdepartmental billings.

Participate in risk management, process improvement and Continuity of Operations Planning (COOP) efforts and initiatives as assigned.

Keep current on relevant accounting rules, federal and state statutes, requirements of Generally Accepted Accounting Practice (GAAP), GASB pronouncements and best practices in government accounting and financial processing through participation in professional conferences and seminars and other educational opportunities.

Any assigned cash handling duties will be carried out with professionalism and care in the manner described in the County Cash Handling Standards.

Perform various office support duties, such as filing, processing correspondence, answering telephones and assisting employees or citizens.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not a normal responsibility assigned to this position.

**SUPERVISION RECEIVED:** Work under the general supervision of the Accounting Services Manager who provides policy and administrative direction and reviews performance. \*Depending on the area of assignment or work currently performed, this position may be supervised by the Finance Director.

**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:** Bachelor's degree in the field of accounting or related area plus three years experience in accounting with an emphasis on Payroll or an Associate's degree in the field of accounting or related area plus seven years experience in accounting with an emphasis on Payroll or a high school diploma plus 10 years experience in accounting with an emphasis on Payroll. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be accepted.

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of accounting principles for governmental entities, methods and procedures and ability to apply such knowledge to a variety of fund accounting transactions and the preparation of complex accounting reports and analyses. Experience effectively using accounting software. Familiarity with the use of related business software such as web-based banking services, spreadsheets and word processing programs.

Ability to correlate and evaluate a large volume of complex written and numerical data. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public. Ability to act in such a manner as to maintain the confidentiality of the personnel records and issues and other matters which may be encountered.

**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.

Minimal, involving the movement of files, books, equipment, etc. seldom exceeding 20 pounds.

**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.

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

In the Matter of Appointing Teri Powers                    )  
as Justice of the Peace, Pro Tempore, to the            )  
Columbia County Justice Court                            )        RESOLUTION NO. 68-2019

WHEREAS, the Justice of the Peace for the Columbia County Justice Court, the Honorable Diana M. Shera Taylor, occasionally must decline to hear a case because of a conflict of interest or for other reasons; and

WHEREAS, Teri Powers is a citizen of the United States, and a resident of Oregon for at least three years; is currently a resident of Columbia County, Oregon and has maintained residency within Columbia County, Oregon for at least one year immediately prior to the date of appointment, and is in all respects fully qualified to temporarily fulfill the duties of the Justice of the Peace as authorized by ORS 51.240;

NOW, THEREFORE, IT IS HEREBY ORDERED as follows:

1. Teri Powers is appointed as Justice of the Peace, Pro Tempore, to the Columbia County Justice Court, effective August 28, 2019.
2. Teri Powers may serve as Justice of the Peace, Pro Tempore, only during any temporary absence or other incapacity of Judge Taylor, such as when Judge Taylor has a conflict of interest.
3. This appointment shall expire on August 27, 2020.

DATED in St. Helens, Oregon, this \_\_\_\_ day of August, 2019.

BOARD OF COUNTY COMMISSIONERS FOR  
COLUMBIA COUNTY, OREGON

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

By: \_\_\_\_\_  
Margaret Magruder, Commissioner

Approved as to form:

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

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



**OREGON HEALTH AUTHORITY  
INTERGOVERNMENTAL AGREEMENT  
FOR ENVIRONMENTAL HEALTH SERVICES**

In compliance with the Americans with Disabilities Act, this document is available in alternate formats such as Braille, large print, audio recordings, Web-based communications and other electronic formats. To request an alternate format, please send an e-mail to [dhs-oha.publicationrequest@state.or.us](mailto:dhs-oha.publicationrequest@state.or.us) or call 503-378-3486 (voice) or 503-378-3523 (TTY) to arrange for the alternative format.

This **First Amendment** to Oregon Health Authority Intergovernmental Agreement for Environmental Health Services (as amended the "Agreement"), is between the State of Oregon acting by and through its Oregon Health Authority ("OHA") and Columbia County, the Local Public Health Authority ("LPHA"), acting by and through its Health and Human Services Department, each a "Party" and together, the "Parties."

**AGREEMENT**

1. Section 6, LPHA Responsibilities, Subsection 6.2, is hereby amended as follows: language to be replaced or changed is ~~struck through~~; new language is **underlined and bold**.
  - 6.2 Not later than thirty (30) days following receipt of an invoice from OHA, remit the following licensing fees to OHA:
    - For the tourist facility program, fifteen percent (15 %) of the state licensing fee or fifteen percent (15 %) of the county licensing whichever is less collected by county that quarter, in accordance with ORS 446.425;
    - For the pool facility program, in the amount of \$45, for each license issued by the LPHA in that quarter under ORS 448.035 or such other amount agreed upon by the parties;
    - For the restaurant, bed and breakfast facility, commissary, mobile unit and warehouse licensing programs, a predetermined percentage of licensing revenue. For each biennium, this amount is determined by dividing OHA's food program costs by the total projected statewide licensing revenue. Statewide revenue is calculated using marker fees set forth in ORS 624.490. **The projected food program cost for July 1, 2019 through June 30, 2020 is \$1,025,276. The total statewide revenue projection for this timeframe is \$5,891,104. The resulting remittance factor is 17.4%. (\$1,025,276 divided by \$5,891,104 = 17.4%)**

**NOTE: This remittance factor is based on statewide licensing fees set forth in ORS 624.490 prior to July 1, 2019. Senate Bill 28 of the 2019 Oregon Legislative Session increased statewide licensing fees effective July 1, 2019. The remittance factor of 17.4% will remain in effect for one year (July 1, 2019 through June 30, 2020). An amendment to this Agreement will address the revised licensing fees for the second half of the biennium (July 1, 2020 through June 30, 2021) as necessary; For example for the 2015-2016 biennium OHA's total food program costs were \$739,053. The total projected restaurant licensing revenue for all LPHAs was \$5,276,534.  $\$739,053 / \$5,276,534 = 14.01\%$ .**

    - **According to OAR 333-012-0057(1)(g), the annual amount remitted by the Local Public Health Authority in the first year of the biennium may not be less than 35 percent of the total biennial amount; and**

- For the final invoice of a given fiscal year, LPHA may request an invoice in advance of the actual due date and pay the required licensing fees in advance.
2. Except as amended hereby, all terms and conditions of the Agreement remain in full force and effect.
  3. This Amendment may be executed in any number of counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.
  4. This Amendment becomes effective on the date of the last signature below.
  5. LPHA Data and Certification.
    - a. **LPHA Information.** LPHA shall provide information set forth below. This information is requested pursuant to ORS 305.385.

**PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION:**

**LPHA Name (exactly as filed with the IRS):** \_\_\_\_\_

Street address: \_\_\_\_\_

City, state, zip code: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_

Facsimile: (    ) \_\_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_

**Proof of Insurance:**

Workers' Compensation Insurance Company: \_\_\_\_\_

Policy #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

The above information must be provided prior to Agreement approval. LPHA shall provide proof of Insurance upon request by OHA or OHA designee.

**b. Certification.** The LPHA acknowledges that the Oregon False Claims Act, ORS 180.750 to 180.785, applies to any "claim" (as defined by ORS 180.750) that is made by (or caused by) the LPHA and that pertains to this Agreement or to the project for which the Agreement work is being performed. The LPHA certifies that no claim described in the previous sentence is or will be a "false claim" (as defined by ORS 180.750) or an act prohibited by ORS 180.755. LPHA further acknowledges that in addition to the remedies under this Agreement, if it makes (or causes to be made) a false claim or performs (or causes to be performed) an act prohibited under the Oregon False Claims Act, the Oregon Attorney General may enforce the liabilities and penalties provided by the Oregon False Claims Act against the LPHA. Without limiting the generality of the foregoing, by signature on this Agreement, the LPHA hereby certifies that:

- (1) The information shown in this Section 5, LPHA Data and Certification, is LPHA's true, accurate and correct information;
- (2) To the best of the undersigned's knowledge, LPHA has not discriminated against and will not discriminate against minority, women or emerging small business enterprises certified under ORS 200.055 in obtaining any required subcontracts;
- (3) LPHA and LPHA's employees and agents are not included on the list titled "Specially Designated Nationals" maintained by the Office of Foreign Assets Control of the United States Department of the Treasury and currently found at:

<https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>;

- (4) LPHA is not listed on the non-procurement portion of the General Service Administration's "List of Parties Excluded from Federal procurement or Non-procurement Programs" found at: <https://www.sam.gov/portal/public/SAM/>; and
  - (5) LPHA is not subject to backup withholding because:
    - (a) LPHA is exempt from backup withholding;
    - (b) LPHA has not been notified by the IRS that LPHA is subject to backup withholding as a result of a failure to report all interest or dividends; or
    - (c) The IRS has notified LPHA that LPHA is no longer subject to backup withholding.
- c. LPHA is required to provide its Federal Employer Identification Number (FEIN). By LPHA's signature on this Agreement, LPHA hereby certifies that the FEIN provided to OHA is true and accurate. If this information changes, LPHA is also required to provide OHA with the new FEIN within 10 days.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates set forth below their respective signatures.

**6. Signatures.**

**OREGON HEALTH AUTHORITY**

By: \_\_\_\_\_  
 Name: Andre Ourso  
 Title: Administrator, Center for Health Protection  
 Date: \_\_\_\_\_

**COLUMBIA COUNTY LOCAL PUBLIC HEALTH AUTHORITY**

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**DEPARTMENT OF JUSTICE – APPROVED FOR LEGAL SUFFICIENCY**

Shannon O'Fallon approved via email August 1, 2019

**REVIEWED BY OHA PUBLIC HEALTH ADMINISTRATION**

By: \_\_\_\_\_  
 Name: Brett Sherry (or designee)  
 Title: Program Manager  
 Date: \_\_\_\_\_

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August 28, 2019

Christy Settle  
PO Box 1148  
Scappoose, OR. 97056

Dear Christy,

The Board of County Commissioners are pleased to advise you that you have been reappointed to the Columbia County Housing Authority Board effective as of January 1, 2018. Your term will expire December 31, 2021.

It is a pleasure for us to make this appointment, however should you decide not to accept the position, please contact the Board of Commissioners office at (503)-397-4322 as soon as possible.

We look forward to your continued participation as a member of this Board.

Sincerely,

Henry Heimuller,  
Commission Chair

HH:jn

# COLUMBIA COUNTY

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August 28, 2019

Nina Reed  
PO Box 582  
St. Helens, OR. 97051

Dear Nina,

The Board of County Commissioners are pleased to advise you that you have been reappointed to the Columbia County Housing Authority Board effective as of January 1, 2018. Your term will expire December 31, 2021.

It is a pleasure for us to make this appointment, however should you decide not to accept the position, please contact the Board of Commissioners office at (503)-397-4322 as soon as possible.

We look forward to your continued participation as a member of this Board.

Sincerely,

Henry Heimuller,  
Commission Chair

HH:jn



# COLUMBIA COUNTY

## Board of Commissioners Office



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August 28, 2019

Mary Jo Simpson  
325001 Pittsburg Rd.  
St. Helens, OR. 97051

Dear Mary Jo Simpson,

The Board of County Commissioners are pleased to advise you that you have been reappointed to the Columbia County Housing Authority Board effective as of January 1, 2019. Your term will expire December 31, 2022.

It is a pleasure for us to make this appointment, however should you decide not to accept the position, please contact the Board of Commissioners office at (503)-397-4322 as soon as possible.

We look forward to your continued participation as a member of this Board.

Sincerely,

Henry Heimuller,  
Commission Chair

HH:jn

# COLUMBIA COUNTY

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August 28, 2019

Boyd Ruby  
PO Box 919  
Scappoose, OR. 97056

Dear Boyd,

The Board of County Commissioners are pleased to advise you that you have been reappointed to the Columbia County Housing Authority Board effective as of January 1, 2019. Your term will expire December 31, 2022.

It is a pleasure for us to make this appointment, however should you decide not to accept the position, please contact the Board of Commissioners office at (503)-397-4322 as soon as possible.

We look forward to your continued participation as a member of this Board.

Sincerely,

Henry Heimuller,  
Commission Chair

HH:jn

# COLUMBIA COUNTY

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August 28, 2019

Peggy Howell  
PO Box 1416  
St. Helens, OR. 97051

Dear Peggy,

The Board of County Commissioners are pleased to advise you that you have been reappointed to the Columbia County Housing Authority Board effective as of January 1, 2019. Your term will expire December 31, 2022.

It is a pleasure for us to make this appointment, however should you decide not to accept the position, please contact the Board of Commissioners office at (503)-397-4322 as soon as possible.

We look forward to your continued participation as a member of this Board.

Sincerely,

Henry Heimuller,  
Commission Chair

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