

COLUMBIA COUNTY

Board of Commissioners Office

Commissioners

Margaret Magruder

Henry Heimuller

Alex Tardif

Administration

Jacyn Normine



ST. HELENS, OR 97051

230 Strand St., Room 338

Direct (503) 397-4322

Fax (503) 366-7243

www.co.columbia.or.us

BOARD OF COUNTY COMMISSIONERS FOR COLUMBIA COUNTY, OREGON

Wednesday, September 18, 2019

10:00 a.m. – Room 310

BOARD MEETING AGENDA

CALL TO ORDER/FLAG SALUTE

MINUTES:

- September 11, 2019 Board Meeting
- September 11, 2019 Work Session

VISITOR COMMENTS – 5 MINUTE LIMIT

MATTERS:

Annual Columbia County Appreciation Picnic at the Fair Grounds 11:30 a.m. - 1:00 p.m.

CONSENT AGENDA:

- A. Ratify the Select to Pay for 09.16.19
- B. Authorize the District Attorney to fill the vacant position of Department Secretary
- C. Approve the corrected appointment letters of Greg Lines, David Brown, and Alan Johnston as members of the Columbia County Jail Operating Citizen Advisory Committee with a term to expire June 30, 2020 and authorize the Chair to sign.
- D. Approve the corrected appointment letters of Jim Gibson and Mary Anne Anderson as members of the Columbia County Jail Operating Citizen Advisory Committee with a term to expire June 30, 2021 and authorize the Chair to sign.
- E. Approve the corrected appointment letter of Bob Brajcich as a member of the Columbia County Jail Operating Citizen Advisory Committee with a term to expire June 30, 2022 and authorize the Chair to sign.
- F. Approve the reappointment of Ingrid Chamberlain to the Columbia County Fair Board, Position 3 with a term to expire January 1, 2022 and authorize the Chair to sign.

G. Authorize The Land Development Director to fill the Office Manager I Position.

AGREEMENTS/CONTRACTS/AMENDMENTS:

- H. Order No. 71-2019, In the Matter of Declaring Certain Personal Property Owned by Columbia County to be Surplus to the County's Needs and Directing the Disposal or Sale Thereof [Public Health Dept. Vehicle]
- I. C83-2019 Second Amendment to Personal Services Contract by and Between Columbia County and Correct Care Solutions, Inc.

DISCUSSION ITEMS:

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.

- F. Approve the reappointment of Ingrid Chamberlain to the Columbia County Fair Board, Position 3 with a term to expire January 1, 2022 and authorize the Chair to sign.
- G. Authorize The Land Development Director to fill the Office Manager I Position.

AGREEMENTS/CONTRACTS/AMENDMENTS:

- H. Order No. 71-2019, In the Matter of Declaring Certain Personal Property Owned by Columbia County to be Surplus to the County's Needs and Directing the Disposal or Sale Thereof [Public Health Dept. Vehicle]
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September 18, 2019

Alan Johnston
10961 Hwy 202
Birkenfeld, OR 97016

Dear Alan,

The Board of County Commissioners are pleased to advise you that you have been appointed to the Columbia County Jail Operating Citizen Advisory Committee for a two year term effective original date July 1, 2018. Your term will expire June 30, 2020. You are receiving this corrected appointment letter to be in compliance with bylaws of ordinance No. 2017-3.

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. Additional information concerning this committee, meetings times/places, etc., can be obtained by contacting Kathy Coddington at (503) 397-4322 or by email at kathy.coddington@columbiacounty.or.gov.

We look forward to your active participation as a member of this committee.

Sincerely,

Henry Heimuller
Chair

HH: KC

C: Sheriff's Office

Enclosed: Government Ethics Law Guide

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September 18, 2019

David Brown
PO Box 534
Scappoose OR 97056

Dear David,

The Board of County Commissioners are pleased to advise you that you have been appointed to the Columbia County Jail Operating Citizen Advisory Committee for a two year term effective original date July 1, 2018. Your term will expire June 30, 2020. You are receiving this corrected appointment letter to be in compliance with bylaws of ordinance No. 2017-3.

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. Additional information concerning this committee, meetings times/places, etc., can be obtained by contacting Kathy Coddington at (503) 397-4322 or by email at kathy.coddington@columbiacounty.or.gov.

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September 11, 2019

Gregory Lines
171 West St.
St. Helens, OR. 97051

Dear Gregory,

The Boards of County Commissioners are pleased to advise you that you have appointed to the Columbia County Jail Operating Citizens Advisory Committee for a three year term. Your term will expire June 30, 2020. You are receiving this corrected appointment letter to be in compliance of bylaws Ordinance No. 2017-3.

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. Additional information concerning this committee, meetings times/places, etc. Can be obtained by contacting Kathy Coddington at (503) 397-4322 or by email at kathy.coddington@columbiacountyor.gov .

We look forward to your active participation as a member of this committee.

Sincerely,

Henry Heimuller
Chair
HH: KC
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September 18, 2019

Mary Anne Anderson
PO Box 1122
St. Helens, OR 97051

Dear Mary Anne,

The Board of County Commissioners are pleased to advise you that you have been appointed to the Columbia County Jail Operating Citizen Advisory Committee for a two year term effective original date July 1, 2019. Your term will expire June 30, 2021. You are receiving this corrected appointment letter to be in compliance with bylaws of ordinance No. 2017-3.

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. Additional information concerning this committee, meetings times/places, etc., can be obtained by contacting Kathy Coddington at (503) 397-4322 or by email at kathy.coddington@columbiacounty.or.gov.

We look forward to your active participation as a member of this committee.

Sincerely,

Henry Heimuller
Chair

HH: KC

C: Sheriff's Office

Enclosed: Government Ethics Law Guide

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September 18, 2019

Jim Gibson
PO Box 479
Clatskanie, OR 97016

Dear Jim,

The Board of County Commissioners are pleased to advise you that you have been appointed to the Columbia County Jail Operating Citizen Advisory Committee for a three year term effective original date July 1, 2018. Your term will expire June 30, 2021. You are receiving this corrected appointment letter to be in compliance with bylaws of ordinance No. 2017-3.

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. Additional information concerning this committee, meetings times/places, etc., can be obtained by contacting Kathy Coddington at (503) 397-4322 or by email at kathy.coddington@columbiacounty.or.gov.

We look forward to your active participation as a member of this committee.

Sincerely,

Henry Heimuller
Chair

HH: KC

C: Sheriff's Office

Enclosed: Government Ethics Law Guide

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Administration
Jacyn Normine

September 18, 2019

Bob Brajcich
PO Box 1113
Clatskanie, OR 97016

Dear Bob,

The Board of County Commissioners are pleased to advise you that you have been appointed to the Columbia County Jail Operating Citizen Advisory Committee for a three year term effective original date July 1, 2019. Your term will expire June 30, 2022. You are receiving this corrected appointment letter to be in compliance with bylaws of ordinance No. 2017-3.

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. Additional information concerning this committee, meetings times/places, etc., can be obtained by contacting Kathy Coddington at (503) 397-4322 or by email at kathy.coddington@columbiacounty.or.gov.

We look forward to your active participation as a member of this committee.

Sincerely,

Henry Heimuller
Chair

HH: KC
C: Sheriff's Office
Enclosed: Government Ethics Law Guide

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September 18, 2019

Ingrid Chamberlain
193 N. 8th St.
St. Helens, OR 97051

Dear Ingrid,

The Board of Commissioners are pleased to advise you that you have been reappointed to complete your appointed term to the Columbia County Fair Board, Position # 3. Your term will expire on January 1, 2022.

This reappointment, of course, is subject to your acceptance. Before you can become an active member of the Columbia County Fair Board, it is necessary that you be sworn into office. This may be done at your convenience in the office of the County Clerk, on the main floor of the Courthouse, 230 Strand Street, St. Helens, Oregon. Hours are 8:30 am to 5:00pm, Monday through Friday.

It is a pleasure for us to make this reappointment and we look forwards to your active participation as a member of the Board.

Sincerely,

Henry Heimuller
Chair

HH: KC

CC

Enclosed: Oregon Government Ethics Guide



TO: Board of County Commissioners

FROM: Karen L. Schminke, AICP, Land Development Services Director

DATE: September 12, 2019

RE: Request for Authorization to Fill the Office Manager I Position

Due to an imminent retirement, the Office Manager I position in the Land Development Services Department will become vacant on November 1, 2019. To ensure continuity of service to our customers I am requesting authorization from the Board to fill this position.

This is not a new position, rather it has been central to the department and our customer service functions for many years. This position is already accounted for in the County's current budget so no new or additional allocation of funds is required. For your use, a copy of the job description for this position is attached.

Thank you for your continued support as we provide service to the residents of Columbia County. Feel free to contact me with any questions you may have.

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Land Development Services	CLASSIFICATION:	012
SUPERVISOR:	LDS Director	SALARY RANGE:	26
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 1442

GENERAL STATEMENT OF DUTIES: Perform a complex variety of administrative and office support duties in support of the Department. Do related work as required.

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

Assist Director in planning and coordinating department office operations and other special projects. Oversee operations of all office functions and make suggestions for improvement to the Director.

Assist in development and implementation of policies and procedures affecting departmental operations and maintenance.

Assist Director in preparation of annual department budget. Monitor fiscal operation of department and report to the Director with recommendations to remain within budgetary constraints. Assist in the preparation of annual estimated personnel, supplies and equipment needs/costs.

Assist the public in completing applications for building permit and land use applications. Ensure the necessary supporting documents are received so that the proper fee can be assessed and a decision can be rendered by the appropriate division.

Process permit applications and monitor the review process. Issue permits once reviewed and approved. Notify applicants regarding action taken on their application.

Perform research on property for building or zoning information per public requests.

Perform cash handling duties in accordance with the County Cash Handling Standards.

Maintain records, monitor contacts and expenditures and submit claims for approval to Accounting. Make weekly deposits, maintain and reconcile account ledgers. Collect and compile data for program planning and evaluation.

Establish and maintain effective working relationships with all levels of government, private agencies, and associations regarding department operations.

Attend meetings and training seminars as requested or directed.

Maintain accurate time records for department employees, including volunteers and temporary employees. Prepare necessary payroll records for transmittal to Accounting. Compute

overtime/compensatory time. Prepare draw slips and personnel action forms for department employees. Assist employees with questions on employment benefits, insurance, etc.

Maintain an accurate and extensive filing system relating to department activities, training and personnel issues.

Order supplies and equipment and keep accurate records of inventory.

Coordinate daily office functions with other office support staff, delegating as appropriate.

Perform administrative and secretarial duties in support of the Department, including word processing, information compilation, operation of standard office equipment, maintaining files, and answering telephones.

Respond to inquiries from the general public, other departments and agencies. Explain policies and procedures.

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

SUPERVISORY RESPONSIBILITIES: Limited supervision of office permit technician personnel. Supervision includes coordination and monitoring of work schedules, relaying and monitoring assigned work and reporting performance issues to the Department Director.

SUPERVISION RECEIVED: Work independently without direct supervision under the general direction of the Department 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: Equivalent to an Associate's degree in business, office management or related field. Four years of progressively responsible experience in the general field of office management with at least two years working in the land use field and/or local government. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be accepted.

DESIRABLE QUALIFICATIONS: Certification by the State of Oregon or the International Code Council as a Permit Technician, Code Specialist or similar.

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of bookkeeping and accounting principles and practices. Considerable knowledge of office management methods and procedures. Strong familiarity with the use and operation of all types of standard office equipment and with the use of personal computers and business software, such as word processing, spreadsheets and databases. Knowledge of laws and procedures relating to land use issues and inspections.

Ability to enforce all laws, regulations, ordinances and standards consistently to ensure maximum compliance and to protect the public health and safety. Ability to promote excellence in the workplace, dependable performance, responsible customer service, price, initiative, commitment, cooperation, safety and a team approach for the smooth and efficient operation of the Department. Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks. Ability to communicate effectively both verbally and in writing. Ability to follow and to motivate others to follow standard procedures and practices. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

Skill in the use and operation of office equipment and personal computers.

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 for the position while in the office are typically 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 Declaring Certain Personal
Property Owned by Columbia County to be
Surplus to the County's Needs and Directing the
Disposal or Sale Thereof

ORDER NO. 71-2019

[Public Health Vehicle]

WHEREAS, the Columbia County Public Health Department has determined that a County-owned vehicle (2000 Dodge Dakota, VIN# 1B7GG26X3YS635689) is longer needed for use by Columbia County and should be declared surplus and disposed of in accordance with the Columbia County Public Contracting Rules (Ordinance No. 2015-2, as amended); and

WHEREAS, the vehicle has a current market value \$3000, and property valued at more than \$2500 must be declared surplus by the Board of County Commissioners prior to disposal or sale; and

WHEREAS, under the Columbia County Public Contracting Rules, items that the County no longer needs may be declared surplus and disposed of by certain approved methods; and

WHEREAS, the Public Health Department proposes to dispose of the surplus property by public auction to the highest bidder, which is an approved method under the County's Public Contracting Rules;

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS HEREBY ORDERS:

1. The 2000 Dodge Dakota identified above is declared surplus to the County's needs and shall be offered at public auction, in accordance with the County's Public Contracting Rules.
2. The Finance Director is authorized to sign the title transferring the ownership of the vehicle.

DATED this ____ day of _____, 2019.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Henry Heimuller, Chair

Approved as to form

By: _____
Margaret Magruder, Commissioner

By: _____
Office of County Counsel

By: _____
Alex Tardif, Commissioner

SECOND AMENDMENT TO PERSONAL SERVICES CONTRACT
BY AND BETWEEN COLUMBIA COUNTY AND CORRECT CARE SOLUTIONS, LLC

WHEREAS, Columbia County ("County"), entered into a Personal Services Contract with CORRECT CARE SOLUTIONS, LLC ("Contractor"), effective October 1, 2015, for contract medical and mental health services for the Columbia County Jail (the "Original Agreement"); and

WHEREAS, the parties entered into Amendment 1 to the Personal Services Contract December 21, 2016, increasing the scope of services, compensation, and staffing matrix; and

WHEREAS, the County has an on-going need for medical and mental health services at the Columbia County Jail through September, 2020;

NOW, THEREFORE, the Personal Services Contract by and between the County and Contractor, effective October 1, 2015, is hereby amended as follows:

- 1. Section 2, Completion Date is amended to extend the Original Agreement through September 30, 2020.
- 2. Consideration as set forth in Section 4 and Exhibits "A", "B", "C", and "D" of the Original Agreement shall be modified as follows:
 - A. Beginning retroactive to October 1, 2017, through September 30, 2018, County Shall pay Contractor \$47,387.96 monthly/\$568,655.52 annually.
 - B. Beginning retroactive to October 1, 2018, through September 30, 2019, County shall pay Contractor \$48,809.60 monthly/\$585,715.20 annually.
 - C. Beginning October 1, 2019, through September 30, 2020, the County shall pay Contractor \$50,029.84 monthly/\$600,358.08 annually.
- 3. This Second Amendment is effective on the date last signed below, and shall be retroactive to October 1, 2017.

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4. Except as otherwise specifically amended herein, the Personal Services Contract effective October 1, 2015, by and between Columbia County and Correct Care Solutions, LLC, remains in full force and effect.

CORRECT CARE SOLUTIONS, LLC

By: _____

Its: _____

Date: _____

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Henry Heimuller, Chair

By: _____
Margaret Magruder, Commissioner

By: _____
Alex Tardif, Commissioner

Date: _____

Approved as to form

By: _____
Office of County Counsel