

COLUMBIA COUNTY BOARD OF COMMISSIONERS

WORK SESSION  
MINUTES

February 11, 2003

The Columbia County Board of Commissioners met in scheduled session with Commissioner Rita Bernhard and Commissioner Anthony Hyde, together with Sarah Tyson, Assistant County Counsel, and Jan Greenhalgh, Board Secretary.

Commissioner Bernhard called the meeting to order.

**JOHN MERINA - AUDIT EXIT CONFERENCE:**

John Merina, Merina & Company, LLC, presented the Board with a brief summary of the single audit done on Columbia County. John reviewed the report. He brought to the Board's attention that, during the year ending June 30, 2002, an expenditure of funds from the general fund involving \$75,000 and \$4,394,484, wasn't budgeted for and there should have been a supplemental budget. The process for correcting this is outlined on page 2 of this handout. Two positive accomplishments by the County was the early implementation of GASB 34 and the County's first Comprehensive Annual Financial report. This should be very helpful when applying for grant funding.

Discussion was held on various options the County could look into to generate revenue, such as road tax, franchise fees, etc.

**EXECUTIVE SESSION UNDER ORS 192.660(1)(f) - EXEMPT RECORDS:**

The Board recessed the regular session to go into Executive Session as allowed under ORS 192.660(1)(f). Upon coming out of Executive Session, no action was taken by the Board.

**PAULETTE KUIPER: OPENED/CLOSED BANK ACCOUNTS:**

Paulette Kuiper, County Treasurer, came before the Board to go over recent account activity. The accounts with St. Helens Federal Credit Union; Wauna Federal Credit Union and Bank of the West were opened for property tax collections only and were closed on November 18, 2002 when all activity was completed.

**JEAN RIPA, HUMAN RESOURCES:**

**Workers' Compensation Report:** Jean presented the Board with an annual status report on the Workers' Compensation program. She reviewed the program, how the rates are determined and the management of the program.

**Respirator Protection Program:** The Safety Committee continually reviews policies. One of the policies is that the County must have a Respirator Protection Program. Any time an employee is required to use any type of a respirator, including a paper mask, there are restrictions, certain training

and inspections of the equipment. There are many companies out there that provide these basic training services for a relatively low fee. The first part of this is for the Board to officially adopt a protection program. Part of this is that a program administrator needs to be designated. It was suggested that Bill Potter, General Services, be that program administrator, with someone in the Road Department and Sheriff's Department, who would have some responsibility. Jean asked that this program be approved by the Board. After little discussion, the Board agreed to add approval to the consent agenda. Jean will draft a Board order and get it to Jan.

**FTA Grant Work:** Jean went over her memo to the Board regarding out-of-class pay for Cynthia Zemaitis for her work on a very complex federal transportation grant. Cynthia will be working on this grant in the course of the next 10+ months. Jean explained how the out-of-class pay system works. It states in the union contract that, if you don't have another position to look at, you just simply pay at the next highest step or flip it into the next higher salary range. We don't have that provision in the Personnel Rules at this time, so the Board would need to make a motion setting the policy for non-union employees to be able to use that particular procedure for out-of-class pay. Jean pointed out that this is not your basic grant work, it will involve a lot of very complex work and is a unique situation. After review and discussion, the Board added approval to the consent agenda.

**DAVE HILL: CLATSKANIE VALLEY DRIVE:**

Dave Hill and Sarah Tyson were present for discussion. This was brought before the Board a couple of weeks ago. Sarah reviewed the two files she has on this issue. In reviewing the old minutes, it looks like there was a motion made and it was seconded but they never voted on it. Commissioner Hyde read those minutes and it appears that the past Board intended to take this road into the County road system once constructed. Dave stated that the road has now been constructed to current access road standards. Commissioner Bernhard understands that even if we accept this as a county road, it doesn't mean we have to maintain it. Dave agreed, however if the County accepts the road it is our responsibility. Sarah stated that if there is a hazard on the road, the county is liable if the hazard isn't addressed. After lengthy discussion, Commissioner Hyde moved and Commissioner Bernhard seconded to deny the request to accept Clatskanie Valley Drive into the county road system. The motion carried unanimously.

**JONES BEACH:**

Commissioner Bernhard had a conversation with a gentlemen about some problems out at Jones Beach. Dave explained that the County has no jurisdiction over Jones Beach. That person needs to talk to either the Port of St. Helen or the State of Oregon.

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With nothing further coming before the Board, the meeting was adjourned.

Dated at St. Helens, Oregon this 11<sup>th</sup> day of February, 2003.

NOTE: A tape of this meeting is available for purchase by the public or interested parties.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By: Not Present

Joe Corsiglia, Chair

By: Rita M. Bernhard

Rita Bernhard, Commissioner

By: Anthony Hyde

Anthony Hyde, Commissioner

By: Jan Greenhalgh  
Jan Greenhalgh Board Secretary