

BEFORE THE BOARD OF COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

WORK SESSION

August 12, 2003

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

Commissioner Corsiglia called the meeting to order.

JEAN RIPA, HUMAN RESOURCES:

Volunteer Program: Jean is moving forward on the Volunteer Program. All but the Fair and Justice Courts have responded to her request about their use of volunteers and number of hours. This is an issue that needs to be addressed and Jean is recommending that a Volunteer Program policy be adopted, however she would like to see it kept very basic. If the Board is in agreement, she will draft a policy and volunteer agreement, have it reviewed by Counsel and bring it back before the Board at the 9/9/03 work session. The Board agreed.

Community Corrections Recruitment: Cliff Multanen will be leaving, effective November 1st. The Board needs to adopt the criteria for the interview process, which she presented to the Board for review. She would like to start the recruitment process right away and suggested that Cliff be involved in the interview process. After discussion, the Board authorized Jean to move forward with the recruitment process for the Community Corrections Director position. This was added to the consent agenda.

DAVE HILL, PUBLIC WORKS DIRECTOR:

Personnel Issue: Dave informed the Board that Lonny Welter, Transportation Planner, will be leaving on an extended military leave to Afghanistan, beginning October 2nd. Lonny will be gone for approximately 1 year, if not longer. Therefore, Dave is seeking approval to hire a replacement. He recommended that the replacement be a full time position, but with a limited duration. The Board agreed and added approval to the consent agenda.

Contract Document for Port Westward: Dave has the original documents with Big River Excavation, Inc. for the Port Westward Road Improvements - Phase 1A. All paperwork is in order. The Board wanted to have a building permit in place prior to moving forward with any road improvements. Todd was present to discuss the building permit.

Todd Dugdale, LDS Director, submitted a "Deferred Building Permit" agreement with Summit Power NW to the Board for review. Todd reviewed the provisions of the agreement. Within 10

days of the signing of this agreement, Summit shall submit a provisional building permit application for the site work; submit a preliminary site layout plan, summary description of the site work and preliminary estimate of contract cost; and shall advance a non-refundable fee in the amount of \$25,000. Todd explained that this agreement is only in draft form and will need to be reviewed by Counsel. Once this agreement is signed, it will get things started. Commissioner Bernhard asked if there is a time limit in the agreement. Commissioner Hyde explained why that might be difficult to include. He is comfortable with this agreement as long as it's been approved by Counsel.

After discussion, there was a consensus of the Board that, once this agreement is reviewed and approved by County Counsel, Todd Dugdale is authorized to sign it.

The contract documents with Big River Excavation for the road improvements were held over one week.

Blaha Road: Commissioner Bernhard asked that this be added to the agenda for discussion because of calls received by the Board office. A petition was submitted that reflects 72% of the neighbors on Blaha Road are in favor of an LID and 27% are opposed. One suggestion was to just chip seal it, which would be less expensive. Perhaps the neighbors could contribute to the costs. Dave needs to discuss this with Sarah before determining any options. He noted, however, that it is too late to get anything done this year. After discussion, it was decided that Dave will not pursue an LID, but will work with Sarah to determine some other options. Sarah will need to look at the statutes to determine the appropriate procedure to deal with the LID petition that was received.

PHIL DERBY, SHERIFF:

Court Security: Phil Derby, Judge Smith were present to discuss courthouse security. Judge Smith understands there needs to be an MOU with the County and State Courts to provide a security deputy. It has been suggested that we use two part-time deputies, instead of one full time deputy. This will help reduce the costs. The funding breakdown would be \$35,000 out of Court Security funding and \$10,000 out of the Sheriff's budget. The Board needs to approve this adjustment and an MOU.

Sheriff's Posse Lease: Phil Derby explained that, originally, the posse was going to put up \$25,000 for a storage building to house their equipment at the new Jail facility. It turned out that the Jail project came in under budget and there was enough money left over to construct a building, without the Posse needing to put up the \$25,000. The intent was to lease a portion of the building to the Posse for \$1 per year and Sheriff Derby would like to pursue that. Sarah went over some of the details that should be included in the lease. Commissioner Bernhard has no problems with doing this. The County has used the posse many times over the years and will

probably continue to do so. The Board agreed. Sarah will draft a lease and will get it to the Board for action.

TODD DUGDALE, LDS DIRECTOR:

Transfer Station - Facility Procurement Options: Todd Dugdale, LDS Director, Bill Potter, General Services Director, and Michael Sievers, URS Corporation were present for discussion. Todd explained that now that the site has been secured for the Transfer Station/HHW Facility, the next step is to set a policy for facility procurement. The primary decision needed before proceeding with facility procurement has to do with the role the County will assume in designing, building and operating the new Transfer Station/HHW facility. To begin with, the Board needs to decide if the County will finance and build the facility. Commissioner Hyde, Ruth Baker and Todd have discussed this option and believe that, provided low interest financing or grants are available, it is preferable for the County to design, finance and build the facility. Staff has prepared a preliminary budget for solid waste services based on the assumption that the County builds the facility. Todd went over the budget including special revenue, development cost estimate, program costs, and financing.

The second issue is to decide how the RFP is to be structured. Should the County 1) bid out the Transfer Station/HHW services and transportation/landfill services separately, 2) bid out all services together or allow for bids on each service separately or both together.

The third issue is whether the County should operate the Transfer Station/HHW facility. If the County builds the facilities, should the County operate or bid out operation of the facilities.

Todd reviewed the recommendations on each issue from the Solid Waste Advisory Committee (SWAC) and Staff.

1) County Finance/Build:

SWAC recommends that the County finance and build the facilities. The vote was split with the three public members voting for County finance/build and industry representatives favoring private sector finance/build. The majority of members felt that the County finance/build option would allow most flexibility and control in terms of contracts and operations.

STAFF recommends the County finance/build, if financing is available. This option provides the most County control and flexibility in providing solid waste services. Staff would like to emphasize that this approach will require considerably more County staff support and involvement. If this option is chosen, staff will recommend the hiring of a full time Solid Waste Program Manager in January 2004 using existing solid waste program revenues sources.

2) Bid Structure - Procurement of TS Operation; Transportation; Landfill Services:

SWAC recommends that the bid package provide opportunity for the private sector to bid on all services as a package including TS operations; transportation; and disposal or to bid on each component individually. SWAC indicated an interest in providing further, more specific advice on the County finance/build option should the Board opt to finance/build the facilities. They would like to address operation contract issues such as amortization of equipment provided by the private sector operator and contract terms.

STAFF: If the Board decides not to finance/build the facilities, staff would recommend a preferred procurement document approach which employs an RFP with 30% Transfer Station/HHW facility design by County as a basis for requested services. Staff further recommends a separate Transfer Station/HHW facility services and transportation/disposal services solicitation. This approach was detailed in the Facility Procurement Options Memorandum provided to the Board at their June 10, 2003 work session meeting.

3) County Operation of Facility:

SWAC recommends that the County not operate the facility.

STAFF recommends that the County not operate the facility but rather operate the facility by contract with a qualified private firm.

Todd stated that, in order to meet the project schedule and have the facility ready to open at the expiration of current contracts, staff is seeking direction from the Board on the preferred procurement approach so that staff may proceed with facility design/engineering and preparation of the draft procurement package for SWAC and Board review and approval.

After discussion, Todd was directed to move forward with the process of the County to finance and build the facility and contract out the operation of the facility and to further work with Janet Wright to prepare a press release to inform the public about the details of this facility.

On-Site Sewage Program Fee: Todd Dugdale & Ron Wilson, Sanitarian, were present for discussion. The On-Site Sewage fees have not be adjusted since January 1, 1995. The State has recently completed a thorough analysis of costs for processing various program applications and is adopting a new fee schedule which reflect current costs. Staff is recommending that the Board adopt the proposed On-Site Fee Schedule approved by DEQ. Staff will provide notice by posting and notice to installers for 30 days prior to adoption. Todd will prepare an order for Board approval 30 days from now.

Personnel Issue: Todd informed the Board that Lisa Scholls, LDS Clerk, is taking a job with the City of St Helens. Todd needs authorization to fill that position, however he will first be working with Jean Ripa to make changes to the job description. It will be changed from an LDS Clerk to Planning Secretary. Once completed, Todd will bring his request back before the Board.

SWAC Committee: Jessie Lohke is leaving the Solid Waste Advisory Committee and Todd asked if the Board office could sent out notice to the papers soliciting a replacement of a public member on SWAC. Jan was directed to send out notice.

DISASTER RECOVERY:

Jean Ripa updated the Board on the Disaster Recovery Plan. The Board needs to identify a person to be the program manager for this project and suggested John Clouse. Nothing is going to happen with this plan until someone is designated and given charge to move forward on it. Commissioner Hyde feels it is appropriate to give this to John Clouse, because it is already a part of his job description. The Board will notify John.

SECTION 5311 APPLICATION:

John Knight is working on the Section 5311 application for public transportation but not quite sure how much to apply for. He could apply for the entire amount of \$91,215.00 but would need to document where the 100% match of \$91,125.00 would come from. It may be possible to use a portion of the STF funding and his time spent on this project. John will be looking at all options before finalizing the application. At this time, John only needs authorization to sign the application once complete. With that, Commissioner Hyde moved and Commissioner Bernhard seconded to authorize John Knight to sign the Section 5311 application. The motion carried unanimously.

John then updated the Board on vehicle costs which is looking much better than he anticipated. John made an offer of \$10,000 for (5) COLCO vehicles, but they countered with \$20,000. John will be speaking directly with their Board on this.

ODOT GRANT AGREEMENT #20903:

John briefly reviewed and asked that this be added to the consent agenda tomorrow. Board agreed.

SERVICE AGREEMENT WITH McNULTY WATER PUD:

This item was carried over to Board meeting.

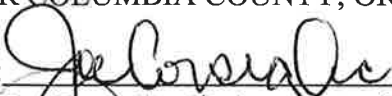
There was no Executive Session held.


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


Dated at St. Helens, Oregon this 12th day of August, 2003.

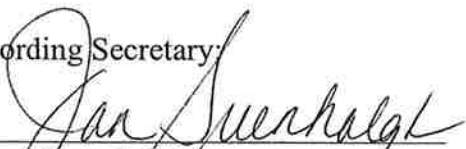
NOTE: A tape of this meeting is available for purchase by the public or interested parties.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: 
Joe Corsiglia, Chair

By: 
Rita Bernhard, Commissioner

By: 
Anthony Hyde, Commissioner

Recording Secretary:
By: 
Jan Greenhalgh