

BEFORE THE BOARD OF COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

WORK SESSION

August 31, 2004

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 Cynthia Zemaitis, Acting Board Secretary. Commissioner Corsiglia was not present at the beginning of the meeting..

Commissioner Bernhard called the meeting to order.

**JAN KENNA - SUMMER COUNTY FOOD DRIVE:**

Jan Kenna, Director, Columbia County Commission on Children and Families, came before the Board to discuss the annual food drive which has, in the past, been connected with the County picnic. The Board intends to make a proclamation later this month to support Family Week, and Jan felt that combining the food drive with this celebration would work very well. The food drive would be managed by the 4-H Youth, which would take some of the pressure off of the County staff people. Jean Ripa doesn't recall why the County began doing the food drive in conjunction with the picnic, but she doesn't feel it matters if we change it to coincide with Family Week. The Board would have to give its approval, since it approved the combination of the food drive with the County picnic. Commissioner Hyde wonders if donation of a food item should be required for entry into Prescott Beach on the day of the picnic. Discussion was had around this idea. Jan Kenna indicates she would have to check with the 4-H youth to see if they could get a barrel to and from the picnic.

Commissioner Hyde moved to approve changing the food drive to Family Week, which is Sept 22 to October 2, and authorizing Jan Kenna to communicate with the staff about that. Commissioner Bernhard seconded. The motion passed unanimously.

**JAN KENNA - STAFF POSITION CCCCCF DEPARTMENT:**

Jan Kenna is here to request a change from office specialist to administrative assistant for the one staff person in her office, and reducing hours to .7. Jan has struggled with years to staff this position with staff who do not have the experience or skills needed for the increased level of responsibility.

Her current staff person meets the challenge. She and Jean Ripa have come up with a new job description, and the money is available from the CCCCCF funds. With little discussion, Commissioner Hyde moved to approve the staff position in the CCCCCF department to administrative assistant. The motion carried unanimously.

**BETTY HUSER - REVENUES FROM TECHNICAL IMAGING SERVICES:**

Betty Huser, County Clerk, approached the Board to discuss the Memorandum Of Agreement with

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Technical Imaging Services ("TIS"). Everyday her department sends TIF documents off to TIS. On the average, it is about 300 pages a day at .25 cents per sheet, which brings in a revenue of \$75 a day, \$1500 a month on a 22-day work month, or \$18,000 as new annual revenue for the County. Betty requests that \$3,000 of that amount be allocated to allow TIS and Helion to burn onto CD's a copy of the microfilm and microfiched documents for use on the Helion system. This will decrease the amount of labor intensive research needed in working with the hard copies.. Commissioner Bernhard indicated that a supplemental budget may be needed, and Commissioner Hyde agreed. However, Ruth Baker felt that the amounts being discussed would not require a supplemental budget. John Knight asked for clarification - the contract says 25 cents per image, which is one document no matter how many pages. Betty indicated it should be changed to 25 cents per page. Commissioner Bernhard doesn't see a problem with this \$3,000 allocation and moved to approve it. Commissioner Hyde seconded the motion, which passed unanimously.

Betty also gave the Board a document entitled Executive Summary which sets out the ADA Compliance Review and accessibility requirements needed for Elections. She will approach the Board later about this.

### JEAN RIPA - EMPLOYEE REQUEST TO ACCEPT VENDOR GIFTS:

Jean Ripa explained that an employee was sent a gift by someone she helped at the counter. She received two passes for \$50 each. Jean told the employee that she couldn't use them pursuant to the Personnel Rules. The employee would like to use them, and asked Jean to approach the Board on her behalf for an exception to the policy.

John Knight indicated that the passes are for a two-hour cruise. Jean explained that the person would have to pay in addition to the passes. John Knight stated that the State gift limit is \$100 per year, but it is a different figure for food and entertainment consumed in the presence of the provider. The Personnel Rules says you cannot use your position to obtain this type of thing. Commissioner Bernhard stated that if there is a Personnel Rule that covers this, there probably shouldn't be any exception. John believed that if we allow this here, it may set a bad precedent. Commissioner Hyde recommended putting the tickets into the silent auction, and Commissioner Bernhard agrees.

### JEAN RIPA - FEES CHARGED FOR EMPLOYEES/PUBLIC:

Jean indicated that, pursuant to the County fee schedule, a County employee must pay the same 10 cent copy fee the public must pay. However, issues have come up whether we have a policy for employees to send and receive faxes. Jean said they talked about this a couple of years ago and the decision was made not to address this. If you allow the employees to use our fax machines, we will have to let citizens do it as well. Jean indicated that there are staff in a County Department that have been paying this fee for use of the fax machine, and asks whether the Board's order intended the \$1 fee for faxes sent to allow employees to take advantage of that. Commissioner Hyde wondered why,

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for efficiency, we wouldn't allow our employees to use the fax machine. Commissioner Bernhard felt that if it was also open to the public, there shouldn't be a problem. Jean indicated the rate we are charging is competitive. The Board reached a consensus to allow employees to use the fax machines for this fee.

### JEAN RIPA - INTERNAL PUBLIC RELATIONS:

Jean Ripa sent an email to the Board a couple of weeks ago regarding an article related to Port Westward and the huge amounts of money being spent. Our employees read the papers and wonder how the County can come up with \$7M, yet institute a pay freeze. Jena would recommend that Department Heads alert the Board whenever a situation of similar confusion is present, so that the Board can send a clarifying email. If the Board agrees, she would like to bring this up at a Department Head meeting, asking the Department Heads to keep a look out for such occasions. The Board agreed this would be very helpful.

### JEAN RIPA - PUBLIC MEETING CONDUCT POLICY:

Jean and the other Department Heads discussed this at their last meeting, and felt it may be wise for the Board to introduce such a policy. She asked John Knight to put the request out on the AOC list-serve, and he received some very good written policies back. One of the policies is to provide citizen access to the Board, but prohibits personal attacks. Commissioner Bernhard indicated that this has been a problem lately. She does not want to cripple the chance for citizens to come before the Board, but feels there is proper and improper conduct. Commissioner Hyde stated that he believes this policy is long past due. Commissioner Hyde asked Jean to put together a draft policy order, and suggested also including policies related to Councilor behavior.

Dave Hill offered that the policy should not only relate to other committee meetings, etc., but should also include staff. Jean Ripa indicated that the Yamhill County policy does include staff.

### JEAN RIPA - PLANNING/PRIORITIZING BUDGET PROCESS:

Jean Ripa stated that they also discussed the budget process at recent Department Head meetings. Oftentimes, the Department Heads are asked to strategize annually and oftentimes this has not gone anywhere. Jean asked Department Heads whether they would be willing to commit to some lower level process that allowed a determination of where our real areas of need are. She is not talking about bringing the Sheriff's office up to 30 patrol deputies, but determining what is "adequate". Each Department could make a presentation of their bare needs and the Department Heads could review and approve the list. The Department Heads indicated they would be willing to go through that process if there is a full commitment from the Board to acknowledge the priorities that have been set.

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[Commissioner Corsiglia enters the meeting].

Commissioner Hyde indicated that, during one of the staff meetings, the Board has had a discussion about prioritizing the County's needs – not the squeaky wheel, but the one that is on the verge of going out. He believes in this process, and believes it is addressing the five-year budget, which they have wanted to get to for some time. Commissioner Bernhard stated that she would like to see a proposal, because she isn't exactly sure what they want. Commissioner Corsiglia recommended that staff put their proposals together and the Commissioners can review and refine the lists. Jean will get back to the Board with this

### JEAN RIPA – EMERGENCY MANAGEMENT POSITION:

Jean wanted to update the Board on the recruiting process for the Emergency Management Director. She has received many applications, some of which are not qualified. Tentatively, the Board interviews will be set for September 29. Commissioner Bernhard indicated that she would not be here then. The Board agreed the Board's interviews should be scheduled for the following week.

### TODD DUGDALE – FAIRGROUNDS SEPTIC SYSTEM REVIEW:

Todd Dugdale and Hal Wilson approached the Board. Todd reminded the Board about a citizen's comment several weeks back about a septic system failure at the fairgrounds during the fair. He asked Hal to review the file and inspect the system. Hal gave the Board a memo outlining the problems. Hal explained that the system was not designed to handle the amount of people attending the Fair. At the other times, the system works fine. Back in the '70's, it appears they emptied the tank regularly, especially before the Fair. Hal's suggestion is to see if the waste water can be separated from the sewage system. Hal agrees there is room for another installation to handle the gray water, but they aren't sure exactly what is currently out there. Hal estimated the cost of installing a gray water system at a few thousand dollars. Commissioner Hyde believes this sounded like a good strategy. Hal reiterated that they have to find out what is out there first. The City of St. Helens does have locator equipment, but he doesn't know what the expense would be in going that route. Todd Dugdale indicated they will investigate what is involved in determining the exact system at the Fairgrounds and bring an estimate back before the Board.

### GIS PROGRAM UPDATE / PHASE 5 ORMAP GRANT:

Todd Dugdale and Joe Flori came before the Board to provide an update on the GIS project. Joe Flori handed the Board a copy of a project summary, the grant application and a map. Phase 3 is scheduled to be completed in October 2004. Todd discussed the projects that would be completed if the grant is awarded, and confirmed that all phases have involved using government corners. Joe Flora stated that he believes there is an opportunity here to obtain many more government cornerstones. He points out that the phases that have been completed are the urban South county

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area. Once you get into resource lands, the cornerstones will become much more important. John Knight advised that any expenditures from the cornerstone preservation funds must be approved by the Surveyor. Joe Flori would also like to acknowledge the extremely hard work Dean Anderson has put into this project.

### NOISE ORDINANCE - EQUIPMENT NEEDED:

Commissioner Corsiglia indicated that a citizen came before the Board last week asking questions about this ordinance. Todd Dugdale explained that Robert Crain, the Code Enforcement Officer, is on vacation this week. Lt. Jerry Simmons offered that just having the right equipment is not the only problem - you have to be certified to run the equipment. Judge Smith has dismissed a couple of citations because that certificate has not been present. Commissioner Corsiglia stated he had talked with the Lt. Lucas with the Oregon State Police, who indicated they would be glad to enforce this ordinance if they were given the authority. Lt. Simmons indicated that the question of certification would still remain. He also pointed out there are five troopers who patrol this area, and there is also five patrol deputies. Lt. Simmons indicated he has given instructions to purchase a decimal meter and will work with Robert Crain on the enforcement side of things.

Sarah Tyson stated that the ordinance says it needs to be a program which is approved by the Sheriff. Lt. Simmons indicated that does not cut it with the judge, so he is working on getting a certification approved by the Judge.

### NW OREGON HOUSING AUTHORITY:

Commissioner Bernhard stated that she belongs to this group which is missing one member. She would like to appoint Janet Wright, who has agreed to accept. Commissioner Corsiglia moved to appoint Janet Wright to the NW Oregon Housing Authority. Commissioner Hyde seconded. The motion passed unanimously.

### EXECUTIVE SESSION UNDER ORS 192.660(1)(d)(h):

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

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

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Dated at St. Helens, Oregon, this 31<sup>st</sup> day of August, 2004.

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: 

Rita Bernhard, Chair

By: 

Anthony Hyde, Commissioner

By: 

Joe Consiglia, Commissioner

Board Secretary:

By: 

Cynthia Zemaitis

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