

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

October 24, 2012

The Columbia County Board of Commissioners met in scheduled session with Commissioner Earl Fisher and Commissioner Henry Heimuller. Others present were Sarah Hanson, Robin McIntyre, Glen Crinklaw, Tristan Wood, Dave Hill, Jean Ripa, Betty Huser.

Commissioner Fisher called the meeting to order.

EXECUTIVE SESSION UNDER ORS 192.660(2)(h) - LITIGATION:

The Board recessed the regular session to go into Executive Session as allowed under ORS 192.660(2)(h). Upon coming out of Executive Session, no action was taken by the Board.

HUDSON PARK BRIDGE - ODOT AGREEMENT:

Glen Crinklaw and Tristan Wood came before the Board to address an amendment to the ODOT Agreement for the Hudson Park Bridge project. The Board questioned the total project cost given the low traffic count for this bridge. Commissioner Heimuller suggested that these funds would be better directed towards another county bridge needing replacement that has a higher traffic count. Tristan explained that this bridge was originally scoped in 2003 and placed in the STIP in 2005 and that this bridge met ODOT criteria for a high priority bridge replacement. Discussion was held on the scope of work and whether there was less costly alternatives. Tristan stated that funding eligibility requires that the bridge design meeting Federal Highway Administration standards. Commissioner Heimuller asked if the Parks Advisory Committee has

discussed this project and made any recommendation. Glen was not aware of any review of this project by the Parks committee. After discussion, the Board directed staff to present this to the Parks Advisory Committee for review and recommendation to the Board.

WOODSON ROAD REPAIR EXPENSES:

Dave Hill met with the Board to discuss reimbursement of expenses incurred by the Road Department relating to the acquisition of the properties at Woodson. He stated that the County is responsible for 25% match and FEMA would cover 75%. The County was to decommission the septic tanks, remove remnants of a boat and remove an RV. All of that work has been completed except the removal of the RV, which is happening as we speak. Dave presented the Board with a breakdown of the costs to the Road Departments totaling \$9,534.84. Because these were not "Road" expenses, the Board would need to approve the costs. He will be asking for a waiver of the LDS permit fees and, with the assistance of County Counsel, will determine if any of these costs can be covered by UNC funds. Dave will gather some information and make a final report to the Board at a later date.

EVALUATION PROCESS:

Jean asked the Board if they had any feedback on the annual performance evaluation process. She noted that some of the department heads still used the outdated forms and because of that, it was confusing. She will remind them to use the correct form at the next Department Head meeting. There was discussion on the best time of year to conduct these evaluations. These reviews are important but very time consuming and everyone has a tight schedule. After discussion, the Board directed Jean to schedule the evaluation process in the January through March time frame and, as evaluations were just recently conducted, the Board agreed to schedule the next reviews for 2014.

COUNTY SURVEYOR PROCESS:

Jean presented the Board with a written proposal for the County Surveyor position. The Board discussed the best organization of the department and whether or not it should be merged under another department. The Board expressed their total support for Nathan Woodward to continue as the County Surveyor regardless of the organizational structure. After discussion, the Board directed Jean to schedule time with Nathan on an upcoming agenda to discuss the organizational issues. The Board postponed any formal decision on the Surveyor position until after that meeting.

PICNIC FOLLOWUP:

With regards to the recent County Picnic, the Commissioners felt it went very well and support the new format with the County funding the costs. They enjoy the opportunity to show their appreciation to the County employees for all the hard work they do. The Board did not make any decision with regards to changing the timing of the picnic in relation to the open hours of the Courthouse.

BUDGET FOR ON-GOING EMPLOYEE EVENTS:

Discussion was held on the employee event fund, which was cut from the HR budget this fiscal year. Jean noted that the Board had indicated its ongoing support of funding the County picnic, the Holiday Lunch and the Employee Service Recognition events on an ongoing basis. There was lengthy discussion on the format of the upcoming holiday lunch, given the lack of available staff time to prepare and work it. The Board recognized that recent cuts to staff have made it difficult and stressful for departments to commit to working these events, however the Board feels that these events are important to show appreciation to the employees and it's also a bonding experience, which helps the County to be a better working organization. The Board expressed support for having the event catered, at a reasonable cost and possibly finding a better location. Jean noted that HR would have difficulty in coordinating the event but will

check with the employee events committee.

EXECUTIVE SESSION UNDER ORS 192.660(2)(d) - BARGAINING:

This Executive Session was not held.

CONFLICT OF INTEREST:

Jean presented a draft letter to the Board from Sarah Hanson, declaring a conflict of interest with regards to the recent CHD litigation. The Board will address the letter next week.

DOG LICENSING FORM:

Betty Huser was present to discuss the new dog licensing procedure and application form. The Animal Control Officer will no longer be issuing temporary dog licenses and they will no longer be issued at the shelter. Instead, a form will be provided to the dog owner, payment will be attached and forwarded to the Clerks Office who will then issue the license. These forms will also be available during Rabies Clinics.

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

Dated at St. Helens, Oregon this 24th day of October, 2012.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____ Not Present

Staff Meeting Minutes

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Anthony Hyde, Chair

By: _____

Earl Fisher, Commissioner

Recording Secretary

By: _____

Henry Heimuller, Commissioner

By: _____

Jan Greenhalgh