

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

December 18, 2013

The Columbia County Board of Commissioners met in scheduled session with Commissioner Henry Heimuller, Commissioner Anthony Hyde and Commissioner Earl Fisher.

Commissioner Heimuller called the meeting to order.

**COMMISSION CHAIR & VICE CHAIR:**

The Board discussed who will sit as the Chair and Vice Chair of the Commission next year. It was informally decided to have Commissioner Hyde sit as Chair and Commissioner Heimuller as Vice Chair. Formal action will take place at the 1/6/14 Board meeting.

**PLANNING COMMISSION APPOINTMENTS:**

The Board readdressed the Planning Commission appointments. Jan will be scheduling appointments with Alta Lynch and Phyllis Zeilenga for interviews the first of the year. As for the two members whose terms are expiring 12/31, the Board suggested they be contacted to determine if they are in fact interested in serving another term. For the interim, *Commissioner Hyde moved and Commissioner Fisher seconded to reappoint Guy Letourneau and Jeff VanNatta to the Columbia County Planning Commission for a 60 day term. The motion carried unanimously.*

**ONLINE RESERVATION BOOKING FOR COUNTY PARKS:**

Glen Crinklaw, Assistant Public Works Director, came before the Board along with Robin McIntyre and Jean Ripa to discuss online booking for county parks. The Parks

Department is always looking for opportunities to increase revenue or reduce operating costs. Advancements in technology offer opportunities to improve their overall operations. Glen reviewed a web-based park reservation booking service that would allow Parks to automate a portion of the routine reservation booking process. He explained that the service offered by Leisure Interactive provides 100% online integration with our parks current reservation tracking software - Campground Master. This service presents an opportunity to lower annual operating costs related to the reservation booking process, while increasing Columbia County Parks marketplace exposure.

Glen then discussed the internal difficulties encountered with moving this project towards implementation, i.e., IT resource constraints and Finance opposition to another credit card processing company. Jean Ripa provided input with regards to IT staff taking on another project, given their current departmental backlog.

Commissioner Heimuller agrees that it would make sense to incorporate this service but the county's internal resources are limited and already committed to higher priority projects. After some discussion, the Board directed Park staff to work with the IT and Finance departments to resolve the implementation issues, however it was noted that this would not take priority over any current projects.

#### **VETERANS OUTREACH GRANT APPLICATION:**

Jim Tierney and Russell Clark from Community Action Team met with the Board to discuss a proposal to apply for veterans outreach funds. After review and discussion on the proposal, *Commissioner Hyde moved and Commissioner Fisher seconded to approve the grant application to apply for ODVA Outreach Funds and authorize the Chair to sign. There was discussion on the motion regarding the amount of administrative funds allocated for finance. Russell indicated he would coordinate with Jennifer Cuellar to determine an appropriate number. He noted that the grant application deadline is December 31, 2013. With the vote taken, the motion carried unanimously.*

**AGREEMENT WITH CAT:**

Sarah Hanson also addressed Amendment #7 to the PSC with CAT for VA Services. The amendment passes \$10,000 to CAT already received by the County for outreach services. After discussion, *Commissioner Hyde moved and Commissioner Fisher seconded to approve Amendment #7 to the Public Services Contract with Community Action Team for VA Services. The motion passed unanimously.*

**CHANGE ORDER #12 TO EOC FACILITY:**

Renate Garrison, Emergency Services Director, came before the Board along with Dave Morrisson to readdress the amateur radio operations at the new EOC site. The cost and details are outlined in Change Order #12 - which authorizes the purchase and installation of (2) 8' rooftop towers, install code compliance lightning protection, install 30 amp exterior service plug and weatherproof ethernet connection and install ECX30 30' mast, at a cost of \$16,902.42. After some lengthy discussion, *Commissioner Fisher moved and Commissioner Hyde seconded to approve Change Order #12 to the EOC project contract. The motion carried unanimously.*

**JANET WRIGHT - PERSONNEL ACTION:**

Janet Wright, CC Rider Director, came before the Board to request that they consider an increase in her hourly rate to cover her health insurance costs now that she is retired. The Board stated that they would take this under consideration and get back to her in the near future.

There was no Executive Session held.

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

Dated at St. Helens, Oregon this 18<sup>th</sup> day of December, 2013.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By: \_\_\_\_\_

Henry Heimuller,

Chair

By: \_\_\_\_\_

Anthony Hyde,

\_\_\_\_\_  
Commissioner

By: \_\_\_\_\_

Earl Fisher, Commissioner

By: \_\_\_\_\_

Jan Greenhalgh  
Board Office Administrator