

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

February 19, 2014

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

Commissioner Hyde called the meeting to order.

PLANNING COMMISSION APPOINTMENTS:

The Board considered the appointments to the Planning Commission and, after discussion, *Commissioner Fisher moved and Commissioner Heimuller seconded to appoint Alta Lynch to complete the term of Gayle Lee and reappoint Jeff VanNatta and Guy Letourneau to a 4 year term. The motion carried unanimously.*

LONNY WELTER - ROAD MAINTENANCE ISSUE:

Lonny Welter, Transportation Planner, came before the Board to address the issue of maintaining the north-south section of Zimmerman Road. This section of the road has not been identified by Board Order to be maintained, yet the Road Department receives many calls throughout the year for road maintenance. Lonny has drafted a letter to be sent to the property owners along this section of road, stating that the County Road Department is unable to conduct maintenance on non-approved roads. After some minor changes to the letter indicating that the county will maintain the east-west section of Zimmerman Road, but not maintain the north-south section, *Commissioner Heimuller moved and Commissioner Fisher seconded to approve. The motion carried unanimously.*

REPORT ON 2/3/14 COURT SECURITY MEETING:

This matter was carried over to the 3/5/14 Staff meeting.

TRANSFER STATION OPERATIONS CONTRACT:

Todd Dugdale and Robin McIntyre addressed the Transfer Station Operations Contract, which is nearing final form. Staff wanted to discuss, and get Board direction, regarding the language obligating Waste Connections to pay the cost for conversion to top loading at the County's discretion. It was indicated that, based on the contractor's proposal, we could hold them to all cost of conversion at any time during the contract period. Waste Connections asked for consideration of language which would put a cap on their obligation of \$100,000 and reduce their obligation if the County opted to convert to top loading during the last 2 years of the contract term. Staff provided alternative language removing the dollar cap and allowing for a reduction in the percentage of conversion costs to be borne by Waste Connections if within the last 2 years of the contract. After discussion, *Commissioner Heimuller moved and Commissioner Fisher seconded to incorporate the alternative language into the contract with Waste Connections as discussed and outlined in Board Communication dated 2/14/14. The motion carried unanimously.*

FY 2014/15 BUDGET DRAFT:

Jennifer Cuellar, Finance Director, came before the Board to discuss the two scenarios to balance the General Fund budget and the assumptions underlying each of them. At this point it seems clear there is no alternative to closing the Jail in FY15. The Board instructed Jennifer to run a few more scenarios for their consideration at the 3/12 Staff meeting.

The Park budget was also discussed. The Board asked that Jennifer work with the Public Works Director to make sure that the balanced FY15 budget is made utilizing the sustained timber harvest plan, not off-cycle timber harvests. The Board also wants to make sure that the harvest management plan includes Apple Valley.

The Board directed Jennifer to bring back before them on 3/5/14, the issue of the unbudgeted FY14 O&C dollars and a proposal for their prudent use.

In terms of communications, Jennifer will let the Department Heads know where we are in the process and that while we don't have a specific plan yet, there will be no need for them to go back to the drawing board on their budgets. They can begin working on their FY15 budget narratives based on requested levels.

The Board requested that the Department Head meeting be rescheduled for 3/19 so that we can give them a clearer picture.

AUDITOR RFP RECOMMENDATION:

Jennifer then addressed the Auditor RFP process, the evaluation process and the more specific cost and service differentials of proposing audit firms. After discussion, *Commissioner Fisher moved and Commissioner Heimuller seconded to authorize the Finance Director to issue an Intent to Award letter in favor of Pauly Rogers and begin the contract negotiations, supported by County Counsel. The motion carried unanimously.*

F&T CONTINUITY OF OPERATIONS PLANNING:

Lastly, Jennifer reviewed the Continuity of Operations planning for the Finance Department. Jennifer gave highlights of a proposal to create a more robust position structure for F&T and add capacity. While no formal decisions were made, the Board agreed in principle that establishing promotional paths and addressing long-known staffing deficits is something deserving of attention and asked Jennifer to begin work with Human Resources to move forward on this project.

NOTICE OF MEASURE ELECTION - JAIL OPTION LEVY:

Commissioner Heimuller moved and Commissioner Fisher seconded to approve the Notice of County Measure Election for a 3 Year Local Option Levy for Jail Operations and authorize the Chair to sign. The motion carried unanimously.

There was no Executive Session.

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

Dated at St. Helens, Oregon this 19th day of February, 2014.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____

Anthony Hyde, Chair

By: _____

Henry Heimuller,

Commissioner

By: _____

Earl Fisher, Commissioner

By: _____

Jan Greenhalgh

Board Office Administrator