

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

June 11, 2014

The Columbia County Board of Commissioners met in scheduled session with Commissioner Henry Heimuller and Commissioner Earl Fisher. Commissioner Hyde was not present.

Commissioner Heimuller called the meeting to order.

SHERIFF DICKERSON - JAIL UPDATE:

Sheriff Dickerson was present to give the Board a weekly update on the status of Jail staffing, etc. No action needed.

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

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

TEMPORARY EMPLOYMENT - CYNTHIA ZEMAITIS:

Jean Ripa asked the Board if they had made a decision regarding the distribution of duties following the retirement of Cynthia Zemaitis. After discussion, the Commissioners directed Jean to prepare a draft letter to Cynthia for their review to define potential temporary terms of employment with regards to property management and the gas leases.

The Board indicated their general agreement with the proposal made previously by Jennifer Cuellar and Sarah Hanson regarding the transfer of other duties to other

departments. Their expectation is also that Cynthia will train and assist in this transition in her first month of temporary employment. The Commissioners indicated that they wanted to consider options for an ongoing transition of the property management and gas lease duties later this summer.

EOC STAFFING DURING DIRECTORS FAMILY LEAVE:

Renate Garrison, EOC Director, came before the Board to address EOC staffing during her upcoming maternity leave. Some options were discussed with a consensus to temporarily promote Vincent Aarts to the EM Supervisor position and have Shaunee fill the HSEMC Coordinator position during Renates leave. They felt this would allow the best continuity for the department. After discussion, ***Commissioner Fisher moved and Commissioner Heimuller seconded to approve this recommendation. The motion carried unanimously.***

2015 EMPG GRANT APPLICATION:

While present, Renate requested approval of the 2015 EMPG grant application. After review, ***Commissioner Fisher moved and Commissioner Heimuller seconded to authorize Commissioner Heimuller to sign the application. The motion carried unanimously.***

FY 2015 INSURANCE PROPOSAL:

Risk Management Committee members, Jean Ripa, Todd Dugdale, Dave Hill and Jennifer Cuellar, came before the Board to present the proposal for the upcoming insurance renewal prepared by Brown & Brown, the County's insurance agent. Commissioner Heimuller questioned whether or not self insurance was an option. It does not seem to be viable for the County. There was discussion about the details in the proposal (which is on file) including what vehicles and facilities are covered, whether departments regularly review the coverage for their vehicles and why the costs of overall coverage have increased about \$50,000 for the coming year. The Committee members

responded to the latter by describing the losses experienced by CIS, the County's property/liability insurance carrier with other entities. As part of a pool, this affects us. The County's losses in the prior year (the fire suppression release incident and PLN judgment) are not reflected in the rate increases. Jean pointed out that the workers compensation coverage through SAIF Corporation is the one bright spot, substantially reduced again this year due to our lower claims. There was also discussion regarding optional additions. The Committee members recommended that the County increase its cyber coverage to \$300,000 which would cost an additional \$2800 per year. The Board indicated their agreement with this. The Commissioners declined the increase in coverage limits from \$10,000,000 to \$20,000,000. Jean will have Brown & Brown prepare a finalized proposal for the Commissioners to officially approve by the end of the month.

ESTABLISH PUBLIC SAFETY FUND:

Jennifer Cuellar, Finance Director, was present to discuss the establishment of a public safety fund now that the Jail levy has passed. The Board would like to see a draft of a Jail only fund for the FY15 supplemental budget. When they can see what it will actually look like, they will decide if they want to create the new fund.

FACILITIES/COMPUTER SOFTWARE PROJECTS:

Todd Dugdale, Jean Ripa and Jennifer Cuellar reviewed facility and computer software projects eligible for funding using excess loan proceeds from the Courthouse HVAC, Lighting and Fire Protection system improvements contained in the Board's meeting packet. Todd Cunningham stressed the importance of not further deferring replacement of the Courthouse Annex roof. It was noted that the initial estimate of \$280,000 for the project will likely increase once the roof is removed and any water damage is assessed and repaired. There was consensus from the Board that, if we are to proceed with the priority roof replacement, given the unknown final cost, that we should proceed with the roof project to the point where costs are known before moving ahead with any of the

other projects on the list.

Jennifer outlined the option procedures the Board can use to proceed with projects using the loan proceeds. There was discussion about delegation of authority to the Finance Director to proceed with projects as directed by the Board versus the Board including a fixed list of projects in a resolution. Jennifer will get further clarification from bond counsel concerning these options.

After discussion, Commissioner Fisher moved and Commissioner Heimuller seconded a motion to direct staff to proceed with the Roof Replacement project by getting bids. The motion carried unanimously.

Jean pointed out to the Commissioners that the current server room was still without the protection of a fire suppression system since recharging the system has been put on hold while waiting for a decision about whether or not the server room was going to be moved. She noted that the decision could logically be held off if the move was going to happen but that it does leave the room unprotected. If the server room isn't going to be moved, the fire suppression system needs to be re-charged in the current room as quickly as possible and that can be done with existing funds. The Commissioners indicated they would not make a decision regarding the server room at this time.

2014 COLLECTION RATE ADJUSTMENT:

Todd Dugdale reviewed the rate setting process and policy with the Board as a basis for consideration of the 2014 Solid Waste collection rate adjustments. Todd explained that detailed cost reports from the County's two rural area collection franchisees supported the following 2014 rate adjustments: Waste Management (Scappoose Rural and Vernonia Rural) - no increase other than the Transfer Station CPI increase pass thru of \$.24 for every week garbage and every other week recycling pickup. Waste Connections (St Helens Rural, Clatskanie Rural, and Rainier Rural)- St Helens-4.62%

increase for every week garbage, every other week recycling pickup and CPI increase pass thru of \$.24. Clatskanie-5.8% increase for every week garbage, every other week recycling pickup and CPI increase pass thru of \$.24. Rainier-Helens-14.1% increase for every week garbage, every other week recycling pickup and CPI increase pass thru of \$.24. SWAC and staff recommended that the Rainier increase be made using Option B, adding a \$2.50/mo increase to residential customers receiving recycling services and a 6.5% increase to all customers rather than adding 14.1% to all customers.

The Board had questions about the County's policy of adjusting rates to achieve a target operating margin of 11% and asked Todd to provide more information on the basis for the current SWAC policy used to review and recommend annual rate adjustments based on the detailed cost reports from franchisees.

After discussion, the Board directed staff to schedule a public hearing on Wednesday, July 23, 2014 to consider the proposed rate adjustments.

REQUEST FOR GF MATCH FOR ODOT BUS REPLACEMENT GRANT:

Janet Wright, CC Rider Director, came before the Board to request authorization to enter into an interfund loan to allow for the purchase of two transit vehicles. After some discussion, *Commissioner Fisher moved and Commissioner Heimuller seconded to approve the request for a loan of \$52,560.00 for the purchase of the vehicles. The motion carried unanimously.*

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

Dated at St. Helens, Oregon this 11th day of June, 2014.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____

Anthony

Hyde, Chair

By: _____

Heimuller, Commissioner

Henry

By: _____

Earl Fisher, Commissioner

By: _____

Jan Greenhalgh

Board Office Administrator