

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

September 17, 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.

ORDER NO. 41-2014 - MEDICAL/MENTAL HEALTH SERVICES TO JAIL:

Sheriff Dickerson presented his letter requesting special procurement to extend the existing contract with Correctional Healthcare services for one year. This contract is to provide health care services for the Columbia County Jail. Commissioner Heimuller wanted to know what pricing negotiations were made. Sheriff Dickerson reported that he had negotiated a price reduction and an over/under agreement based on 160 inmates for health services in the jail. After discussion, *Commissioner Fisher moved and Commissioner Heimuller seconded to approve Order No. 41-2014, "In the Matter of a Special Procurement for the Contract to Provide Jail Medical and Mental Health Services to the Columbia County Jail. The motion carried unanimously.*

CONTRACT FOR FOOD/COMMISSARY SERVICES TO JAIL:

While present, Sheriff Dickerson briefly updated the Board that the selection committee has made its recommendation on the proposal to provide food and commissary services to the Jail. The winning proposer on both RFP's is the same organization and will save the County tens of thousands of dollars. They provided a clear distinction in qualifications, company background and references. The Sheriff is requesting authorization to begin contract negotiations with Consolidated Food Management, Inc. Of Mercer Island, WA on both the Food Services and Commissary contracts.

CPR TRAINING FOR COUNTY EMPLOYEES:

Commissioner Heimuller reported that Erin O'Connell is working with him to offer CPR/AED classes to county employees. The only expense would be for written materials. It was determined that these classes would be held sometime in the fall. More details will follow.

REPORT ON HMPG FUNDING FOR FY2014:

Vincent Aarts, Emergency Management, was present to update the Board on the HMPG funding for FY 2014. As the department of Emergency Management transitioned between fiscal years there was some confusion regarding the FY2014 EMPG. Initial communications with OEM indicated that this year's grant allocation would only cover personnel costs for the year. Since receiving that communications the department has been waiting on specific announcement regarding this apparent change in policy. There seems to have been some confusion. After an examination of the original Funding Opportunity Announcement (FOA) for the grant there does not appear to be any explicit instructions that the funding should apply to any particular part of an EM program. The FOA does state that funding will not exceed 50% of all the costs of a program. This allows our department to apply for a 50% share of our operating budget, which is subsequently matched by the county. However, it does not guarantee that a 50% share will be made available to the county

After examining the communications between R. Garrison and OEM it appears that D. Gwin (OEM grants accountant) mentions that this year's allocation would likely only be enough to fund personnel costs for this year. This was not intended to be a statement of policy, it was only meant to indicate that the available funding will only extend as far as our personnel costs for this fiscal year.

The state has received a \$5,203,179 allocation for EMPG for this performance period (FY2015). That amount is subdivided by OEM and allocated based on a formula that contains two variables. First a base allocation is given to each jurisdiction that has successfully applied for the grant (\$62,500). The second variable is provides an additional amount based on the population in the jurisdiction (in the case of Columbia county this was approximately \$20,000). This is the total amount of the allocation that

was to be offered to our county. However, the director of OEM took a second look at this number when it became clear that for some county's (like ours) the allocation would not be enough to even cover the 50% match of our personnel costs. The director then instructed his staff that sufficient funds should be withdrawn from the amount of money in the original allocation that is reserved for the state, and provided to those particular counties so that they could at least match personnel costs. In this way, OEM has chosen to, at a minimum, prioritize personnel costs for this year's EMPG allocation. In the case of Columbia County our projected budget shows personnel costs of \$217,738.00. Our original allocation from EMPG was to be approximately \$82,500.00. With the intercession from Dave Stuckey however, the allocation will rise to approximately \$107,000.00. Our operating budget shows a further \$85,102.00 in services and supplies for which we will receive no matching funds from the EMPG this year. These numbers will not be official until we have a signed agreement with the state. Vincent was informed that OEM received the agreements from the Department of Justice yesterday and will be distributing the agreements by the end of the week.

CYNTHIA ZEMAITIS - UPDATE ON PROJECTS/TRAINING:

Cynthia Zemaitis, Natural Resources Administrator, was present to address the various projects she is working on. As follows;

- She reported on the upcoming mini auction. Commissioner Heimuller indicated he had called Mark Kuhn, the auctioneer who conducted the surplus personal property auction, to see if he was interested in holding a real property auction. Mr. Kuhn indicated that he thought such an auctioneer needed to also be a broker and that he would look in to it and get back to Commissioner Heimuller. Robin McIntyre asked several questions about having an auctioneer, and determined that this would most likely be an intermediate procurement and securing 3 quotes was needed. Cynthia will follow up to get these quotes. Tasks that the auctioneer would be asked to complete is putting signs up at each of the properties, arranging to show the properties before the auction, and advertising. The Board instructed Cynthia to publish the auction notice in all local newspapers.
- With regard to the former Ebert property on Old Portland Road, any prospective buyer will be given 90 days to clean up the property and will need to place a \$10,000 deposit with the County to ensure that that is completed. If the property is cleaned up satisfactorily within that time period, the money will be refunded. If not, the money will be used to clean up the property.
- Cynthia also discussed the request of the adjacent property owner to the home on 1805 Fifth Street, Columbia City, OR, Greg Newcomb, to cut down the trees on the County property which parallel the alleyway on the west. Mr. Newcomb will be hiring Inexpensive Tree Care to cut the trees down to the level of the fence. Commissioner Heimuller indicated he went to check out the situation and spoke to Mr. Newcomb, who explained that the prior owners kept the trees cut to this height to shade the house from the western sun. Commissioner Heimuller felt we should allow Mr. Newcomb to proceed. After further discussion, the Board instructed Cynthia to move forward in allowing Mr. Newcomb to have the trees

taken down to that level.

- Cynthia also mentioned that she had been in contact with the Geological Society of Oregon, who passed on the fact that Columbia County was looking for a part-time geologist to take over the Mist Gas Field administration. She has also drafted a job description. She will continue to work on finding a replacement.

LETTERS OF SUPPORT:

Commissioner Fisher moved and Commissioner Heimuller seconded to approve the letter of support for the City of Vernonia's CDBG grant application for the Rose Avenue Senior Center & Food Bank Project. The motion carried unanimously. Further, Commissioner Fisher moved and Commissioner Heimuller seconded to approve the letter of support for the City of St. Helens Area-Wide Planning Grant with EPA for the St. Helens Waterfront Redevelopment Project. The motion carried unanimously.

RECRUITMENT OF BUILDING SERVICES MANAGER POSITION:

Todd Dugdale, LDS Director, came before the Board along with Todd Cunningham (TC) to inform them that TC has submitted his resignation to take a position in Washington. Todd Dugdale is requesting that the Board allow him to initiate immediate recruitment and take the necessary steps to cover this essential position.

TC presented some information to the Board regarding the position of Building Services Manager and his comments on the various aspects of this position and what he would recommend for the future of that office.

After discussion, Commissioner Heimuller moved and Commissioner Fisher seconded to authorize the LDS Director to initiate immediate recruitment and fill the Building Services Manager position when it becomes vacant on 10/15/14. The motion carried unanimously.

BUILDING CODES FINE SCHEDULE:

While present, Todd Dugdale reviewed a recommendation to establish a Building Code Fine Schedule. Section 23 of the Columbia County Enforcement Ordinance contains the process for issuing violations and imposing penalties for building code violations and Section 24 provides for penalties in the form of fines not to exceed \$5,000 for a single violation or \$1,000 per day for a continuing violation. Since the ordinance only prescribes maximum fines and the Board has the authority to adopt a fine schedule within these maximums based on a consistent policy, staff is recommending that the Board adopt a fine schedule based on whether the violation is a first time or repeat offense. The adoption of a fine schedule will insure that fines are fairly and consistently imposed by persons authorized to impose fines. The Board Order and fine schedule presented, establishes a defined three tier level of fines based on whether it is the offender's first, second, or third or more offense. Staff is requesting Board approval. After review and discussion, Order No. 42-2014 will be added to the next consent agenda for Board approval.

TRANSFER OF DUTCH CANYON EXTENSION TO CITY OF SCAPPOOSE:

Tristan Wood and David Hill, Road Department, came before the Board to discuss the recommendation the transfer of Dutch Canyon Extension to the City of Scappoose. The Road Department has been asked if the County would complete some grading and rocking of the roadway that extends off of Old Portland Road in Scappoose

perpendicular from the intersection of Dutch Canyon Road. The Scappoose Senior Center is located along this section of roadway and instead of the cash donation, like years past, the City has asked for county assistance in filling in the potholes and grading the roadway for the City.

Prior to 2011 this roadway was a private tax parcel. The taxes were not paid and therefore through the foreclosure process it became County property. The County looked at the roadway and recommended it become a public right-of-way due to the possibility of land locking a resident and the potential for future improvements due to recent development near the area.

The normal transfer process was somehow missed with the City of Scappoose and because they never officially accepted this road, no one currently has jurisdiction over the roadway. After speaking with the city staff over this issue they recognize that the roadway should become a City public right-of-way but they would ask that the County complete the steps to fix the potholes and grade the roadway before the transfer. Staff would recommend the Board authorize the work and transfer of this road extension.

After discussion and the recommendation from staff, ***Commissioner Fisher moved and Commissioner Heimuller seconded to approve the expenditure of county road funds to make the necessary repairs to Dutch Canyon Road Extension and direct Counsel to prepare an agreement for the transfer of the Right of Way to City of Scappoose. The motion passed unanimously.***

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.

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

Dated at St. Helens, Oregon this 17th day of September, 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