

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

January 14, 2015

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.

FAIR BOARD APPLICANT INTERVIEWS:

The Board interviewed with Randy Hanson and Judy Reed for the open positions on the Columbia County Fair Board. Colleen Malarkey was unable to attend due to illness and will be rescheduled for next Wednesday. After the interviews and some discussion, *Commissioner Hyde moved and Commissioner Fisher seconded to reappoint Michael Warren (Position #1) and Julie Stephens (Position #6) to the Columbia County Fair Board for a three year term. The motion carried unanimously.*

Further, Commissioner Hyde moved and Commissioner Fisher seconded to appoint Judy Reed to Position #7 on the Columbia County Fair Board for a three year term. The motion carried 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, *Commissioner Hyde moved and Commissioner Fisher seconded to approve the Confidential Settlement Agreement and Release with Donna Walker and authorize the Chair to sign. The motion passed unanimously.*

Further, Commissioner Hyde moved and Commissioner Fisher seconded to approve the Confidential Settlement Agreement and Release with Penny Walton and authorize the Chair to sign. The motion passed unanimously.

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.

STAFF PROPOSAL - FINANCE DEPARTMENT:

Jennifer Cuellar reviewed her memo to the Board dated 1/7/15 outlining her proposal regarding some changes to staffing positions/job descriptions in the Finance & Taxation Department. In her effort to establish staffing roles that provide for the highest priority and most strategic needs of the County in the finance department (given the financial resources available), Jennifer is requesting approval of the proposed changes.

After review of the updated job descriptions and discussion on logistics, Commissioner Fisher moved and Commissioner Heimuller seconded to approve the following:

- *Approve the creation of the position of Tax Collector and assign to Exempt Salary Range 05, effective 2/1/15;*
- *Approve the updated job description for the Finance & Taxation Director position, effective 2/1/15;*
- *Re-assign the position of Accounting and Payroll Administrator to Exempt Salary Range 03, effective 2/1/15; and*
- *Approve the creation of the position of Accounting Clerk 3 and assign to Salary Range 22, effective 2/1/15.*

The motion carried unanimously.

FAIR ENTERTAINMENT CONTRACT DISCUSSION:

MaryAnn Guess and Sarah Hanson met with the Board to discuss insurance requirements for entertainment contracts. The current policy is to require \$2 million dollars of insurance for all contractors. Entertainment providers do not want to comply with the County's standard contract. After some general discussion about the potential risks and reason for the policy, ***Commissioner Fisher moved and Commissioner Hyde seconded to approve the form contract for the John Michael Montgomery concert. The motion passed unanimously.***

MaryAnn Guess also asked that the Board waive the insurance requirement in the Fair Board's services contract for entertainers. After review, ***Commissioner Hyde moved and Commissioner Fisher seconded to waive the insurance requirement for the Fair Board's services contract for Fair entertainment. The motion passed unanimously.***

UTILITY BILL ANALYSIS:

Todd Dugdale was present along with Joe O'Donnell of Ameresco. Todd explained that Ameresco was enlisted to perform a feasibility (utility bill) analysis of the County Courthouse, Annex building and Justice Facility to identify the opportunities that would be beneficial to the County. They have completed that analysis and is here today to provide the Board with their findings and to discuss the next steps. Joe reviewed with the Board what functions they could perform as an Energy Services Contractor (ESCO) registered with the State. They can function much like a Construction Manager/General Contractor(CMGC) for a variety of projects not limited to energy related projects. They can service as an extension to staff and handle project development, procurement and construction management. No action was taken at this time.

SOLID WASTE CONTRACT WITH REPUBLIC SERVICE:

Todd Dugdale reviewed the background and options for addressing the ongoing contract issue with Republic Services related to the methodology Republic Services was using to calculate the fuel surcharge added to monthly invoices. Staff explained that the methodology was inconsistent with the RFP. Two options were presented in the Board Communication: Rebid the contract or amend the contract to eliminate the fuel surcharge. After review and discussion, *Commissioner Fisher moved and Commissioner Hyde seconded to tentatively approve an amendment of the contract to eliminate the surcharge. The motion was unanimously passed.*

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

Dated at St. Helens, Oregon this 14th day of January, 2015.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By:_____

Henry Heimuller,
Chair

By:_____

Anthony Hyde, Commissioner

By:_____

Earl Fisher,
Commissioner

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By: _____

Jan Greenhalgh

Board Office Administrator