

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

August 5, 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.

SUBLEASE WITH YACHT'S LANDING HOMEOWNERS ASSOCIATION:

Sarah Hanson, County Counsel, met with the Board to discuss the Yacht's Landing sublease. Oregon DSL has received the County's application for renewal and has deemed it complete. When the permit issues it will be for 15 years. The Board discussed the possible terms of a sublease. The Board would like additional information about the market value of the sublease. Sarah will follow up to gather additional information.

GAS & LANDS ADMINISTRATOR EVALUATION:

Gas and Lands Administrator Evaluation. The Board of Commissioners met with Jennifer Cuellar and Sarah Hanson to discuss the results of the RFP for lands and gas administration services. The Board reviewed the scoring sheet. The Board would like to follow up with an interview with Planchon consulting for both lands and gas services. The Board directed Sarah to work with Jan to schedule an interview as soon as schedules permit.

ENVIRONMENTAL SERVICES CONTRACT:

Sarah Hanson, County Counsel, discussed the status of the Public Health Environmental Services Contract. The County is currently working with a short term extension of the FY 13-15 contract. On advice of the DOJ the Oregon Health Authority has revised the FY 15-17 contract to be a two party agreement with the County. Sarah will discuss the rationale for the change with the DOJ attorney involved and will report back.

LOCAL PURCHASING POLICY:

The Board discussed Order No. 38-2015, the local purchasing policy. The Board felt that it incorporated language that had previously been discussed. After discussion, *Commissioner Hyde moved and Commissioner Fisher seconded to approve Order No. 38-2015, "In the Matter of Adopting the Columbia County Purchasing Policy". The motion carried unanimously.*

EXECUTIVE SESSION UNDER ORS 192.660(2)(h)(f):

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

ANNUAL PICNIC UPDATE:

Jean Ripa distributed the poster for the Annual Employee Picnic. She discussed the format of the picnic with the Commissioners and asked that they let her know if they would like any changes. There was no direction for change at this time.

IT SUPPORT CAPACITY:

While present, Jean Ripa addressed the issue of IT support capacity. She noted that IT went beyond its capacity to support the current system several years ago. There has been no increase in FTE for 10 years but numerous systems, facilities and support needs

have added since then. On any one day, there will be 60+ open work orders needing assistance. There was discussion about the particular needs of governments which have many different systems that need support. Jean said she was not asking for staff at this time but may soon have to request a moratorium on new systems until adequate support can be added. She was asking the Board to keep this in mind as they face the many priorities that come before them. All departments can leverage technology to offer more and better services with fewer staff, so if the technology system cannot grow, this will affect the entire department. Commissioner Heimuller asked Jean to provide some bench marking details on support levels. She noted she would be making a staffing request in the coming budget, as she has done for several years.

EXECUTIVE SESSION UNDER ORS 192.660(2)(a):

The Board decided it was not necessary to hold this Executive Session regarding the employment of Steve Pegram as the new Emergency Management Director. Jean reported that Steve has accepted the job and will start in mid-October. The Board directed Jean to send out an announcement to the Homeland Security Emergency Management Commission. Jean noted that formal approval of various pieces of the hire will happen closer to Steve's start date.

REQUEST FOR ZONING VARIANCE FEE RELIEF:

Todd Dugdale, LDS Director, provided some background information on a situation concerning a building permit on Kalberer Road in Scappoose. The approved permit and plot plan required a minimum setback of 30 feet. The owner installed footings for the building with a setback of only 22 feet. The inspection was approved without verifying the correct setback and further construction proceeded. The error was subsequently caught by staff who informed the owner that he would need to obtain a

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setback variance, for a fee of \$1,187.00. Under the circumstances, Todd would recommend that the Board grant a variance fee waiver, by lowering the fee by half to \$593.50. After discussion, *Commissioner Hyde moved and Commissioner Heimuller seconded to approved the reduced fee of \$593.50. The motion carried unanimously.*

REQUEST TO PURCHASE TRANSPORT VEHICLE FOR SHERIFF'S OFFICE:

Jeff Dickerson came before the Board to request authorization to purchase a transport vehicle, with retrofits, at a cost \$38,000. This would be paid for out of the Jail Fund (220). After discussion, *Commissioner Fisher moved and Commissioner Hyde seconded to approve the request as presented. The motion carried unanimously.* With nothing further coming before the Board, the meeting was adjourned.

Dated at St. Helens, Oregon this 5th day of August, 2015.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____

Henry Heimuller, Chair

By: _____

_____ Anthony Hyde,
Commissioner

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By: _____

By: _____

Jan Greenhalgh

Board Office Administrator