

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

February 17, 2016

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.

HOLLY FARM UPDATE:

Casey Garrett spoke with the Board about what to do with the storage containers on the Holly Tree Farm clean-up site. He informed them that the Brandenfels would like to have them moved across Pittsburg Rd to their residence and had already hired a contractor to do so if the county approved. The Board agreed that they were okay with this, but would need to go over the legal details with Counsel before making a final decision. Commissioner Heimuller volunteered to speak with the County Counsel about this and will get back to Casey with the decision.

AOC FACILITIES TASK FORCE SURVEY:

Following this discussion, Casey briefly went over potential facilities projects that were submitted for funding support to the AOC Facilities Task Force Survey. Commissioner Fisher, who is chair on the Task Force Committee, explained that many county's have requested funding support for projects and Columbia County would need to prioritize which of our proposed projects is the most critical and the most likely to receive support from the State. It was agreed that some additional information should be gathered to determine which project is the highest priority and this should be done prior to the next AOC Facilities Task for meeting in March.

TRANSIT ADMINISTRATOR UPDATE:

Jean Ripa reported to the Board that four applications have been received for the position of Transit Administrator to date, but only two of those met the minimum qualifications. She hopes that one or two more may be filed before the deadline on 2/18. Jean asked the Commissioners if they wanted to waive the initial panel interview if there were only 2-4 candidates overall to interview. She noted that the initial panel interview was intended to winnow down a larger list of candidates, based on assessed qualifications, to a smaller list for Board interview. The Commissioners agreed that, if only 2-4 candidates meet the minimum qualifications for consideration, then they would want to waive the initial panel interview and interview those candidates directly.

EXECUTIVE SESSION UNDER ORS 192.660(2)(I) - Performance Evaluation:

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

HANKEY ROAD DRAINAGE ISSUE:

Dave Hill and Lonny Welter met with the Board to discuss the intersection at Hankey Road and Pittsburg Road, and the water that was said to have been coming off of Hankey Road and onto private property, which allegedly caused trees to fall over. Dave and Lonny explained that they both met with the property owner and walked both Hankey Road and Pittsburg Road and they cannot find that water from either road or the improvements made to Hankey Road is causing any issues for the property owner. Dave believes that, if anything, the improvements made to Hankey Road are causing less water to flow onto the subject property. Dave mentioned that he would have the crew perform some minor work adjacent to the subject property on Pittsburg Road, but that the County should not have any liability for the trees that were blown over during the recent winter storms. The Board was satisfied with the explanation and there was no motion or any further action taken on the issue.

CARCUS CREEK TIMBER HARVEST PROPOSAL:

Dave Hill and Glen Crinklaw were present to discuss the Carcus Creek timber harvest

proposal. David began with discussion on the Park Fund budget history. He explained the planning that goes into the timber harvest and its relationship to the current and future budget cycles. The proposed Carcus Creek 20 acre timber harvest was described with emphasis on the merits of internally managing the harvest process. The request was made of the Board to authorize staff to proceed with the proposed harvest and allow Glen Crinklaw to resume employment at 1.0 FTE for the period of April 1, 2016 through October 31, 2016. After discussion, there was Board consensus to have staff proceed with the proposed harvest as described.

While present, Glen briefly reviewed other park projects that he will be working on, i.e. Camp Wilkerson timber blow down salvage, Camp Wilkerson restroom construction, and CZ Trail development, in addition to the Carcus Creek timber harvest.

RFP RECOMMENDATIONS FOR FINANCE SERVICES:

Jennifer Cuellar, Finance Director, presented a very comprehensive report on the status of the RFP for financial services. There are 7 RFP services that have been reviewed by the panel made up of relative county staff. Jennifer reviewed their recommendations.

Given that the RFP process has prices for two years, it makes sense to take advantage of the broad staff effort in evaluating proposals and move forward with the Intent to Award and the contract negotiation process in all areas where staff recommends a proposal. Board evaluation of the firms recommended was discussed and the conclusion was that the process was strong and awards are being made to the highest scored proposers so the Board is comfortable with the recommendations from each review committee.

After discussion, Commissioner Fisher moved and Commissioner Heimuller seconded to authorize the Intent to Award in 5 of 7 areas based on the review panels' recommendations and the Intent to Award in 1 additional area pending a successful interview next week. The 7th area recommendation will come in March, 2016. The

motion carried unanimously.

BUDGET DISCUSSION:

Jennifer Cuellar, Finance Director, was present to review the FY 2017 County Budget. Lengthy discussion was held all aspects of balancing the budget. Due to time constraints, it was suggested that the Board reconvene the next day to continue discussions.

The Board recessed the meeting at 4:30 p.m. and reconvened on Thursday, February 18, 2016 at 8:00 a.m. in the Riverview Meeting Room. Present were Commissioner Hyde, Commissioner Heimuller, Commissioner Fisher and Jennifer Cuellar.

Commissioner Hyde called the meeting back to order.

BUDGET DISCUSSION cont.:

The Board met with the Finance Director to continue discussions on balancing the FY17 budget. After a great deal of review and discussion, no action was taken at this time.

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

Dated at St. Helens, Oregon this 17th day of February, 2016.

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