

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

May 18, 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.

**UPDATED ON MTR WESTERN CONTRACT NEGOTIATIONS:**

Janet Wright, CC Rider, was present to give the Board a brief update on the contract negotiations with MTR Western for transit operations.

Commissioner Heimuller addressed the issue of Janet's position and, because that position has not yet been filed, he made the suggestion that Janet's status be returned to half time to all for the transition when the position is filled. Janet indicated that the Transit Advisory Committee members also voiced a concern about this issue. No decisions were made at this time.

**COMPLIANCE REVIEW PLANS FOR IGA WITH THE PORT OF ST. HELENS:**

Jennifer addressed the compliance review plans for the IGA with the Port of St. Helens. The debt service payment deadline for the Port's water loan from TIF revenues is coming up 6/1/16. Staff wanted to check with the Board to make sure they are comfortable with executing this transaction, approximately \$750,000, even though there are some provisions of the IGA with the Port of St Helens that remain unmet.

Nick Popenuk from EcoNorthwest joined by conference call to hear the discussion and give details on the timeline for IGA monitoring documentation plans.

The Board agreed that we should make the loan payment. While the timing to get the IGA monitoring review and reporting system isn't such that a discussion with the Port prior to making payment is possible, This is a tool that will be built in starting in June. The Board expressed support of having such a tool and being more consistent with communications with the Port on the status of the IGA.

### **GRANT RELATED POLICY:**

While present, Jennifer explained that grant-related policies are part of the County's compliance efforts in the context of the new federal Uniform Guidance going into effect for FY16. Some department heads have given feedback on the policies. The primary issue that has come up is a concern with the current situation where grant compliance responsibility is with the department carrying out the grant. The Commissioners are concerned that this decentralized approach may put the County in a situation of undue risk and that poor performance for one grant could have negative consequences for all grant programs.

Jennifer mentioned that the consultants are working on this, in addition to delivering tools that will help us more efficiently and thoroughly address compliance requirements.

They will give the Commissioners an overall recommendation on our grant and federal compliance program which will discuss the trade offs of adding specialized staff among other topics.

Commissioner Heimuller will mark up the policies and give the Finance Director his feedback. Commissioners Fisher and Hyde are comfortable with the language at this point and do not plan to give any additional feedback. As the policies are ready, they will be placed on future Board agendas for approval.

Once these policies are approved, they will be made available on the intranet and a communication from the Board will go out to department heads to emphasize the importance of being aware of and following the policies.

In related news, a new federal award that another local agency is hoping to route

through the county is on the horizon. The Board discussed the importance of the culvert repair project. Jennifer stated that an initial meeting will probably happen next week when more details about timing, the grant application process, compliance and other grant information will be brought by the local agency.

**DISSOLUTION OF THE DEER ISLAND DRAINAGE DISTRICT:**

Sue Martin, County Assessor, gave some background on this matter. In the last two years, a notice from the Secretary of State division of audits has arrived identifying a taxing district (one each year) that they found to be out of compliance with filing requirements. Therefore, the Commissioners are obligated under the statutes to begin dissolution proceedings. These notices aren't addressed to a specific person so have gone to different departments in the past.

Sue and staff met to talk through how they might better handle these notices going forward and propose that, due to the tight timelines for Board action described in the ORS's upon receipt of the notice, these notices be routed to the Board's office and that the Board Secretary organize the details of getting required meetings and actions moving, communicating with the districts at risk of dissolution and working with County Counsel on any corresponding legal papers or orders that are required.

At this time, Sue has verbal confirmation from the Division of Audits that the taxing districts in question are back in compliance so no dissolution process is required this year.

The Board agreed that it made sense for the dissolution correspondence to come to their office and that responsibility for moving the required process forward sit in their office.

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**IGA WITH DEPT OF CONSUMER & BUSINESS SERVICE - BUILDING CODES:**

Sue Martin, County Assessor, met with the Board to discuss changes being made to the current IGA Columbia County Assessor has with Building Codes Division for processing manufactured structure ownership documents which requires the Assessor's to take on additional responsibility for the program. Sue is recommending that the county opt out of the agreement until the Building Codes Division makes acceptable changes to the IGA. The Board agreed with that recommendation and, according to Counsel, no Board action is needed. Sue will send a notice to the Building Codes Division that the county will be opting out.

**ORDER 16-2016 - ASA BOUNDARY CHANGES & MOU WITH CLATSOP COUNTY:**

After further review, *Commissioner Heimuller moved and Commissioner Fisher seconded to approve Order No. 16-2016, "In the Matter of Approving Ambulance Service Area Plan Boundary Changes and a Memorandum of Understanding with Clatsop County". The motion carried unanimously.*

There was no Executive Session held.

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

Dated at St. Helens, Oregon this 18<sup>th</sup> day of May, 2016.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By: \_\_\_\_\_

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Anthony Hyde, Chair

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Henry Heimuller, Commissioner

By: \_\_\_\_\_

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Earl Fisher, Commissioner

By: \_\_\_\_\_

Jan Greenhalgh

Board Office Administrator