

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

August 10, 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.

APPLICATION WITH ODVA FOR VA FUNDING:

Commissioner Heimuller moved and Commissioner Fisher seconded to approve the application with the Oregon Department of Veterans' Affairs for ODVA Funding. The motion carried unanimously.

RFP FOR INSURANCE AGENT OF RECORD:

Members of the Risk Management Committee were present to discuss (1) general liability and workers comp insurance and (2) employee benefits insurance. The contracts for the two insurance agents of record will be coming up soon and it is time to do a new RFP. The committee is in the final phase of preparing an updated RFP draft and requested feedback from the Board within the next two weeks if there's anything they'd like edited in that document. The committee also asked if any Board member would like to join Risk Management committee as a panelist in the RFP review process. While it's of interest, no one on the Board could make a time commitment at this stage. In terms of the process, a copy of the proposals will be shared with each Commissioner. If timing works, one or more Commissioners may participate in the review scoring process, so number of reviewers will be determined at a later date. Commissioner Heimuller asked if there were any surprises related to the RFP and was informed the local agents in town now have been bought out by larger firms so they don't anticipate

true home grown proposers this time around. They are hopeful that our current vendors participate again, but nothing else of note seems particularly different.

DRAFT INVESTMENT POLICY PRESENTATION:

Deanne Woodring and Mike Clark, Government Portfolio Advisors (GPS), came before the Board along with Jennifer Cuellar for discussion on the County's investment policy. Since contracting with GPA last spring, GPA has been working with staff on an investment policy, selecting a custodial bank and beginning work on investment strategy. GPA is now before the Board to give some background information on the vision for the investment program at the County, talk through the highlights of the policy and answer any questions the Board might have at this time.

An updated copy of the investment policy was distributed that includes input from County Counsel. Feedback is needed from the Board on the draft policy within two weeks so that it can be incorporated into the document in time to send it out to the Oregon Short Term Fund Board by the end of August. The policy will be reviewed by the State at the OSTF mid-Oct meeting and it will then come back before the Board for comments and, ultimately, for adoption. Once the policy is adopted, the County will be able to begin executing on the investment strategy in time for the property tax cash inflows.

Ms. Woodring walked the Board through the prepared overview and policy document. Of note, GPA is Portland-based firm with \$6 billion under management that serves the municipal sector focusing primarily in the Northwest; services are non-discretionary which means investment decisions are all made by the County with assistance from GPA; GPA has fiduciary responsibility through contract and the policy to the County; Ms. Woodring is a trainer on municipal investing with the GFOA and serves on the Oregon Short Term Funds Board; investment priorities in order are safety, liquidity and return; and working with county staff to create reporting systems and benchmarking on the portfolio as well as compliance with policy

Diversification of assets out of the pool was discussed. Given the rate environment, the differential between the pool and what we may earn will be slim but it should yield us some more earnings and at the same time make our cash resources safer through

diversification.

The Board commented on the recommended custodial agent and are positively inclined to move forward with the contract process given price + service proposal compares favorably with alternative options. Jennifer will gather the investment policy feedback and if there are any questions or concerns, will come back to the Board - potentially with GPA on the phone - to address those items in time to get our final draft policy out the door to stay on track for the mid October meeting.

PUBLIC INFORMATION OFFICER POSITION:

The Board discussed the position of a Public Information Officer and directed Jean Ripa to prepare a finalized job description with an appropriate title, put the position on the next consent agenda for approval and authorize her to begin the recruitment process. Commissioner Heimuller may have modifications to the job description before final approval. The Board decided that they will conduct the interview process directly.

INFORMATION TECHNOLOGY MANAGER POSITION:

The Board next discussed the position of Information Technology Manager and directed Jean Ripa to prepare a finalized job description, put the position on the next consent agenda for approval and authorize her to begin the recruitment process. Jean Ripa recommended that the Board include an interview panel of interested Department Heads in this process. There was discussion on the process but no decision was made at this time. Jean will return to the Board within a couple weeks to finalize the details of the interview process.

GENERAL SERVICES DIRECTOR POSITION:

The Board discussed re-creating the General Services Department which was eliminated some years ago. They indicated their desire to re-create this department and assign Casey Garrett to the position of General Services Director. There was discussion related to the details involved in re-creating this department, moving personnel, etc. as well as what particular duties would be involved. There was also discussion on moving the oversight of Parks under the General Services Department, which the Board intends to do. Jean Ripa will return to the Board for finalization of all the details. After discussion, ***Commissioner Heimuller moved and Commissioner Fisher seconded to create the department of General Services and appoint Casey Garrett as General Services Director, effective November 1, 2016. The motion passed unanimously.***

BLOOD DRIVE:

Jean Ripa reported that the Employee Events Committee had been working with the Red Cross on establishing a regular blood drive at the Courthouse. After discussion, the Board indicated their support for this concept and with that, ***Commissioner Fisher moved and Commissioner Heimuller seconded to approve the Employee Events Committee moving forward with this. The motion passed unanimously.***

IFA PROJECT INTAKE FORM - ROAD DEPARTMENT:

Lonny Welter, Road Department to request approval for the Infrastructure Finance Authority Project Notification & Intake Form application and authorize staff to move forward with the application. Due to short notification, staff did not have a clean copy of the form, but did provide the numbers that are proposed. Lonny was directed to provide the Board with a completed form as soon as possible for ratification.

BRIEFING ON ROAD DEVELOPMENT FOR "JERSEY BUILDING":

While present, Lonny briefed the Board on the outcome of a meeting held this morning between the City of Scappoose, State and County representatives, concerning

development in the Scappoose Airport area along West Lane Rd. More specifically, the involvement of the County with the road development for the "Jersey" building. The topic was discussed by the City & State at the earlier meeting, and it was determined it would be best if the City managed the new road development along with its annexation into the City.

HISTORICAL SOCIETY DISCUSSION:

Sarah Hanson, County Counsel, met with the Board Sarah Hanson, County Counsel met with the Board of County Commissioners to follow up on their discussion with the Columbia County Museum Association on August 3, 2016. Sarah reported that according to the Oregon Secretary of State corporations records, the Historical Society of Columbia County was administratively dissolved in 2014. The Society can become active again within 5 years of administrative dissolution and can request an extension to that time frame. The Board desires to meet with the most recent president of the Historical Society to discuss a proposal to amend the Settlement Agreement. The Board will make contact to set up a meeting. The Board directed Sarah to prepare a bullet point of the County/Museum Association proposal to discuss at the meeting. No decisions were made.

UPDATE ON WILSON LUBA APPEAL:

Robin McIntyre, Assistant County Counsel, discussed the status of the Wilson minor partition and variance application (site located on Blaha Road), which was appealed to LUBA by Ryan and Chelsea Neil. The County has received the petitioners' brief. The County will not be filing a response brief. The developer (Wilson Trust) will be defending the County's decision that approved the application.

CC RIDER UPDATE:

John Andol, Transit Director, came before the Board to give an update on Transit issues:

- Transit Consolidation Scope of Work in partnership with Sunset Empire Transportation District and that ODOT is likely to fund the study;
- Information on the agreement with ODOT for \$27,750 in state funding to match the upcoming bus purchases;
- John will be holding weekly meetings with MTR Western, that 100% of the fleet is up, almost all bus operator positions are filled, modification to the transit service change policy to provide more clarity, modifications to Line 1 due to traffic from the US Highway 30 paving project and the recent service delays as a result. Route 1 changes took affect on 8/8/16 and details are available on www.columbiacountyrider.com. The afternoon buses were separated and additional time was added to the route by bypassing certain stops;
- Future Lines 1 and 2 changes include elimination of the church park and ride lot stop and removal of the lines from serving Rite Aid with new stops on US Highway 30.

There was no Executive Session held.

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

Dated at St. Helens, Oregon this 10th day of August, 2016.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____

Anthony Hyde, Chair

By: _____

Henry Heimuller, Commissioner

By: _____

Jan Greenhalgh

Earl Fisher, Commissioner

By: _____

Board Office Administrator