

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

November 2, 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.

MTR INTRODUCTIONS:

Richard Vollmer, MTR, introduced the new Operations Manager, Daniel Hernandez for the Transit Center. General discussion was held on transit services. The Board welcomed Daniel to the team.

ORDER 65-2016 - ADOPT INVESTMENT POLICY:

Jennifer Cuellar, Finance Director, came before the Board to review the investment policy. After discussion and clarification, ***Commissioner Heimuller moved and Commissioner Fisher seconded to approve Order No. 65-2016, "In the matter of Adopting the Columbia County Investment Policy". The motion carried unanimously.***

SALE/TRANSFER OF 5-ACRE LOST CREEK ROAD PARCEL:

Sarah Hanson, County Counsel, met with the Board to discuss two lands matters. First, the County has received a request from the Clatskanie Rural Fire Protection District for the County to donate a parcel of property outside of Rainier on Lost Creek Road (Tax account 20793). A memo has been provided by Steve Planchon, the County's Natural Resources Administrator. The parcel has an existing structure. The District proposes to burn the structure because it has no value and then build a local fire station in its place. The Board discussed the current intended use of the property. It has been retained by the County because of its timber value. The Board requested that Casey Garrett provide information about the value of the timber on the property before they make a decision.

REQUEST FOR PROPOSAL FOR REALTY SERVICES:

While present, Sarah discussed a proposal to issue an RFP for real estate agent services. Sarah explained that certain property in the County's inventory has sufficient value that it might make sense to list the property on the Multiple Listing Service (MLS). In order to do that we need an agent with access to the MLS. Staff is proposing to offer buyers' agents the standard 2.5% fee. We would seek competitive rates for Seller's agent fees as part of the RFP. Decisions about which parcels to list would be made on a case by case basis. The Board indicated that it is in favor of the concept and directed staff to proceed with an RFP.

FEMA EXIT BRIEFING:

Lonny Welter and Robin McIntyre were present to discuss the FEMA Exit Briefing application. After review and discussion, ***Commissioner Fisher moved and Commissioner Heimuller seconded to authorize Lonny Welter to sign the FEMA Application Exit Briefing for the December 2015 storm damage. The motion carried unanimously.***

BRIEFING ON NW AGGREGATES ZONE CHANGE:

Todd Dugdale, Glen Higgins and Robin McIntyre were present to provide information in response to Board questions concerning the law and practice relating to topics addressed in testimony at a public hearing held on October 26, 2016. Information was provided to assist the Board in deliberations toward a decision on the mining proposal. Topics included possible refinements to the designation and plan for the post mining use, mining as it may relate to levee re-certification, mining as it may relate to requirements for a new or revised interior drainage analysis and the effect of a surface mining impact area overlay district (SMIO) on adjoining lands.

RECRUITMENT UPDATE:

Jean Ripa updated the Board on the status of the hiring processes for Public Information Coordinator, Information Technology Manager and Transit Administrator. The Commissioners then discussed the creation of the budgeted position of Office Specialist in the Board's Office. They indicated their interest in establishing the position at this time, but waiting to go through the recruitment process until the budget process for FY18 defines the status of the funding. Jean Ripa said she would place the motion to create the position on their next Consent Agenda.

TRANSIT UPDATE:

Michael Ray, Transit Coordinator, was present to give the Board an update on transit issues.

- **Rainier Transit Center Update:**
FTA is willing to write-off \$12,000 value of existing roof funded with ARRA dollars as long as no 5311 funds are used for the construction of the new facility. 5311 funds were acquired as a match for Connect 5 grant, approximately \$135,000 will be used for architecture, engineering and landscaping - not for construction of the new facility per FTA. ODOT has agreed to allow CC Rider to construct in the 30' easement, but not the 10' easement. Lower Columbia Engineering is approximately 35% complete with the plan and should be ready for review this month. The Board was pleased with the solution of the easement issue and that the roof issues have resolved themselves and that things are moving forward
- **Scappoose Park & Ride Update:**
The County requires \$2M insurance bond that the appraiser is unwilling to acquire because it's too costly. They are looking at a second appraiser who will be informed upfront about the bond so time is not wasted should they also refuse

to acquire. The property owner is looking for a 1031 exchange for Capital Gains reasons. The Board commented that the county is not willing to submit a letter that hints at possible condemnation. ODOT is still grinding through the Environmental process, which could take upwards of a year or more. The property owner would like this deal to close by spring of next year, but that's probably not going to happen. Under discussion the Board is concerned that the County's \$2M insurance requirement may be too high for some contracts. Robin is not in favor of differing requirements as that will lead to confusion. There was also discussion on what path to take in dealing with the owner of the Scappoose property. Commissioner Fisher suggested having a backup plan in case the current location falls through. Michael will review the Siting Study done in 2012 and look for potential fall back sites.

- **CC Rider Bus Purchase Update:**

The transit center took delivery of a new 30 passenger bus. There was a minor electrical problem that was fixed by Creative Bus Sales and the radio was installed last Friday. A Ford Transit Van – 9 passenger/3 WC has been ordered through Creative Bus Sales. Daniel Hernandez, new MTR Western Operations Manager, has made some scheduling adjustments to the Warren Baptist Church service. Commissioner Heimuller suggested using back roads to Millard, once the new signal is operational. This will help to avoid unprotected left turns. Michael will look into that once the timing of the signal is more concrete. He mentioned that using back roads between Church and Millard will only work for eliminating the left turn after serving the church - the left onto Church Road will remain under any option. Michael then noted some adjustments to Line 3. The Board expressed their happiness with the route expansion for Line 3 through Scappoose.

- **Halloweentown Shuttle Report:**

Bus #1526 drove in the Halloween parade. Ran (3) Saturday's 5-9 with a total of 51 riders. There were 18 riders for the Monster Dash. Commissioner Heimuller wants everyone involved with putting on the Halloweentown event to work together at next years event. He wants CC Rider to run shuttles all day long on the event weekends. He spoke with many of the organizers of the event and suggested they infuse more funding for an all day shuttle between major event sites. This will help greatly with traffic and parking congestion. Michael agreed to loop into the event planning next summer, to help insure that CC Rider is up to speed on event planning and has a transit plan ready to go for the month long event.

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 2nd day of November, 2016.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Anthony Hyde, Chair

By: _____
Henry Heimuller, Commissioner

By: _____
Jan Greenhalgh
Board Office Administrator

By: _____
Earl Fisher, Commissioner