

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

November 30, 2016

The Columbia County Board of Commissioners met in scheduled session with Commissioner Henry Heimuller and Commissioner Earl Fisher. Commissioner Hyde was not present.

Commissioner Heimuller called the meeting to order.

APPRAISER CONTRACT FOR SCAPPOOSE PARK & RIDE:

Michael led the discussion concerning a waiver of the \$2M insurance bond requirement in our contracting procedure. He explained that in his conversations with the appraisers, no firm has a bond that high, as appraisers generally do not do the type of work which would require such a high bond.

If the County were to stay with the \$2M bond requirement, appraisers would need to raise their fee 45.5%. With the firm Michael had originally chosen, this results in the fee for services going from \$4,950 to \$7,200.

The Board agreed to waive the \$2M requirement in the contract for appraisal services. Robin will adjust the contract to reflect an insurance bond of \$1M, which is the level every appraiser is insured.

COORDINATED TRANSPORTATION PLAN:

Michael introduced the draft plan to the Board. The Coordinated Public Transit – Human Services Transportation Plan (Plan) is intended to be a resource for all potential recipients of Section 5310 funds as well as local, state, and federal agencies amongst which coordination of programs is essential in meeting the region's transportation needs.

The plan was developed over the course of 2016, and had the participation of numerous social service providers, transit providers and the school districts. The Plan is an update of the 2013 Plan.

Michael explained that the next step is for the Board to adopt the Plan. The Board instructed Michael to go back and review/redline the plan to assure that it meets all of the needs of Columbia County. Then bring it back to the Board for approval through the hearing process.

CASH HANDLING STANDARDS:

Jennifer Cuellar, Finance Director, reviewed her proposal and request that the Board require all departments to conduct cash handling operations according to county-wide standards was discussed.

The Board was glad to see that such standards are being developed and rolled out. They read the document and thought the standards to be reasonable, complete and thorough.

One issue - banking deposit best practice - was discussed. There are different schools of thought as to whether it is best practice for departments to funnel funds to the Treasurer for deposit to the bank or to take funds directly to the bank. It is the Finance Director's opinion that operations are different enough that maintaining the flexibility to do handle bank deposits differently is worth maintaining. Certainly the process of assembling all the documentation for this, and other, cash handling practices in each department will be an opportunity to make sure that current practices appropriately balance internal controls and operational efficiencies.

County Counsel recommended that the Board approve a resolution making that requirement as opposed to adopting the cash handling standards document as is. If the Board is comfortable, she will draft such a resolution for an upcoming consent agenda.

Jennifer explained that this approach was recommended because as the process of rolling out the standards and having the first few trainings, other issues and subjects are likely to come up that would mean making additions or edits to the standards.

The Board is comfortable with that approach and instructed Counsel to draft such a resolution for a consent agenda.

NEW MARIJUANA TAX ORDINANCE OPTIONS:

While present, Jennifer is requesting guidance from the Board regarding the collection of Marijuana Tax on the following issues:

1. Preference for collecting in house (as anticipated the County would do) versus negotiating an IGA with the State of Oregon (an IGA draft has been produced by the state for jurisdictions consideration)

Staff recommends keeping it in house. The capacity to handle tax collections exists and will likely be less costly than the complex formula proposed by the state IGA. In addition, going with the state option would likely mean a need to change the ordinance as they would also take on the ordinance enforcement. The Board preferred the in-house collection option.

They asked whether the Finance department is able to do it effectively. Jennifer believes that it will be straight forward to implement given they handle significant cash for property tax, and they now have cameras and a small number of likely payers.

The Board also asked whether this is the only opportunity to contract with the State just in case it isn't effective to keep collections in house. While staff doesn't know for certain, the assumption is that there would be future opportunity to negotiate such an IGA with the State given the fact that jurisdictions will be coming on over time with tax ordinances.

2. Shared services - exploring offering tax collection to three county cities that also passed the 3% recreational marijuana tax measures in November.

Jennifer believes that it could reasonably take on more tax collection work, though it does not recommend offering to assume ordinance enforcement duties. Current understanding is that 10 payers may exist county wide.

The Commissioners thought it was a good idea to at least explore that option with the relevant cities. Jennifer was directed to begin opening those discussions.

RECOMMENDATION ON INSURANCE AGENT OF RECORD:

The Risk Management Committee has recommended USI Northwest for benefits insurance agent of record and Brown and Brown for insurance agent of record for property and general liability and workers comp insurance coverage.

A summary of the RFP process was discussed, receipt of solid proposals and interview recommendations concurring with paper scores resulted in incumbents for both contracts renewing contract.

Changing the dates to a January contract renewal month was suggested to reduce risk with providers for time when their contract would not be renewed at some date in the future and more efficient contract management cycle on calendar year.

The Board was comfortable with moving forward with the RMC's recommendation and to issue the two Intent to Award letters.

There was no Executive Session held.

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

Dated at St. Helens, Oregon this 30th day of November, 2016.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: Not present
Anthony Hyde, Chair

By: _____
Henry Heimuller, Commissioner

By: _____
Jan Greenhalgh
Board Office Administrator

By: _____
Earl Fisher, Commissioner