

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

April 19, 2017

The Columbia County Board of Commissioners met in scheduled session with Commissioner Henry Heimuller, Commissioner Margaret Magruder and Commissioner Alex Tardif.

Commissioner Heimuller called the meeting to order.

BOARD DISCUSSION:

The Board met with Jean Ripa, Karen Kane, and Union representatives Micaela Shapiro-Shellaby, Jeremy Tull, Erin O'Connell and Ryan Scholl for their quarterly update. Discussion was held on the budget situation and methods of communications with employees. Erin talked about the work that is being done with a group of staff on safety of workers in the field. The group talked about the great work being done by the Road Department, especially given the extent of the damage to the roads and the limited staffing. Jean Ripa noted that she and Jeremy Tull counted 5 retirements over the past 7 years, none of which have been replaced. There is frustration over the public's lack of knowledge and understanding of the limited resources available to repair many, many miles of damaged roads. The group also discussed the need for the State to act on transportation funding.

MUSEUM BOARD:

Les Watters, Jo Pellham, Erin McCown, Dave Parsons, Tricia Oberndorf and Brandon Sundeen, members of the Courthouse Museum Committee were present to give the Board an update on their current activities and programs, along with some future events they are planning. Some discussion and update was held on the digitizing project at the Vernonia museum.

ADP CONVERSION:

Jennifer Cuellar was present for discussion on the ADP migration coming up this summer/fall as described in the memo presented to the Board. The Board had questions relative to other solutions that might work for time tracking in the Sheriff's Office. Jean explained that it's more the frequency of the changing of the "Monday" that makes things difficult as opposed to the 24-7 shift nature of their work. This was an update only and no action was needed.

ETHICS/FRAUD HOTLINE:

Jean Ripa and Jennifer Cuellar presented information to the Board regarding a proposal to pursue a third party vendor to provide tip line access to employees for them to share concerns, anonymously if they would like. The proposed vendor's service was shown on the computer screen so that the Commissioners could see an example of the interface and how the service worked. The Board would like to see more information from other counties/jurisdictions about what value these kinds of systems add. The

general feeling was that this is a fairly inexpensive tool to pursue (less than \$1,000/year) and is worth considering.

STAFFING ISSUES:

Jean Ripa addressed Dave Hill's interest in retiring on June 30 and working as a temporary worker through the end of the calendar year. She reminded the Board of the value of these arrangements to the County, as they are very financially beneficial and also allow for the County to retain and take advantage of the skills of the retiree labor market. After discussion the Board indicated an agreement to the concept. Formal action would occur with the approval of a Personnel Action on the Consent Agenda.

Jean Ripa then asked the Board for input on the proposal to have Dave Hill work on a continuing basis for Parks as a part time project manager. Casey Garrett indicated that he did not support the position title of Parks Supervisor and explained that he felt Dave Hill could indeed add value to a variety of Parks related projects, but the Parks program budget alone couldn't support \$30-40,000 in additional staffing costs. Casey recommended that the Board consider dividing the costs between Parks, General Services, Public Works and Property Management on a planned out project-by-project basis.

After discussion, the Board indicated that this was a funding question and they would need to see a further proposal with details. Commissioner Tardif indicated he supported the concept and Commissioner Magruder noted that she did support the use of the retiree labor force as a resource.

Commissioner Heimuller is not convinced that this would provide any immediate financial benefit to Parks, rather an additional expense, at least in the short term. Commissioner's Magruder and Tardif agreed and expressed concerns that Parks already has a \$50,000 annual deficit, so adding an additional expense to the program would need to provide added value to annual revenues.

EXECUTIVE SESSION UNDER ORS 192.660(2)(h) - Litigation:

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

WRAP UP OF UNMET NEEDS COMMITTEE:

Sarah Hanson and Jennifer Cuellar were present for discussion on the opportunity to mark the end of the final project associated with the recovery from the 2007 flood event in Vernonia. The small balance in the 215 fund will be set aside and transferred to the general fund so that the accounting side of the fund can be closed for the fiscal year end June 30. This will give the Board time to consider options to commemorate the resiliency of the community of Vernonia and the many people and agencies who supported the community throughout the flood response and recovery period.

The bylaws of the Unmet Needs Committee stipulate that the Commissioners must formally close the committee and bring all records of the committee to the County. Counsel will draft a resolution to this effect for Board consideration. The Board's staff will contact CAT to facilitate moving these committee records to the courthouse.

SEATTLE TO PORTLAND BIKE EVENT:

Lonny Welter and Cherie Moylan were present to discuss the STP Bike event. Under Ordinance 2008-01, Sections 11 and 12, the county may require a deposit to cover expenses for costs incurred for an event. There have been concerns mentioned about the STP this year, to be held on July 15-16, 2017, i.e. 1) Urination & defecation in property owners' front yards; 2) litter along the bike route; 3) bikers riding 3-5 abreast and outside the bike lane and in right-hand only turn lanes; and 4) bikers blowing through traffic lights and/or stop signs.

While there has been some concern expressed, there hasn't been any mention of "ramping up" enforcement, as yet, with the exception of the Rainier Rural Fire District, who wants to put an additional ambulance at Deer Island Store (estimated \$700). In addition, STP does not pay for porta-potties and garbage cans along the route. The Board concurred that these services should be provided for the bikers, not only for their convenience but also in an attempt to cut down on the issues of concern and that STP should be responsible for the cost. Cherie will check with Hudson Garbage/Porta-Potty Services (1) to see if STP has already contracted for these services, and (2) if not, how much it would cost. Places to put them would be Goble Tavern, Deer Island Store, St. Helens High School (area), and C-Z Trail. Variable Message Boards would be used to notify riders of upcoming rest stations.

After discussion, it was the consensus of the Board to start charging the STP group a deposit for those expenses incurred for their event through Columbia County. Estimates of those expenses will be forthcoming shortly and notice will be sent to STP as soon as possible.

HOOD-TO-COAST RELAY:

While present, Lonny mentioned that we have been inching our way up to the deposit amount of \$20,000 with Hood to Coast, and maybe now is the time to consider raising the amount to \$25,000. The Board agreed that it was okay to raise the amount to \$25,000, since any amount not used would be returned to the organization anyway.

STATUS & DISPOSITION OF LOAN PROCEEDS:

Jennifer Cuellar, Finance Director, discussed the status of the infrastructure loan funds. Updated information indicates that a couple of the projects will end under budget so there will likely be about \$50,000 left. Options are to utilize these funds for high priority projects which will take a longer timeline or to use these funds on less important projects which could be moved through more quickly. The Board felt that they would rather see the higher priority work happen even if it takes longer. IT/General Services will follow up with projects. The likely area of recommendation would be associated with laying fiber optic cable between county facilities.

PETITION TO NAME PRIVATE ROAD “DINGMAN FARM LANE”:

Todd Dugdale, LDS Director, Glen Higgins, Planning Manager and Lonny Welter, Transportation Planner, reviewed the petition by Scott Dingman to name the 150 foot section between Pioneer Road and Scappoose Vernonia Hwy “Dingman Farm Lane”. This section of traveled road crosses Scott Dingman’s property and County Road Department has not located any easement of record. Discussion centered on why to name a short section of road Dingman Farm Lane, then after crossing the CZ Trail, it would turn to Pioneer Road. A problem lies with having no recorded easement on this short section. A private road has to be created by easement. Board reached agreement to direct staff to write the applicant a letter advising him to record a private road easement meeting the standards of a private road and submit a recorded copy of the easement to Land Development Services. Upon receiving the recorded easement, LDS will prepare a Board Order for consideration naming the road with a condition that there be two road signs posted at Scappoose Vernonia Hwy, the top being Dingman Farm Lane and the lower being To Pioneer Road.

FACILITIES:

Casey Garrett met with the Board to ask for direction on how to respond to a complaint he received from union representatives regarding Facilities Services staff taking on additional janitorial/cleaning duties, now that the county will no longer be contracting out these services. Casey explained that one of the union’s concerns was that this was a major shift in Facilities Services job responsibilities and they felt he should have gone through a formal process to create a new job description for a janitorial position. They also explained staff has recently expressed concerns that they have not been given clear expectations of what new job responsibilities they may have now.

Casey informed the Board that his response to the union representatives was that he did not agree that this was a significant change in the Facilities Services job descriptions. He and staff have been discussing details of this transition for a period of months, and none of the staff has expressed concerns, or disagreed with this during the process. Casey also pointed out that "cleaning", along with "other duties as assigned", was already a part of Facilities Services job descriptions to further reiterate why he did not believe that the added cleaning duties were a substantial change to staff duties.

The Board agreed with Casey and directed him to proceed with the transition and work with HR and Counsel during the grievance process.

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

Dated at St. Helens, Oregon this 19th day of April, 2017.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Henry Heimuller, Chair

By: _____
Margaret Magruder, Commissioner

By: _____
Jan Greenhalgh
Board Office Administrator

By: _____
Alex Tardif, Commissioner