

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

April 26, 2017

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

Commissioner Heimuller called the meeting to order.

**BOARD DISCUSSION:**

- Procedure for Posting Agenda Items: Jan spoke with the Board about coming up with a process for getting agreements, contracts, amendments, etc. on the consent agenda. She understands that the Board would like to review these documents prior to approval. It was suggested that any amendments (for the most part) can be added to the agenda once approved by Counsel. New agreements or contracts need more discussion/review before placing on the agenda. That can be accomplished either by one-on-one discussion between a Commissioner and department head, or by scheduling it on a staff meeting.
- Changes to Staff Meeting Agenda: Commissioner Magruder suggested that the Board hold their discussion items at the end of the Staff meeting, as opposed to the beginning. This would allow the Board to continue the meeting as long as necessary without disrupting the agenda. A change was also made to start the Staff meeting at 1:15 pm.
- Medicine Wheel Request for Vehicle: The Board received a request from the Medicine Wheel Recovery Services, for any possible donation of a county van to their program to allow their clients to access treatment facilities. Since receiving that request, it has come to light that Medicine Wheel appears to have some financial issues and this donation of van may compound those issues. Commissioner Heimuller made the suggestion that, in lieu of a van, the County could donate \$500 in bus passes to see if that would fit their need. Either way, the Board would like to have Medicine Wheel make a formal presentation to them at an upcoming Staff meeting.
- Commissioner Heimuller mentioned that the St. Helens School District is also in need of a vehicle/van for the free lunch program. He has already directed Michael Ray to prepare the paperwork on an older van to designate it as surplus property for whomever it may go to.
- Needle Bins: Commissioner Tardif addressed the recent incident with an employee being poked with a needle that was dumped in the restroom in the old Courthouse building. He suggested that needle bins be installed in the restroom for the safety of all. Commissioner Heimuller stated that the County already has a needle bin program run by our Solid Waste department and agreed that the County should have these bins in all County restrooms to accommodate

diabetics and others. Jan will notify Casey Garrett and Kathleen Boutin-Pasterz to have them installed in all county facility restrooms. Commissioner Tardif will contact County Counsel about developing an actual policy for this.

#### **AMENDMENT TO CONTRACT WITH COLUMBIA HUMANE SOCIETY:**

Robin McIntyre, Sheriff Dickerson, Roger Kadell, Lori Furman, Lisa Beggio, were present for discussion on changes to the current contract between Columbia County and the Columbia Humane Society (CHS) for the care of County Animal Control (AC) dogs.

The Sheriff suggested changes to the contract that include the County taking back over a portion of the shelter set aside for County use and provide care directly for County Dog Control animals through the Animal Control Officer, county staff and, occasionally, county inmates. The dogs would remain under Animal Control until after the 5-day waiting period, which time the dogs would be offered to CHS. If CHS refuses the dog, or takes the dog and later returns them, it will be found a home immediately, given to another agency, or, as the last resort, euthanized.

The Sheriff pointed out difficulties with CHS's processes in representing the County's dog control interests, including: customer complaints; inability of CHS employees accepting Dog Control rules and regulations; failure of CHS to abide by their contract. The Board agreed to take these matters under advisement.

#### **CHS APPLICATION FOR ACCESSORY STRUCTURE PERMIT:**

As for the application for an Accessory Structure Permit, CHS tabled this matter until the suggested changes were made to the contract.

#### **CITIZEN TRANSPORTATION ADVISORY COMMITTEE BYLAWS UPDATE:**

Michael Ray, CC Rider Director, addressed the bylaws for the Columbia County Transit Advisory Committee (CCTAC). Before the Board is a compiled draft of updates to the bylaws. Michael noted that the biggest change over the previous drafts is the language in Article V - STF Subcommittee. This Article outlines the Purpose, Duties, and Membership of the CCTAC. The subcommittee structure was recommended by County Counsel to address the requirements of OAR 732-005-0010, which describes who must be represented on the committee. The CCTAC originally wanted a broad range of representation beyond and outside of the requirements of the OAR. County Counsel suggested the wording in Article V as a way to meet the requirements of the OAR, while still allowing for broader membership. Commissioner Heimuller questioned why have a separate Article when the language in Article V can be inserted and made a part of Article IV? Michael and Counsel agreed that that was another way to cover the same language. Michael will take the recommendation back to the CCTAC for their recommendation.

Commissioner Heimuller also questioned how new members are appointed to the CCTAC. Currently, prospective members are recommended by existing members or are self-recommended. Prospective members then complete an application, which is

available on the County's web page. Prospective members then discuss with the CCTAC their interests and why they would like to serve. A motion is then made to recommend prospects to the Board of Commissioners. Commissioner Heimuller would like to see language added that prospective members can self-recommend their participation directly to the Board, without having a recommendation come up through the CCTAC. He feels this would ensure broader representation on the CCTAC. Michael agreed that this is a valid issue to take before the CCTAC, before adopting the bylaws. Commissioner Heimuller also recommended the bylaws be reviewed by the other transit agencies that make up the Northwest Oregon Transportation Alliance. Michael agreed to have that done.

#### **NORTHWEST OREGON TRANSPORTATION ALLIANCE MASTER PLAN:**

Michael Ray introduced the Master Plan to the Board. He gave a brief introduction to the plan, which covered how NWOTA was formed, what the plan covers and a brief example of the goals and action items that resulted from the development of the plan. Commissioner Heimuller asked when they should expect to be ready to adopt the plan and Michael indicated that his goal was for adoption to occur by the end of May. Michael also stated that at least two other members of the alliance are waiting for Columbia County to adopt before they take action.

#### **5311 ODOT GRANT AGREEMENT:**

Michael informed the Board that ODOT has awarded CC Rider the 5311 Grant for Fixed Transit Services. The amount of the grant is the expected \$919,475. This amount is the same as last biennium. He also informed the Board that other grant amounts have been determined but are yet to be awarded. All of the grants are less than in the previous biennium, but only the 5311F program took a substantial hit. County Counsel has review this 5311 Grant Agreement, so if the Board is in agreement, Michael will have this added to the next consent agenda.

#### **CORE VALUES EXERCISE - MISSION STATEMENT:**

Karen Kane and Erin O'Connell conducted a core values exercise with the full Board, County Counsel and staff. This is related to the mission statement. All staff at the county will conduct this exercise to determine common core values that will lead to guiding principles that will assist the county in strategic planning and goal-setting.

#### **EMPLOYEE STAFFING:**

This matter was postponed.

#### **PARCEL ASSIGNMENTS TO COUNTY DEPARTMENT:**

Steve Planchon, Land's Administrator, along with Sarah Hanson, County Counsel, presented the Board with a proposed revision to the Board-adopted tax foreclosure properties disposition policy. The proposed revision is to provide guidance when deciding whether it is in the best interest of the County to retain ownership of a particular tax foreclosure property. A proposed list of property to be retained in County

ownership was also presented to the Board, along with a recommendation that the properties be formally assigned to County departments for ongoing management purposes.

**RETAINED PROPERTIES POLICY:**

While present, Steve presented the Board with his recommended policy revision and retained parcel management assignments. These were discussed, with no objections or concerns by the Board. The Board requested that Sarah Hanson incorporate the proposed policy revision and retained parcel assignment recommendations into a Board Order for consideration at an upcoming Board meeting.

There was no Executive Session held.

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

Dated at St. Helens, Oregon this 26<sup>th</sup> 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