

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

May 17, 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.

**ANNUAL INSURANCE RENEWAL:**

Sarah Hanson, Jennifer Cuellar came before the Board along with Ron Cutter, Brown and Brown NW Insurance to discuss the insurance proposal for FY 2018.

Ron Cutter went over the proposal in detail. Premiums are up around 7%, which is in line with what we were expecting. There was a question about the earthquake deductible. Ron responded that for Earthquake insurance, a \$25,000 deductible shall apply to losses incurred by each member unless a larger deductible is stated in the Property Coverage Declaration, in which case the larger deductible shall apply.

There was also a question of how limits would be paid if the \$200 million earthquake CIS limit were exhausted. The policy states: "If more than one Trust Member suffers loss or damage during an earthquake, and the total covered damage for all Members exceeds the Trust's \$200,000,000 coverage limit stated above, Members making claims shall be compensated for their loss or damage on a pro-rata basis, determined by comparing the dollar amount of covered damage suffered by each Member to the dollar amount of covered damage for all Members during the earthquake. Such determination shall be made based upon all claims reported within the 30-day period following the date earthquake damage is first reported to the Trust by any member. Claims reported more than 30 days after the first report date of the earthquake will be calculated based upon damage done and funds remaining to reach the earthquake maximum limit".

Ron would recommend the County not purchase the \$15 mil excess coverage for quake from CIS. A \$15 mil quake policy with dedicated limits can be procured for about the same in premium, or slightly under - \$36k rather than \$40k. Deductible analysis for the property portion of the policy was reviewed; based on the past 6 years of data, the \$1,000 deductible level (the County's current level) was the most economical compared to \$5,000 and \$10,000 deductible levels. Aggregate Liability program analysis over the last six years of claims history indicates a wash with some years coming out ahead and others not. Keeping the policy the same and not joining this program has upside of ease of budgeting as well as sharing the cost across the county.

There was a question regarding the Fairgrounds borrowing personal equipment, i.e. tractors, etc. If someone were run over with the tractor while being used by the County, would it be covered. Ron responded that yes, it would be, however, he didn't know if damage to the equipment would be covered. Ron will followup on that.

Commissioner Heimuller would like to know how much premium it would save to self-insure the comp and collision on all vehicles. Ron will email a schedule of all vehicles with associated auto physical damage premiums for each vehicle to Jennifer and Sarah which will be forwarded to the Board.

#### **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)- litigation. Upon coming out of Executive Session, ***Commissioner Tardif moved and Commissioner Magruder seconded to approve the Settlement Agreement with Jane Baum/Viewcrest Farms in Case No. 3:16-cv-00597-MO and authorize the Chair to sign. The motion carried unanimously.***

***Secondly, Commissioner Tardif moved and Commissioner Magruder seconded to approve the Agreement between Columbia County and Oregon Humane Society In the Matter of Jane Baum v. Columbia County et al., USDC Case 3:13-CV-0597-MO and authorize the Chair to sign. The motion carried unanimously. .***

***Lastly, Commissioner Tardif moved and Commissioner Magruder seconded to authorize payment of funds as requested by CIS dated May 15, 2017. The motion carried unanimously.***

#### **UGG COMPLIANCE/PROCUREMENT RULES:**

Sarah Hanson and Jennifer Cuellar met with the Board to discuss the proposed Ordinance No. 2017-1 "In the Matter of Amending Local Public Contracting Rules and Personal Services Contracting Rules Related to Federal Grant Compliance." Sarah explained that the Uniform Grant Guidance applies to all recipients of federal grants, including the County. Part of the Guidance requires recipients to adopt procurement rules incorporating specific procurement procedures and contract provisions. The Guidance went into effect in 2015, however provided a grace period for adopting procurement rules until June 30, 2017. The County now needs to implement the Guidance requirements. The proposed Ordinance would incorporate the UGG procurement requirements into both the Public Contracting Rules and the County's Personal Services Contracting Rules. The Ordinance also implements the Section 3 preference requirements that are necessary as a result of the CDBG Housing Rehabilitation Grant. The Board directed Sarah to place the proposed Ordinance on the agenda May 31 for first and second readings. The Ordinance is proposed to have an emergency clause.

#### **FINANCIAL SYSTEM PROJECT CHARTER DOCUMENT:**

Jennifer Cuellar and Sarah Hanson were present to discuss the Columbia County Enterprise Resource Planning (ERP) System Implementation Project Charter. Jennifer went over the proposed project charter document, timelines, key project roles, project communications and the project's principles and expectations as described in the

charter. The idea is that this document would be the governing document by which the project is managed and ultimately evaluated. Jennifer noted the interest shown county-wide in this project and the desire to participate in the readiness work, selection and implementation was evidenced by the strong attendance at the kick off lunch the prior week where the project was formally introduced. The draft charter was shared and the first readiness activity focused on the chart of accounts.

The Board had the following feedback on project governance and the document. They would like to approve the steering committee once the deadline for member nominations has passed. Just because someone has the time or interest doesn't mean that they're the best people for the steering committee. In addition, limiting the membership to department heads may not be a good idea because it could convey that the input of rank and file is not valued and impact the willingness of people to fully participate in the implementation of the system. It was decided that Commissioner Tardif will fill the Commissioner position on the Steering Committee. Jennifer described the intention to create a platform through which any and all staff members can monitor project progress as well as participate with staff feedback, inputs and participation as it is needed throughout the life of the project. She has received some suggestions from IT about options, who is following up and hopes she will be able to deploy the web-based collaboration resource she has identified as the best option for providing project transparency as well as project management efficiency.

The feedback on steering committee membership is well taken. Jennifer imagined staff rank and file to play critical roles in the Subject Matter Experts grouping but had not thought about the potential for steering committee membership. She will come back to the Board to finalize the committee after the nomination period has ended May 24.

#### **INVESTMENT STRATEGY/QUARTERLY REPORT WITH GPA:**

Present were Jennifer Cuellar, Sarah Hanson and Deanne Woodring and Mike Clark of Government Portfolio Advisors (GPA). Jennifer referred to her memo to the Board, along with the Fuidelne Portfolio Strategy prepared by GPA. GPA brought additional graphics to give information on county cash position as of April 30, interest rate history, managing risk in rising rate environment and benchmark history.

Jennifer gave a brief background on this first year of working with GPA, wanting to give new Commissioners an opportunity to be briefed on the investment strategy and priorities and make the first ever quarterly investment report. Jennifer intends to provide a similar quarterly report to the Board from here on out.

Deanne described the process last fall of updating the county investment policy, working with the Oregon Short Term Funds Board during that process and the background on the analysis underpinning the choice to allot \$5 million to a "core investment fund" and leave the balance of County cash assets in "liquidity fund" (cash held in the Oregon State Treasurer's Local Government Investment Pool (LGIP) and bank accounts).

Focusing on the Q3 Quarterly Report itself, Deanne pointed out the things that the Board, in their fiduciary role, might want to focus in on as they review this and subsequent reports to be assured that appropriate choices are being made, that the investment portfolio is compliant with County policy and that the priorities of Safety, Liquidity and Yield are being balanced. She noted that Columbia County is in compliance in all areas with its portfolio.

#### **REQUEST TO FILL CONTRACT & PROCUREMENT SPECIALIST POSITION:**

Jennifer Cuellar and Sarah Hanson were present to discuss the request to create (3) Contract & Procurement Specialist positions and file (1) of those positions. Jennifer reviewed her research into these positions through the State of Oregon, Clackamas County and Marion County and has confirmed that a salary range 24 is consistent with the knowledge, skills and abilities. Jean Ripa also did some research and has concurred with the skills to pay ranges proposed.

Jennifer is recommending that the County fill the one open position that is included in the FY18 budget at the level II in order to have someone more likely able to step in and take a leadership role in the development of the re-centralization of key service line purchasing at the County as well as in the infrastructure development projects the finance department is undertaking in FY18.

The Board expressed their desire that this new position be able to make a strong contribution to grant management capacity as well as procurement support. The importance of assuring that the new hire be oriented towards a centralizing model of doing business as opposed to continuing with our largely decentralized approach was also highlighted as an expectation of the Board. Discussion also included motorpool, complex grant-funded capital work and law enforcement contract needs.

Jennifer then went through her priorities over the first two years for this new hire as described in the Personnel Cost Form. FY18 year 1: (1) Play a key role in development of a Capital Improvement Plan (CIP) program for the county; (2) Be the lead for contract, purchasing, grants components of selection and implementation of financial software system; (3) Create a plan for re-centralization of services and begin the process according to priorities and cost-benefit analysis; and (4) Support limited number of county-wide procurements

FY19 year 2: (1) Lead first CIP process; (2) Play lead for assuring adequate training and use of financial software components named above across county; (3) Centralization of ID'd services complete with strong systems to support all departments; and (4) Expand support capacity for county-wide procurements.

Jennifer noted that hiring at the level II, as opposed to level I, would be \$7,000 more than is currently budgeted for in the FY18 budget.

The Board was supportive of seeking to fill at the Level II position, while noting that the County would consider underfilling at the Level I.

As with all hiring processes, it was acknowledged that the county simply won't know how large or strong the applicant pool will be but it is the Finance Director's goal to have the largest possible pool of potential candidates from which to select the person most able to step into this important new role.

Participation in the hiring process was also discussed. Commissioner Tardiff and a representative from County Counsel will be part of the hiring panel.

After all discussion, ***Commissioner Tardif moved and Commissioner Magruder seconded to approve 1) the approve the creation of the position of Contract & Procurement Specialist I and assign to non-exempt salary range 24; 2) approve the creation of the position of Contract & Procurement Specialist II and assign to non-exempt salary range 25; and 3) approve the creation of the position of Contract & Procurement Specialist III and assign to non-exempt salary range 26. The motion carried unanimously.***

Further, ***Commissioner Tardif moved and Commissioner Magruder seconded to authorize the Finance Director to fill one FTE position for Contract & Procurement Specialist II. The motion carried unanimously.***

#### **JUSTICE FACILITY STAFFING:**

Casey also informed the Board that he and the Sheriff have made arrangements to transfer John Ray from the General Services Department to the Sheriff's Department. In addition, the Sheriff has agreed to reimburse the General Fund .95 FTE for an additional Facilities Services Tech at the Justice Facility in FY18. Casey explained that he would like to see how the transition worked out over the next several months before deciding whether Facilities would need to consider hiring another staff person to supplement the loss of resources. The Board was supportive of the staffing transition and recommended that Casey speak with Jennifer Cuellar to see if any displaced staffing funds resulting from this would be available for contract temporary employee services for Facilities in the FY18 budget.

#### **CONTRACT WITH RESERVE AMERICA:**

Casey Garrett met with the Board seeking approval to contract with Active Network/Reserve America for online campground reservation services. They discussed the potential benefits of having an online reservations service and why Reserve America was an ideal platform. Casey emphasized Reserve America is the most widely used campground reservation system in the country and is used by most of the state and federal parks programs throughout the nation, including Oregon State Parks. The Board consensus was to move forward with procuring their service after counsel has completed review of the agreement options and is satisfied with the terms.

#### **PO FOR PURCHASE OF IT SOFTWARE:**

This matter was pulled and held over.

**BOARD DISCUSSION:**

- Commissioner Tardif reported that he received word from Tony Erickson that Oregon Areo will donate \$10,000 to the PCC Future Connect Program and he is now looking at the county to match those dollars. Because the Board has some questions on if this money will go to kids in Columbia County and if the program will be long term, Commissioner Heimuller will contact Pam Blumenthal at PCC to address these questions.
- Commissioner Tardif asked about the updates to the Jail Operating committee and where that is in the process. Jan is working with Sarah Hanson on the updates to the original Ordinance in incorporate the suggested changes.
- Commissioner Magruder spoke with Mike Sykes, City of Scappoose, about the Shoemaker property owned by the County. It is no benefit to the County, but the city could use it as green space. She will keep the Board updated on any further discussions on this.
- Commissioner Magruder also talked with Mike Sykes about partnering with the City of Scappoose on the Chapman Landing trail. Mike thought that was a great idea, however, it appears that Mayor Burge is not interesting in partnering, he simply wants the county to sign it over to the city,
- Commissioner Magruder received some policy information from Oregon City on speed bumps/humps and will share that with the Board.
- Commissioner Heimuller noted that Bob Short would like to do a tour of the CalPortland mining site in Scappoose. He had suggested June 16<sup>th</sup> as a possible date, however, due to a conflict with AOC County College, Commissioner Heimuller will find out if that 16<sup>th</sup> can be changed to another date that will work for all.
- Commissioner Heimuller, along with Michael Ray, met with MTR Western, Transit contractor, on their non-compliance issues. They all came to the understanding that they are not in compliance and Commissioner Heimuller conveyed to them that the county will not be paying them for time put in that they were not contracted for. They also discussed fleet management. After their discussion, it was determined that MTR would meet with Commissioner Heimuller and Michael Ray on a quarterly basis to ensure MTR staying in compliance. Further, Michael Ray and Nora ?? Will be attending the 5.31.17 Staff meeting to discuss the possible year end deficit.

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

Dated at St. Helens, Oregon this 17<sup>th</sup> day of May, 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