

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

May 31, 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.

**PUBLIC HEALTH JOB DESCRIPTION:**

Jean Ripa presented the Board with a draft job description for the position of Public Health Administrator as well as a personnel cost form with an approximate salary cost. After discussion, Commissioner Heimuller requested that Jean prepare a similar draft for the position of Public Health Director for the Board's consideration. No action was taken at this time.

**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, no action was taken by the Board.

**MOU FOR EXTENSION OF PUBLIC HEALTH AGREEMENT:**

Bobby Green, Steven Marlowe and Shannon O'Fallon, Oregon Health Authority and Sherrie Ford, Public Health Director, were present to discussion an extension of the Financial Assistance Agreement for Public Health Services 2015-17 through January 31, 2018. Commissioner Heimuller expressed concern that risk be distributed appropriately in agreements and that there be no lapse in public health services when the current 2015-17 agreement is scheduled to terminate June 30, 2017. Steven will take the Board's request for extension through the Department of Justice to determine the feasibility.

**PUBLIC WORKS STAFFING OPTIONS:**

Jean Ripa presented the Board with a packet of information she has gathered related to the position of Public Works Director. This included a salary survey with a summary of qualifications required as well as the job descriptions and organizational information from a handful of counties. She noted this was for background information only at this time as the Board will decide how they might want to proceed with a recruitment if/when they receive a retirement notice from the current Public Works Director. Jean asked whether the Board would like her to get them any other information at this time. Commissioner Tardif requested that she obtain more information from counties in the metro area just to see what they are doing.

### **DISTRICT ATTORNEY'S RECLASSIFICATION REQUESTS:**

Jean Ripa then reviewed the reclassification requests from prior District Attorney Steve Atchison and the current Interim District Attorney Kristen Hoffmeyer. Jean explained why these reclassifications are before the Board rather than Civil Service and also talked about when reclassifications versus competitive recruitment are appropriate. After review and discussion, ***Commissioner Tardif moved and Commissioner Magruder seconded to approve the reclassification of John Berg from Deputy District Attorney 2 to Chief Deputy District Attorney and of Nicholas Brajcich from Deputy District Attorney 1 to Deputy District Attorney 2, both effective June 1, 2017. The motion passed unanimously.***

### **EXECUTIVE SESSION UNDER ORS 192.660(2)(d) - Bargaining:**

The Board recessed the meeting to go back into Executive Session as allowed under ORS 192.660(2)(d). Upon coming out of Executive Session, ***Commissioner Magruder moved and Commissioner Tardif seconded to approve the request by AFSCME Local 1442 to enter mediation over the janitorial services grievance. The motion passed unanimously.***

### **CULVERT REPLACEMENT ON PITTSBURG ROAD:**

Tristan Wood, Road Department, met before the Board to discuss the Lower Columbia River Watershed Council and Columbia Soil Water Conservation District project to replace the Pittsburg Road and Wilark Road culvert crossings. Both crossings are part of a large rehabilitation project replacing fish passage barriers on the upper Clatskanie River. This is project site 5 and 6 which will replace a restriction in juvenile salmon access to spawning grounds. Site 5 is at Pittsburg Road roughly 4.4 miles from Apiary Road, the restriction will have minimal effect on users of the road with the majority of the work being completed way before Hood to Coast which is the last weekend of August. Site 6 is on Wilark Rd which is a Local Access Road. It is a public road and not County maintained. Use of Wilark is very limited to logging activity and timber owners from this area are well aware of the upcoming projects.

To complete the project it will require a 3 week closure of Pittsburg Road and will require a 6 week closure of Wilark Road to complete the needed replacement. The County will have a culvert available to the contractor to install in case of any emergency. After discussion, ***Commissioner Magruder moved and Commissioner Tardif seconded to approve the closure of Wilark and Pittsburg Road as discussed. The motion carried unanimously.***

### **TRANSIT - YEAR END:**

Michael Ray, CC Rider Director, stated that he has managed to balance the FY 2017 Transit budget, but it will require a \$400,000 loan from the General Fund. The amount of the deficit is not actually \$400K, but the loan will cover any underestimates of the budgeted \$252,392 deficit. County Counsel has prepared a draft resolution for the loan along with a resolution for a supplemental budget to add the loan to the revenue in the FY17 budget and to the expense in the FY18/19 budget.

Michael then presented the first draft of proposed run cuts for FY 18/19. Thirteen runs are expected to get cut across all Fixed Route service. The Board expressed some concerns over the expected revenue loss from reduced fares. Michael explained that the fares for most of FY 17 were a combination of pass sales and cash fares. This confuses the totals as there is no easy way to separate the two as it's all counted as fares. This isn't a problem going forward because bus drivers no longer sell passes, so pass sales can now be easily separated from cash fares. However, this fix doesn't help for FY 17. Michael and Nora are working on trying as best as possible to separate the two sources of fare revenue to make the picture more clear as to how much fare revenue could be lost due to run cuts. Michael will present additional information next week.

Commissioner Heimuller made clear that he wants to see serious work done toward identifying new revenue streams moving forward. Michael assured the Board that new revenue sources are a number one priority.

Commissioner Tardif was concerned that a \$400K loan will just spiral out of control and cause the bankruptcy of the transit department. While this is a possibility, Transit must work toward securing a reliable and consistent funding mechanism; either a transit service district or Special transit district.

Michael is contacting ODOT to determine if a cut in service for the biennium will affect their grants for the biennium. He is also working with Karen Kane to develop a public announcement concerning the public hearing on run cuts before the Board makes a recommendation.

A series of time sensitive transit documents will be coming to the Board before June 30, 2017 to include: 1) Resolution for operating loan to transit from general fund contingency \$400,000; 2) FY17 Supplemental budget resolution of a general fund contingency transfer of \$400,000; 3) FY16-17 & FY 17-18 Biennium grant amendments for 10% de minimus and potential budget amendments; 4) ODOT grant agreement #30465 (5311 capital/operating); 5) ODOT grant agreement 30741 (5310 operating); 6) ODOT grant agreement 30801 (5311 intercity capital, operating).

Jennifer Cuellar noted that the grant amendments in item 3 depend on the work of Accounting Services Manager (ASM) to analyze expenditures and grant reimbursements from the current biennia to make the 10% recalculation and identify any budget adjustments that would be required in order to maximize the ability of county transit to recover all grant dollars made available to it in the period that is about to close. ASM will be sending this work to ODOT this week.

She also reported that ODOT is working as a collaborative partner with the County to make sure that the contract amendments are signed by all parties by June 30, 2017.

Commissioner Magruder asked about the proposed FY18 service cuts, impact on next biennia grants and match levels. Jennifer stated that it will be important prior to signing the upcoming portfolio of transit grants that this analysis be done thoroughly. Just this week, ODOT issued a transit compliance monitoring report and one of the items that

was called out for the County to do better on is the assessment of match availability and federal funds. The county should not apply for federal grant dollars if we are not confident those dollars will be available in the grant period.

Michael will schedule time on the 6.7.17 Staff meeting for further discussion on these issues.

### **ECO NORTHWEST CONTRACT:**

Sarah Hanson, Jennifer Cuellar and Jan Greenhalgh were present for discussion on the contract with ECO Northwest for CCDAs Administration, which expires 6.30.17. Options were discussed on how to move forward with this contract. It was suggested that perhaps the non-analytical aspects of the CCDAs administration could be brought back in-house and those duties performed by Board office staff. Other duties such as debt projections, TIF model updates, budget, etc. would remain part of the contract with ECO. Discussion was held on the different options and it was noted that, because this contract expires at the end of June, it might be better to do a 1 year extension (to include the 30 day cancellation clause), which will allow time to look into this further to determine how to move forward. Jan will contact ECOnorthwest to get a breakdown of administrative duties and costs involved that may be brought back in-house.

### **FY 17 SUPPLEMENTAL BUDGET UPDATE:**

Jennifer Cuellar explained that the FY17 supplemental budget item is being discussed a second time because she missed a local budget law regulatory requirement that when a new appropriation category is added to the budget, a supplemental budget hearing on that addition is required. Because the County established the General Services and Public Affairs departments in the general fund, these are appropriation categories that therefore need to be noticed and a hearing held. Because the general services supplemental budget appropriation had already taken place earlier in the fiscal year, that appropriation resolution will be rescinded as a separate action by the Board. The FY17 supplemental budget hearing will be next week at 10:00 a.m. The only change to the FY17 supplemental budget numbers is to integrate the general services budget.

Jennifer and John asked for feedback on how the Board would like the supplemental budget action to be performed at the 6/7/17 Board meeting. John will be available for the meeting and hearing. A suggestion was made that when the supplemental budget hearing is introduced by John, that he read into the record and present to public the purposed for supplemental budget and then move on to public comment in the hearing. Because the Board has discussed the details of the supplemental budget and agrees with the actions in the resolution, it anticipates it will approve the two related resolutions as part of the consent agenda portion of the 6/7/17 Board meeting.

### **ERP CHARTER DOCUMENT:**

Jennifer Cuellar outlined where the Charter had been updated based on Board feedback from two weeks ago. Commissioner Tardif has been added to the Steering Committee. The Board would receive the Project Update communication that will be

distributed every other week throughout the life of the Financial System/ERP Project. Jennifer listed the proposed Steering Committee and ERP Selection members as follows:

Steering Committee Proposal: Sheriff Dickerson, Tristan Woods, Commissioner Tardif, Holly Miller and Jennifer Cuellar

Selection Committee Proposal: Todd Dugdale, Jean Ripa, Holly Miller, John Dreeszen, LaVena Sullivan, Shelley Blickenstaff and Jennifer Cuellar.

The Board was comfortable with these suggested members and directed that the Charter be finalized with the names presented. As Commissioner Tardif plans to participate in the selection process, if any of the other Commissioners are able to join in product demos, evaluation sessions or any other selection committee meeting, public meeting rules may apply and appropriate action taken.

#### **ENGAGEMENT WITH BEERY ELSNER & HAMMOND FOR LEGAL RESEARCH:**

Sarah Hanson, County Counsel, requested approval to consent to a potential conflict of interest related to engaging Beery Elsner and Hammond to conduct legal research. The Board had no concerns with Sarah signing the consent letter. Sarah will add the document to the next consent agenda for ratification.

#### **BOARD DISCUSSION:**

- Inadvertent Discovery Plan: Sarah explained that this plan/policy is being requested by the Council of Tribes, pertaining to the CCDA Housing Rehabilitation Grant project. It outlines what processes to follow should any archaeological objects, sites, Indian graves, protected objects, etc. be found. This would be a county policy and would be adopted by Order should the Board agree. With no concerns expressed, Sarah will prepare an Order for an upcoming consent agenda to adopt this policy.
- Commissioner Magruder mentioned that there is a need to replace Diane Pohl on the ColPac Board and she is recommending Kathy Engel, who has already agreed to sit on this Board. With little discussion, ***Commissioner Tardif moved and Commissioner Magruder seconded to appoint Kathy Engel to the ColPac Board to represent north county. The motion carried unanimously.***
- Dave Hill submitted a request to fill (2) positions in the Road Department. He had emailed the Board a memo which explained the need for this request. The Board agreed to add approval to the next consent agenda.
- Commissioner Heimuller brought up the request from the Parks Committee to appoint JJ Duehren to the Parks Committee. It was mentioned that Paulette Lichatowich also submitted an application. Because of that, the Board may want to interview before taking action on this and directed Jan to schedule interview times.

- The Board Office received a bill from Portland State University in the amount of \$463 for annual dues. Because there are questions on what these dues pay for, Jan was directed to contact PSU for explanation and report back to the Board.
- Discussion was again held on the request by Portland Community College for a commitment of \$10,000 to their Future Connect Program. Over the past few weeks, Commissioner Heimuller has expressed some concerns with the vitality of this program, sustainability and where these dollars will be expended. He believes his questions have been answered to a point and with the match from Oregon Areo and contributions from the City of Scappoose, the City of St. Helens and the PCC Foundation, there is a potential to turn this \$10,000 into \$50,000 in scholarships for kids from Columbia County. Commissioner Magruder is not comfortable supporting this because of all the other scholarship programs already here in Columbia County. After discussion, **Commissioner Tardif moved and Commissioner Heimuller seconded to approve the contribution of \$10,000 to Portland Community College for the Future Connect Program, to be used as match dollars with Oregon Areo, City of Scappoose, City of St. Helens and potentially the PCC Foundation and used explicitly for Columbia County students. Commissioner Magruder opposed. The motion carried.**
- Title III Project: Jan reviewed the (1) Title III Project that was submitted by the Parks Department in the amount of \$93,000 for heavy equipment for parks maintenance. The process was followed by publishing notice in the newspapers, giving 45 day notice for comments and notifying the BLM Salem RAC office of the proposal and request for comments. At this time, Jan is seeking approval to finalize the proposal and approve the expenditure of \$93,000 to County Parks. With that, **Commissioner Magruder moved and Commissioner Tardif seconded to approve the Title III expenditure for the County Parks project. The motion carried unanimously.**

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

Dated at St. Helens, Oregon this 31<sup>st</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