

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

June 14, 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.

**ST HELENS URBAN RENEWAL AGENCY:**

John Walsh, City of St. Helens, rescheduled to June 28, 2017.

**UPDATE ON COUNTY INSURANCE RENEWALS:**

Jennifer Cuellar, Finance Director, and Sarah Hanson, County Counsel updated the Board on the status of the County's insurance renewals. A few weeks ago, the Board opted for a non-CIS earthquake insurance product which offers better coverage and at a cheaper rate. CIS may be contacting the Board about impact on the pool if members decide to purchase non-CIS products. The Board will contact CIS but there was no indication that they would want to change the previous direction. Staff will follow up with Brown and Brown to get the final paperwork put together before the end of the fiscal year.

**PUBLIC HEALTH JOB DESCRIPTION:**

Sarah Hanson, County Counsel, discussed two different job descriptions available for either a Public Health Director or Public Health Administrator, with the Director having more of a Department Head role. Sarah reminded the Board that last week the Board created the position of Public Health Director and authorized staff to fill the position. However, at that time, the availability of the alternate wasn't discussed and deserves some discussion. Commissioner Heimuller indicated he wants to send the job descriptions to other County local public health administrators he knows for input. Sarah will reschedule the matter in early July for direction.

**SOLID WASTE COLLECTION RATE ADJUSTMENT:**

Kathy Boutin-Pasterz, Solid Waste Program Coordinator, reviewed the proposed recommendation for solid waste rate adjustments for rural Columbia County from the Solid Waste Advisory Committee. The Columbia County Solid Waste Advisory Committee is recommending that the Board adopt a rate increase for rural Clatskanie of 10% and an 8% increase for commercial drop box service in rural Rainier. Residents and businesses in all collection franchise service areas will be subject to a Transfer Station disposal rate CPI pass thru of 2.1%. This is a general update and a public hearing has been scheduled for June 21, 2017.

**PROPOSED AMENDMENT TO DEPLETION FEE ORDINANCE:**

Todd Dugdale, LDS Director reviewed the proposed amendments to the Depletion Fee Ordinance. The amendments include changes in the language to allow for a County audit of operator records at any time, for any reason. It will also specify the information that must be maintained by the operator and included in their required reporting to the County. The Board set the matter over to the next regular meeting for consideration of a draft ordinance which would adopt the proposed changes.

**REQUEST TO NAME ROAD "CHARLES T. PARKER WAY":**

While present, Todd Dugdale reviewed the request by Scott Parker to name the private access road from West Land Road into the industrial area being developed from the reclaimed surface mine "Charles T. Parker Way". This road will provide access to the OMIC project site. Review agencies were generally supportive of the proposed name although they encouraged the applicant to shorten the name to eliminate any possible delay in emergency response. The Board set this matter over to the next regular meeting at which time they would consider approval of a Board Order naming the road as proposed.

**CULTURAL COALITION:**

Robin McIntyre, Assistant County Counsel, presented the Columbia County Cultural Coalition's proposed bylaws to the Board. Robin explained that the Cultural Coalition met with the Board in November 2016 to discuss their intent to form a 501(c)(3) entity to apply for and manage grant funds for their projects. The Coalition currently applies for grants through the County. In November, the Board expressed concern that the Coalition would focus its efforts in the areas most represented by its board members, rather than the county as a whole. The Coalition agreed to include language in its bylaws to address the Board's concerns and to allow the County an opportunity to review the proposed bylaws.

Robin reported that the proposed bylaws provide for geographic representation on the Coalition Board, but they're not explicit about applying funds to projects throughout the county. The Commissioners felt that the bylaws should include language that the Coalition will ensure that funds are distributed to projects throughout the county. Robin will propose such language to the Coalition.

**CULVERT ON COLUMBIA AVENUE, SCAPPOOSE:**

Tristan Wood, Road Department, came before the Board to discuss the matter of the Scappoose slough crossing under Columbia Ave. in Scappoose. Marie Gadotti, was present representing the Scappoose Diking District. Marie addressed her concerns of last years rain events and the effect that the winter storms had on the drainage district. At this crossing, some damage caused the inlet to restrict water flow through the crossing causing an increase in water levels in the drainage slough.

County crews made repairs over the recent months with water from inlet to outlet, dropping roughly 0.40' to the outlet. Marie confirmed this was the same as the diking

districts assessment. Since these measurements were made, the County has removed a section of the pipe that was creating the issue and restricting the flow. Discussion was made on further inspection of the culvert in September, when the water levels in the slough are at the lowest. The County is not interested in replacing the structure due to the condition of the roadway.

The County will prepare an estimate for the full replacement, research when the structure was installed, and determine ownership of the structure. Scappoose Drainage will provide the drainage district analysis report to the County to aid in determining the size of the structure. Tristan noted that the Road Department has offered to purchase the structure to provide the Scappoose Drainage the opportunity to replace it.

### **PO FOR SOFTWARE LICENSE:**

Holly Miller, IT Director, discussed the County's current business productivity suite use, explaining that the number of different software suites and different versions of those suites, spread throughout the organization, has caused compatibility issues both within the organization and between County staff and other agencies. Holly proposed purchasing Office 2016 licenses to cover all the existing County staff computers. Commissioner Heimuller asked if an RFP was done for the purchase and Holly responded that she did receive quotes from 3 different vendors utilizing 3 different government purchasing contracts, but that a formal bid was not done because the purchase was quoted from a cooperative purchasing agreement. She also explained that she looked at both subscription-based licensing and non-subscription licensing and the latter was significantly less expensive, with the assumption that the organization would not upgrade the Office suite for another 5 to 6 years.

After review and discussion, ***Commissioner Tardif moved and Commissioner Heimuller seconded to approve the Microsoft Office License Agreement in Exhibit B of the Master Price Agreement between Midwestern Higher Education Commission and Dell Marketing L.P., Contract No. MHEC-07012015, and to authorize Holly Miller to sign the agreement. The motion carried unanimously.***

Further, ***Commissioner Tardif moved and Commissioner Heimuller seconded to approve the Purchase Order, in the amount of \$50,335.82, for the purchase of Office 2016 and authorize Holly Miller to sign. The motion carried unanimously.***

### **BOARD DISCUSSION:**

- General discussion held on the Title III Project proposal. Commissioner Heimuller is awaiting information from both Rocky McVay and BLM for a determination on whether or not it meets the requirements.
- Commissioner Magruder met with Mike Sykes and Scott Burge again last week regarding Chapman Landing. In looking at the aerial map, it was discussed what portions are owned by the County and portions owned by the City of Scappoose. Commissioner Heimuller would like to know how giving the county portion to the city will benefit Columbia County residents as a whole. Commissioner Magruder explained that their plans are to improve it for a park. After discussion, the

Board felt the first step is to create the CZ Trail Advisory Committee, appoint members and get their feed back. Jan will look into what is required to create this committee.

- The Board discussed their schedule for the week of July 3<sup>rd</sup>. After determining who would be or wouldn't be in the office on the 5<sup>th</sup>, there was Board consensus to cancel the July 5, 2017 Board and Staff meetings.
- Commissioner Magruder received a request from Sheryl Teuscher asking if the County would be interested in donating to the Relay for Life this year. They are in need of popup tents for this event. This got her to thinking if some of the marijuana tax revenue could be used for sponsoring certain events, scholarships, etc. A person could apply to the county and, if the request meets certain criteria, the Board would consider it for approval. No decisions were made at this time on the use of the tax revenue, however Commissioner Heimuller will contact the Fair Board to see if they are willing to donate the use of some of their popup tents.
- Commissioner Tardif gave Commissioner Heimuller contact information for a Starbucks representative to seek possible sponsorship for the County Fair. He will make contract to see if Starbucks may want to donate beverages, desserts or food for the volunteer dinner on opening day.
- Commissioner Tardif was thinking that, to help support the Fair, the county could purchase a pig and then use it for the county picnic. Just a thought for consideration. No action taken.

There was no Executive Session held.

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

Dated at St. Helens, Oregon this 14<sup>th</sup> day of June, 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