

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

September 6, 2017

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

Commissioner Heimuller called the meeting to order.

**MEETING WITH ROAD DEPARTMENT EMPLOYEES:**

The Board met in an informal setting with County Road Department employees about the process of hiring a new Public Works Director, with the retirement of Dave Hill. Commissioner Heimuller noted that the Commissioners are seeking input from Road Department staff on the recruitment process, the Road Department organization or anything else related to the coming change in leadership of the department. Commissioners Tardif and Magruder echoed these comments.

Several employees spoke, including Mike Dunning, Ryan Allen, Jeff Peterson, Jeff Goodman, Lonny Welter and Eric Grau. Comments included the desire to have outside eyes come in and take a fresh look at the department; the need to have a formal plan and goal for maintenance activities to be able to be proactive rather than reactive; the need to develop revenue streams to appropriately fund projects, equipment and personnel.

Dean McMann invited the Board to personally come to the Maintenance Shop and see the systems that have been set up. Questions arose regarding the benefits packet and whether or not we would be able to be competitive in the marketplace. Commissioner Heimuller spoke to the issue of a tight labor market and it may be tough to find someone.

Jean Ripa described the usual hiring process at this level and said she would be keeping employees in the loop via email as progress is made. She also encouraged the employees to get any comments to the Board quickly as the process would, hopefully, start in the next week or two.

Jan Greenhalgh suggested that any emails to the Board be sent to her and she could distribute them to the Board.

The Commissioners thanked the staff for listening and commenting and invited further discussion.

**BETTY HUSER - E-RECORDING:**

Betty Huser, County Clerk, approached the Board to bring them up to date on the Helion E-Recording contract proposal. After some discussion, the Board directed Betty to obtain some additional information for further review at a later date.

**GRANT APPLICATION FOR VA FUNDING:**

***Commissioner Tardif moved and Commissioner Magruder seconded to approve the ODVA grant application for veterans services. The motion carried unanimously.***

**AMENDMENT #13 TO CONTRACT WITH CAT FOR VA SERVICES:**

***Commissioner Magruder moved and Commissioner Tardif seconded to approve Amendment #13 to the Personal Services Contract with Community Action Team for Veterans Services. The motion carried unanimously.***

**PUBLIC HEALTH RFP:**

Sarah Hanson, County Counsel, discussed a draft RFP for Public Health services with the Board. A copy of the draft RFP was distributed for discussion. Sarah and the Board went through the terms of the RFP, including timing of the solicitation, and content. Sarah will update the RFP based on the discussion and distribute to the Board by email. The Board will review it a final time and let Sarah know if further discussion is needed. The RFP is scheduled to be released on September 15th.

**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.

**PLANCHON ISSUES - LENO PURCHASE & REYNOLDS PROPERTY CLEANUP:**

These items were pulled and carried over to September 20<sup>th</sup> Staff meeting.

**PLANNING COMMISSION APPOINTMENTS:**

Last week, the Board interviewed applicants for the vacant positions on the Columbia County Planning Commission. After a short discussion, ***Commissioner Tardif moved and Commissioner Magruder seconded to appoint Shaun Stewart to the full time position and appoint Brian Fawcett to the alternation position on the Planning Commission, terms to expire December 31, 2020. The motion carried unanimously.***

**TRANSPARENCY - MEETINGS & PACKETS:**

Karen Kane reviewed an email she received from Courtney Vaughn, Spotlight, regarding the lack of information on the website dealing with Board and Staff meetings. Jan Greenhalgh explained the reason for not posting backup materials for the staff meetings online, i.e. most documents are in draft form, some information not received prior to the meeting, outside agents bring in materials, etc. Jan is looking into new software for agenda building that may address all of these concerns. Discussion then led to the idea of changing the name of the staff meeting to a work session, as it may be unclear to some that more than just staff items are discussed at these meetings. Jan will check

with County Counsel to determine that, if the meeting name is changed to “work session”, the Board will still have the ability to take formal action on items when necessary.

#### **KENNY BERNET PROPERTY - CHAPMAN LANDING:**

Commissioner Magruder mentioned that she spoke with Kenny Bernet regarding the legal description of his property. Nathan Woodward, County Surveyor, is working on this, however not fast enough according to Kenny. Therefore, Kenny wants to hire Dave Reynolds Surveying, and have the County share in that cost. Commissioner Heimuller explained that the process is very detailed and time consuming. He would suggest that Kenny wait for Nathan to complete the work. If he wants to hire an outside surveyor, he can always do that, however the County would not share in that cost. The full Board agreed.

#### **COUNTY EMPLOYEE LUNCHEON:**

The employee luncheon held today and was great success. Good food and conversation. Commissioner Heimuller heard that the “fidget spinners” were a huge hit. Good job Jan!!

#### **YOUNG FAIR VOLUNTEER:**

Commissioner Heimuller commented on a young man, (sophomore in high school) that volunteered 40-60 hours a week at the fairgrounds this summer. He did everything he was asked to do, with no complaints. He did an extraordinary job and, with the Board’s approval, Commissioner Heimuller would like to send this young man a letter of appreciation. The Board agreed.

While on the topic of volunteers, Linda Gaskill has been volunteering in the District Attorney’s office for 20 plus years, with no monetary compensation. She simply loves doing it. The Board will think of something special to do for Linda to show their appreciation.

***The Board recessed the meeting at 4:50 p.m. and reconvened on Thursday, September 7, 2017 at 3:00 pm. Commissioner Heimuller, Commissioner Magruder and Commissioner Tardif were present.***

The meeting was called back to order.

#### **PORT WESTWARD - STAFF BRIEFING:**

Todd Dugdale, Glen Higgins and Robin McIntyre, were present to brief the Board on the upcoming deliberations on the Port Westward zone change application. Informational only.

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

Dated at St. Helens, Oregon this 6<sup>th</sup> day of September, 2017.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By: \_\_\_\_\_

Henry

Heimuller, Chair

By: \_\_\_\_\_

Margaret Magruder, Commissioner

By: \_\_\_\_\_

Jan Greenhalgh

By: \_\_\_\_\_

Board Office Administrator

Alex Tardif, Commissioner