

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

September 13, 2017

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

Commissioner Heimuller called the meeting to order.

PUBLIC HEALTH RECRUITMENT:

Jean Ripa, HR Director, requested input from the Board on the Public Health recruitment. Commissioner Heimuller mentioned that the expert he had hoped to sit on the interview panel was not an option. Jean mentioned a couple other options and will pursue those. She will be asking the Board to return their application packets and she will return them with the interview schedule, interview questions and score sheets closer to the interview date of 10/6.

PUBLIC WORKS DIRECTOR RECRUITMENT:

While present, Jean referenced the additional materials she had provided the Board on the title and pay for the Public Works Director. She noted that the Public Works title and current salary range might attract a bigger or more qualified group of candidates. However, changing the title to Road Department Director and reducing the salary by one range would not take the position out of the comparable labor market. Commissioners Heimuller and Tardif indicated their desire to change the title and pay. Jean will make the noted changes and put the updated job description on the next consent agenda for formal action.

She then suggested a few people to serve as experts on the interview panel for this position and, after some discussion, indicated she would pursue the options given. The Board then scheduled the actual interviews for October 31, 2017. Jean will coordinate that date with Jan Greenhalgh.

CCET - PROPOSED PROJECT:

Chuck Daughtry, CCET Director, came before the Board along with Len Waggoner to update the Board and staff about a conditional letter of intent that Len received from a company interested in locating on industrial property adjacent to Dyno Nobel. Informational only, with no action needed at this time.

CHAPMAN LANDING MASTER PLAN:

Port of St. Helens Commissioner Larry Erickson, Mike Sykes, City Manager with City of Scappoose, along with several members of the City of Scappoose's Chapman Landing Ad Hoc Committee, met with the Board to discuss development plans for the County's Chapman Landing property. Commissioner Erickson introduced a project proposal that included plans to develop space on the property to accommodate different groups,

including CZ trail bikers and walkers, while also providing access to recreational opportunities on the Multnomah Channel. Conceptual designs, along with a proposed project budget and schedule were also included in the presentation.

The Board thanked the group for their organized presentation and expressed interest in continuing the discussion, agreeing that improvements to Chapman Landing would increase water recreation opportunities and provide an integral connection to the CZ Trail.

ODOT GRANT APPLICATIONS FOR BRIDGE REPLACEMENT FUNDING:

Tristan Wood, Road Department, met with the Board to discuss potential bridge replacement projects to submit to ODOT for Local Highway Bridge Replacement Funds. Currently three applications were submitted but were not funded in the previous funding cycle. The Road Department plans to resubmit those projects. Adding to those applications will be bridge 09C57 which is Scappoose-Vernonia Hwy over the CZ Trail, and possibly 09C126 if the evaluation of the bridge determines it's eligible. He should know in a week if it is eligible for funding or not.

Robin McIntyre and the Board want time to review the applications before submitting to ODOT. Tristan will review the applications with the Board after legal review.

AUDIT ENGAGEMENT & REPRESENTATION LETTERS:

John Dreeszen, Finance Department, was present to update the Board on process and upcoming audit related issues. John reported on the following (4) items that have been routed to County Counsel for review:

- 1) Audit Engagement Letter for CCDA, historically signed by Jennifer Cuellar-Smith, Finance Director;
- 2) Adult Engagement Letter for Columbia County, also historically signed by Jennifer Cuellar-Smith;
- 3) Representation and Warranty Letter for CCDA, historically signed by Jennifer and a Commissioner;
- 4) A proposed agreement with CIS (City/County Insurance Services) related to GASB 45/75 OPEB valuation services provided by Milliman, Inc.

John also reported that the following (2) items would be forthcoming as the audit process continues over the coming months:

- 1) Representation and Warranty Letter for Columbia County; and
- 2) MD&A (Management Discussion and Analysis) for the Columbia County CAFR (Consolidated Annual Financial Report).

The Board thanked John for the update and will consider these items for action, once reviewed by County Counsel.

REFUND REQUEST BY KRISTEN DREYER:

Todd Dugdale reviewed the request by Kristen Dreyer for a refund of all but \$15 of his application fee for a Marijuana Grow Land Use because he withdrew his application shortly after submittal. Todd would recommended a full refund, minus the \$15.00 application fee. After some discussion, ***Commissioner Magruder moved and Commissioner Tardif seconded to approve the refund requested by Kristen Dreyer in the amount of \$1,214.00. The motion carried unanimously.***

REQUEST TO INCREASE AUTHORIZATION AMOUNTS FOR FEE REFUNDS:

Todd Dugdale, LDS Director, referred to Board Order 158-98, which limits the approval authority of the LDS Director for free refunds to \$1,000 or less. Because the Board has granted the LDS Director purchasing authority of up to \$20,000, and considering the time and cost of processing refund requests over \$1,000, Todd is requesting that the Board amend Order No. 158-98, to authorize the LDS Director to approve refund requests to \$10,000 or more. After discussion, the Board directed staff to prepare an Order raising the maximum authority for refunds to \$5,000 and to clarify the basis for determining how the amount to be refunded is determined. The Order will be added to an upcoming agenda for action.

COORDINATED PLAN & NWOTA MASTER PLAN:

Michael Ray, Transit Director, was present for discussion. The first document he addressed was the Coordinated Plan for CC Rider and Columbia County (Coordinated Public Transit - Human Service Transportation Plan). The second was the NW Connector Management Plan.

The Coordinated Plan is a requirement from ODOT Public Transit. ODOT funds the planning process and chooses a consultant to work with the transit agency to develop the plan. CC Rider's Plan was finished to meet the requirements set forth by ODOT, yet the plan is not what CC Rider and the County would like to see. It lacks an Action Plan for moving forward. Because having an adopted Plan is a requirement from ODOT to receive grant funding, primarily 5310 funding, CC Rider, and the County will adopt the plan as is with the expectation CC Rider will 'fix' the plan to better meet the needs of the transit department and the county. A deadline was given as the end of this calendar year to improve the plan.

The Board liked the NW Connector Management Plan. They are willing to adopt this plan but feel the IGA between all five transit agencies needs to be finalized and signed before they do so. Michael will work with the other transit providers that comprise the NW Oregon Transit Alliance to get the IGA signed in the immediate future.

CHANGE BOARD "STAFF" MEETING TO "WORK SESSION":

The Board discussed changing the name of the afternoon session from "Staff Meeting" to "Work Session". The staff meetings have morphed into much more than just discussion with staff and the title may be considered misleading. Therefore, it was suggested that changing the name would be more clear and transparent to the public.

With that, ***Commissioner Magruder moved and Commissioner Tardif seconded to rename the afternoon meeting to “Work Session”, effective January 1, 2018. The motion carried unanimously.***

OUTCALL NOTIFICATION AND ALERTING SERVICES LETTER AGREEMENT:

This item was pulled from the consent agenda because Commissioner Tardif had some concerns with this being an open ended contract. It was decided to carry this over until Steve Pegram could be present for discussion.

CZ TRAIL COMMITTEE:

Commissioner Magruder reported that she is waiting for a rough draft of the CZ Trail Committee responsibilities that Tony Hyde is reviewing. Once received, she will share that with the Board.

There was no Executive Session held.

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

Dated at St. Helens, Oregon this 13th day of September, 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