

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

October 4, 2017

The Columbia County Board of Commissioners met in scheduled session with Commissioner Margaret Magruder and Commissioner Tardif. Commissioner Heimuller was not present.

Commissioner Magruder called the meeting to order.

CAPITAL IMPROVEMENT PLANNING (CIP) BUDGET:

Jennifer Cuellar introduced the consultants, Cathy Brucker and Debbie Smith-Wagar, from Smith-Wagar Brucker Consulting, LLC, who are developing a Capital Improvement Plan for Columbia County. The consultants presented an overview of what a Capital Improvement Plan (CIP) is, why it is in the best interest of the County to prepare a CIP along with a Capital Replacement Plan, what the advantages of developing a CIP are, the current status of the County CIP, and made plans to update the Board in November.

The consultants met with department heads in September to gather information from each department on their project plans/needs for the next 5 years and the budget necessary to complete those projects and their 5-year plans to replace current assets and the purchase of any new assets. This information will be compiled into one comprehensive document for the purpose of planning and budgeting for future projects and assets County-wide. Having a written CIP will help to prioritize projects and aid departments when seeking available funding sources to support projects. Having a solid CIP will also provide an advantage if the County ever decides to consider borrowing funds or issuing bonds.

The next steps in the process are to hold follow up meetings with a few of the departments for further information and clarification, developing prioritization criteria and rolling the CIP process into the budgeting calendar, and perhaps coming up with some recommendations on centralizing IT projects and asset replacement schedules.

The CIP should be ready to present at the Budget Committee Meeting in April 2018.

PUBLIC HEALTH RECRUITMENT:

Jean Ripa noted that the interviews for the Public Health position were set for this Friday, 10/6. As of yet, she has been unable to confirm with Commissioner Heimuller as to whether there will be an expert panel member available. She has packets available for each Commissioner.

PUBLIC WORKS RECRUITMENT:

Jean Ripa then reported on the status of the recruitment for the Road Department Director. She has scheduled an expert for the panel interviews, which are scheduled for 10/31/17.

IT MANAGER TITLE:

Jean then referenced the memo she sent to the Board regarding the title of the IT Manager. She pointed out that the IT Department Head was the only position without the title of "Director" except those few who have different titles, such as County Counsel, for other reasons. The Department Head positions developed, both before and immediately after the IT position, were all given the title of Director. Commissioner Tardif expressed an interest, in the future, to analyze the structure of the County in relation to what departments exist and how they were organized. After some discussion, *Commissioner Tardif moved and Commissioner Magruder seconded to approve the position title name from IT Manager to IT Director. The motion passed unanimously.*

Recycling Improvements for Courthouse offices:

Alex Tardif had requested a presentation on ideas to improve the recycling program for county staff. I presented an option that would increase collection capacity, availability and efficiency by placing recycling stations (with consistent signage) in the public areas and replacing the recycling bags (purchased nearly 20 years ago) with recycling stations in the office areas and having staff bring their recyclables and trash to a centrally located station. Staff in LDS successfully piloted the "BRING It To The BIN" program in October 2016, staff bring their trash and recycling containers to a centrally located area and Janitorial staff only needs to empty trash and recycling from these central bins. Saves time for the janitorial staff and saves money on plastic liners. The program was easy to implement.

Three different recycling cabinets options were presented.

Commissioners Alex Tardif and Margaret Magruder asked for a cost break down for the recycling cabinets and suggested another pilot program and counsel staff agreed to pilot the "Bring It To The Bin" program. I updated Casey Garrett and we will gather the information for the commissioners.

ODOT LOCAL AGENCY AGREEMENT #31587:

Tristan Wood, Road Department was present to discuss the ODOT Local Agency Agreement #31587 that is scheduled for next weeks consent agenda. The agreement is in place for the Road Department to receive Federal Highway Emergency Funds from the winter 2015 storm. This is the culvert bundle that includes sites on, Bennett Road, Fern Hill Road, and Apiary Road. No action was taken at this time.

BRIDGE REPLACEMENT & CLOSURES:

While present, Tristan discussed the replacement of 4 bridge structures that the Road Department will be applying for funding in the upcoming application cycle with the Local Bridge Replacement Program through ODOT. Beaver Falls 00142, Beaver Falls Road 00144, Old Rainier Road 09C57 and Flack Road 09C126 will be the applications for the 2022-2024 STIP. To help lower the costs of the bridge replacement, closure of the bridges will keep the costs down during construction. Due to the nature of the construction, detour routes will be needed on both Beaver Falls Road and Old Rainier Road applications. Flack Road is a dead end, planning for a staged construction will keep the roadway open to allow residents to cross during construction.

After discussion, ***Commissioner Magruder moved and Commissioner Tardif seconded to allow closure of Beaver Falls Road 00142, Beaver Falls 00144, and Old Rainier Road 09C57. The motion carried unanimously.***

ELECTION EQUIPMENT:

Betty Huser and Don Clack discussed a new voter machine. Betty and Don will bring back more information at a later date. No decision was made at this time.

OFFERING OF COUNTY OIL & GAS LEASES:

Steve Planchon updated the Board on the current status of the proposed offering of County mineral estate for oil and gas leasing. A briefing memo dated October 4, 2017 was provided to the Board. The Board concurred with the recommendation to continue efforts to offer certain County mineral estate for lease, with the offering to be comprised of six tracts equaling around 11,000 acres +/-.

UASI AGREEMENT:

After a brief review by Steve Pegram, Commissioner Tardif moved and Commissioner Magruder seconded to approve the Intergovernmental Agreement with the City of Portland for UASI Grant #16-170 and authorize the Chair to sign. The motion passed unanimously.

CLOSURE OF COURTHOUSE PARKING DURING HALLOWEENTOWN EVENT:

While present, Steve Pegram request authorization to close portions of the lower Courthouse parking lot for emergency services staging, during Halloweentown, October 12-14, 2017. After some discussion Commissioner Tardif moved and Commissioner Magruder seconded to authorize the request for closing portions of the Courthouse parking lot as deemed necessary by Steve Pegram during Halloweentown events October 12-14, 2017, and authorize towing of vehicles. The motion passed unanimously

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There was no Executive Session held.

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

Dated at St. Helens, Oregon this 04th day of October, 2017.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: Not Present
Henry Heimuller, Chair

By: _____
Margaret Magruder, Commissioner

By: _____
Alex Tardif, Commissioner

By: _____
Jan Greenhalgh
Board Office Administrator