

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

October 18, 2017

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

Commissioner Heimuller called the meeting to order.

EXECUTIVE SESSIONS UNDER ORS 192.660(2)(a)(d)(f):

The Board immediately recessed the regular session to go into Executive Session as allowed under ORS 192.660(2)(a); (d); (f). Upon coming out of Executive Session, no action was taken by the Board.

COUNTY LANDS TEAM MEETING:

The Lands Team, Sarah Hanson, Todd Dugdale, Jennifer Cuellar, Casey Garrett and Margaret Magruder updated the Board on its discussion related to continuing the natural resources program after the Planchon contract terminates at the end of October. Sarah explained that the team recommends updating the RFP previously issued for this work and issuing it for both lands and gas work. There was discussion about continuing to use Planchon's services for gas management work through April, as necessary. It was suggested that Jewelee Newell work on updating and issuing the RFP. Sarah Hanson will send her the prior RFP to be updated. Staff will continue to consider a plan B if needed after the results of the solicitation are known.

ENTERPRISE RESOURCE PLANNING - VENDOR SELECTION:

Jennifer Cuellar was present to provide an ERP project status update to the Board and requested approval to move forward with contract negotiations with the vendor that submitted the highest ranked proposal in response to the RFP. Cost and technology were the topics of greatest concern, and making sure that the County negotiates a contract to provide a system that will be most advantageous for the County far into the future. After discussion, the Board directed Jennifer to move forward with negotiations.

IGA WITH WASHINGTON COUNTY - SHERIFF SALES:

Deputy Brooke McDowall was present to request approval of an agreement with Washington County to assist the Sheriff's Office with their backlogged sheriff's sales. The Board agreed in principle with the concept and moved approval to the next consent agenda.

REQUEST TO WAIVE ADMINISTRATIVE COSTS FOR CJC GRANT:

Sheriff Dickerson and District Attorney, Jeff Auxier, came before the Board to request approval to remove the 10% de minimis fee for administrative costs from the grant

application to the Oregon Criminal Justice Commission. After some discussion, the Board moved this request to next week's consent agenda for approval.

PERSONAL INFORMATION POLICY:

Sarah Hanson addressed the draft policy for Personally Identifiable Information and discussed the purpose and general requirements of the policy. A draft was distributed for discussion. Sarah explained that input has been received from Finance and IT. A request for input was also sent to Department Heads with none received. Training on the policy was discussed. Sarah explained that on-line training is available and that the intent is to have all County employees and officials train and acknowledge receipt of the policy. Department specific measures will then need to be addressed by each Department and specific training on procedures done at that level. Commissioner Heimuller recommended that the policy review and training acknowledgment be done at the same time to avoid two steps. Sarah said she would look into that and explained that the next step will be a Board order adopting the policy which will be added to a consent agenda in the near future.

PURCHASE INQUIRY - MEISSNER ROAD:

Steve Planchon was present to address the odd lots sale in the vicinity of Apiary Road, Tax Accounts Nos. 21919 and 21974. Steve briefed the Board on an adjacent owner request to purchase the two tax foreclosure lots, as referenced in his memo to the Board. The two parcels are about 3 acres in size, with a combined Assessor's estimated value of \$1,600. The Board concurred with the recommendation to sell the properties to the adjacent owner for \$1,700, plus a \$145 administration fee, subject to other adjacent owners being provided an opportunity to express any interest in the parcels. If other adjacent owners are interested in one or more of the parcels, an oral auction will be arranged as to the parcel(s) where competitive interest exists. A 15-day notice of the intended sale will be published in the St. Helens Chronicle as required by statute.

PROPOSED GATE ON LAWRENCE ROAD:

Dave Hill, Public Works Director, was present to discuss a request from Ed January to place a gate(s) on the gravel section of Lawrence Road. Dave referred to his memo to the Board dated September 29, 2017 regarding this matter. He sent letters to all 8 adjacent property owners and received comments back from all of them. Seven of the 8 responses were in favor of the placement of the gates. The Board consented to proceeding with the process by talking with the Fire District and scheduling a meeting with the property owners to discuss the issue and potential conditions of the gate placement.

AMENDMENT TO CLEAN HARBOR CONTRACT:

Kathleen Boutin-Pasterz, Solid Waste Coordinator, was present to review an amendment to the Clean Harbors Contract for Household Hazardous Waste Collections events, which includes a CPI 2.2% increase. The Board previously approved an amendment to extend the contract to 2021. Once the county agrees to the CPI

increase, Clean Harbors will sign the contract extension. Staff is recommending approval of the increase. After discussion, the Board agreed to add this to the next consent agenda for approval.

REQUEST BY SPOTLIGHT FOR WAIVER OF PUBLIC RECORDS FEES:

Courtney Vaughn, Spotlight, submitted a letter to the Board requesting a waiver of the fees to obtain public records, specifically a body cam video. The Board stated that fees are not typically waived and, with that, **Commissioner Magruder moved and Commissioner Heimuller seconded to deny the request for a fee waiver for public records. The motion carried unanimously.**

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

Dated at St. Helens, Oregon this 18th day of October, 2017.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Henry Heimuller, Chair

By: _____
Margaret Magruder, Commissioner

By: _____
Not Present
Alex Tardif, Commissioner

By: _____
Jan Greenhalgh
Board Office Administrator