

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

November 8, 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.

DEPARTMENT OF WATER RESOURCES:

The Board met with representatives of the State Water Resources Department, Racquel Rancier, Policy Coordinator and Jake Constans, District 18 Watermaster, to discuss the role, function, and resources of the Oregon Department of Water Resources (OWRD). Todd Dugdale, LDS Director, facilitated the discussion and provided an introduction to the topics to be discussed. Racquel provided an overview of the OWRD functions and current program. Glen Higgins, County Planning Manager and Jake Constans, Water Master discussed how they work together during the development review process to assure adequate and approved water supply. The challenge of providing irrigation water for the marijuana grows in rural areas and the OWRD process for securing water rights was discussed. Erin O'Connell, County Sanitarian and Kari Hollander, Columbia Soil and Water Conservation District Manager summarized the work of the County Water Resources and Protection Committee formed to address critical water supply areas within the County and to identify priorities for further inventories of water resources. The Board asked questions of the resource people participating in the discussion and thanked the State OWRD staff for their valuable information. No formal action was taken.

LEASE WITH CITY OF COLUMBIA CITY FOR JUSTICE COURT SPACE:

Linda Graf, Justice Court, attended to discuss Columbia City's proposed rent increase for the Justice Court's use of the City's facilities. Linda expressed concern about the impact of the increase on the Justice Court budget and wanted to discuss different options. Commissioner Heimuller reported that he has connected Judge Wally Thompson with Fair Board Chair Butch Guess to discuss the option of relocating Justice Court to the Columbia County Fairgrounds. Also discussed was the potential to negotiate a lower rent increase for the City's facilities. In any event, Linda felt it would be important to allow Judge Thompson's replacement to have some say in location decisions. Columbia City has proposed that the rent increase be effective January 1, 2018. To give the new Justice of the Peace an opportunity to be involved, Linda will ask the City to delay the effective date.

LIST OF CAPITAL PROJECTS PRIORITIZED/CRITERIA FOR CONSIDERATION:

Jennifer Cuellar, Jewlee Bell and Cathy Brucker were present for discussion. They provided a status update on the Capital Improvement Plan (CIP) and presented a draft written overview and project evaluation criteria for review by the Board who may provide feedback on the evaluation criteria before it is included in the final Plan.

Cathy and Jennifer also made a recommendation to establish a capital fund to include in the budget to facilitate tracking and planning for capital improvement projects and capital replacements. Jennifer and Commissioner Tardif will discuss this issue at their meeting on the budget, November 9th.

The next immediate steps in the development of the plan include applying the evaluation criteria and ranking the capital improvement projects, tying those projects back to the budget submissions, further development of the CIP draft and gathering final project data. No action was taken at this time.

LDS PERSONNEL REQUEST:

Todd Dugdale addressed the following (3) personnel requests for his department:

1) Create New Building Inspector II Position Effective December 1, 2017

Todd summarized revenue sources available to fund this position for the remainder of FY 18 and including Building Fund contingency, not filling PT positions, and expected increases in revenue due to increased activity and increased fees in FY 19 based on a user fee study now underway.

After discussion, ***Commissioner Magruder moved and Commissioner Tardif seconded to create a new Building Inspector II position as requested, effective December 1, 2017. The motion carried unanimously.***

2. Promote Hayden Richardson, Planner 1 to Planner 2

Todd reviewed the basis for the recommendation and that Hayden has met all the qualifications for Planner 2, had completed one year of satisfactory service as a Planner 1, and the action would further the objective of retaining qualified people in the Planning Program.

After discussion, ***Commissioner Magruder moved and Commissioner Tardif seconded to authorize the promotion of Hayden Richardson as requested from Planner 1 to Planner 2, effective on January 1, 2018. The motion carried unanimously.***

3. Authorize Recruitment of the Building Official Position To Replace Rod Hansen
Todd explained the need for recruitment is because Rod Hanson is retiring on February 1, 2018.

After discussion, ***Commissioner Magruder moved and Commissioner Tardif seconded to authorize the recruitment of the Building Official position to replace Rod Hansen who is retiring effective February 1, 2018. The motion passed unanimously.***

GABLE ROAD CONTRACT AWARD:

Tristan Wood and Robin McIntyre met with the Board to seek approval on the Preliminary Engineering Phase of the contract for Gable Road Bike and & Pedestrian

improvements. Tristan also invited Sue Nelson, City of St Helens Engineer, to be present for discussion. Sue gave input to the selection process of David Evans and Associates and our recommendation that the County approve the contract with David Evans for the Preliminary Engineering phase of the project. The Board was supportive of moving forward with the contract with DEA. Robin will forward the contract to the Board for their immediate review and future placement on the consent agenda.

OUT OF STATE TRAVEL REQUESTS - SHERIFF'S OFFICE:

This item had been pulled from the agenda this morning for additional research. At this time, ***Commissioner Tardif moved and Commissioner Magruder seconded to approve the out of state travel request for Brian Pixley, Jon Kissel, and Brooke McDowell. The motion carried unanimously.***

VOCA GRANT DISCUSSION ON 9.27.17:

Commissioner Heimuller was reviewing the Staff meeting minutes of 9.27.17 regarding the discussion on the VOCA grant. The minutes are somewhat confusing and need to be corrected. The minutes should reflect that the DA's office has a "grant" shortfall, not a "budget" shortfall. Jan was directed to correct the minutes.

AMBULANCE SERVICE ADVISORY COMMITTEE:

Commissioner Magruder spoke with Steve Pegram about where he is as far as getting this committee up and running. Steve had stated that he is currently working to get this up and running again.

When meeting with Steve, she asked that he start attending the Staff meetings in the afternoon on a somewhat regular basis, just to keep the Board updated on his projects.

SISTER COUNTY:

A brief discussion was held on the request for Columbia County to become a "sister county" with China. They will check into the process to do that and, if too involved, may not do it. This led to the discussion of having a sister county with another county in Oregon, as suggested by AOC. The Board will do some checking on that during the AOC conference, to see if there is a county that would be a good fit and doesn't already have a "sister county".

MEASURE 101:

Commissioner Tardif shared information on Measure 101. Measure 101 protects healthcare for Oregon's most vulnerable. He suggested the Board review this measure and schedule some time to discuss whether or not the Board wants to support it or not. Commissioner Tardif noted that he will personally be supporting it.

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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 8th day of November, 2017.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Henry Heimuller, Chair

By: _____
Margaret Magruder, Commissioner

By: _____
Alex Tardif, Commissioner

By: _____
Jan Greenhalgh
Board Office Administrator