

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

WORK SESSION MINUTES

March 28, 2018

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

Commissioner Magruder called the meeting to order.

**PUBLIC HEALTH CONTRACT:**

Mike Paul, Public Health Administrator, to readdress a few issues. First, he is

- requesting feedback from the Board on creating Public Health Advisory Council. The Board asked about the purpose and rationale for an advisory council. Discussion followed regarding the purpose, membership and bylaws in other jurisdictions. The Board supported moving forward on creating this committee and directed Mike to work with County Counsel on an ordinance and bylaws. Mike informed the Board that he is setting up a meeting with Douglas County's

- Administrator to learn about their immunization program. Discussion followed regarding the option of involving the federal-qualified health center in Clatskanie to provide immunizations for adults.

- Mike discussed options for meeting the requirements of the reproductive health program on July 1. The County will draft a work plan based on the program elements and the funding amount of approximately \$10,000 for FY19. Mike also reminded the Board that the County will be responsible for school immunization law and the investigation piece of the Tobacco Prevention and Education Program as of July 1.

- Mike then informed the Board that Oregon Administrative Rules require environmental health revenue collected in 2017 (by the Public Health Foundation of Columbia County) for license renewal, must be used to operate the environmental health program in 2018. Mike addressed this at a recent meeting with the Public Health Foundation Director, Sherrie Ford. He expects the Foundation to transfer the balance of the environmental health program on 3.31.18 to the county, minus the cost of operating the program in January of 2018. Additional discussion was held on the environmental health budget.

- Mike will be use the Project Request Form to conduct a cost comparison of operating the Public Health Preparedness Program (PHEP) and the Cities Readiness Initiative (CRI) at the county versus at the Public Health Foundation. Mike is taking advantage of a scholarship from the Oregon Health Authority to

- attend the Oregon Prepared conference in Bend next week. Steve Pegram, Emergency Management and Anne Parrott of PHF will also be attending.

Mike then addressed the Pertussis cases in the county. There was some

- discussion on the county's responsibility, including restricting cases during the communicable period from working at a childcare facility, healthcare facility and restricting students from school. Lastly, discussion was held on the notification of a recent release of ammonia at
- the Dyno Nobel facility. Mike stated that Anne Parrott informed him about the release via email on March 27<sup>th</sup>. The company reported a release of 860 pounds of ammonia vapor on March 20<sup>th</sup>. This is a smaller release (less than 1 ton) in comparison to 2015 (approximately six tons). Mike is not aware of any reported complaints at this time. Commissioner Tardif expressed some concern that 7 days passed before Public Health was informed. Mike stated that he has been added to the list and will discuss the notification process with Emergency Management.

#### **ADJUSTMENT TO DA STAFF HOURS:**

Jeff Auxier and Dawn Hunt, District Attorney Office, were present to request approval to decrease the hours of (1) Legal Secretary from 1.0 FTE to .8 FTE and increase the hours of (1) Legal Secretary from .49 FTE to .7 FTE, and begin the hiring process to fill the .7 FTE position. Dawn provided the Board with the financial information and noted that this adjustment would save the DA's office over \$5,000. After discussion, ***Commissioner Tardif moved and Commissioner Heimuller seconded to approve this request. The motion carried unanimously.***

#### **PROJECT REQUEST - UPDATE ON RECYCLING COLLECTION PROGRAM:**

Kathleen Boutin-Pasterz, Solid Waste Coordinator, updated the Board on the new office recycling and trash collection program that was previously approved by the Board. New bins with signage will be purchased and all staff will empty their own desk side bins into the centralized bins once the new system is set up. This will free up approximately 2 hours/day for facilities staff who currently empty over 150 deskside containers. 20 sets of bins will be purchased from Busch Systems and paid for out of the solid waste fund and strategically placed throughout the courthouse and annex buildings. After these bins arrive, a member of the facilities staff and the Solid Waste Coordinator will provide education and training on the new system. Kathy will work with Karen Kane to create the educational materials.

#### **PURCHASE OF NEW TRANSFER STATION SCALE HOUSE SOFTWARE:**

Todd Dugdale, LDS Director, reviewed the results of the procurement process for a new scalehouse software system at the Transfer Station. The County Request for Proposals was issued in November 2017 and yielded one proposal from Paradigm Software LLC of Cockeysville, Maryland. The proposal was reviewed by a committee made up of affected staff departments and system users. The proposal was rated highly by the committee and an on-site visit to Cowlitz County landfill allowed committee members to evaluate the software in action and Paradigm gave the committee a complete demo. References were checked and were consistently positive. The total cost of the software and County setup is \$84,685 with an annual maintenance/tech support fee of between

\$5200 and \$5900 for the first five years of the contract. After review and some discussion, ***Commissioner Heimuller moved and Commissioner Tardiff seconded to authorize Jewelee Bell to issue a Notice of Intent to Award a contract to purchase the Paradigm software based on the submitted proposal and to begin the contract negotiation process by County Counsel. The motion carried unanimously.***

#### **PARKS ADVISORY COMMITTEE DISCUSSION:**

Casey Garrett, Parks Director, came before the Board along with Parks Committee members Stephanie Klepel, Sandy Tetz, Dearl Taylor, Linda Salle. Sandy Tetz began the meeting by explaining to the Commissioners that the Advisory Committee has some questions regarding the purpose of the Advisory Board. Sandy stated that at the March meeting, it was noted that both Teresa Golson, Parks Department secretary, and Lori Baker, Parks Maintenance, were not in attendance. Casey stated that he will be doing the minutes and agenda in the future. Lori will not be attending the Park meetings unless she wants to come on her own time. Casey will no longer be providing a monthly financial report.

Sandy explained that in the past, the Advisory Committee (AC) noted discrepancies in the finances, which prompted the AC to ask for financial information monthly. Commissioner Heimuller asked for an example of the financial discrepancy. Stephanie explained that the restroom construction at Camp Wilkerson was a prime example and that was when the Parks budget really went off track. Dave Hill met with the AC to offer a recommendation, which included changing our logging schedule, and cutting the Parks Manager position to ½ time. Commissioner Heimuller asked Casey which report he is providing. Casey explained that he felt the usual monthly report is too confusing and turned into a long conversation explaining how our budget works. Casey felt that the current monthly report can contain “flexibility on how the money can work”. He is trying to find the right kind of report that everyone can be happy with. Commissioner Magruder stated that the Budget is a guideline, and as long as we are not moving funds from one category to another, we are fine. Casey suggested he work with one AC member on the budget. Casey is creating the budget a year in advance and will be putting dollar amounts in as place holders. An example was that he might put \$50,000.00 in the budget for Dibblee Point, but use \$25,000.00 for Prescott Beach and \$10,000.00 for another park. It was felt that apparently the AC is not going to have input on the yearly budget. Stephanie gave a synopsis of a revenue report that Glen Crinklaw presented the AC with yearly, and explained the value of that in terms of determining both capability and necessity of park maintenance. Casey feels that the AC is asking to approve each capital project expenditure. Linda feels that Casey does not respond to AC input. Stephanie gave an example that at the March Parks meeting, the AC approved Stephanie to do the minutes and Sandy to prepare the agenda, so Casey can be free to apply for grants, etc. However, Casey did the March minutes and emailed them today.

Commissioner Heimuller stated that the Parks Advisory Committee is very relevant, but there needs to be trust in the staff. It is staff’s responsibility to bring issues

back to the Commissioners. He is very impressed with the amount of work Casey has been able to accomplish. JJ Collins is an example. Commissioner Heimuller would like to see solid engagement between Casey and the AC.

The AC requested that the minutes reflect accurately the monthly meeting. Sandy gave an example of both the monthly meeting minutes not accurately reflecting the meeting, and the Parks Director not accurately representing the AC to the Commissioners. The Dog Park violation issue was given as an example.

Commissioner Tardif asked whether the AC feels invalidated and what could the Commissioners do to help facilitate the feeling of necessity. It was explained that the AC was advised by Casey that they would no longer be working on the Master plan. Commissioner Magruder asked what Casey's vision is for the master plan. Casey explained that the AC could have input, but there is no money for a RARE student to come in and work on the master plan. Collaboratively, Dearl explained that the AC has been holding separate monthly meetings for the sole purpose of updating the master plan, and now they are being told that their work is not necessary. Dearl asked what the Parks AC function is, if we don't know what the budget is, or what the Master plan will be. How do we inform the public?

Discussion was held on policy change of having Parks staff attending the AC meetings. Casey explained that it is not necessary for staff to attend these meetings on a regular basis because it is not in the Parks budget to pay overtime for staff to attend. Linda explained that Lori Baker had attended the February meeting, and questioned the direction and ability of the Parks Director and AC regarding Dibblee Point Park and the Master plan. The next month, it was announced that she would no longer be attending our monthly meetings as paid staff, but she was welcome to attend on her own. It was felt that this appeared to be retaliation for her comments at the February meeting. Casey stated that if staff wanted to come to a public meeting on their own they were more than welcome. It was explained to the Commissioners that Lori Baker was our eyes and ears on the ground, as she maintained the parks monthly, and her input was valuable to the AC. Commissioner Magruder asked what could be done to mend the relationships. She suggested a team building process. Karen suggested a review of the bylaws.

Discussion was held on the need to fill the 3 open positions on the AC and how those might get filled. Magruder suggested that we may offer the positions to the remaining applicants from the CZ trail committee applications.

Commissioner Heimuller asked about our progress on our Master plan. Linda explained their monthly process. He felt that the AC's efforts on the Master Plan were valuable and should continue.

It was suggested that the AC members work on their communication with the Parks Director, which they agreed to do. The AC will also be sure to adhere to all public meeting laws/rules.

**MISSION VISION VALUES & BEGIN PROCESS OF STRATEGIC PLANNING:**

Karen Kane and Erin O’Connell were present to speak with the Board about the final version of the County Vision and Values Definitions that are part of the work in the mission statement. Karen informed the Board that County Counsel will prepare the documents and Order for the Board to sign, which will formally adopt the three documents. This will allow the Communications Committee to begin the next steps in developing a Strategic Planning Team, with work on a series of documents to assist the team in beginning their tasks. Karen also explained how the Board can be involved in this important effort and stressed the need for them to support the work of the committee. Erin joined the meeting and spoke about the perceptions she had discussed with some county employees, pointing to the need to continue pulling the entire staff together to be involved in the work. Commissioner Heimuller asked that the Communications Committee balance the Strategic Planning Team with the employees from all levels, and not just department heads. Commissioner Tardif spoke about the future opportunities to involve the public in the Strategic Planning process.

There was no Executive Session held.

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

Dated at St. Helens, Oregon this 28<sup>th</sup> day of March, 2018.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By: \_\_\_\_\_  
Margaret Magruder, Chair

By:  
Henry Heimuller, Commissioner

By:  
Jan Greenhalgh  
Board Office Administrator

By: \_\_\_\_\_  
Alex Tardif, Commissioner

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