

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

WORK SESSION MINUTES

November 7, 2018

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

Commissioner Magruder called the meeting to order.

BOARD DISCUSSION ITEMS:

- Jean Ripa introduced the subject of the resignation of Jennifer Cuellar-Smith as Finance Director. She also plans to resign as County Treasurer. The Board is willing to accept the situation wherein Jennifer would resign on 12/31/18 but would work with the Beaverton School District on her Mondays off in December as well as a few other leave days which she would take. The Board also agreed to Jean's request to keep Jennifer on the payroll on an hourly basis as a subject matter expert related to the ADP payroll programming. She said she would send Personnel Actions to the Board for signature. Lengthy discussion occurred regarding the various options. In relation to the Treasurer, Sarah will do some research on statutory options and return to the Board. The Board directed Jean Ripa to begin the recruitment for Finance Director. She noted that there may be even more limited response due to the holidays. She also noted that she would return to the Commissioners for further discussion on the criteria and actual process to be used.
- After review of the Fair Board applicant interviews, ***Commissioner Heimuller moved and Commissioner Tardif seconded to appoint Jake Sperley to Position #2, Lisa Marog to Position #4 and Todd Moore to Position #6 on the Columbia Fair Board. The motion carried unanimously.***
- ***Commissioner Heimuller moved and Commissioner Tardif seconded to approve Fair Board expenditure of Capital Funds as needed for repairs and upgrades to the Fairgrounds, up to \$37,000. The motion carried unanimously.***

EXECUTIVE SESSION UNDER ORS 192.660(2)(h) - Litigation:

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

ACCESSORY DWELLING UNIT BRIEFING:

The Board moved the meeting to Room 308 to accommodate visitors. Present for discussion were Todd Dugdale, LDS Director, Glen Higgins, Chief Planner, along with Robin McIntyre, Assistant County Counsel. Staff presented the Board Communication

from Todd Dugdale dated November 1, 2018 which included three issues raised during the public review process:

- 1) Rural vs. Urban Growth Area - should the County include rural areas to be eligible for permitting ADUs, not just allowing ADUs within Urban Growth Areas of the incorporated cities;
- 2) Size Limit for an ADU - maximum floor area;
- 3) Owner Occupied - required in either the new ADU or the primary dwelling.

Discussion was held on the issues. Under #1. it was concluded that these amendments are to comply with state statute, and not being implemented to address the housing shortage in the county as a whole. The Board concluded that most of these issues could be resolved by using the same requirements as those imposed by the City in which the UGB is located. The Board asked staff if there would be a problem implementing city standards for a particular ADU application. Staff responded - no we already coordinate the implementation of City standards for various development standards as per the Urban Growth Management Agreements.

The Board instructed staff to prepare a revised draft ADU amendment that defer standards to the city ADU code where applicable. The new draft amendment shall be available to the Board and public one week prior to the continued hearing date of November 28, 2018.

GRANT WITH BUSINESS OREGON - LEVEE RE-CERTIFICATION WORK:

While present, Todd updated the Board on the County's successful application to OBDD for funding to prepare documentation necessary for FEMA to accredit the Rainier Levee. He reported that a condition of the grant contract providing \$100,000 in State funds required the County to identify the \$195,000 in matching local funds before the release of State funds. Terry Deaton from the Rainier Drainage Improvement Company updated the Board on efforts to secure the commitment of matching funds including a commitment by the City of Rainier of \$50,000. In light of the shortfall in commitments for the match, the Board deferred action on a decision to approve the grant agreement with the State until the rest of the funds are committed. Todd reported that Senator Betsy Johnson was facilitating a meeting of representatives of potential funding agencies on November 9th at the Port of Columbia offices. Commissioner Magruder was to attend this meeting and progress would be reported back at such time as the necessary commitments of matching funding is secured. No formal action was taken at this time.

NAMING PRIVATE ROAD "RIGHTLINE DRIVE":

Lastly, Todd reviewed a Board Communication documenting the process for the naming of a private road off of Dike Road to provide access to property owned by Rightline Equipment Company of Rainier. With no concerns, staff was directed to add this to the next consent agenda for approval.

BOTTLED WATER:

Jean Ripa said she had been asked by the Board to request that the County pick up the cost of bottled water throughout the Courthouses. Right now, some departments pay for it through their County budget and some are paid for by the individual employees. The Board indicated a willingness to consider this but wanted to know the cost of purchasing the water coolers and also bulk purchase of the water itself. Jean Ripa said she would speak with the person who made the request to see if they wished to do this research.

RE-ORGANIZATION OF LDS/PUBLIC HEALTH:

Jean Ripa, Mike Paul, Todd Dugdale and Jennifer Cuellar came before the Board to further discuss the proposal to transfer oversight of the Environmental Services Program from Land Development Services to Public Health. The Board gave their consensus to this transfer and directed Jean to put the Director job description on the consent agenda. Jennifer addressed the need for supplemental budget changes which the Board agreed to address at a hearing in December.

PROPOSALS FOR STRATEGIC PLANNING FACILITATION:

Karen Kane presented the Board with three proposals for strategic planning facilitation, and discussed the recommendations from each of the contractors. The preliminary proposals all included basic to significant preparatory work the Board and staff should undergo, focusing first on a culture assessment. The assessment would require leadership's engagement in identifying and understanding the county's culture and how its current structure can affect strategic planning outcomes. The theory is that strategic planning can only be as strong and successful as the culture of an organization allows. Erin O'Connell noted research supporting this process, and discussed the benefits of doing so. The Board directed Karen to ask contractors to meet with them personally to discuss how the process could roll out for the county. Karen will invite them to an upcoming meeting.

STATUS UPDATE ON ERP PROJECT:

Jennifer Cuellar, Finance Director, presented the Board with an update on the ERP project. ERP total outlay looks to be less than the previous iteration of the project budget made at the time of the FY19 budget development process. Timing wise, the appropriations for that work were predominantly in the FY18 year. Jennifer proposed adding this appropriation to the current supplemental budget in the works for the PH-LDS-PW reorganization (as well as a handful of other projects that for timing reasons were not completed during FY18). The Board agreed.

Discussion of how to prioritize time and efforts in light of the new Finance Director transition in the offing to keep the ERP project moving as well as assure other basic processes, principally the FY20 budget activities. The Board asked that the current finance director and IT director come back to them with a proposal of how to move forward given context of staffing capacity and current project needs. They would like to also get options/opinions from Caselle on this subject.

Options include putting the ERP project on pause until a new Finance Director is on board; redistribution of workload - IE depending more on IT than was previously planned - to keep the ERP moving; scaling back the budget process/document; bringing in a temp with strong excel and financial analytics skills to work with the Finance Director and department directors to get an initial budget developed and create financial options for closing any budget gap in the general - or other - county funds.

PERS INCENTIVE PROGRAM - NEXT STEPS:

Proposal to move forward on opening a new side account with PERS and funding it with reserve dollars. Because of the generous deadlines for making the investment, there is no process time pressure for moving forward now as opposed to a year (or more) from now. We are unlikely to get access to the incentive funds (our UAL is below the 200%) plus the program isn't fully funded but rules are now clear that we don't risk getting our application in for the program by moving forward now with the investments. Given the transition reality with the finance director, the decision whether to move forward with this will be deferred until we have clearer view of workload for other project work.

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

Dated this 7th day of November, 2018.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Margaret Magruder, Chair

By: _____
Henry Heimuller, Commissioner

By: _____
Alex Tardif, Commissioner