

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

WORK SESSION MINUTES

November 28, 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:**

- ***Commissioner Heimuller moved and Commissioner Tardif seconded to approve the letter of support and endorsement for Travel Portland. The motion carried unanimously.***
- Jean Ripa and Todd Wood discussed a proposal to make a job offer to a Transit Coordinator. They differed in their opinion on what is an appropriate starting step. In that situation, the Board makes the decision. After discussion of various scenarios and potential for future increases, the Board consensus was for Jean and Todd to move forward based on the level at which they had agreement.

**EXECUTIVE SESSION UNDER ORS 192.660(2)(d) - Bargaining:**

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

**FINANCE/TREASURER OPTIONS:**

Jean Ripa reported on her efforts to develop a recommendation for interim management of the Finance Department. The best case scenario would have Jennifer Cuellar-Smith's replacement on board in early to mid February. But, given the history of needing multiple recruitments to fill top level positions, the County needs to be prepared to have coverage into March and April. The County already contracts with the firm of Smith Wager Brucker. Debbie Smith Wager is a highly experienced municipal accountant and a prior Finance Director. She will be available for 16 hours per month in January (8 on site; 8 remote) and can free up more hours come February. She can both manage the high level issues in the department as well as move the budget forward. It is likely that the Caselle implementation will have to be paused to some extent until the new Director is on board or Ms. Wager can devote time to it herself. With an existing contract, a letter expanding the scope of service is all that is needed. The Board gave their consent to move forward with this and for the letter to be produced and sent. They requested that Jean Ripa make arrangements to have Ms. Smith Wager visit them at a work session in December.

Jean Ripa and Sarah Hanson also reminded the Board that as elected Treasurer, Jennifer Cuellar-Smith could simply appoint a Chief Deputy Treasurer and no further

action would need to be taken at this time. The issue of whether the new Finance Director was willing to act as the County Treasurer would be addressed with the new person. A new hire cannot be forced to take on this responsibility. Jennifer has indicated her desire to appoint Shelley Blickenstaff to the Chief Deputy position. Shelley is a current Accountant in the Finance Department and is willing and more than capable of taking on these duties. After discussion, the Board indicated its acceptance of this idea but asked that Shelly and Jennifer come back in the afternoon to touch base.

### **NEW TRANSIT COORDINATOR - JOHN DREESZEN:**

Todd Wood, Transit Director, informed the Board that he has hired John Dreeszen as the new Transit Coordinator. Todd asked for input on which salary step should John be started at. Todd was given direction by the Board.

### **ENTERPRISE FLEET MANAGEMENT PRESENTATION:**

Ryan Alford, Account Executive, Enterprise Fleet Management, came before the Board to present a power point presentation on what services his company can provide Columbia County, with regards to fleet management. After the presentation and some discussion, Ryan will set up a meeting with Mike Russell at the Road Department.

### **MJ RESTRICTED FUNDING PROPOSAL:**

Staff proposal for \$127k received in state marijuana sales tax revenue in April 2018 restricted for drug abuse prevention, early intervention and treatment was discussed. Focus of the conversation was on supporting juvenile activities and whether the proposed vehicle is the right car to buy. Commissioners suggested that it might be better to purchase a less expensive car and spend the balance of the funds allotted for original request on a new juvenile drop in center project being discussed in the community. The DA described the success of the current DUll program; the staff proposal would provide funds to make that work sustainable into the future with funding complemented by fees/fines generated.

The Commissioners are comfortable with the projects proposed and will leave it to staff to look into options for the funds assigned for juvenile and move forward with the purchases/contributions accordingly. The two other proposed activities may move forward as soon as is practical: Sheriff's office purchase of AEDs, NARCAN; the DA's DUll blood testing project. No official act by the Board is needed to spend the funds; the County simply must assure that it is spending the revenue according to the restrictions for its use.

Commissioners suggested that the group which came together on the proposal - Sheriff's office, DA's office, Community Justice and Public Health - continue to meet and discuss options for this type of work so that when future funding becomes available, a collection of worthy projects are ready to be proposed and funded. Finance will alert members when funding comes in. It is anticipated that OHA will be distributing these funds to cities and counties annually but as the program is just getting underway, likely funding levels and even the calendar of disbursements remains unclear.

The Finance Director clarified that the funds are held in the public health component of the general fund budget and will provide expenditure lines for the projects to the various departments involved

**ECONORTHWEST SCOPE OF WORK:**

Staff has been meeting over the course of the last year to look at potential revenue sources to support the work and sustainable footing of the County organization and at the prior meeting with the Board on the topic, staff was directed to contact EcoNorthwest, an economic development consultant group already under contract with the County, to discuss support they may be able to provide this effort. The results of this work is anticipated to not only help the County assess options, community impact and related issues but also to be a support to the concurrent strategic planning process underway.

The scope of work included two options. The difference between the two is the amount of community involvement in the activity.

The Commissioners voted and unanimously decided to contract EcoNW for the option with more community participation for a not to exceed total of \$47,000.

Counsel will be the contract manager for EcoNW and the Public Information Coordinator will be primary on organizing the community participation aspects of the engagement. The Finance Director will write up the scope and get it to Counsel for review.

The staff group - Counsel, IT, Public Works, Emergency Management, Public Information and Transit - working on this topic will establish a monthly meeting to coordinate work and deliverables. Coordinating this work has been challenging as there is not a county staffer for economic development and this set meeting will help keep momentum on this vital study of the economic health and fiscal sustainability of the county.

The Finance Director will include this outlay in the FY19 Supplemental Budget which will be coming before the Board in early December. It will be funded by economic development dollars from video lottery that the County historically does not fully spend on an annual basis.

Commissioner Heimuller noted that he will be looking to use economic development dollars to support the Fair in the upcoming budget cycle so wanted to make sure that the group understands that the video lottery funding is not something that this project can necessarily count on beyond this scope of work.

The Board expressed their unanimous support of contract option #2.

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

Dated this 28<sup>th</sup> day of November, 2018.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

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

By: \_\_\_\_\_  
Henry Heimuller, Commissioner

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

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Jan Greenhalgh  
Board Office Administrator