

COLUMBIA COUNTY BOARD OF COMMISSIONERS
BOARD MEETING

MINUTES

June 23, 2010

The Columbia County Board of Commissioners met in scheduled session with Commissioner Earl Fisher and Commissioner Rita Bernhard, together with Sarah Hanson, County Counsel and Jan Greenhalgh, Board Secretary. Commissioner Hyde was not present.

Commissioner Fisher called the meeting to order and led the flag salute.

MINUTES:

Commissioner Bernhard moved and Commissioner Fisher seconded to approve the minutes of the June 8, 2010 Work Session; June 9, 2010 Board meeting; June 9, 2010 Staff meeting; June 17, 2010 Budget Hearing in St. Helens; and June 17, 2010 Budget Hearing in Rainier. The motion carried unanimously.

VISITOR COMMENTS:

Richard Melton, 55141 Columbia River Hwy, Scappoose: Back in because the Board said he could put back up the lights on his porch and shop. He never received anything in writing approving this and asked when he is going to get something from the county. After Robert Crain ordered the boxes and wire removed, the State of Oregon stated that it cannot be replaced without a permit and bring it up to code. He is disabled and on a fixed income and cannot bring everything up to code. Everything was installed to code when installed back in 1958. He still cannot understand why his lights were even ordered removed.

After discussion, Commissioner Fisher will send Mr. Melton a letter stating that he can put up a porch light.

CONSENT AGENDA:

Commissioner Fisher read the consent agenda in full. With changes noted in bold, Commissioner Bernhard moved and Commissioner Fisher seconded to approve the consent agenda as follows:

- (A) Ratify the Select to Pay for 6/15/10 & 6/22/10.
- (B) Ratify Subdivision Plat for Blue Sky Estates.
- (C) Approve the Personnel Action and hiring of David Stocker.

- (D) Approve the appointment of David Rule to the Regional Workforce Investment Board.
- (E) Hold Harmless Agreement with St. Helens Community Foundation for use of The Plaza for Schools Out Concert and authorize the Vice-chair to sign.
- (F) Authorize Ronda Courtney to send Fair tickets to all county employees as part of the county compensation package.
- (G) Order No. 26-2010, "In the Matter of Transferring Certain Access Approach Deposits from the County Treasurers Deposit Fund to the County Road Fund".
- (H) Approve Letter of Agreement with the Federation of Parole/Probation Officers.
- (I) Reclassify Undersheriff salary range to E06.
- (J) Authorize move of Andy Moyer to EOC/Step 5.
- (K) Transfer daily oversight of County gun range to County Sheriff.
- (L) Transfer Animal Control Program from the Land Development Services Department to the Sheriff's Office.
- (M) Approve unpaid furlough days for all non-represented County employees on 7/2/10, 8/20/10, 11/12/10, 12/23/10, *including County Elected Officials*.
- (N) Close County offices, except Road/Parks Departments and Sheriff's Office, on 7/2/10, 8/20/10, 11/12/10, 12/23/10.
- (O) Approve Renewal of Workers Compensation Policy with SAIF Corporation for 7/1/10 - 6/30/11 and authorize Jean Ripa to sign Notice of Election.
- (P) Approve Personnel Actions for Richard Frazier, Kendra Broadbent, Roger Kadell, Lisa Beggio, Ken Watkins, Somyot Phongphudtha, Ariel Malbin, Kevin Broadbent.
- (Q) Approve the renewal of the Property and Liability Policy with City County Insurance Services in their standard program at a premium of \$263,657.52 with a \$1,000 deductible.
- (R) Approve the renewal of the Docks & Piers Policy with Empire Indemnity Insurance Company at a premium of \$9,049.13.

AGREEMENTS/CONTRACTS/AMENDMENTS:

- (S) GIS Data License Agreement with the Upper Nehalem Watershed Council and authorize the Chair to sign.
- (T) Columbia County Building Facilities Servicing Contract with Aramark Uniform Services.

- (U) Amendment No. 25 to the Agreement between Columbia County and Columbia Community Mental Health, Inc.
- (V) Agreement with Ticor Title for Title and Escrow Services related to the 2007 Flood Buy-Out Program, *and authorize the Vice-Chair to sign.*
- (W) Public Services Contract with Acti-Dyne Survey Research, LLC.
- (X) Approve letter to Acti-Dyne Survey Research regarding payment provisions.

The motion carried unanimously.

PROPOSED HOURS & STAFFING CHANGES IN LDS DEPARTMENT:

Todd Dugdale, LDS Director, reviewed his memo to the Board regarding staffing and hours in the Land Development Services. Due to continued very low levels of building permit activity in FY 2010, Building Fund revenue is not adequate to cover current building program expenditures. Therefore, further layoffs in the Building Program will be necessary in the next 30 days. Todd has reviewed the options for achieving the necessary reductions in personnel expenses while retaining a core full time and part-time staff with a proper mix of State certifications to maintain a responsive Building program at present low levels of activity. The equivalent of 1-2 FTE of the 5.3 FTE currently funded from the Building Fund will need to be cut to balance revenues and expenditures and maintain an acceptable Building Fund balance going into FY 2011.

These further cuts in Building Program staff as well as a recent increase in Planning activity associated with M49 claims approved by the State will require a reduction in LDS office hours open to the public. Any such changes in LDS office hours open to the public, require Board approval.

Todd is requesting Board approval of the closure of LDS offices to the public on Fridays, beginning on Friday, July 9, 2010. With the possible exception of the remaining front counter office staff, LDS staff will continue to work their regular Monday thru Friday schedules, coming into work on Fridays during which time the office is closed to the public. He noted that closing the office on Friday doesn't save money, it is simply a result of the reduction in personnel.

Regarding staff:

Building Program Staff: To maintain responsiveness, contractors/owners can continue to call in inspections and receive inspections five days per week. The remaining regular and temporary building program staff would do inspections five days a week as they currently do. Temporary part-time staff will be used to maintain next day inspections whenever possible. However, there would be no walk in counter service (ie building permit application intake, code consultations etc) on Fridays when the office is closed.

Planning/On Site Program Staff: There would be no planning or on-site program counter service on Fridays. Staff would maintain their current Monday thru Friday work schedule, reporting to work on Fridays to complete staff reports, field inspections and complete other projects not involving public counter activity. Planning staff will use the time on Fridays when the office is closed to the public to complete the processing of land use and/or on-site applications and to meet procedural deadlines.

Facilities Maintenance Program Staff:

The Facilities Maintenance Program staff will maintain a Monday thru Friday schedule and will be unaffected by the closure of the LDS offices to the public on Fridays.

Solid Waste Program Staff

The Solid Waste Program Co-ordinator will work a flexible schedule as approved by the Director necessary to perform essential functions of the Solid Waste Program including provision of services at the Columbia County Transfer Station and for special events. Program staff will not be available to the public in LDS offices on Fridays.

Front Counter Staff:

The remaining front counter staff would either work a 4 day work schedule Monday thru Thursday or work flexible schedules as approved by the Director Monday thru Friday necessary to both cover the counter Monday thru Thursday and complete other essential functions in support of the Department's programs. It is likely that the part-time office staff assigned to support the Planning and On-Site Programs will need to work on Fridays when the offices are closed to the public in order to complete necessary and time sensitive public notices, record keeping and other duties in support of the Planning and On-Site program.

At least a week prior to the first Friday closure on July 9, 2010, public notice of the Friday closure will be accomplished in the following ways:

- A press release distributed to the media

- A public notice will be posted in the Courthouse and in Land Development Services offices.
- Notice will be mailed to an LDS client mailing list.

After discussion, Commissioner Bernhard moved and Commissioner Fisher seconded to authorize the closure of Land Development Services Department offices to the public on Fridays beginning on Friday, July 9, 2010 due to reduced Department activity and budget shortfalls. The motion carried unanimously.

Todd will make any personnel changes administratively.

REVISED FLOOD INSURANCE RATE MAPS & AMENDMENT TO FLOOD HAZARD OVERLAY ZONE:

On May 26, 2010, FEMA issued preliminary revised Flood Insurance Rate Maps (FIRMs) for unincorporated areas of Columbia County. These map revisions replace the August 16, 1988 Flood Insurance Rate Maps, restricting development in areas subject to inundation by the base (100 year) flood and floodways. In order for Columbia County to continue participation in the National Flood Insurance Program (NIFP), the County must adopt the new FIRM maps and update County regulations to meet the standards of the NIFP regulations, 44 CFR 59, paragraph 60.3(d). The new FIRM maps and updated ordinance must become effective prior to November 26, 2010 when the revised FIRM maps become final.

The new FIRM maps have much more detail, are easier to read, digitized and overlain on aerial photos, showing structures and natural features. Some of the flooding sources studied by detailed methods and analysis include the Nehalem River, Rock Creek, Scappoose Creek near the City of Scappoose, Clatskanie River and Conyers Creek near the City of Clatskanie, portions of McNulty and McBride Creeks, and the Columbia River and Multnomah Channel. All other significant streams are mapped by approximate methods.

Only minor revisions in the County's Flood Hazard Overlay District provisions in the Zoning Ordinance are required in order to remain in compliance with NIFP Regulations. These include adding some definitions, adding requirements for recreational vehicles and several minor wording changes.

After discussion, Commissioner Bernhard moved and Commissioner Fisher seconded to initiate the Zoning Ordinance Amendment process to adopt 2010 Flood FIRM maps and make necessary changes to the Flood Hazard ordinance necessary for the County to remain in compliance with the National Flood Insurance Program. The motion carried unanimously.

REQUEST FOR WAIVER OF INSURANCE REQUIREMENT:

Cynthia Zemaitis addressed insurance requirements for Public Road Event permits. Both Sarah and Joe Schultz believe that, with the receipt of insurance certificates and the additionally insured endorsements, the county is sufficiently insured.

Therefore, Cynthia is requesting approval to waive the specific insurance requirement for the Hood-to-Coast this year and to move forward with removing the insurance requirement noted in the permit form. After little discussion, Commissioner Bernhard moved and Commissioner Fisher seconded to approve the request. The motion carried unanimously.

COMMISSIONER HYDE COMMENTS:

Not present.

COMMISSIONER BERNHARD COMMENTS:

Commissioner Bernhard attended a meeting regarding the \$300,000 that Community Action is receiving to train local contractors. These contractors have now been trained and qualified to work on the weatherization work through Community Action Team.

The Board held budget hearings in St. Helens and Rainier last week.

She attended the AOC conference last week in Bend. There was a lot of discussion on public information and communicating with the public.

COMMISSIONER FISHER COMMENTS:

Commissioner Fisher agreed that the discussion at AOC on public information was good. It is extremely important for government to get information out to the people. He has attended a great deal of conferences over the years and believes that the AOC conferences are very well put together, important issues discussed and very informative.

On Friday he was in Vernonia to meet with some representatives of Portland Community College on what types of services are necessary in Columbia County, and discussed the challenges and opportunities ahead.

There was no Executive Session held.

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

BOC Minutes

6/23/10

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Dated at St. Helens, Oregon this 23rd day of June, 2010.

NOTE: A tape of this meeting is available for purchase by the public or interested parties

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____ Not Present

Anthony Hyde, Chair

By: _____

Earl Fisher, Commissioner

Recording Secretary

By: _____

Rita Bernhard, Commissioner

By: _____

Jan Greenhalgh