

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON**

In the Matter of Establishing	)	
The Columbia County CZ Trail	)	ORDINANCE NO. 2017-4
Advisory Committee	)	

The Board of County Commissioners for Columbia County, Oregon ordains as follows:

**SECTION 1. TITLE**

This Ordinance shall be known as Ordinance No. 2017-4, the Columbia County CZ Trail Advisory Committee Ordinance.

**SECTION 2. AUTHORITY**

This Ordinance is adopted under the authority of ORS 203.035.

**SECTION 3. PURPOSE**

The purpose of this Ordinance is to establish a committee which shall serve in an advisory capacity to the Columbia County Board of Commissioners concerning the development of the County's Crown Zellerbach Trail.

**SECTION 4. HISTORY**

The Crown-Zellerbach Trail ("CZ Trail") is a 23-mile linear trail that stretches from Chapman Landing in Scappoose to the edge of the City of Vernonia. The property lies along a trail constructed in the early 1800s to transport logs harvested from County forests. The trail was purchased by the Crown Zellerbach Corp. and converted to a road in the 1950s. It was then sold to Hancock Timber Resources, which maintained the road for access and fire suppression until the corridor was purchased by Columbia County in December, 2004. In 2006, the County formed an ad hoc advisory committee to study how to develop the trail into a recreational facility for bicycle riders, pedestrians and equestrian use. A Concept Plan to guide the committee through development of the trail was also drafted. Work on the project slowed in 2010, although discussions regarding acquisition or right-of-way of a portion of the trail in Vernonia connecting to the Banks-Vernonia Trail, disposition of Camp 8 as a possible equestrian camp, and clarification of uses at Chapman Landing continued. The County dedicated the CZ Trail as a County Recreational Facility by Order No. 41-2013 on August 28, 2013. The County now desires to establish a formal advisory committee to advise the Board of County Commissioners on the continued development of the CZ Trail.

**SECTION 5. ADOPTION**

The Columbia County CZ Trail Advisory Committee Ordinance, which is attached hereto, labeled Exhibit "A", and is incorporated herein by this reference, is hereby adopted.

**SECTION 6. SEVERABILITY**

If by any provision of this Ordinance, including Exhibit "A," is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the remaining portions thereof.

**SECTION 7. AMENDMENTS.**

The Board of County Commissioners may, by order, amend Exhibit "A", as may be necessary to correct scrivener's errors.

DATED this 3rd day of January, 2018.

Approved as to form by

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By: [Signature]  
Office of County Counsel

By: [Signature]  
Margaret Magruder, Chair

Attest:

By: [Signature]  
Henry Heimuller, Vice Chair

By: [Signature]  
Recording Secretary

By: [Signature]  
Alex Tardif, Commissioner

First Reading: 12-20-17  
Second Reading: 1-3-18  
Effective Date: 4-3-18

## EXHIBIT "A"

### COLUMBIA COUNTY CZ TRAIL ADVISORY COMMITTEE

#### SECTION 1: COLUMBIA COUNTY CZ TRAIL ADVISORY COMMITTEE CREATED; MEMBERSHIP

A. Creation. There is hereby created the Columbia County CZ Trail Advisory Committee (hereinafter referred to as the "CZ Trail Advisory Committee"). Notwithstanding Ordinance No. 94-2009, the Columbia County Forest, Parks & Recreation Ordinance, the CZ Trail Advisory Committee shall advise the Board of County Commissioners related to the development, planning, operation and maintenance of the CZ Trail.

B. Membership. The CZ Trail Advisory Committee shall consist of seven regular members and up to two alternate members appointed by the Columbia County Board of Commissioners (hereinafter referred to as the "Board"). Members shall be appointed from interested persons among the following persons: Residents living in the vicinity of the CZ Trail; representatives of federal, state and local agencies or jurisdictions involved in park, trail or recreation facilities, roads or forest management; representatives of cycling, hiking and equestrian groups; member/s of local watershed councils; and representatives from local logging companies. One member of the Committee shall be a member of the Columbia County Forest, Parks and Recreation Advisory Commission.

The Board may appoint up to two alternate members of the CZ Trail Advisory Committee. The alternate members may be called in to serve in the absence of a quorum of regular members. In addition, alternate members may be called in to serve when regular members take a leave of absence. The alternate members may be called in to serve in accordance with an order of priority established by the Board of County Commissioners.

C. Removal. CZ Trail Advisory Committee members may be removed by the Board, after hearing, for misconduct or nonperformance of duty.

D. No compensation. Members of the CZ Trail Advisory Committee shall serve without compensation other than reimbursement for duly authorized expenses. The Board may, by order, establish a per diem allowance and mileage expenses and otherwise authorize reimbursement of expenses.

E. Terms/Vacancy. Appointments shall be initially staggered in terms of two to four years so that continuity of the CZ Trail Advisory Committee is assured. Thereafter, new appointments shall be for four-year terms. If at any time the terms of the members are no longer staggered, the Board may appoint members to terms of less than four years until the terms are again sufficiently staggered. Vacancies shall be filled for the unexpired term of the previous member.

- F. Role of Staff. The Director of General Services (the "Director") is appointed to manage and staff the CZ Trail Advisory Committee. The Director shall attend all meetings of the Commission and act as liaison between the Commission and the Board. Additional staff shall serve at the pleasure of the Board of County Commissioners.
- G. Appointments Following Vacancy. The Board of Commissioners shall appoint members to the CZ Trail Advisory Committee to fill vacancies upon nomination by the CZ Trail Advisory Committee. If nominations are not received in a timely manner by the Board, the Board may conduct outreach for qualified members interested in serving, and may appoint members from such search. Member vacancies shall be filled for the remaining term of the vacant position, if any.

## **SECTION II. MEMBERSHIP REQUIREMENTS; POLICIES**

- A. Advisory Committee. The CZ Trail Advisory Committee shall act in an advisory capacity to the Board of County Commissioners with respect to the development of the CZ Trail.
- B. CZ Trail Advisory Committee requirements. CZ Trail Advisory Committee members shall at all times adhere to the following membership requirements:
  - 1. Meetings. Members shall attend meetings. It is the responsibility of members to notify staff of an intended absence from a meeting. If a member has two unexcused absences in a twelve month period, the Chair may ask for their resignation. If the member does not respond to the request within 30 days, the Chair shall notify the Board of County Commissioners of the unexcused absences and recommend that the Board remove the member.
  - 2. Conflicts of Interest. Members shall adhere to all state laws, rules and regulation regarding conflicts of interest and rules of ethics for public officials.
  - 3. Policies and Procedures. The CZ Trail Advisory Committee shall adopt and adhere to policies and procedures which shall not be inconsistent with the Ordinance or applicable laws, rules or regulations. A copy of all policies and procedures shall be provided to the Board of County Commissioners and to the Office of County Counsel.

## **SECTION III. MEETING PROCEDURES**

- A. Compliance with Public Meeting Act. The CZ Trail Advisory Committee will conduct meetings in accordance with ORS 192.610 through ORS 192.690.
- B. Regular Meetings. The CZ Trail Advisory Committee shall establish a regular public meeting schedule annually as provided in its policies and procedures.
- C. Special Meetings. The CZ Trail Advisory Committee may hold special meetings and emergency meetings in compliance with ORS 192.610 through ORS 192.690.

- D. Roberts Rules of Order. Meetings shall be conducted in accordance with Robert's Rules of Order.
1. Public Comment. The Chair shall allow public comment during all regular meetings. Public comment may be limited to three (3) minutes. The CZ Trail Advisory Committee shall aspire to conduct outreach to the public through standard information dissemination regarding its progress on general trail development, to the extent practicable.
  2. Compliance with Law. Meetings shall be held in compliance with Title VI of the Civil Rights Act of 1964, Section V of the Rehabilitation Act of 1993, and will all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations, including the Americans with Disabilities Act of 1990, ORS 659.45, and all regulations and administrative rules established pursuant to those laws.
  3. Quorum. A majority of appointed members shall constitute a quorum.

#### **SECTION IV. OFFICERS AND COMMITTEES**

- A. Officers. The CZ Trail Advisory Committee shall elect one member to serve as Chair of the CZ Trail Advisory Committee, one member to serve as Vice-Chair with the power to act as the Chair in the Chair's absence. The Chair and Vice-Chair shall serve two year terms. Officers shall be elected at the first regular meeting.
- B. Duties of Chair. The Chair shall:
1. Preside over and be entitled to vote at all meetings of the CZ Trail Advisory Committee at which s/he is present.
  2. Serve as executive officer of the CZ Trail Advisory Committee.
  3. Facilitate leadership.
  4. Ensure correct meeting procedure is followed. Decisions may be made by a majority of the members present provided the members present constitute a quorum of the entire membership.
- C. Duties of Vice-Chair. The Vice-Chair performs the duties of the Chair in the absence of the Chair and performs such other duties as assigned by the Chair.
- D. Teams and Sub-Committees:
1. The Chair may appoint one or more committees upon approval of the CZ Trail Advisory Committee.
  2. Sub-Committees and teams shall consist of at least three (3) members. A majority of a subcommittee/team shall constitute a quorum.

3. Teams and Sub-Committees shall comply with Oregon's public meetings laws.