BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON
Wednesday, October 7, 2026, 1:00 p.m.
Hybrid from the
John Gumm Building and Civic Center in
St. Helens, Oregon

WORK SESSION

Present: Commissioner Kellie Jo Smith, Commissioner Margaret Magruder, along with Sarah Hanson, County Counsel, and Jacyn Normine, Board Office Administrator.

CALL TO ORDER

Commissioner Smith called this meeting to order at 1:00 pm.

APPROVE AGENDA

- Commissioner Magruder moved to approve the agenda as presented. Commissioner Smith seconded. All in favor. Motion Carries.

DISCUSSION ITEMS

1. Mike Russell, Public Works Director, came before the Board to present an organizational development plan: filling vacancies and creating new positions. After the discussion, the Board acted on the following ten (10) motions.

    i. Commissioner Magruder moved to approve updates to the Assistant Director - Public Works job description. Commissioner Smith seconded. All in favor; the motion carries.

    ii. Commissioner Magruder moved to approve the reclassification of Tim Hancock to the Public Works Assistant Director position. Commissioner Smith seconded. All in favor; the motion carries.

    iii. Commissioner Magruder moved to approve the creation of the Public Works District Supervisor job description. Commissioner Smith seconded. All in favor; the motion carries.

    iv. Commissioner Magruder moved to authorize staff to open the recruitment for the District Supervisor positions. Commissioner Smith seconded. All in favor; the motion carries.

    v. Commissioner Magruder moved to approve the creation of the Public Works Office Coordinator job description. Commissioner Smith seconded. All in favor; the motion carries.

    vi. Commissioner Magruder moved to approve the reclassification of Julie Wheeler to the Office Coordinator position. Commissioner Smith seconded. All in favor; the motion carries.

vii. Commissioner Magruder moved to approve the revision of the Sign Maintenance Worker job description. Commissioner Smith seconded. All in favor; the motion carries.

viii. Commissioner Magruder moved to authorize staff to open recruitment for the Sign Maintenance Worker position. Commissioner Smith seconded. All in favor; the motion carries.

ix. Commissioner Magruder moved to approve the creation of the Solid Waste Outreach Specialist job description. Commissioner Smith seconded. All in favor; the motion carries.

x. Commissioner Magruder moved to authorize staff to open the recruitment for the Solid Waste Outreach Specialist position. Commissioner Smith seconded. All in favor; the motion carries.

2. Ed McGlone, Assistant County Counsel, brought before the Board the Nonprofit Articles of Incorporation for Columbia Community Broadband Corporation with the request to appoint the Board Chair to the position of the incorporator of the Nonprofit Articles of Incorporation for Columbia Community Broadband Corporation. After the discussion, Commissioner Magruder moved to appoint the Board Chair as the incorporator of the Nonprofit Articles of Incorporation for Columbia Community Broadband Corporation. Commissioner Smith seconded. All in favor; the motion carries.

   Next, Counsel asked the Board to approve the Nonprofit Articles of Incorporation for Columbia Community Broadband Corporation with the modifications made to the appointed incorporator. Commissioner Magruder moved to approve the Nonprofit Articles of Incorporation for Columbia Community Broadband Corporation with the modifications. Commissioner Smith seconded. All in favor; the motion carries.

3. Ed McGlone, Assistant County Counsel, brought back to the Board the Retainer Agreement with outside counsel for nonprofit, which presents a conflict of interest. After discussion, the Board reached consensus to waive the conflict of interest and directed staff to move forward.

ADMINISTRATOR BOARD MATTERS & BOARD ROUNDTABLE

Jacyn Normine announced that Public Health has scheduled its first vaccine event in Clatskanie on October 16 and encouraged listeners to watch Facebook for vaccine clinics in nearby cities.

Commissioner Magruder shared that last night's City/County dinner was lovely and is always nice to gather with other elected officials and staff.

Commissioner Smith announced that the Columbia County Commission on Children and Families will reconvene on October 22, 2026, from 10:00 a.m. to 12:00 p.m. This meeting will be formally noticed as a public meeting.

Commissioner Smith asked Commissioner Magruder whether she had received emails regarding the Ambulance Service Areas (ASA) requests, whether she would like to respond, or how the Board would like to proceed. County Counsel Sarah Hanson joined

the conversation and said we are still waiting for the ASA's attorney to return amendments to the contract updates. Counsel will reach out to their attorney for the updates.

ADJOURN

With nothing further to come before this Board, the meeting adjourned at 1:26 pm.

The recording of this meeting is posted at www.columbiacountyor.gov/meetings

The next regular scheduled meeting is on October 14, 2026.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Kellie ~~Jo~~ Smith, Chair

By: _____Not Present_____
Casey Garrett, Commissioner

By: _____
Jacyn Normine, Administrator,

By: _____
Margaret Magruder, Commissioner