

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

**March 18, 2015**

The Columbia County Board of Commissioners met in scheduled session with Commissioner Henry Heimuller, Commissioner Anthony Hyde, and Commissioner Earl Fisher.

Commissioner Heimuller called the meeting to order.

**REQUEST FOR PROPOSALS – COLUMBIA COUNTY DEVELOPMENT AGENCY ADMINISTRATIVE SERVICES**

Sarah Hanson and Jennifer Cuellar met with the Board to discuss the results of the RFP for CCDA Administration Services. Sarah indicated that we received two proposals. The proposals have been scored and the Board discussed the score sheet. After reviewing the proposals the Board and staff have questions for both proposers. The Board directed Sarah Hanson to schedule one hour interviews with the proposers for April 1st, 2015.

**RESOLUTION SUPPORTING SECOND AMENDMENT RIGHTS**

Robin McIntyre presented a draft resolution to support Second Amendment Rights for Commissioners' feedback. The Commissioners suggested some revisions and directed Robin to put the final resolution on their next consent agenda.

**UPDATED JOB DESCRIPTION - CARTOGRAPHY**

Sue Martin came before the Board to discuss needed changes in the Assessor Office staffing. She indicated that the Chief Cartographer position will not be filled, but additional duties would be added to the GIS Programmer/Cartographer position, including some supervisory functions. The revised job description will be reviewed by Civil Service at their next meeting. Sue asked for the salary range for the GIS Programmer/Cartographer position to be increased from 26 to 27. Commissioner Heimuller moved to approve, and Commissioner Fisher seconded. The motion carried unanimously.

Sue also discussed the upcoming retirement of another appraiser effective May 1, and asked for approval to fill that position once vacant. Commissioner Heimuller moved to approve, and Commissioner Fisher seconded. The motion carried unanimously.

**UPDATED IT POLICY:**

Jean Ripa presented the Commissioners with a red-lined copy of a draft update to the IT Policy. She discussed some of the updates. Jean noted that it would be placed on the 04.01.15 consent agenda for approval unless she heard any concerns from the Commissioners.

**FY 15/16 BUDGET DISCUSSION:**

Jennifer Cuellar met with the Board to discuss the FY16 County budget and review the results of the 03.04.2015 staff meeting budget feedback for the general fund. After running the new numbers, including updating the CoLA assumptions to the 2.3% level from the latest PDX area cost of living

report, there were some funds available. The options are spending the funds in the FY16 budget year and/or saving any excess to reduce the general fund deficit that is forecast for FY17. No decision was made.

The Commissioners instructed Jennifer to add back three items that had been identified as "new business" - increase two .6 FTE positions to full time positions in District Attorney and Juvenile and budget the 20k needed to move the DA and County Counsels offices into their new designated spaces in the courthouse.

When considering the Sheriff's office new business, because the updated general fund budget already exceeds the commitment to fund the jail and sheriff's operations with 25% of available unrestricted dollars, the requests for additional staff and to replace old vehicles were not added back at this time.

**ODOT ARTS AND ODOT LHBP FUNDING APPLICATIONS**

Tristan Wood met with the Board of Commissioners to present two future projects for the Road Department. One would be a safety project along Apiary and Scappoose Vernonia Road to apply for a safety improvement grant from ODOT. The proposal in the grant is to install delineation along routes, curve warning signs, and clear roadside vegetation and trees from the roadside shoulders along each route. Potential project cost could be up to \$700,000 with a match of 7.78% for the grant.

The second grant is to authorize approval for Tristan Wood to apply for the replacement of two bridges on Beaver Falls Road and one bridge on Old Rainier Rd near the intersection of Larson Road. Total cost of replacements could be near \$6,500,000 for all three projects with a match of 10.27% for the grant.

Commissioner Hyde made a motion to authorize Tristan Wood to apply for both applications and to sign on behalf of Columbia County. Commissioner Fisher seconded the motion. The motion passed unanimously.

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

Dated at St. Helens, Oregon this 18<sup>th</sup> day of March, 2015.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By: \_\_\_\_\_  
Henry Heimuller, Chair

By: \_\_\_\_\_  
Anthony Hyde, Commissioner

By: \_\_\_\_\_  
Earl Fisher, Commissioner

By: \_\_\_\_\_  
Cynthia Zemaitis,  
Acting Board Office Administrator