

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

August 24, 2016

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

Commissioner Hyde called the meeting to order.

**DOG LICENSING & VET AGREEMENTS:**

Sheriff Dickerson and Robin McIntyre met with the Board to request a waiver from the insurance requirement for entities seeking to contract with the County for dog licensing services. The purpose of the waiver is to remove the effect of public contracting rules under the County's rules that produce a cost-prohibitive barrier for veterinarians and animal shelter employee to be able to take dog license applications from their customers. ***After discussion, Commissioner Fisher moved and Commissioner Heimuller seconded to grant the insurance waiver as requested. The motion carried unanimously.***

**FIRING RANGE:**

In other business, the Sheriff advised the Board that the firing range is currently closed pending the repair of the berm on the pistol range that was leading to some shrapnel from live rounds entering the berm and going up over the embankment onto the edge of Dyno-Nobel property. The Sheriff's Office is working with their partner agencies to identify the means to repair the berm and, until it is repaired and the issue of the shrapnel going over the embankment is remedied, the range will remain closed to all entities. No action was needed.

**LETTER TO FIRST TRANSIT:**

Michael Ray and Robin McIntyre to discuss the Liquidated Damages letter to First Transit. The Board expressed their concerns with the process because the letter went out yesterday as part of the invoicing process. Michael explained that the letter was added as a part of the invoice package per the direction of John Andoh. The invoice package had to be submitted to the county Finance Department by today, to be drawn against last year's budget.

The Board asked about the justification for individual dollar amounts assigned to the various line items in the liquidated damages. Michael explained that the benchmarks (line items) were taken from the original spreadsheet supplied by First Transit. CC Rider determined early on (March) that the spreadsheet supplied by First Transit was unusable in that it didn't provide a good mechanism for measuring First Transit's attainment of any of the benchmarks. Michael created the current spreadsheet and ran it by First Transit, who gave no comment.

The dollar amounts reflect are what CC Rider felt were major issues in First Transit's poor service provision. The higher dollar amounts reflect more important benchmarks. The dollar amounts were reviewed by the Transit Director at the time.

Commissioner Fisher wanted to know if there is supporting documentation for each benchmark and the dollar amount associated with each. Michael stated that there was, although not written down. He stated that he would put together supporting documentation for each benchmark, should it become an issue with First Transit.

As for the next steps, Michael explained that the invoice for June has been submitted for payment and that it includes the \$46,314.00 in liquidated damages, but holds back the \$34,686.00 of unmet benchmarks, plus \$5,264.00 in equipment taken by First Transit without justification. Next is for First Transit to either accept the returned amount or contest it.

There was no Executive Session held.

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

Dated at St. Helens, Oregon this 24<sup>th</sup> day of August, 2016.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By: \_\_\_\_\_  
Anthony Hyde, Chair

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

By: \_\_\_\_\_  
Jan Greenhalgh  
Board Office Administrator

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