

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

April 13, 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.

**SHERIFF DICKERSON - MONTHLY REPORT:**

Sheriff Dickerson was present for his monthly report on the following issues:

- Discussion was held on the jail levy. The Board directed Sarah to prepare the paperwork for a renewal of the jail levy for four years at the current rate for the November ballot;
- Dog licensing and the fee collection was discussed. Sheriff Dickerson will be making a recommendation to the Board on this at a later date;
- Sheriff Dickerson requested that the Board consider a previous request made by Jean Ripa to change the Jail Commander salary range to E07. They agreed to have it put on the next consent agenda.

**EXECUTIVE SESSION UNDER ORS 192.660(2)(h) - Litigation:**

The Board recessed the regular session to go into Executive Session as allowed under ORS 192.660(2)(h). Upon coming out of Executive Session, no action was taken by the Board.

**APRIL FACILITIES REPORT:**

Casey Garrett, accompanied by Todd Dugdale, provided the Board with an update on recent activities in the Facilities Services Program. Beginning with a services report, Casey explained that the recent Facilities Services Satisfaction Survey was distributed to all county employees and is due on April 14th. The purpose of the survey is to review input from participants and focus on areas for improvement. In addition, Casey provided an update on "janitorial/uniform/restroom supplies" and "HVAC preventative maintenance" spending during FY16 compared to FY15. So far this fiscal year we have spent approximately \$90,000.00 less in these areas than last year by purchasing supplies direct, managing inventory in-house, utilizing our maintenance staff more and outsourcing to contractors less. Approximately \$36,000.00 of these savings have gone towards employing a temporary full-time employee to assist in maintenance and service related duties. The hope is to make this into a permanent position beginning in FY17.

Following the services report, Casey gave an update on facilities projects including, the security camera installation project and the County Counsel space remodel. Both

projects are moving along and are expected to be completed within the approved budgets. Casey then went on to give a quick summary on other small projects completed during the past month, along with some upcoming improvement projects beginning during the next couple of months.

He then gave a brief update on the primary points in the Verizon lease proposal for the Annex roof. Robin McIntyre provided some additional detail on this topic asked the Board whether they would like to propose a fee to Verizon for the underground utilities easement that will be required for this installation. There was consensus from the Board that the county would not pursue an additional fee for the easement, but would like responsibilities for maintaining it and potential shared use options clearly defined in the final agreement.

Casey then informed the Board of the need to purchase new flags for the Riverside Flag Pole. The Board recommended that the county purchase one 30' x 50' flag and two 20' x 30' flags and agreed that purchase should come out of the Facilities Maintenance funds. There was a consensus from the Board that if this purchase will result in spending over the approved FY 16 maintenance budget, they would approve an additional \$2,800.00 to cover the flag costs.

Casey then provided graphics options for Courthouse door signs and fixtures for the Board to select which they liked best. The Commissioners approved the graphics and fixture samples and directed Casey to proceed with ordering the fixtures and finalizing the graphics and sign details.

Information was then provided on 2 major repairs with the Annex HVAC system that are in progress. The cost of the repairs will exceed the budgeted amount in the approved "major maintenance repairs" budget. Casey explained that funds from the regular maintenance budget could offset the cost overrun. He would recommend that the Board consider deferring excess loan proceeds approved project spending towards replacing the existing Annex roof-top chiller.

In closing, Casey gave a summary on where Columbia County's grant request projects ranked in the recent AOC Courthouse Task Force "Courthouse Improvements Survey". Columbia County submitted for funding from the State on 6 major improvement projects. Four out of the six projects ranked very well and are anticipated to be fully funded during the States FY18 and FY19 budget cycle. The total grant funds Columbia County is anticipating to receive are \$675,000.00 for Old Courthouse Rot Repairs, PA/Mass Notification System, Back-up Generator Replacement, and Old Courthouse HVAC System Replacement.

#### **LETTER TO DON CAMPBELL:**

Todd Dugdale presented a draft letter he prepared in response to written complaints from Don Campbell. He asked that the Board review the letter and make any changes so that it can be mailed out within the next week.

**PUBLIC HEALTH FOUNDATION UPDATE:**

Sherrie Ford, Public Health Director, came before the Board to present her quarterly report as follows:

**Personnel**

A provider in Rainier is still a challenging position to fill. We have request to two local groups to find coverage for 2 days/week. Right now, we have temporary part-time coverage with the previous provider with only 2 days/week of care until position is filled.

Medical Assistant at Sacagawea was hired. Alydia Daniel, MA, started on April 4th.

**Committee Updates**

More detailed information will be available during board meeting discussion. My role has been to follow the Vernonia Health Center mediation process and provide feedback on the feasibility of the proposed mediation terms. We now have an agreement that is pending VHC Board signature this week.

**Budget**

The budget is in progress. The committee has met twice to review goals and prepared a draft budget with all goals incorporated.

**Environmental Health Fee Schedule**

The proposed revised fee schedule is attached. The Public Health Foundation Committee Board will review and approve at the April Board meeting. I will present the draft to the Board of Commissioners on 4/13/2016 with a draft ordinance for review for form. I plan to hold a hearing in May, if required, prior to final commissioner approval. This project is due June 1 to the Oregon Health Authority.

**Vernonia Health Center**

Sherrie presented the Board with the data report on the Vernonia Health Center.

**Annual Plan**

The annual plan is due May 1 to the state and she will provide a copy to both the Board of Commissioners and the Public Health Board by May 1, 2016.

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**TRANSIT DISCUSSION:**

Janet Wright, CC Rider was present to request that the Board approve the Notice of Intent to Award for MTR Transportation so that staff can begin contract negotiations. There was Board consensus to have staff proceed with contract negotiations.

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

Dated at St. Helens, Oregon this 13<sup>th</sup> day of April, 2016.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

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

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

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

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