

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

June 29, 2016

The Columbia County Board of Commissioners met in scheduled session with Commissioner Anthony Hyde and Commissioner Henry Heimuller. Commissioner Earl Fisher was not present.

Commissioner Hyde called the meeting to order.

**CASEY GARRETT:**

Casey Garrett updated the Board on the status of the Annex Roof-top Chiller replacement project. Casey explained that he had obtained 3 quotes so far to replace the existing chiller and is in the process of verifying structural, mechanical, electrical and control requirements. He estimates that it is unlikely the project could be complete before the end of this summer. The Board agreed that the County should try not to invest any more money into repairs on the existing chiller and should move forward on finalizing project specifications, schedule and budget for a replacement chiller. With the information gathered so far, it appears this project will be less than \$100,000 to complete.

Casey then asked the Board for approval to purchase carpet for the Annex courtrooms and cabinetry for the Board conference room kitchenette installation. After discussion on the plans, ***Commissioner Heimuller moved and Commissioner Hyde seconded to approve the purchase of these materials. The motion carried unanimously.***

**STRATEGIC PLANNING COMMITTEE UPDATE:**

Erin O'Connell and Robin McIntyre were present to give the Board an update from the Strategic Planning Committee. Erin referred to her memo to the Board dated 6/23/16. Discussion was held on the two documents attached. The first being a pictorial flow chart representing Columbia County's Strategic plan and the other one identifying specific Strategic Areas, which were identified as representing the County's overall areas of interest. The Strategic Plan and the Strategic Areas will be used to generate and set goals for organizational operations and decision making. Erin explained how the two documents were created using a vision/values/mission statement model. This meeting was for informational purposes only and no Board action was needed.

**ROAD PROJECTS UPDATE:**

Lonny Welter and Tristan Wood, Road Department, were present. Tristan Wood, Engineering Project Coordinator addressed the OACES proposed change to the County Road Funding Allotment. Due to the current funding method, counties are penalized financially due to the number of vehicles registered in that counties. Some of the eastern Oregon counties have been penalized over the years to maintain the road systems due to the lack of population and registered vehicles. With the proposed

changes it would take into account road mileage and registered vehicles into a new formula that would distribute additional funds to all counties that are under 200,000 registered vehicles.

After discussion, **Commissioner Hyde moved and Commissioner Heimuller seconded to approve support OACES and AOC drafted Special County Allotment based on road miles and registered vehicles ratio. The motion carried unanimously.**

While present, Tristan requested Board support of the proposed survey of Anticipated Road Expenditures with Additional Funding. This draft will be used as a legislative tool for AOC during the State budget process this coming fall as examples of the types of projects the county would utilize the additional funding for. The County ranked multiple projects from Pavement Overlays to bridge replacements on a 1-5 scale.

With that, **Commissioner Heimuller moved and Commissioner Hyde seconded approve the list as proposed. The motion carried unanimously.**

Lonny Welter Transportation Planner brought information forward on similar projects that the NWACT for ODOT is seeking. The ACT is seeking 3 projects to be presented that are inside Columbia County that would bring benefit to the regional transportation system. Hermo Road, Millard Road rebuilding, Scappoose Arterial, and the ODOT co-location in Clatskanie. Discussion was made on these projects going forward as discussion items at the next ACT meeting. No action was needed on this item.

#### **TRANSIT ADMINISTRATOR POSITION:**

Jean Ripa presented the Board with a draft expectations letter for the new Transit Administrator. She will collect their comments and update the draft in time for the new hire. She next proposed that the Board consider allowing the reimbursement of travel expenses. This is a very common practice and may be something for the County to consider, on a case by case basis. **Commissioner Heimuller moved and Commissioner Hyde seconded to approved up to \$1000 in reimbursement for travel expenses for the new Transit Administrator. The motion carried unanimously.**

The Board then discussed out of class pay for the Transit Coordinator during the month of July as the new Transit Administrator comes on board. After some discussion, **Commissioner Heimuller moved and Commissioner Hyde seconded to approve out of classification pay for the Transit Coordinator for the month of July. The motion carried unanimously.**

Commissioner Hyde gave some input to Jean to draft the Public Information Officer job description. Once the other Commissioners have given their input, she will finalize it.

//  
//  
//  
//

**EXECUTIVE SESSION UNDER ORS 192.660(2)(d) - Bargaining:**

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

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

Dated at St. Helens, Oregon this 29<sup>th</sup> day of June, 2016.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

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

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

By: Not Present  
Earl Fisher, Commissioner

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