



MINUTES OF THE REGULAR MEETING OF THE COLUMBIA COUNTY BOARD OF COMMISSIONERS

March 18, 2024

9:00 AM - CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The regular meeting of the Columbia County Board of Commissioners was held on March 18th, 2024, with Chairman Jack G. Miller, Commissioner Marty J. Hall, Commissioner Ryan R. Rundell, Clerk of the Board Virginia Schmidt and Deputy Clerk Ashley Kilts present. List of attendees is attached.

9:00 AM - DEPARTMENT HEAD MEETING

A department head meeting was held to discuss activities of the county departments; no action was taken.

9:40 AM - COLUMBIA COUNTY AUDITOR

Auditor Will Hutchens was present to set a public hearing for budget amendments. A public hearing was set for April 1, 2024, at 9:30 am.

9:50 AM - COLUMBIA COUNTY PUBLIC WORKS

Grant Morgan was present to discuss the job description and wage scale of the shop foreman. Grant tabled the approval until a later date, so the pay scale can be amended and approved first.

10:10 AM - COLUMBIA COUNTY PROSECUTING ATTORNEY

Prosecuting Attorney Dale Slack held a discussion regarding coroner services going forward in 2025 due to changes in the legislature. Continued discussions on March 25th will be held to allow the Board to decide if the position will be elected or appointed.

10:45 AM - COLUMBIA COUNTY SHERIFF

Sheriff Joe Helm and Sarah Boudrieau were present to discuss software to archive cell phone texts to keep in compliance with public records requests.

11:00 AM - COLUMBIA COUNTY HUMAN RESOURCES

At 11:00 am, an executive session was held for 15 minutes with Kristi Zinn and Dena Martin to discuss personnel pursuant to RCW 42.30.110(1)(g). The session closed at 11:15 am; direction was given, no action was taken.



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11:15 AM - COLUMBIA COUNTY PLANNING AND BUILDING

Dena Martin was present to discuss job descriptions and salaries for certain positions in the Planning Department. Dena would like to hire a planning clerk and will begin advertising for the open position once a job description has been approved. Amending the job description for building inspector/fire Marshall was also discussed.

11:30 AM - COLUMBIA COUNTY BOARD OF HEALTH

The Board of Commissioners recessed and the Board of Health convened at 11:30 am.

Meeting minutes of the Board of Health are available upon request.

At 12:03 pm, the Board of Health adjourned and the Board of Commissioners reconvened.

12:00 PM - BREAK FOR LUNCH

1:15 PM - COLUMBIA COUNTY EMERGENCY MANAGEMENT

Tina Bobbitt and Nancy Berensten were present to discuss the FY20 Hazard Mitigation Grant, the Thorne radio site, and retirement system plan (PSERS) for public safety officers, to include dispatchers.

Tina presented payroll change forms for Audrey Watson and Jon Johnson for annual increases following their performance evaluations.

Commissioner Rundell moved to approve the payroll change forms for Jon Johnson from old step 1 to 2 effective March 1st, and Audrey Watson from old step 1 to step 2 effective March 1st. The motion unanimously carried.

At 1:30 pm, an executive session was held for 15 minutes with Tina Bobbitt and Kristi Zinn to discuss personnel pursuant to RCW 42.30.110(1)(g). The session closed at 1:45 pm; no direction was given, no action was taken.

Tina presented an updated job description for the Operations Manager for Emergency Management and Public Safety Communications, adding supervisory responsibilities.

Commissioner Hall moved to adopt the updated job description for Operations Manager in the Emergency Management Department and authorize the chair to sign. The motion unanimously carried.



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COUNTY BOARD OF COMMISSIONERS**

MISCELLANEOUS

Commissioner Hall moved to approve the meeting minutes of March 4 and 11, 2024. The motion unanimously carried.

Commissioner Rundell moved to approve the February warrants #42703-43063, excluding the districts, and direct deposits in the amount of \$1,683,558.25. The motion unanimously carried.

Commissioner Hall moved to reappoint Joe Huether for another term to the WWCCACAC and authorize the chair to sign the appointment. The motion unanimously carried.

A letter will be drafted in support of the City's efforts to upgrade the wastewater treatment facilities.

At 2:00 pm, the Board recessed until 6:00 pm.

6:00 PM - PUBLIC COMMENT SESSION

Time was allowed for public comment; no comments were given.

There being no further business to come before the Board, the meeting was duly declared adjourned at 6:05 pm.

Submitted by: 
Virginia Schmidt
Clerk of the Board

Approved:


Jack G. Miller, Chairman


Marty J. Hall, Commissioner


Ryan R. Rundell, Commissioner

Columbia County Commissioners

Meeting Sign-In Sheet

Meeting Date: 3/18/24

Place/Room:

Please Print Name:	Time:
1 Dave Schreck	9am
2 Kevin Rust	↓
3 Jessica Buffrom (z)	
4 Tina Bobbitt	
5 Nancy Bernstein	
6 Tyler Huff	
7 Will Hutchens	
8 Tony Aunkerman	
9 Kristi Zinn	
10 Dena Martin	
11 Felice Wins	
12 Diane Dill	
13 Joe Helm	
14 Tim Dyke (z)	
15 Tammy Kittermen	
16 Dale Walling	
17 Carla Rowe	
18 Jan Strohbehn (z)	
19 Kim Boggs (z)	
20 Jason 4th	

SCANNED

Columbia County Commissioners

Meeting Sign-In Sheet

Meeting Date: 3/18/24 cont.

Place/Room:

Please Print Name:

Time:

1 Bob (z)

9am

2 Dale Slack (z)

3 Jasmin Helm (z)

4 Grant Morgan

5 Carey Honegutt

6 Iphoe (z)

7 Mackey Smith (z)

11:30am

8 Chuck Beleng

↓

9 Jasmin Helm

10 Jan Strabbehn

11 Tina Bobbitt

1:15 after lunch

12 Nancy Berntsen

13 Dale Walling

14 Jermory Phinney

15 Jessica Rufferson (z)

16 Barbara Miller

6:00pm

17

18

19

20

Both
Meeting