



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

April 15, 2024

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

The regular meeting of the Columbia County Board of Commissioners was held on April 15, 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 ASSESSOR

Tammy Ketterman and Kristi Zinn were present to discuss the open position in the Assessor's office. Two job descriptions were presented for approval, and the plan is to hire one person for whichever position will be the best fit for the office.

Commissioner Rundell moved to adopt the job descriptions for the Deputy Appraiser and Administrative Clerk as well as the amended salary schedule and authorize the chair to sign. The motion unanimously carried.

9:50 AM - FINANCE COMMITTEE

Carla Rowe and Will Hutchens of the Finance Committee were present to review the first quarter 2024 financial report. Carla reviewed tax collection percentages and investment interest payments. No action was taken.

10:10 AM - COLUMBIA COUNTY PROSECUTING ATTORNEY AND SUPERIOR COURT CLERK

Dale Slack and Krissy Chapman held a discussion regarding establishing the required de novo filing fee; a resolution will be drafted to adopt the new fees.

10:30 AM - COLUMBIA COUNTY SUPERIOR COURT

Krissy Chapman presented a job description for the open deputy clerk position, as well as an updated salary schedule to reflect the hourly changes. The position will be reduced from 35 hours to 28 hours.

Commissioner Hall moved to adopt the job description for Deputy Clerk and the updated salary schedule as presented. The motion unanimously carried.



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10:40 AM - COLUMBIA COUNTY PLANNING AND BUILDING

Dena Martin presented a job description for a planning clerk and the corresponding salary schedule and will begin advertising for the full-time position.

Commissioner Rundell moved to approve the job description for the planning clerk for the Planning and Building Department and authorize the chair to sign. The motion unanimously carried.

Dena gave updates to the Planning department to include boundary line adjustments and plat maps. No action was taken.

11:00 AM - BLUE MOUNTAIN COUNSELING

Chrisann Christensen and Rachael Fletcher were present to request additional tax funds from the mental health tax fund. The matter will be tabled until May 6th to allow time for more information to be gathered.

11:15 AM - WASHINGTON DEPARTMENT OF FISH AND WILDLIFE

Mike Kuttel Jr. was present virtually via Zoom for introductions as the new regional officer of the Washington Department of Fish and Wildlife.

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.

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The Board accepted Debbie Davis' resignation, effective April 1, 2024, and the vacancy will be filled by advertising for a 'consumer of public health'.

Jan Strohhahn requested a limit increase on her credit card of up to \$5,000, which the Board approved.

The Board agreed to adjust the BOH meetings to be the last meeting item on the Commissioner's agenda to accommodate schedules.

At 11:50 am, the Board of Health adjourned and the Board of Commissioners reconvened.

12:00 PM - BREAK FOR LUNCH



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1:15 PM - UMATILLA NATIONAL FOREST SERVICE REPRESENTATIVES

Representatives from the Umatilla National Forest were present for introductions and to discuss program updates.

2:00 PM - COLUMBIA COUNTY PARKS AND RECREATION

Tyler Huff and Grant Morgan were present to discuss an addendum to the TVGR lease agreement and a discussion was held regarding the changes. The addendum was tabled to allow for amendments and finalization.

2:30 PM - COLUMBIA COUNTY SHERIFF

Sheriff Joe Helm was present to update the Board on staffing and general department updates. Joe requested a temporary increase in salaries for himself and Robbie Patterson due to the increased work load in the absence of a Chief Deputy. The Board tabled the matter until May 6th.

MISCELLANEOUS

Commissioner Hall moved to approve the March 2024 warrants #43064-43424 excluding districts and direct deposits in the amount of \$1,589,992.88. The motion unanimously carried.

Commissioner Rundell moved to approve the meeting minutes of April 1 and 8, 2024. The motion unanimously carried.

Grant Morgan presented an amended salary schedule to include the previously approved Administrative Assistant position and will present a payroll change form for the Engineering Tech 2 position in the future.

Commissioner Hall moved to adopt the updated salary schedule for the Public Works Administrative Assistant per approved job description. The motion unanimously carried.

At 3:30 pm, the Board recessed until 6:00 pm.

6:00 PM - PUBLIC COMMENT SESSION

No comments were made.

There being no further business to come before the Board, the meeting was duly declared adjourned at 6:10 pm.



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COUNTY BOARD OF COMMISSIONERS

Submitted by: Virginia Schmidt
Virginia Schmidt
Clerk of the Board

Approved:

Jack G. Miller
Jack G. Miller, Chairman

Marty J. Hall
Marty J. Hall, Commissioner

Ryan R. Rundell
Ryan R. Rundell, Commissioner

Columbia County Commissioners

Meeting Sign-In Sheet

Meeting Date: 4-15-24

Place/Room:

pg. 1

Please Print Name: BOCC + AL + VS	Time:
1 Dave Schreck	9am
2 Kristi Zinn	
3 Gary Honegutt	
4 Kevin Rust	
5 Dena Martin	
6 Tyler Huff	
7 Joe Helm	
8 Jan Strobbeln (2)	
9 Tammy Ketterman	
10 Will Hutchens	
11 Carla Rowe	
12 Tina Bobbitt (2)	
13 Kim Bagg (2)	
14 Jasmin Helm (2)	
15 Krissy Chapman	
16 Diane Dill (2)	
17 Dale Slack (2)	
18 Grant Morgan	
19 Chrisann Christian	
20 Rachael Fletcher	

Columbia County Commissioners

Meeting Sign-In Sheet

Meeting Date: 4-15-24 pg. 2

Place/Room:

Please Print Name:

Time:

1 Mike Kuttel (2)

2 Chuck Belangy

11am

3 Nancy Laughry

4 Christopher Dennis

1:15pm

5 Kathryn Desvignes Holder

6 Susan Piper

7 Johnny Collins

8 Aaron Gagnon

9 ERIC WATRUD

10 Scott Marinella

2:00 pm

11 Charlie Botton

12

6pm

13

14

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17

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19

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Both