

COLUMBIA COUNTY HEALTH DISTRICT  
BOARD OF TRUSTEES MEETING

MINUTES

August 5, 2015

The Board of Trustees for the Columbia County Health District met in scheduled session with Commissioner Henry Heimuller, Commissioner Anthony Hyde and Commissioner Earl Fisher, together with Sarah Hanson, County Counsel and Jan Greenhalgh, Board Office Administrator.

Commissioner Heimuller called the meeting to order.

**MINUTES:**

Commissioner Hyde moved and Commissioner Fisher seconded to approve the minutes of the July 8, 2015 CHD Board meeting. The motion carried unanimously.

**BILLS TO BE PAID:**

After reading of the bill(s), Commissioner Hyde moved and Commissioner Fisher seconded to approve payment of the following:

- *Mersereau Shannon: \$90.00;*
- *Columbia County Postage April-June 2015: \$.48;*
- *Columbia County Staffing Costs: \$2,293.97*

The motion carried unanimously.

**COMMUNICATION STRATEGY FOR REFUNDS:**

Jennifer Cuellar, Finance Director, and Sue Martin, County Assessor were present for discussion. Jennifer explained that it is getting down to wire on the CHD closeout and we need to determine what outstanding costs there are as soon as possible. When asked, Jennifer couldn't even guess as what we're looking at as far as individual tax refunds, knowing that there will be costs involved, outstanding bills and what's left in the CHD account. Discussion was held on how best to inform the taxpayers as an explanation of the credit. There is a very tight time line to determine how that is going to take place. Sarah suggested that a link be added to the flyer included with the tax statement so that people can access additional information on the CHD credit. Commissioner Heimuller asked about the legalities of reserving funds for any unexpected bill that come up at a later date. Jennifer stated that the general fund would have to cover those costs.

**OPTIONS FOR METHOD OF REFUND:**

While present, Jennifer briefly talked about the options for refunds. She would suggest that the easier and most transparent way is to simply put a credit on the tax statement. The Board will take the time to consider the options.

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

The Board recessed the regular session to go into Executive Session ORS 192.660(2)(h). 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 5<sup>th</sup> day of August, 2015.

NOTE: An audio tape of this meeting is available for purchase by the public or interested parties.

BOARD OF COUNTY COMMISSIONERS, sitting as  
the Trustees for the Columbia Health District

By: \_\_\_\_\_  
Henry Heimuller, Chair

By: \_\_\_\_\_  
Anthony Hyde, Commissioner

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

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