

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

March 2, 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.

MEETING WITH FIRST TRANSIT REPRESENTATIVES:

Janet Wright, Robin McIntyre and Michael Ray met with the Board and representatives of First Transit, Don Swain, Regional VP; Nick Pomponos, VP and Mike Petrucci, First Transit Counsel, to address concerns with transit services and contract issues. A multitude of issues were discussed, including on-time performance, DAR service, lack of funding, etc. The result of that discussion was that First Transit will be providing the County with a plan for improvement by Monday, March 7, 2016.

FACILITIES PROGRAM UPDATE:

Todd Dugdale and Casey Garrett provided a County Facilities Services update.

- Casey explained cost comparisons for basic services between FY15 and FY16 showing savings that have substantiated through changing vendors, managing stock in-house and having staff conduct basic HVAC maintenance.
- Todd and Casey went over a soon to be released Facilities Services Survey that all county, state and other staff will have the opportunity to provide input towards.
- Casey then went on to give an update on the status of current facilities projects, specifically the County Counsel office remodel and Courthouse/Rainier shop

security camera installations.

- Casey then gave an update on the status of negotiations with Verizon in regards to their proposal to lease courthouse roof space for antennae equipment.

In closing, Todd and Casey provided further explanation on funding sources, and the need, for an additional Facilities Services Tech in FY17.

EXTRA TRANSFER STATION DEBT SERVICE PAYMENT:

Jennifer Cuellar and Todd Dugdale were present to discuss the proposal to make an extra transfer station debt service payment. After discussion and review of the proposal, *Commissioner Fisher moved and Commissioner Heimuller seconded to authorize an extra loan payment for the transfer station in the amount of \$500,000. The motion carried unanimously.*

INTENT TO AWARD CONTRACT TO SMITH WAGAR BRUCKER:

After some discussion and additional review of the materials, *Commissioner Heimuller moved and Commissioner Fisher seconded to authorize the Finance Director to issue the Intent to Award on the Capital Budget and Improvement Planning segment of the 7-part RFP to Smith Wagar Brucker. The motion carried unanimously.*

BUDGET UPDATE:

Jennifer Cuellar was present for discussion on balancing the FY2017 County Budget. Materials provided was a 5 page packet with balancing worksheet, Gap Closing summary, FY18 General Fund budget gap projection, proposed budget summary, unrestricted needs summary for this budget iteration.

In context of fairness across program departments and adding capacity, the Board was comfortable with the already incorporated additional patrol side hire and approved adding 25% FTE for administrative support in the juvenile department into the balanced proposed budget. Earlier, Todd Dugdale had discovered that funds from the Road Department to offset maintenance staffing did not flow through the budget correctly,

thus netting the general fund \$50,000, swinging it from a \$40,000 deficit to a \$10,000 surplus. With the add of Juvenile staffing capacity, additional actions are needed to balance the budget. The approach agreed to was to defer new hire adds for a month, which should be sufficient to cover the small additional budget gap. Jennifer will make these final changes to be presented to the Budget Committee and sent out to all department heads and elected officials.

CDBG HOUSING GRANT:

Sarah Hanson, Jennifer Cuellar and Community Action Team staff, Beverly Danner and Susan Wagner, met with the Board to discuss the pending CDBG housing rehabilitation grant. The Board reviewed a memo from Sarah Hanson and one from Jean Ripa regarding several compliance issues. The Board expressed displeasure that the County was not provided with this information prior to applying for the Grant and that the use of the CDBG funds are so onerous. The group discussed the timing of the compliance requirements. Sarah has received written interpretation from CDBG staff that the pre-reimbursement compliance pieces are not required to be done within 4 months (the default period) provided the County is making reasonable progress towards meeting the requirements. There was then discussion about the timing of completion of the compliance pieces. CAT staff acknowledged that CAT will be required to carry these projects forward to completion because County staff won't have capacity to do that work. CAT also acknowledged that even with CAT doing that work, County staff will still need to be involved which might delay completion of the compliance pieces. CAT staff acknowledged that requests for reimbursement might be delayed depending on County staff's timing to complete work and that CAT will need to be flexible. The Board is open to the possibility of contracting for County support personnel if need be. County staff will report back to the Board as the work load and timing becomes clearer. The Board asked CAT staff to submit a budget amendment to OBDD to maximize the amount of grant funds available to provide grant administration. The County may need to use some of those funds to contract for the County's services. The Board then discussed who on County staff might have capacity to be the grant administrator for the County, overseeing the project and supervising CAT. The Board determined that more

Staff Meeting

3/2/16

Page 4

time is needed to make that determination and will meet again on the subject during the staff meeting on March 16th. CAT will have all contract check list items ready for approval to the Board for the March 16th meeting

There was no Executive Session held.

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

Dated at St. Helens, Oregon this 2nd day of March, 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