

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

November 22, 2017

The Columbia County Board of Commissioners met in scheduled session with Commissioner Henry Heimuller, Commissioner Margaret Magruder and Commissioner Alex Tardif.

Commissioner Heimuller called the meeting to order.

CULTURAL COALITION 501c3:

Kannikar Petersen and CiCi Bell of the Cultural Coalition of Columbia County (CCCC) met with the Board. Assistant County Counsel Robin McIntyre was also present. Kannikar and CiCi reported that the CCCC has obtained its 501(c)(3) non-profit status and updated the Board on the work that they have been doing lately, including receiving and awarding grants, as well as facilitating grant writing workshops. Kannikar asked how the CCCC can get the funds that are currently in the County's Cultural Coalition account, transferred to CCCC. Robin will research this and get back to Kannikar.

RESERVE AMERICA CONTRACT:

Assistant County Counsel Robin McIntyre and Parks Director Casey Garrett met with the Board to discuss contract negotiations with Reserve America for campsite reservation services. Robin explained that the contract is close to final and that the main issue, still under negotiation, is the limitation on liability. Robin explained some of the risks with data breaches and the potential cost to the County should one occur as part of this contract. Although the County doesn't normally agree to limitations on liability, the Board directed Robin to negotiate the limit to mitigate as much as possible the County's risk.

FY19 BUDGET DISCUSSION:

Jennifer Cuellar, Finance Director, met with the Board to discuss the FY19 county budget. The initial budget projects a deficit in the general fund. This is typically the case given the County revenue picture and the fact that the combination of personnel carrying cost increases, exceeding the 3% annual increase ceiling on property tax, the primary unrestricted revenue source for the general fund. The second most significant source of general fund unrestricted revenue, historically, is federal timber dollars which have declined from over \$2 million ten years ago, to less than \$400,000 anticipated this year. The marijuana tax also began in the current year. Trends indicate approximately \$40,000 in new revenue coming from the local 3% tax and \$24,000 annual revenue from the County portion of the state's marijuana sales tax. Contributing to the budget gap are plans to upgrade basic pieces of the County's technology infrastructure in terms of a new web site, GIS software, a new telephone system and enterprise resource planning system (web-based finance, budget, procurement software) - all worthy projects meant to advance transparency with the public, provide a platform to make fiscal operations more efficient and compliant, and reduce the risk of critical system failure due to the utilization of aging, unsupported systems.

The Board directed Jennifer to go back to the Department Heads and request an update to general fund departmental budget requests with a minimum of 10% cuts in the budget as a next step. Armed with the recommendations of departmental staff as to how they would propose making their individual budget reductions, the Board will assess those recommendations and make any other system-wide choices required to balance the FY19 General Fund budget.

GENERAL SERVICES STAFFING:

Casey Garrett was present to request authorization to hire one full time Parks Maintenance Worker, and one full time Facilities Technician. He explained that the Parks position would be funded by reallocating a portion of funds currently budgeted for seasonal contract temporary labor and departmental reimbursements to pay for the additional permanent full time employee. Casey felt confident they would be able to recruit someone with a higher skill level for a permanent position, rather than relying on a more inconsistent hiring pool offered through temporary staffing services. In addition, Casey stated that the Sheriff's department has been satisfied with the additional Facilities Tech support this year and intends on budgeting for similar staffing levels next fiscal year. Casey expressed his concern that maintaining this staffing level at the Justice Facility would require hiring an additional Facilities Tech for the Courthouse to keep up with basic services, routine maintenance, building improvements and repair projects. After review, the Board explained that they would not be able to authorize either of these new hires at this time, because they were recently informed that the County's FY19 budget deficit was higher than previously anticipated and cuts would need to be made.

RAINIER TRANSIT CENTER:

While present, Casey Garrett requested authorization to release a Notice of Intent to Award letter to JH Kelly for the construction of the CC Rider Rainier Transit Center Project. Casey updated the Board on the status of value engineering measures taken to bring the project scope within budget. After discussion, ***Commissioner Tardif moved and Commissioner Magruder seconded to authorize this request, noting that prior to awarding a final contract, the Board would need firm assurance that costs would not exceed what is available in the project's grant fund. The motion carried unanimously.***

Michael Ray, Transit Director, confirmed that the City of Rainier has allowed CCR to use the parking lot at the boat launch as a transit stop during construction of the new transit center. Commissioner Heimuller inquired about putting a shelter there and Michael stated that he would ask the city about that.

EXECUTIVE SESSION UNDER ORS 192.660(2)(a) - Employment:

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

FAIR BOARD APPOINTMENTS:

After review of the applications and the recommendation from the Fair Board, ***Commissioner Magruder moved and Commissioner Tardif seconded to appoint Amanda McFeron and Brooke McDowall and reappoint Mary Ann Guess and Kathy McMullen to the Columbia County Fair Board, terms to expire on December 31, 2018. The motion carried unanimously.***

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

Dated at St. Helens, Oregon this 22nd day of November, 2017.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Henry Heimuller, Chair

By: _____
Margaret Magruder, Commissioner

By: _____
Jan Greenhalgh
Board Office Administrator

By: _____
Alex Tardif, Commissioner