

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

WORK SESSION MINUTES

May 9, 2018

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

Commissioner Magruder called the meeting to order.

**BOARD DISCUSSION ITEMS:**

Commissioner Heimuller spoke about a potential funding opportunity from the US Economic Development Administration to establish an evacuation center at the Columbia County Fairgrounds. More information to follow.

Commissioner Magruder reported on Public Lands. SRS funds have been released. A PILT Class Action Lawsuit Notice will be sent by the end of June to verify county participation.

**COUNTY MUSEUM UPDATE:**

Present were Museum Association members Les Waters, Johann Pellham, Tricia Obendorf, Brandon Sundeen, David Sprau, Dave Parsons, and Erin McCown. The members discussed the different activities they are working on, the open house scheduled for early June, and recent acquisitions from McCormick House. They are also planning to have a booth at the Fair. The membership asked the Board for assistance in paying to replace the glass in the display cabinets in the museum with safety glass. After discussion, ***Commissioner Heimuller moved and Commissioner Tardif seconded to authorize the museum to bill the county for payment of the safety glass. The motion carried unanimously.***

**LOAN PROCEEDS FOR CAPITAL PROJECTS:**

Jennifer Cuellar, Finance Director, gave a recap on the loan proceeds which are available to spend on capital projects. Approximately \$80,000 remains to be spent. Staff reviewed the status of current projects and provided three options for the Board to consider funding with the balance. The balance would not cover the cost of all three.

Capital expenditures for the ERP (financial system) software can now be added to the list, as we anticipate buying the software instead of moving forward with a software as a service model. To make the ERP functional across the distributed county staff in different locations, expenditures to make data flow faster among the sites will be required. The IT Director explained that an investment in wireless capital infrastructure is a viable option for most sites and represents a lower cost to the county when compared to faster/larger wired internet service carrying costs. Both of these items are accounted for to be paid for within the ERP budget so any dollars utilized on these projects from the loan proceeds would represent that many unrestricted dollars being freed up for other purposes.

Another option is to do a renovation on the courthouse to move the Commissioners meeting room to the floor below its current location which would help with accessibility, potentially add more room for the public and is consistent with long term plans for the distribution of office space between County and State of Oregon Court functions. This option is not currently included in the budget.

The Commissioners want to discuss the renovation option with the General Services Director and will give guidance as to preferences for using these funds after that meeting.

### **SUPPLEMENTAL BUDGET UPDATES:**

While present, Jennifer discussed the items on this year's annual supplemental budget. More new funding that offset increased appropriations of expenditures was larger than normal, largely reflecting the good work of staff across the agency to find and/or enhance funding opportunities this year.

The Board was comfortable with the supplemental budget requests and gave guidance to Jennifer to create the FY18 Supplemental Budget resolution on the basis of the updated figures provided. The required supplemental budget hearings will be held on May 30 and the final draft of the resolution should be through review process from Counsel's office and on the Board's agenda for ratification at the same meeting following the public hearing.

The year end financial work needed for Transit was also discussed. It is likely that an operating and/or capital loan may be needed for Transit from the General Fund which will require another supplemental budget hearing and resolution specific to the terms of the loan prior to June 30.

### **EMERGENCY MANAGEMENT UPDATES:**

Steve Pegram, EOC Director, was present to give the Board an update on what is happening in the Emergency Management Department:

- New capabilities - mobile ICP and mobile surveillance tower.
- Future capability enhancements - LMTV, GETT, ROWPU.
- Staffing - the department has 2 interns and 1 new part time planner.
- EMPG - additional \$17,308 of grant funding.
- HSEMC - Public Health Foundation has withdrawn effective 01 July.
- Emergency Operations Plan updates are on track for July 1st.
- ASA - There has been 1 meeting held. They are awaiting the July 1<sup>st</sup> transition of Public Health and ASA member review of program. The Board will give ASA recommendations on what process they want to see going forward.

### **REQUEST BY CITY OF ST. HELENS FOR USE OF PLAZA FOR HOLIDAYS:**

Casey Garrett and Teresa Golson met with the Board to discuss the City of St. Helen's application to use the Courthouse Plaza for the upcoming 2018 Holiday Decorations, including the Halloween Town events. Casey explained that the City is requesting

authorization to include the rose garden space in this agreement, which had been specifically reserved in a separate agreement by the Shoestring Players for last year's events. Casey noted that the Shoestring Players would still like to partner with the County to fund a capital improvement project for the rose garden, in trade for a long term agreement to use this space, which is consistent with a proposal they submitted to the County last year. After some discussion, the Board expressed some concerns with authorizing exclusive use to the City of St. Helens. They directed Casey to continue discussions with the Shoestring Players to clarify terms of their proposed agreement and then report back to the Board.

**STRATEGIC PLANNING PROCESS:192.660(2)(f):**

No discussion held.

There was no Executive Session held.

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

Dated at St. Helens, Oregon this 9<sup>th</sup> day of May, 2018.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By: \_\_\_\_\_  
Margaret Magruder, Chair

By: \_\_\_\_\_  
Henry Heimuller, Commissioner

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

By: \_\_\_\_\_  
Alex Tardif, Commissioner