

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

WORK SESSION MINUTES

June 6, 2018

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

Commissioner Magruder called the meeting to order.

BOARD DISCUSSION ITEMS:

- Commissioner Magruder asked Jean Ripa to explain the purpose behind the out-of-classification pay proposal for Jacyn Normine. Jean explained that the work Jacyn is doing related to County lands is far outside her current job classification of Office Specialist. Previously, this was contracted out and, before that, the work was performed by a classification which no longer exists, that of Paralegal/Natural Resources Administrator. The proposal would be to set the appropriate Out-of-Class (OOC) rate at that of the Legal Secretary in Counsel's Office. After discussion, the Board directed Jean to move forward with the paperwork on this. Jean will place the Personnel Actions implementing the OOC pay on the next consent agenda.
- ***Commissioner Tardif moved and Commissioner Heimuller seconded to appoint Tony Hyde to the alternate position for the private sector on the COLPAC Board. The motion carried unanimously.***
- ***Commissioner Tardif moved and Commissioner Heimuller seconded to appoint Jim Gibson and Alan Johnston to the Jail Operating Citizens Advisory Committee for a three (3) year term. The motion carried unanimously.***

RON CUTTER, BROWN & BROWN INSURANCE:

Ron Cutter, Brown & Brown NW, and the County's insurance agent, came before the Board to discuss the insurance renewals as of 7/1/18. He reviewed the rate increases. The County insures through CIS, a risk pool of Oregon cities and counties. Much of the liability insurance rate increases come from exposure through the Sheriff's Office, in particular, the Jail. This is not due to actual experience of our Jail but of various large claims which have occurred in other counties with Jails. The workers compensation premium has also increased, partly due to the increase in County payroll but also due to a higher cost of a couple of recent claims. The County's workers compensation claims experience is otherwise still quite good. After discussion, Ron Cutter was asked to provide the County with the premiums associated with the County assuming \$10/25/50,000 deductibles rather than the \$1,000 deductible for property damage currently held.

COUNTY REORGANIZATION PROPOSAL:

Todd Dugdale, Mike Paul, Jean Ripa and Sarah Hanson reviewed the written proposal made related to the re-organization of certain duties which are currently under the Land Development Services Department. A copy of this memo is on file. The various aspects of the proposal listed in the memo were discussed. In addition to the concept of an Environmental Health Program, Mike Paul brought up the subject of the need for someone to be brought on board to handle the issue of food handling, restaurant and pool inspections. The Public Health Foundation does not appear to have anyone to conduct these services and has given the County very short notice that they do not plan to continue providing the program as of July 1. Mike will be trying to get someone hired on a temporary basis but there may be a gap in the ability to offer these services. Todd Dugdale made the request to be allowed to start the process of hiring the Environmental Services Specialist Trainee currently approved in the FY19 budget. After discussion, ***Commissioner Tardif moved and Commissioner Heimuller seconded to authorize Todd Dugdale to fill this vacancy. The motion carried unanimously.***

Lengthy discussion followed, ending with the Board directing Jean Ripa to return to the next work session with some further information so they can make a formal decision on the proposals.

EMPLOYMENT AGREEMENT:

This matter was carried over to the 6.13.18 Work Session.

EXECUTIVE SESSION UNDER ORS 192.660(2)(d):

The Board recessed the regular session to go into Executive Session as allowed under ORS 192.660(2)(d). Upon coming out of Executive Session, ***Commissioner Heimuller moved and Commissioner Tardif seconded to deny the grievance of Nicole Read. The motion carried unanimously.***

TRANSITIONAL HOUSING:

Janet Evans, Corrections Director, was present to discuss the admission processes for the transitional house. Discussion included historical information including the transitional house purpose in developing housing for post-incarcerated parole and probation clients transitioning into the community, rather than as a sanctioning alternative. Commissioner Magruder asked the Board if they had any concerns with the admission process. After some discussion, the Board expressed their support for the process used by the Department of Community Justice, but asked that the written procedure be provided to the Board for formal approval and adoption.

FY18 OPERATING LOANS FOR TRANSIT & FAIR:

Jennifer Cuellar, Finance Director, was present to discuss the proposed resolutions to extend one-year loans from the general fund to the Transit Fund for \$400,000 and the Fair Fund for \$30,000.

Transit: Jennifer presented information regarding the \$400k deficit in the Transit Fund. Projections made and then validated with the FY18 YTD figures as of today. \$222,000 deficit today, \$240,000 predictable materials and services costs to come in year two (MTR bills, 2 Wilcox and Flegel, etc.), another approximately \$15,000 in payroll and unknown amount of potential costs associated with the Rainier construction project. On the revenue side, if we assume wanting to stay at 50% of the biennial grants, STF is already fully in as budgeted. Operations has \$37,000 more to collect as budgeted and intercity has \$63,000, but Intercity includes part of the match for the Rainier building project so Jennifer is uncertain how much of that revenue is left for operational costs for the coastal connection expenses. So, yes, \$400,000 is a likely year end level.

Commissioner questions were about why these year to year swings in this fund balance and why it's so difficult to predict the financial health of the fund.

Jennifer has already had some very productive discussions with the new transit director. Among the subjects already discussed was the need to filter the transit financial picture to isolate the revenue and expense associated with the running of the system and exclude those one-time things that can have big impacts on the bottom line: construction projects, big capital fleet purchases, special projects etc. She conveyed that the new director understands that there needs to be a model to facilitate this process and to analyze the financials on both expense and revenue side of service cut options for the future. They also discussed a rate study, that hasn't been updated since 2011 or 2012 needs to be part of the planning.

Commissioner Heimuller brought up the lack of a direct taxing district and how important that is for the health of a transit service. Jennifer reported that this topic had also been discussed with the new transit director. Finance can help with technical support - putting together spreadsheets that allow for modeling alternate scenarios and such - but it takes someone with a track record and understanding of transit operations to know what's possible to consider as well as to make the business case to the community as to the value add of a transit service and the need to increase support for these services.

Jennifer believes that it is likely that the planning for sustainability in the transit department will require a multi-year process that, hopefully, will build in a declining level of cash infusions from the general fund over the years of the plan. For that reason, she is also proposing that for the FY19 budget, the Commissioners consider moving the \$100,000 + unbudgeted revenues due to the unanticipated secure rural schools from the unbudgeted ending fund balance category (which locks it up for use in FY20 at the earliest) to the contingency category so that the general fund has more flexibility to be able to support the Transit Fund in FY19, and that it absolutely looks like the Transit Fund will need additional general fund support next year even with service cuts.

Fair: Jennifer then gave a summary of how she identified the likely deficit. She and Fair Board member Mary Ann Guess did a detailed FY18 reprojection a month ago and found the need for about \$20-\$25k. Jennifer ran YTD figures today and the deficit is \$5,000. In FY16, the Fair ran negative \$19,000 for the month of June and in FY17 that month's deficit was \$24,000, so \$30,000 is validated as a reasonable estimate for the need of support. The negative net revenue in June makes sense because costs tick up in the month ahead of the fair but the gate revenue, etc., doesn't come in largely until July (next fiscal year).

Commissioner Tardif asked what pushed the Fair over budget this year since there's been a lot of activity with the capital projects and such. Jennifer explained that it is mainly small things but that the biggest difference to the budget was in cardinal temp

support. Commissioner Heimuller explained this made sense because in prior years, the fair could depend on one volunteer being in the office full time but this year the volunteer was no longer able to make that kind of commitment.

Jennifer recommended that the Board prioritize working with the Fair next year to make a sustainability study in a similar way that the transit fund will be doing. Commissioner Magruder asked if Finance could do that analysis. Jennifer responded that in the same way we don't have the operational knowledge of transit business models, the same is true with Fairs. However, Finance could play a technical support role if called upon to help put together models or financial scenarios. The possibility of finding day to day office support for activities at the fairgrounds was raised. Perhaps there's a way to integrate fair rentals and camping into the new parks reservation system, for example.

EXECUTIVE SESSION UNDER ORS 192.660(2)(h):

The Board recessed the regular session to go into Executive Session as allowed under 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 6th day of June, 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