

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

February 10, 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.

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

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

CARCUS CREEK TIMBER HARVEST PROPOSAL:

This matter was carried over one week.

TRANSIT UPDATE:

- Janet Wright and Michael Ray were present to provide the Board with an update on the RFP for Transit services. A list of the companies that have expressed an interest was provided to the Board. Discussion was held regarding First Transit and the January DAR non performance data. There was also a discussion on having First Transit representatives attend a Board meeting. Janet has tried to set that up but has had difficulty in getting a date which is acceptable to all parties. She will continue to work on getting a meeting set up.
- Staff then addressed the letter from DEQ regarding the Independent Cleanup Pathway final report submitted by Geodesign on our behalf. The letter provides DEQ's comments on the plan and states that they will not provide us with the Letter of No Further Action until a storm water evaluation is completed. DEQ has recommended that a work plan be provided that identifies proposed elements and methods to be used for the stormwater evaluation. As a response to this letter, Geodesign is proposing to collect one stormwater sample from one site on the south end of the transit center site. If the sample comes up with contaminants, then we agree to additional work. If they don't, then we would be done with the issue and would get the letter of no further action from DEQ. The estimated costs to complete this task per DEQ's recommendations is \$10,000. If DEQ accepts Geodesign's abbreviated proposal, it would be approximately \$3,000. Staff recommends proceeding with the Geodesign proposal to hold down the costs. ***After discussion, Commissioner Fisher moved and Commissioner Heimuller seconded to approve the Geodesign proposal. The motion carried unanimously.*** It was noted for the record that if Geodesign cannot get DEQ approval on the abbreviated testing, then staff will come back to the Board with the information and any proposals from Geodesign.

- Discussion was then held on the Scappoose Park n Ride project. The property owner is wanting to know if there is any properties that could be traded with the County. The Board was amenable to considering a swap so staff will look into what is available and get back to the property owner.
- Finally, the Board agreed to have staff put together a work plan to update the Columbia County Community-Wide Transit Plan and US 30 Transit Access Plan Chapter 6 - Transit Funding and District Formation or a financial study for a five year financial plan for the CC Rider system. Commissioner Hyde said that the study could be done using Economic Development dollars and also could be done under the current contract that we have with Eco NW. Eco was the company that completed the financial chapter in the CC Community-Wide Plan. The consensus of the Board was that staff should move ahead with a work plan and have the Board review it and get the project going.

BUDGET DISCUSSION:

Jennifer Cuellar, Finance Director, was present for discussion on the FY 2017 County Budget. She went through the Assumptions document first and mentioned other funds. As for the General Fund, it has a \$1.77 million deficit. The Parks fund is in process of a rework because as it stands it is fragile going forward. The Transfer Station has a solid cash balance and we plan to make an additional debt service payment in the current fiscal year, which will trigger supplemental budget work for FY16, and re-evaluate if an additional payment in FY17 should happen at the initial FY17 budget level.

Discussion of special work done this budget cycle on administrative allocation projections with scenarios going beyond the FY17 and FY18 budget. The balance between adequately funding support service activities and the amount paid by program departments in the general fund and other funds was discussed. For the last several years, funds have been paying less in administrative allocation than before the recession due to cutbacks in the general fund and support services, specifically with layoffs and significant furloughs. Another factor has been the practice of not assessing the "step 2" allocation. The Finance Director plans to make sure that the choice whether to charge step 2 or not is part of the budget discussion annually.

Jennifer then took the Commissioners through the list of potential levers they have to close the general fund budget gap. Two were identified as clear measures to take: adding O&C Timber harvest revenue to FY17 at the level of the FY15 harvest payment and utilizing the PGE, Strategic Investment Plan and CSV portions of the 2nd of 15 years of special payments to fund current year general fund activities.

The Commissioners will review the documentation and seek any other data that will help them with giving their guidance to the Finance Director to complete the process of balancing the general fund budget. The budget discussion will continue at the 2/17 Staff meeting.

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

Dated at St. Helens, Oregon this 10th day of February, 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