

COLUMBIA COUNTY DEVELOPMENT AGENCY
BOARD OF DIRECTORS MEETING

MINUTES

March 16, 2016

The Board of Directors for the Columbia County Development Agency met in scheduled session with Commissioner Anthony Hyde, Commissioner Earl Fisher and Commissioner Henry Heimuller, together with Sarah Hanson, County Counsel and Jan Greenhalgh, Board Office Administrator.

Commissioner Hyde called the meeting to order.

MINUTES:

Commissioner Fisher moved and Commissioner Heimuller seconded to approve the minutes of the January 27, 2016 CCDA meeting. The motion carried unanimously.

HEARING: fy16 SUPPLEMENTAL BUDGET FOR CCDA:

This is the time set for the public hearing on the supplemental budget for the FY2016 Columbia County Development Agency.

Jennifer Cuellar, Finance Director, explained that there was a noticing issue and this hearing has been postponed to March 30, 2016 at 9:00 am.

ECONORTHWEST REPORT:

• **Payment to Clatskanie RFPD:**

Lorili reported on the IGA with the Clatskanie RFPD and CCDA. (See power Point materials) The Pierce handout is simply an example

• **Additional Payment on Loan and Timing:**

Nick addressed the FY 2017 budget - more in handout. Starting with guidance on FY 2017 budget.

There was no Executive Session held.

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

Dated at St. Helens, Oregon, this 16th day of March, 2016.

NOTE: An audio CD of this meeting is available for purchase by the public or interested parties. A video of the meeting is also posted on our website at www.co.columbia.or.us

BOARD OF DIRECTORS FOR THE
COLUMBIA COUNTY DEVELOPMENT AGENCY

By: _____
Anthony Hyde, Chair

By: _____
Earl Fisher, Vice-Chair

By: _____
Henry Heimuller, Secretary/Treasurer

By: _____
Jan Greenhalgh, Board Office Administrator

CCDA Board Meeting



March 16, 2016

Agenda

- Postponed until May 30th annual meeting
- Possible payment to Clatskanie RFPD
- Guidance on FYE 2017 Budget
- Schedule of upcoming meetings
- Upcoming tasks for ECONorthwest

Possible Payment to Clatskanie RFPD

- Request from Clatskanie RFPD for urban renewal funding for improvements to Quincy substation
- Decided to table request until future years
- Request “a clear path to what funds are available and how we can eventually access them”

Possible Payment to Clatskanie RFPD

- IGA executed on 6/23/2004
- \$565,000 for “fire and life safety” projects
- \$40,000 for pick-up truck in 2004
- \$79,960.20 in subsequent years for payments on fire truck purchase
- \$445,039.80 remaining

Possible Payment to Clatskanie RFPD

- Payments must be reimbursement for actual expenditures
- Must be capital equipment or facilities
- Sole discretion of CCDA

Possible Payment to Clatskanie RFPD

- When considering payment:
 - What information is needed?
 - When do we need it?
 - How does this affect CCDA cash flow?
- Next steps:
 - Meet with Fire District after budget season

Guidance on FYE 2017 Budget

- Next month – Budget Committee Meeting
- Revenue forecasts do not need input
- Most expenditures do not need input
- However, do need decision on pre-payment of Road Loan versus ending fund balance

Guidance on FYE 2017 Budget

- Insufficient funds to pay off loan in 2017
- Every \$100,000 in extra payment saves \$5,000 in interest the following year
- Could make \$1.25M payment with zero ending fund balance
- Could make \$750,000 payment with \$500,000 ending fund balance
- Trade-off: \$25,000 in interest

Guidance on FYE 2017 Budget

	FYE 2015 Actual	FYE 2016 Estimated	FYE 2017 Proposed
RESOURCES			
Beginning Balance	1,121,414.00	970,185.00	496,595.00
Property Tax	2,884,772.00	2,502,643.00	2,407,138.00
Other Resources	33,485.00	4,861.00	2,558.00
Total Resources	4,039,671.00	3,477,689.00	2,906,291.00
EXPENDITURES			
Materials & Services	15,038.00	64,000.00	54,000.00
County Administration	72,354.00	85,000.00	80,000.00
Water Loan - Scheduled	756,954.00	756,955.00	756,954.00
Road Loan - Scheduled	975,139.00	975,139.00	775,139.00
Extra Payment on Road Loan	1,250,000.00	1,100,000.00	750,000.00
Total Expenditures	3,069,485.00	2,981,094.00	2,416,093.00
Ending Fund Balance	970,186.00	496,595.00	490,198.00

Schedule of Upcoming Meetings

March

- ~~May 30th~~ Annual Meeting +
2016 Supplemental Budget Hearing
- April 19th 2017 Budget Committee Meeting
- May 16th 2017 Budget Hearing

Upcoming Tasks for ECONorthwest

- Complete FYE 2017 Budget
- Accounting of maximum indebtedness
- Evaluation of Port IGA compliance
- Coordination with Fire District
- Update on Hermo Road Project