



**TSCC Regular Business Meeting  
Draft Meeting Minutes  
Monday, September 21, 2020  
2:00 pm**

Commissioners Barringer, Norton, Wubbold and Quiroz were present as were Executive Director Craig Gibons, Budget Analyst Tunie Betschart all via telephone conference call.

Absent: Commissioner James Ofsink

Chair Barringer convened the TSCC Regular Meeting at 12:02.

**Minutes**

The minutes for TSCC September 15th regular meeting were approved with two edits.

**The Final Work Plan**

The Final Work Plan was presented with the recommended changes. (See attached dated September 21, 2020) Commissioner Norton moved to approve the Final Work Plan. Commissioner Wubbold seconded the motions which carried with a unanimous vote.

**City of Portland Local Option Levy Questions for Upcoming Hearing**

City of Portland's \$0.8000 per \$1,000 Assessed Value Local Option Levy

In the interest of time, commissioners decided to go directly to discussing, editing, and changing the questions previously prepared. After considerable discussion they decided on 10 issues for questions which Executive Director Gibons would rewrite, assign and email them and City of Portland Staff for consideration at the virtual public hearing to be held October 1 at 2:00 p.m. (See attached)

**Budget Report**

Executive Director Gibons gave a brief explanation of the Budget report as of August 31, 2020 (See attached).



**Schedule Next TSCC Meeting**

To be determined, possibly Friday October 2, since there will be minutes from the three tax hearings this week and the City of Portland's tax hearing on October 1.

**Adjourn**

There being no other business Chair Barringer adjourned the TSCC Regular Meeting at 1:02 p.m.

**Attachments:**

Final Plan Dated September 21, 2020

Hearing questions for City of Portland's Local Option Levy, Library Bonds, PPS Bonds, and Corbet SD Bonds

Budget Report dated August 30, 2020

**Minutes Approved by Commission on November 5, 2020**

**C.Gibons**



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**Ballot Measure 26-211 Multnomah Library Facility Bonds**

**TSCC Hearing Questions**

1. (Margo) In early June at the budget hearing there was much discussion about whether the Library's experience with the COVID-19 closure would prompt a re-think about design for the projects presented in the ballot measure. Chair Kafoury told us: "While the architects have some conceptual plans, to rebuild and reconstruct these libraries whether it's a brand-new library, a renovation, or a remodel or rebuild, they don't have the exact plans down."
  - First: have any additional concepts emerged in this intervening time and, if so, what's the new thinking? Has this new thinking been vetted with the community who participated so intensively in the original framing of the bond?
  - Second: Final design and changes in design always translate into cost, usually upward. The amount for this bond was set under the pre-Covid thinking. What flexibility is there in this bond to make significant design changes?
2. (David) When first approved by the Board. This was a \$405 million bond measure. Why was the final amount reduced by \$18 million? (Follow-Up: Why was the Capital Hill Library removed from the list?)
3. (James) What is the district doing to assure that the budgets for these projects are adequate? How large on the contingencies?
4. (Mark) The 2017 Library Framework Report recommends that the district "...prioritize early acquisition of land/sites for expanded libraries." How does the spending plan for this bond measure address that recommendation? (Follow-up: how many new sites are you looking for? Is the district planning to replace leased facilities with owned facilities?)
5. (Harmony) \$23 million is allocated in this bond measure to the Outreach/Tech Service facility/function. What is that and who is served? (Follow-up-if not addressed: who is being outreached to? Will this program be expanding with this new facility?)
6. (David) The library district has been building a capital projects reserve, presumably for the type of expenditures in this bond measure. What are the plans for that reserve?
7. (Mark) What are the operations and maintenance costs of the new flagship library and how will the library district afford them? In general, what plans is the district making to pay for the staffing and operational costs of a larger library system?
8. (Margo) This ballot measure requires "annual audits." Will these be performance audits or financial audits or both? Who will perform them? (Lots of follow-up possibilities here)
9. (Harmony) What are the board's expectations of the independent bond oversight committee mandated by this bond measure?
10. (James) How is the board reaching out to the public about this bond measure and, with the current economic uncertainties, the pandemic, and the aftermath of the fires, how confident is the board that this bond measure will pass?



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**September 16, 2020**

**Ballot Measure 26-215 Hearing Questions**

1. (David) The board originally considered three options for the size of this bond measure and the project list. The board ended up with a fourth option that was larger and contained more projects. What factors went into this decision and what public input did this choice reflect? How did this choice reflect public input?
2. (Harmony) What lessons has the board learned from the first two bond measures and how have those lessons impacted this bond measure. (Follow Up: how is the board addressing the voters about the cost overruns in the second bond measure?)
3. (Mark) What is the status of the Benson High School modernization? What work is yet to be completed? How will the work be impacted if this measure does not pass?
4. (Margo) As we understand it, this measure includes \$60 million for planning, design, and phased construction of a Center for Black Student Excellence. This was not included in the three bond funding options released earlier this year. What are the origins of the Center and why was it included in the final package? Was the public involved in the decision to add this to the bond measure (Follow-up: What does it mean that the project funding of \$60 million is for planning, design, and phased construction? Is that the full cost of this facility or just the portion in this bond measure? How will the center's operating costs be funded? When will it be operational?)
5. (Harmony) Would you please elaborate on the purpose and location of the Multiple Pathways to Graduation Program and what construction is funded by this bond measure? (Follow up: Why is a central facility needed for this program? Will the district be transferring programs from other schools? How is it different from CTE space in other schools)
6. (James) In the 2017 bond measure, the district included \$150 million for health and safety improvements to mitigate lead, asbestos, and radon hazards and upgrade alarm and sprinkler systems. What is the status of that work? Did that \$150 million cover all the work needed? If not, how much more has been identified and what will it cost?
7. (Margo) This bond measure specifically calls out ADA accessibility and Special Education adaptive learning spaces and technology tools. Have these issues been addressed in prior bond measures? If, so, how, and what is planned for this measure?
8. (Mark) This bond measure includes funding for curriculum materials and computers for students. Please tell us what those components are and how does this expenditure balance with the need for new facilities?
9. (David) Have the bonds issued from the previous ballot measures generated a premium and, if so, how has it been used? Is the district anticipating a premium on these bonds? How will it be used?
10. (James) How is the board reaching out to the public about this bond measure and, with the current economic uncertainties, the pandemic, and the aftermath of the fires, how confident is the board that this bond measure will pass?



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**Corbett School District Ballot Measure 26-220**

**Hearing Questions as of 9-16-20**

1. (David) First, we would like to know how school is going this year. How are you conducting school this fall? Were you able to start on time? What is your enrollment?
2. (Margo) Usually when we see a bond measure, it includes a specific list of projects and the cost of each project. We have not seen one for this bond measure and the accompanying state grant. Please tell us what projects will be paid for with this bond measure and what they will cost. What are the planned contingency levels? (Follow-ups if they don't provide this information:
  - a. The architecture firm that produced the long-term facility plan stated that the Middle school cannot be renovated. What is the district's plan for this building should the bond measure pass?
  - b. How will the district determine what will be on the project list? How will it determine the budget for each project? How large will the initial project contingencies be? Will the community be asked for its priorities and how will that be done?
  - c. The district has purchased some land adjacent to the Corbett campus. Please tell us about this property: how big it is, what buildings are on it, their condition, what it might be used for in the future, and if any of the bond proceeds will be used for that property.
3. (Harmony) The district is now operating as a charter district. What does that mean in terms of this bond measure? Does the charter district replace the school district or is it a function of the district? What entity is asking the voters to approve this bond measure? (Follow-Up: Whose bonds are these?)
4. (Mark) Has the board done any polling or community surveys related to the bond measure? Do the priorities in this bond measure reflect public input?
5. (David) Does the district plan to issue all the bonds at once? What are the time limits on the use of the funds? Are there strings on the state grant that will complicate the use of the fund or the sequencing of projects?
6. (James) How is the board reaching out to the public about this bond measure and, with the current economic uncertainties, the pandemic, and the aftermath of the fires, how confident is the board that this bond measure will pass?



**1. Replace Executive Director**

- Refine and start recruitment process.
- Transition Preparation
  - Update all procedures.
  - Isolate policies separately from procedures.
  - Fine tune data base inputting processes.
  - Document process of report writing in Datacuity.
  - Clean up old electronic files.
  - Find and adopt an automated web-based agenda and agenda document control system for transparency and document control.

**2. Collect district mid-year budget changes and report to Commissioners**

**3. Improve digital communications**

- [Survey members and establish means of conducting virtual meetings with them for day-to-day communication. Continue to rely on district systems for virtual hearings.](#)
- Improve Update preparation using google alerts.
- Explore ways of overcoming Pamplin Media requirement to register to read articles.
- Showcase districts in the Update (create content).

**4. Document History of TSCC, at least the last 10 years**

- [At a minimum prepare a list of major milestone impacts on members and TSCC since the last documented history of the TSCC was written in 1956.](#)
- Incorporate documentation of the reasons why we do what we do.
- Search hard files for historical documents, policies, decisions, etc. Inventory and document all.
- At a minimum, write a history of TSCC beginning with the 2009 legislative session actions and events since then.

**5. Staffing Plan: Prepare a recruitment plan for an administrative assistant for the new Director to use**

- Part time position with hours set as regularly as possible.
- Key components of position:
  - Organize meetings and budget and tax measure hearings & prepare agendas
  - Manage agenda documents
  - Maintain web site
  - Upgrade annual report design
  - Revise and automate forms and maintain document and process flow logs
  - Input data into Datacuity

**6. 100-year acknowledgement and celebration**

- Guide Commission brainstorming sessions to plan celebration.

**7. Keep up with ideas about how to improve quarterly meetings**

- The point of this is to build budget community. The effort failed as attendance dropped from 30 in initial sessions to 5 at the last meeting. Should be restarted carefully, perhaps as an integrated effort to showcase districts in the Update.



## Tax Supervising and Conservation Commission

<b>TSCC Budget Report</b>				
As of 8-31-20				
	<b>In-House</b>	<b>July &amp; August</b>	<b>Projection</b>	
	<b>Budget</b>	<b>Expenses</b>	<b>Full Year</b>	<b>Variance</b>
Salaries	\$ 220,000	\$ 54,282	\$ 224,872	\$ (4,872)
New Exec Director	41,700	-	20,000	21,700
Salary Related Expns	82,000	21,487	81,217	783
Insurance Benefits	50,000	9,152	48,652	1,348
Professional Svcs	5,000	21	5,021	(21)
Supplies	6,000	1,524	6,000	-
Travel & Training	2,000	-	-	2,000
Local Travel/Mileage	4,800	-	-	4,800
Softw, Subscr, Maint	6,300	4,550	6,300	-
Dues & Subscriptions	300	-	300	-
Intl Svc Telephone	1,700	111	1,700	-
Intl Svc Data Proc	2,300	379	2,300	-
Intl Svc Data Proc on Req	500	-	500	-
<b>Totals</b>	<b>\$ 422,600</b>	<b>\$ 91,506</b>	<b>\$ 396,862</b>	<b>\$ 25,738</b>

- Salary expenditures include staff retirement vacation payouts. Staff rehired into regular full-time positions.
- Supply expenditures include computer network expenditures, software, and hardware purchases.
- Software, Subscriptions, and Maintenance includes just the annual Datacuity license and support charges.
- Staff anticipates no travel and training expense this year and has canceled parking space rental.
- Budget on file with County is \$424,200 (Statutory Maximum)