



TSCC Regular Business Meeting

Meeting Minutes

Thursday, June 17, 2021

12:33 p.m.

Chair David Barringer, Commissioners Ofsink, Norton, Wubbold and Quiroz were present, as were Executive Director Craig Gibons, Budget Analyst Tunie Betschart all via Google Meeting.

Absent: None

REGULAR MEETING

Chair Barringer called the meeting to order at 12:33

Sauvie Island Rural Fire Protection District #31J

Executive Director Gibons gave a brief overview of the Sauvie Island RFPD budget, saying the budget was in on time. However, staff did not get to it to review it until later. When Mr. Gibons reviewed it, there were many problems. For example, it did not include the reserve fund in the budget. He worked with Chief Lake to resolve the issues. He also suggested a couple of names of people who may help him put the budget together. The Commissioners suggested amending the Certification letter to include a recommendation stating the district improve their budget preparation process by engaging a person experienced in local budget practices to assist in the groundwork of the budget process or have the budget peer-reviewed before submitting it to the budget committee next year. Chair Barringer asked if there was any further discussion or questions on the Sauvie Island Rural Fire Protection District #31J's budget. There were no questions or discussions, so he asked for a motion to certify the district budget with the one recommendation as amended at this meeting. Commissioner Norton made that motion as stated, and Commissioner Ofsink seconded the motion. The motion passed with a unanimous vote (4).

Review of Minutes

Metro 2021-22 Approved Budget Hearing Minutes ~~ Approved as submitted
Port of Portland 2021-22 Approved Budget Hearing Minutes ~~Approved as submitted
Urban Flood 2021-22 Approved Budget Hearing Minutes ~~Approved as submitted
Prosper Portland 2021-22 Approved Budget Hearing Minutes ~~Approved as submitted

(Commissioner Ofsink left at this point)

Revised MHCC Budget Review

Executive Director reviewed the revisions made to the MHCC Budget. He explained the decrease in FTE was an error on the district's part. Therefore, the chart on page 4 will need to be revised to reflect the corrected numbers. The highlighted parts on Page 4 & 5 is aspirational funding and is correct. As for the PERS bonds question, District staff increased debt service in the budget to cover the bond they may be receiving but neglected to include the proceeds and the expenditures in the budget. The omission could be corrected with a supplemental budget, although this process is used for "unforeseen expenditures," Technically, this does not apply. They may move forward and get an audit exception. This is clearly just a misunderstanding on the flow of funds.

Other Business

A TSCC spot on the City of Portland Arts Tax Oversight Committee is still available for TSCC if anyone would like to fill this spot

Year-end Budget Projection

Included in the projections are two laptop computers for Allegra Willhite and Tunie.

In-House budget = \$422,600 Full year Estimate = \$388, 339 Variance= \$34,261

See attached copy of TSCC Budget Report dated 6-15-2021

City of Maywood Park

Earlier this year, when the commission certified the Maywood Park budget, the commissioners asked why the district was closing out its sewer fund just as the sewer project was moving from the planning stage to the execution stage. Staff forwarded the question to the districts and got a reply that they plan spend a year talking to residents about the plan for the sewer system project and how to fund it, and then start a sewer construction fund. See attached memo dated June 11, 2021, sent to the Commissioners

New Business

Commissioners asked staff to remove recruitment notice for Executive Director from the website,

The next meeting is July 27, 2021, at 12:00

Attachments: TSCC Budget Report dated 6-15-2021

City of Maywood Park Follow-up dated 6-11-2021 sent to Commissioners

Approved by Commission on July 27, 2021

TSSC Budget Report			
FY21 Estimate As of 6-15-21			
	In-House	12-Month Estimate	
	Budget	Full Year	Variance
Salaries	\$ 220,000	\$ 242,294	\$ (22,294)
New Exec Director	41,700	-	41,700
Salary Related Expns	82,000	74,130	7,870
Insurance Benefits	50,000	49,421	579
Professional Svcs	5,000	2,624	2,376
Supplies	6,000	3,628	2,372
Travel & Training	2,000	-	2,000
Local Travel/Mileage	4,800	-	4,800
Softw, Subscr, Maint	6,300	7,075	(775)
Computer Equipment	300	6,000	(5,700)
Intl Svc Telephone	1,700	837	863
Intl Svc Data Proc	2,300	2,330	(30)
Intl Svc Data Proc on Req	500	-	500
Totals	\$ 422,600	\$ 388,339	\$ 34,261

Budget Report By Object Codes			
	In-House	FY21 Estimate	Percent
	Budget	Expenses	
Personnel Services	\$ 393,700	\$ 365,845	93%
Materials and Services	24,400	19,327	79%
County Indirects	4,500	3,167	70%
Total	\$ 422,600	\$ 388,339	92%

FY21 Estimate v. Maximum Budget			
Estimated FY21 Expenses	\$	388,339	
Maximum FY21 Budget		446,456	
Budget Variance	\$	58,117	Below Budget



**Tax Supervising
and Conservation
Commission**

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June 11, 2021

From: Craig L. Gibbons
Executive Director

To: TSSC Commissioners

Subject: City of Maywood Park Followup

During the review of the Maywood Park budget, Commissioners asked staff to followup with the City on two issues. Here are responses to the Commissioners' questions from the city staff.

What will you be doing this year in the way of planning for the sewer system project?

During the past fiscal year, the City has had significant turnover in leadership in our City Council. We have installed four new council members out of five total members. In addition, a new mayor was elected who is serving in this position for the first time. What progress has been made toward planning and implementing a new wastewater sewer system for the City has temporarily been set aside as the new council forms relationships and gets up to speed on City issues.

Currently, the Mayor and Council President have been reviewing the status of the sewer system project, including reviewing the completed report by PACE Engineering and following up with initial contacts for financing and legal consultation. The Council sees the importance of continuing to move forward in the process of implementing a City wide wastewater plan and has set it as a priority for this fiscal year. The Council's main goals over the next twelve months will be to hold several public hearings on wastewater options as presented by PACE to get residents' input, finalize and sign contracts with professional firms to help provide financing and legal advice, and prepare for a City vote on the final direction for the system and its financing.

Why doesn't the city save the remainder of the sewer planning fund for the project costs?

Based on the current year's focus for the wastewater project, The Council has chosen to set additional funds aside for professional fees and for public hearings in the general fund rather than the Wastewater System Reserves Fund. In addition, there are some pressing projects in the City that need to be addressed such as repair and plan for a new irrigation system, storage upgrade, and new signage. Once these projects are completed there will be more funds available to set aside for the wastewater system project.