



**TSCC Regular Business Meeting
Meeting Minutes
Thursday November 5, 2020
1:00 pm**

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

Absent: None

Chair Barringer convened the TSCC Regular Meeting at 1:05.

Minutes

The minutes for TSCC September 21st, regular meeting, September 22nd Multnomah County Library G.O. Bond hearing, Portland Public Schools G.O. Bond hearing, September 23rd Corbett School District G.O. Bond hearing, and October 1st City of Portland Local Option Levy hearing were all approved.

Lusted Water District

Executive Director Gibons reported that the Lusted Water district has an auditor to do the FY 18 and 19 audits. But the auditor missed an October scheduled meeting with the district due to staff turnovers.

He reported that the most recent contracted bookkeeper resigned to take a job out of state. He suggested to them that they contact Corbett Water about a possible service contract. He did not receive a reply to this suggestion. He did receive an email just prior to this TSCC meeting saying they have made no progress since last reported. Mr. Gibons will shop around and get options for them. He will also connect with the Secretary of State and see if we can collaborate with them to get some resolution.

Portland Public School District Potential Demand Letter

The temporary location of athletic field for Lincoln High School and the neighbors in the West Sylvan area that are objecting to this construction site was discussed. This is in Washington County. The Beaverton Planning Committee had approval authority over the use of this field. Bond measure language does not address this specifically. The originator of the complaint will need to indicate the law that has been broken. Executive Director Gibons has sent the statute regarding this to the complainant and emphasized *willful and wanton disregard* ...and explained



we will need a clear statement of the case. There has been no response. There has been no letter filed on this so TSCC will take no action at this time.

(Commissioner Ofsink joined the meeting at this point 1:26)

Budget Report

Executive Director Gibons gave a brief explanation of the Budget report as of September 30, 2020. TSCC is well within budget. Overlap for salaries is an additional \$20,000 for June of 2021 and is included in this estimate. (see attached Budget Report dated 9-30-2020)

Executive Session

Commissioners excused both Executive Director Gibons and Tunie Betschart as they went into Executive Session. The following are notes received via email from Commissioner Ofsink:

Please incorporate these notes from our Executive Session today into the rest of the meeting minutes.

TSCC Executive Session

In attendance, Commissioners: Chair Barringer, Commissioners Ofsink, Norton, Wubbold, Quiroz

Reviewed draft performance evaluation.
All commissioners felt the evaluation was appropriate (with some typo changes)

Discussion of supplemental payment for the Executive Director

Concluded Executive Session at 2:10

Following the Executive Session Commissioner Ofsink made a motion to approve the Executive Directors Performance Evaluation as drafted and that the Chair and Vice Chair work with the Executive Director to finalize the process. Commissioner Norton seconded the motion which carried with a unanimous vote.

FY21 Work Plan Adjustment

Executive Director Gibons gave a brief overview of the need for and advantages of adding a property tax module to the Dataccuity database. He has developed the information fields for the data base and discussed the idea with the vendor. The vendor provided a \$2,500 one-time setup cost proposal. This will not alter the existing annual service contract costs.



The system will be useful for preparing the annual report and for analysis and trend comparisons of property tax information. The six counties where TSCC districts have property value will be included in this change to the Dataccuity database. Input will predominately be from spreadsheets already prepared by the counties. Data can be pulled directly from the spreadsheets eliminating hand entry. And the system will eliminate the current TSCC need for duplicate entry. Once the set-up and initial historical entry is complete, the entry could be completed by an administrative assistant. The cost of this change was included in the present budget and there will not be any additional maintenance charges to sustain this added data.

Commissioner Ofsink made a motion to amend the current work plan to incorporate this additional data into the Dataccuity data base. Commissioner Quiroz seconded the motion which carried with a unanimous vote.

Upcoming Local Budget Law Training was discussed. TSCC staff will team up with the state department of revenue to facilitate webinar style training with separate modules specifically directed to districts within Multnomah County on TSCC-exclusive issues as well as a time of discussion on topics of interest to the districts. It was suggested to create recordings of the trainings so they could be utilized by districts at a later date.

Re-evaluating Quarterly Meetings as a networking tool using digital meetings, giving districts a platform to discuss their interests was mentioned.

History of TSCC

Executive Director Gibons reviewed the document *Log of Notable TSCC Events Since 2004* that was sent to Commissioners. He said the next step would be to document the significant things that have happened. Some suggestions were:

- Statutory changes that were more than just housekeeping changes and changed the way TSCC accomplishes its organizational missions, what problem or problems brought about these changes, and were the problems solved or did the statute bring about the necessary changes. This would be very helpful as a template when reviewing each statutory change.
- When districts opted out of TSCC Jurisdiction/and when they rejoined
- Any “watch-dog” type action taken by TSCC
- Branding changes including pictures
- Maps showing annexation or geographic changes to districts
- Which new districts have been formed, when and why they were formed

Commission Succession Planning

Commissioner Ofsink said he would be happy to continue as vice chair of the commission. However, he has no plans of becoming chair when the current chair’s term expires. He does not have the time available to take on the additional responsibilities of being chair of the TSCC. He



wanted to inform the commissioners of this since the normal path is for the vice chair to become chair.

It was noted that in the coming year TSCC will be hiring a new executive director since Mr. Gibons will be retiring. Since Chair Barringer and Vice Chair Ofsink worked on this in the current year it would be nice for continuity for them to finish this task.

Since this topic had been discussed at length, the commissioners decided to have the election of officers at this meeting instead of having a special meeting to elect officer. Commissioner Ofsink moved that David Barringer continue on as chair and, as discussed, he would continue on as vice chair. Commissioner Norton seconded the motion which carried with a unanimous vote.

Schedule Next TSCC Meeting

To be determined, to be held sometime in January.

Adjourn

There being no other business Chair Barringer adjourned the TSCC Regular Meeting at 3:12 p.m.

Minutes approved by email consensus following meeting.

CLG 11-24-20

Attachments:

Budget Report dated September 30, 2020



Tax Supervising and Conservation Commission

TSCC Budget Report				
As of 9-30-20				
	In-House Budget	First Qtr Expenses	Projection	
			Full Year	Variance
Salaries	\$ 220,000	\$ 80,846	\$ 229,877	\$ (9,877)
New Exec Director	41,700	-	20,000	21,700
Salary Related Expns	82,000	28,309	82,066	(66)
Insurance Benefits	50,000	13,663	49,213	787
Professional Svcs	5,000	449	4,949	51
Supplies	6,000	1,594	5,622	378
Travel & Training	2,000	-	-	2,000
Local Travel/Mileage	4,800	-	-	4,800
Softw, Subscr, Maint	6,300	4,550	6,125	175
Dues & Subscriptions	300	-	210	90
Intl Svc Telephone	1,700	173	983	717
Intl Svc Data Proc	2,300	540	2,160	140
Intl Svc Data Proc on Req	500	-	-	500
Totals	\$ 422,600	\$ 130,124	\$ 401,205	\$ 21,395

Budget Report By Object Codes			
	In-House Budget	First Qtr Expenses	Percent Used
Personnel Services	\$ 393,700	\$ 122,818	31%
Materials and Services	24,400	6,593	27%
County Indirects	4,500	713	16%
Total	\$ 422,600	\$ 130,124	31%

Projected Budget v. Maximum Budget	
Projected FY21 Expenses	\$ 401,205
Maximum FY21 Budget	446,456
Budget Variance	\$ (45,251)