



**TSCC Regular Business Meeting  
Meeting Minutes  
Thursday, April 11, 2024  
12:00 p.m. to 1:30 p.m.**

Chair Harmony Quiroz, Commissioners Wubbold, Donahue, Lugo Knapp, Burton, Executive Director Allegra Willhite, and Budget Analyst Tunie Betschart were present.

Absent: None

**REGULAR MEETING**

Chair Quiroz called the meeting to order at 12:03.

**Small District Budgets to be considered**

Executive Director Willhite said the districts to be considered at this meeting were Corbett Fire District and Burlington Water District. She explained the process since this is the first budget review for the two new commissioners, Burton and Lugo Knapp. A short evaluation of the district's budget is given, followed by any questions or discussion. Following the discussion of each district, the commissioners would certify the district's approved budget.

**Corbett Fire District**

Executive Director Willhite gave a brief overview of the Corbett Fire District, stating there was not much difference between this and the current year's budgets. The difference is from the bond received and the spending of those dollars in the FY25 budget.

Commissioner Wubbold asked how long they had to spend the GO Bond dollars.

Commissioner Donahue explained that they certify that they expect to pay 85% within three years when they receive the funds. They are not required to spend it in that timeframe.

Commissioner Lugo Knapp asked about the budget, how they planned for wildfires, and the influx of monies. Executive Director Willhite explained there are exceptions in budget law to change the budget if something happens so that the district may change during the year, following budget law requirements. The district budget and budget process were within compliance to Local Budget Law, and the audit had no exceptions. Staff is recommending certification with no recommendations or objections.

Commissioner Wubbold moved to certify the Corbett Fire District's Approved budget with no recommendations or objections. Commissioner Burton seconded the motion which carried with a unanimous vote.

**Burlington Water**

Ms. Betschart gave a short overview of Burlington Water District's budget, stating that they have finished the large infrastructure project they were working on this year. They provide both water and fire protection for the district. The cost of fire protection furnished by and IGA with the City of Portland is a concern for the district. Burlington Water uses its taxes to pay for the fire service, and water sales and other resources are used for



daily operations. The district purchase water from the City of Portland and are in the process of renewing the contract. The contract will change with the elimination of the guaranteed water purchase amount. Commissioner Burton commended the district for raising rates to keep up with the district's needs and not overburdening the district with a substantial increase at once. Commissioner Wubbold suggested commending the board on the excellent progress the district has made on the capital projects in the certification letter.

Chair Quiroz moved to certify the Burlington Water District's Approved budget with no recommendations or objections. Commissioner Donahue seconded the motion which carried with a unanimous vote.

The Certification Letters will be emailed to each of the districts following this meeting.

## **Other Business**

### **2024 Budget Season Communications**

Executive Director Willhite reviewed a procedure used last year before the hearings of sending the district a confirmation of the hearing schedule and a letter to the district's governing board explaining a little about the TSCC organization and the goal of the TSCC Hearing. She asked if this was still what the commissioners wanted staff to do. After some discussion, they decided to do this again this year.

Staff will send the prepared questions and the agenda to the district staff a week before the hearing so they have time to prepare the answers. The questions and agenda will be shared with the commissioners at that time.

Following the questions and any public comments, the chair will close the hearing, and the commissioners will consider the budget and certify whether there are any recommendations or objections to the budget. Following any discussion, the same action is taken for small districts, and the district's budget is certified. This action concludes the TSCC meeting.

Executive Director Willhite discussed whether or not to reach out to the budget advisory committees for districts with an advisory committee. After some discussion, commissioners decided this may be done again in the future, but for this year, they suggested not sending out this form of communication.

## **Administrative Updates**

### **2024 TSCC Training Recap**

Executive Director Willhite reported on the TSCC Local Budget Law Training for the districts in January and February. The in-person training in late January had to be rescheduled due to a winter storm closing Gresham City Hall, where the training was scheduled. It was rescheduled for February at the same location. The commissioner had



received the training summary along with the survey before this meeting. The survey responses were all very positive, and the comments were helpful. She explained that this training is directed toward financial staff within Multnomah County, but others can and do attend. Some commissioners have attended in the past and found it helpful for their duties as commissioners. Ms. Willhite said budget bingo, introduced this year, was a hit and would be used again.

#### FY 2023-24 Budget to Actuals Report

Executive Director Willhite gave an overview of the TSCC's current year budget to the actuals report, stating they know they will trend over budget in the Personnel Services category this year because of the timing of the executive director compensation study. This information was not available when the budget was prepared last year. Staff expects to be under budget in other areas, leveling the budget. She anticipates reaching the end of FY 24 without using any money set aside in contingency. If that changes, she will return to the board before the making the expenditures.

#### Training For Staff

Executive Director Willhite reviewed the TSCC staff training policy, stating that if it is an expense for TSCC, it must be approved by the executive director for staff training and by the board chair or vice-chair if the executive director takes training. Any training taken by staff is subject to the availability of funds to do so.

The two hearings, TriMet's Approved Budget Hearing and the Metro's Zoo Bond Levy Hearing were explained to the new commissioners since this would be their first hearing of this type. Chair Quiroz explained the process and preparation for each. Each district where TSCC holds the budget or tax hearing will follow the same procedure. She explained the process of receiving the reviews and draft questions for each district about two weeks before the hearing date, giving the commissioners time to review the material, review, edit, and revise questions before meeting with staff and other commissioners to prepare for the hearing. The meeting to review the budget will be about a week after receiving the materials. Then, following the meeting to prepare, Allegra will rewrite the questions to include any edits and follow-up questions added at the meeting with commissioners. She will then email them to the commissioners and district staff. The email is sent a week before the hearing, giving district staff time to prepare for the hearing. At the budget hearings, there will be introductions and public comments, and the commissioners will ask the assigned questions and any follow-up questions they would like to add. Following the questions, the chair will thank the district, close the hearing, and open a regular commissioners meeting. Following this, a commissioner will make a motion to certify the district's budget with or without recommendations or objections, vote and close the regular meeting. There is one difference with tax hearings: No action is taken at these hearings. It is a public hearing so that the public can comment. The



commissioners act as the public, asking questions they feel the public may want to know more about.

There being no other business, Chair Quiroz closed the meeting.