



**TSCC Regular Business Meeting
Meeting Minutes
Thursday, October 12, 2023
12:00 p.m.**

Chair Harmony Quiroz, Commissioners Ofsink, Norton, Wubbold and Donahue were present, as were Executive Director Allegra Willhite and Budget Analyst Tunie Betschart, all via Zoom Meeting.

Absent: None

REGULAR MEETING

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

Riverdale Rural Fire Protection District's Five-Year Local Option Levy Hearing

Executive Director Willhite gave a brief overview of the Riverdale Fire Protection District's Five-Year Local Option Levy. She explained they have had a Local Option Levy supporting their budget since 1999. The permanent rate is no longer sufficient to cover the fire protection contract with Lake Oswego. Voters in the district have passed a local option levy for operations for \$0.5000 for the past few years. The district has levied only half the amount available. They plan to continue to levy only the amount needed for the upcoming levy. The district has a large ending fund balance, enough to cover expenditures for an entire year.

Following the overview of the levy, which will go to the voters on November 7, the commissioners moved to a discussion on the questions to be asked at the TSCC Tax Hearing. This hearing will be a Zoom meeting on October 19 at 7:00.

The questions were developed earlier and sent to the commissioners for changes or suggestions. Some edits were made before the meeting. Some follow-ups were added, the wording was changed on some, and the questions were assigned to commissioners. Executive Director Willhite will incorporate the changes and send a final copy to the district and the commissioners. There was some discussion on the amount of Measure 5 loss that would apply to this levy.

(Commissioners suggested changing the wording in the annual report displaying the amount of loss from Measure 5 for each district as a negative amount since this is two negatives. Staff will change this statement to indicate Measure 5 Impact rather than Measure 5 loss)

Staffing Plan Update

Executive Director Willhite summarized the staffing plan for the upcoming fiscal year. She reviewed the previous year's staffing changes and stated that the on-call and intern staffing was very helpful. She is pondering how to include a contingency plan to add flexibility if one of the



two permanent staff needs to take extended leave time.

The current staffing plan is very similar to last year's plan. The change is adding a second on-call person to help during the busy budget season. This person has worked as a budget analyst for the City of Portland and is currently working for the City of Vancouver. The salary range for the on-call staff has been adjusted to stay in line with the staffing configuration of Multnomah County. The position for the intern has been posted and will close in November. If there were two very qualified applicants, both may be hired. There is room in the budget for both.

TSCC Annual Work Plan

Executive Director Willhite said this was discussed in July, and there has been little change. The one category that changed is the timing of the TSCC Budget Manual Update (previously called TSCC Handbook). She changed the deadlines slightly to add flexibility to the schedule.

Commissioners discussed the potential difficulties attached to upgrading the TSCC website and making it more accessible. Commissioner Wubbold recently had some experience with this and noted that accessibility issues change and every change to the website may need to be checked against accessibility. Executive Director Willhite said website upgrades at this point will only be done if time allows. In future discussions, if this work rises in priority, commissioners and staff may want to contract out a portion of the work on the website.

There were no other changes to the Work Plan. Chair Quiroz moved to accept the FY24 Work Plan as presented. Commissioner Ofsink seconded the motion which passed with a unanimous vote.

Executive Director Salary Study

Commissioner Ofsink explained the process he and Chair Quiroz had taken to solicit information from various HR consultant firms. They received two quotes. They were both within the price range anticipated. They selected one and have been working with them to develop a reasonable, comparable salary scale using the information the commissioners provide. This firm will also create a policy around performance/merit-based incentives, so there are some structured policies and expectations for the Executive Director's position and other TSCC staff. Commissioner Ofsink said the timeline was three to four weeks after the firm received the necessary information. He said he was committed to seeing this project through. The contract is in the neighborhood of \$3,600, with additional charges for tasks that will be charged hourly. Executive Director Willhite will send each commissioner a copy of the revised job description.

TSCC Budget Check-In

Executive Director Willhite distributed the final FY 23 budget information before this meeting. She gave a brief overview, stating that TSCC's final FY 23 budget was under what was last reported, partly because the county charges for internal services went down. TSCC was under budget again this year, with temporary employees coming in under the estimated budgeted expenditure. Supply costs were also lower.

The current FY24 budget has only been in effect for a few months, so she did not do a full report. Personnel Services will increase as anticipated. Subscriptions for software are also increasing.



Wrap Up & Other Business

- **New Commissioner Applications** ~ TSCC staff has received two applications for the two commissioner positions that will be vacated on December 31. Both have been exposed to government finance through their activities on various committees or boards. Both are solid applicants. November 1 is the final deadline for applications. There is still time to receive other applications. After the application timeline closes, Executive Director Willhoite will send out the applications received for the commissioners' review. If more than two applications are received, the commissioner could discuss the candidates at the November TSCC Regular Meeting and give their opinions to be presented to the Governor.
- **Upcoming Meetings** ~ The next meeting will be in November. Executive Director Willhite will send out a Google Poll to determine the date for a TSCC Regular Meeting. A retreat is planned for January for the new Commissioners, and hopefully, both Commissioner Ofsink and Commissioner Norton can attend to receive their service recognition at that time, too.
- **Other Items** ~ The City of Portland's Arts Tax Commission chair wrote a very nice email mentioning how wonderful it was to work with Margon Norton, stating that having her on the Arts Tax Commission made a significant difference. Executive Willhite thanked her for her service on that commission and said Commissioner Wubbold would be taking over the TSCC representation.

With no other business, the TSCC Regular Meeting was adjourned.