



TSCC Regular Business Meeting

Meeting Minutes

Tuesday, September 27, 2022

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 12:05.

Executive Director Willhite reviewed TSCC's role when holding tax hearings since this would be Commissioners Quiroz and Donahue's first tax hearing. She explained that TSCC provides a public hearing for people to attend and ask questions. The commissioners host the hearing and ask the questions they have prepared before the hearing. These questions are sent to the district before the hearing to prepare a response since TSCC does not want to "surprise" the district. The commissioners will not be taking any action at the hearing or expressing an opinion on the tax measure. The purpose is to facilitate the hearing giving the public a chance to hear from the district about the levy. The voters will take action on this levy in November with their vote.

Alto Park Tax Review

Executive Director Willhite gave a brief overview of the levy, stating the district is asking for a continuation of the five-year local option levy they have had for several years. They need this to continue providing fire protection service to the residents per the contract with the Lake Oswego Fire district. To continue the levy, they must ask voters to approve it every five years. There was some discussion on the amount of contingency the district carries forward each year. The year they did not renew the levy before it expired, the district had to spend down some of the contingency. When reviewing the questions sent to the commissioner for consideration, they suggested deleting one, adding another, and revising a couple. Commissioners added follow-up questions they may ask at the hearing and ended with five questions to be sent to the district.

They also decided when they hold tax measure hearings to include a standard question for each district about what happens if the levy fails.

Corbett Fire District

Executive Director Willhite gave an overview of Corbett Fire District's Bond Measure, saying the district staff has never put together anything similar to this. They are working with the Special District Association of Oregon and their financial advisory firm to help them through the process. She expects the in-person hearing to be very interactive. There was a discussion about the recent wildfires in the area and the threat of evacuation of some area residents. Following this conversation, they reviewed the potential hearing questions provided. They reworded some questions, changed the focus of one, changed the order of a couple, and added one question. The commissioners decided on eight questions to send to the district and ask at the hearing. Commissioners will have some informal follow-up questions depending on the conversation at the hearing. Executive Director Willhite will assign the questions and send each commissioner a copy.

TSCC Annual Work Plan

The draft of the FY23 Work Plan was provided to commissioners for review the week before this meeting. The work plan includes the commissioners' previous suggestions. There was little discussion on the work plan. Executive Director Willhite asked if any comments or items needed to be changed, removed, or added. Executive Director Willhite will report the progress on these various areas within the plan at future business meetings.

TSCC FY 2021-22 Year-End Budget Report

Executive Director Willhite gave an overview of the final budget for the fiscal year 2022, saying it had only changed slightly from what was anticipated in July. Staff underspent the budget approved by the commissioners. There was a question about the added districts that have opted to become full members under TSCC jurisdiction. Will these additional districts increase TSCC revenue and expenses? Executive Director Willhite explained that the income would not change for TSCC. Each member will pay a little less because the total amount billed to the districts is shared, per formula, by each member. With each additional member comes an extra workload.

There was some discussion about adding plans to revisit the legislation governing the TSCC's budget and talking to the State of Oregon legislators about an increase in the funding for TSCC. Preliminary discussions should be included in the work plan.

TSCC Staffing Plan

Executive Director Willhite explained that she is exploring what can be done options to assist staff during busy times. She is looking at hiring an on-call person with work experience and backing this with a student in training to help with data input, communications, and quality control. She has contacted Shannon Turk, a previous employee of TSCC. Shannon is interested in an on-call position. Being flexible and nimble for the upcoming year is the best approach. Executive Director Willhite will inform the commissioners of the progress and cost of the staffing changes. Once the decisions are made, staff may need to request contingency.

Wrap-up & Other Business

Assessor Information Regarding Property Tax Payments

At a previous meeting, Commissioners asked how much ending fund balance a district needed to carry forward to cover the upcoming General Obligation Debt Service before property taxes would be received. Executive Director Willhite spoke to the assessor's

office and discovered the districts receive 90% to 95% of taxes by mid-December. Executive Director Willhite plans to include a General Obligation Bond payment calculation spreadsheet for districts, including a schedule of what they should carry in the ending fund balance for the following year's payments. Commissioners Norton and Donahue would be happy to review the calculation spreadsheet draft.

Fall 2022 Tax Hearings

The dates and locations for the fall tax hearings have been finalized and are as follows:

- October 5, at 11:00 a.m. Alto Park Water District's Local Option Levy Hearing will be a Zoom meeting (Commissioner Donahue will be unable to attend this hearing)
- October 12, at 6:30 a.m. Corbett Rural Fire Protection District's Bond Hearing will be held at the fire district located at 36930 East Historic Columbia River Highway, Corbett, Oregon. (Commissioner Donahue will be unable to attend this hearing)
- October 20, at 3:00 p.m. Portland Community College's Bond Hearing is tentatively scheduled as an in-person meeting at the Sylvania Campus located at 12000 SW 49th Avenue, Portland, Oregon (Chair Quiroz is unable to attend)
- October 27, at 12:30 p.m. Metro's Parks and Nature Local Option Levy Hearing will be a Zoom meeting. (Commissioner Donahue will be unable to attend this meeting)

The discussion meetings are scheduled for Zoom meetings on:

- October 11, at noon, to discuss the hearing for Portland Community College General Obligation Bond Measure
- October 17, at noon, to discuss the hearing for Metro's five-year local option levy

Commissioners suggested preparing an introduction script for the hearings, describing TSCC's duties when holding tax hearings, and explaining that they will not be taking action or expressing any opinion on the levy at this hearing. Executive Director Willhite will prepare a script for each hearing.

There being no other business, the meeting was adjourned.