

TSCC Meeting Minutes

May 21, 2020

Via Telephone conference call

Commissioners Barringer, Ofsink, Norton, Wubbold, and Quiroz were present as were Executive Director Craig Gibons, Budget Analyst Tunie Betschart all via telephone conference call.

Chair Barringer convened the TSCC Regular Meeting at 12:30

Chair Barringer approved the May 12th meeting minutes

1. There were no follow-up items from the May 12th regular meeting that required follow-up
2. The review for Multnomah County was next on the agenda. There was discussion on the Joint Housing Office. Mr. Gibons recently sent an email to the commissioners which included a page from the Multnomah County's budget with information on the Joint Housing Office. This was discussed at length including their relationship with the City of Portland in connections with this department. The discussion revolved around the amount of contributions the County and the City have made to the Joint Housing Office. Mr. Gibons gave an overview of the County's budget. There was considerable discussion on the BIT tax and the adoption of a new rate and exemptions. Was it approved at the level they had initially agreed on, will they move forward on the increase with the new circumstances? This will need to be added to the questions for the hearing. The major share of cuts in the budget happened in Materials and Services. There was some discussion on the number of FTE they were adding. This would be a question for the hearing if it is a program change. After some discussion on various sections of the review it was decided to move to the question in the interest of time since there were several budgets to review.

The commissioners decided on the following questions to be considered at the Multnomah County hearing:

- 1) In the current year ending June 30, is the district expecting any year-end budgetary problems arising from revenue shortfalls or unanticipated expenditures due to the Covid-19 situation? What impact will this have on the district's ending fund balances that are not yet reflected in the upcoming budget?
- 2) For the upcoming FY 2020-21 budget year, should the economy remain stalled, where are the district's greatest vulnerabilities? How will the district monitor and respond timely if revenue collections go off track or if unanticipated service requirements continue?

- 3) What services are being reconfigured in response to the pandemic? What services are being emphasized and what services are being trimmed in this effort? What existing funding is being reallocated and what new funding is being used?
- 4) Is the present pandemic situation hampering your capital projects plans?
- 5) Another finance issue is debt service. Are any debt service revenue streams at risk? If so, what is the coverage plan?
- 6) One of the budget strategies was to generate more revenue by increasing the BIT. The Board acted on that in March. What is the status now? Is the tax in place as planned will it be altered?
- 7) You have additional FTE in your budget that are dependent on state and federal funding. How confident are you of those sources and will you hold those positions open until you have a solid commitment on the funding?
- 8) The Behavioral Health Managed Care Fund saw a huge decrease in FTE for the FY21 budget. What caused that?
- 9) With the Metro Homeless Services Measure passing last week, and the Joint Office maturing, what changes and new opportunities does the County see for this function in the new budget year?

The discussion moved to the County Library Budget Review. There was conversation around what the Library employees have been doing while on paid administrative leave due to the pandemic and when they would reopen. The commissioners decided to move to the selection of the questions for the hearing. And decided on the following seven questions:

- 1) In the current year ending June 30, is the district expecting any year-end budgetary problems arising from revenue shortfalls or unanticipated expenditures due to the Covid-19 situation? What impact will this have on the district's ending fund balances that are not yet reflected in upcoming budget?
- 2) For the upcoming FY 2020-21 budget year, should the economy remain stalled, where are the district's greatest vulnerabilities? How will the district monitor and respond timely if revenue collections go off track or if unanticipated service requirements continue?
- 3) The libraries have been closed since late March and we understand that Library staff continue to be paid. Would you clarify that for us and tell us how the staff has been deployed during this period.

- 4) How has the general business shutdown affected the plans for the November bond measure? Is the district moving forward with the bond measure planning at the anticipated pace? Has the project list changed at all from that include in the authorization measure?
- 5) Are social distancing and other pandemic issues impacting the design of the new facilities?
- 6) The district has a significant reserve in the capital projects fund. What is the plan for the use of those funds? If the capital bond measure is successful, will that funding revert to the district general fund?
- 7) What preparations is the district making to reopen the libraries and do you have a date in mind? Also, from a different perspective, if there is an extended period of facility shutdown, how will the district adjust services or operations?

3. New business

New business was moved on the agenda to be considered at this point in the meeting due to time constraints.

- a) Using zoom meetings for the Commissioners Regular Meetings was discussed. Mr. Gibons will explore this possibility at his earliest convenience and report back to the commissioners. Until other arrangements are made, the meetings will continue via telephone conference calls.
- b) TriMet's hearing venue was discussed. Mr. Gibons will contact staff at TriMet and ensure TSCC will be hosting the meeting. There was a request made for Mr. Gibons to ensure that the hearing is recorded and TSCC will have access to the recording.

4. The small districts were next on the agenda

Riverdale Rural Fire District was discussed first. Mr. Gibons reported that the budget had only one issue, which was they did not get it to TSCC in a timely manner. He explained that this is due in part to the fact that the administrative help is strictly volunteer and this person will be retiring this year. Mr. Gibons has agreed to meet with the replacement and explain the importance of preparation of all the documents and filing them along with the checklist provided by TSCC staff in accordance with Oregon Budget Law. Their certification letter will contain the following recommendation:

The Commission recommends that the district complete the Approved Budget Checklist provided by TSCC staff and submit all required documents at one time

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(draft budget committee minutes are acceptable) immediately following the budget committee meeting to ensure that the TSCC certification can be completed expediently and not delay your district's scheduled board adoption.

Commissioner Wubbold moved to certify the 2020-21 approved budget for Riverdale Rural Fire District with the inclusion of the above recommendation. Commissioner Norton seconded the motion which carried with a unanimous vote.

Commissioner reviewed Sauvie Island Rural Fire District next. Chief Lake did a good job on both the budget message and the budget. The property tax decrease was discussed. The amount it was noted that the Commission certifies the tax rate, not the estimated amount to be received; and even if this amount is incorrect in the approved budget the district can change it during the adoption process. The recruitment officer position was discussed briefly. This is a contract position and not a district employee. This is why the FTE is unchanged.

Commissioner Quiroz moved to certify that the Commissioner had no recommendations or objections with regard to the Sauvie Island 2020-21 Approved budget and the budget process. Commissioner Ofsink seconded the motion which passed with a unanimous vote.

5. The schedule was revisited with no change.

May 27th: TSCC will conduct TriMet's hearing on that date at 8:00 a.m.

The time for the next Regular Meeting was discussed and determined to be 12:30 on May 27th

The time for the June 1st meeting was determined to be 12:30

6. Lusted Water's letter (dated May 12, 2020) updating the commissioners on the audit progress was discussed. The subject of Mr. Jacob being the board chair and also on the board was discussed. They are currently rebuilding three years of financial books.

7. Commissioners and Staff commended Chair Barringer for the great job he did chairing the two virtual hearings on May 19th.

Chair Barringer closed the meeting at about 2:00 p.m.

[Minutes reviewed and approved at the Commission's June 1, 2020 meeting.](#)



[Craig Gibons](#)

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