



**MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' LEADERSHIP
TEAM MEETING - Monday, February 3, 2014
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FILED

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FEB 20 2014

TASSI O'NEIL
COUNTY CLERK

WORKSHOP

COMMISSIONER PRESENT: Bill Baertlein

COMMISSIONERS ABSENT: Mark Labhart
Tim Josi

STAFF PRESENT: Paul Levesque, Chief of Staff; Tassi O'Neil, Clerk; Deb Clark, Treasurer; Sara Charlton, Librarian; Dan Krein, Director, Juvenile Department; Bill Sargent, County Counsel; Andy Long, Sheriff; Joel Stevens, Justice of the Peace; Donna Gigoux, Health and Human Services; Liane Welch, Director, Public Works; Denise Vandecoevering, Assessor; Travis Porter, Facilities Maintenance Manager; Del Schleichert, Director, Parks Department; and William Porter, District Attorney.

CALL TO ORDER: By Chair O'Neil at 8:04 a.m. in Commissioners' Meeting Rooms A and B.

OTHER: Chair O'Neil raised the question of meeting times due to the board's requirements for Association of Oregon Counties legislative committees. For now the current schedule will remain the same.

ITEM NO. 1: ANNOUNCEMENTS/INTRODUCTIONS: There were none.

ITEM NO. 2: TAX FAIRY: Ms. Vandecoevering presented a video produced by Deschutes County concerning changes in property tax values depending when homes were built. Chair O'Neil said today the Board of Tax Appeals Board (BOPTA) meets for its first meeting of the year.

ITEM NO. 3: STRATEGIC PLANNING COMMITTEE UPDATE: Liane Welch distributed the summary of committee recommendations and meeting notes (see attached). She reviewed the recommendations. Paul Levesque read Marlene Putman's email recommendation (see attached). There was a discussion about prior and current options that could be explored for a new court facility.

Deb Clark described why items 6 and 7 were solved. There is \$2,000 presently in the law enforcement fund and monies continue to trickle in with tickets. The fund will be allowed to build up. As to item 7, (Post Employee Liability Fund), each department will continue to budget for these requirements, which will continue to diminish as pre-2003 employees retire. There is also \$650,000 in the post-retirement fund. No one was opposed to the committee recommendations. The committee is done with its work.

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ITEM NO. 4: ACTIVE SHOOTER COLOR CODE: Andy Long said this was not reviewed by the committee. As to a courtroom in proximity to the courthouse, the Court Security Committee felt it was unsafe to move prisoners back and forth so both options were rejected. He added the county doesn't need another old building (City Hall) to dump money into.

Michael Soots was not present so item 4 will be continued. Discussion about copyrights will also be continued.

ITEM NO. 5: UPDATED ELECTED OFFICIAL AND DEPARTMENT HEAD PHONE LIST: Chair O'Neil asked if there were any further changes. She will distribute the revised lists.

ITEM NO. 6: NEWSWORTHY DEPARTMENT UPDATES: Bill Porter said he has two new prosecutors.

Dan Krein still has one juvenile in long term detention.

Del Schleichert is working on boat launches.

Denise Vandecoevering just got back from the Assessors' Conference. There is no update on the Comcast case. It could be a huge refund affecting taxing districts. In southern counties they will be providing collaborative services as a pilot project. It will involve a \$500,000 grant out of the State General Fund. Ms. Vandecoevering did a study for the Futures Council. Over 53% of residential improved properties are owned by non-residents. She also reported on the implications concerning the recent death of the Wasco County Assessor and possible changes to the election laws concerning assessors.

Travis Porter said they are painting and doing inside work. The boiler is fixed.

Bill Baertlein is on jury duty this month. He is working on a lease with the Port of Tillamook Bay for an animal shelter. The Animal House project is doing its first pilot. They want to do a study of our ordinances and contract. Proposed ordinance amendments will be postponed until the board's ordinance review takes place. Commissioner Baertlein is also working on implementing Future Council goals.

Liane Welch said the Jail Crew has cleaned the bridges. She won't be at the next Leadership Team meeting as she will be in Washington DC. They are trying to finish prep work for next year's paving. She will do full depth reclamations on Brooten and Latimer roads.

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Donna Gigoux said they are busy on grant reporting.

Joel Stevens said the new person has just begun. She is very qualified.

Sheriff Long talked about a possible request for two positions in the jail. Twenty beds were added years ago which triggers new staffing standards. If the positions aren't funded he will remove the 20 beds. There is a jail inspection in March. They did a large drug bust in the City of Tillamook. Their evidence room is being switched with the State Police.

Bill Sargent said he is now in charge of the Safety Committee. Inspections are ongoing. Public Works has done a good job with safety.

Sara Charlton reported on their survey and strategic planning. She discussed the carpet issues that may end up in litigation. The Oregon Poet Laureate will be coming next week on Tuesday. Ms. Charlton will meet with the Commissioners on March 19 concerning the library's strategic plan.

Ms. Clark said they have people out sick. Budgets go out on Friday. A press release was issued about the pay off on the jail bond but it was not published. There was a discussion about a local reporter who cites quotes that were never made. Commissioner Baertlein will talk with Sayde Moser.

Ms. Clark said timber revenues have come in at \$3,332,000. That puts us at about eighty percent of budget with one more quarterly payment due this fiscal year.

Sheriff Long talked about a public safety summit meeting concerning state timber money and a change in revenue distribution to all counties.

Chair O'Neil will be attending the Clerk's Conference later in the month. The only ballot measure is the Board of Commissioners' race for Commissioner Josi's position. Tim Josi, David Yamamoto and Bill Spidal are the current candidates. She said Bill Porter and Judge Mari Trevino are also up for re-election. There are no funding measures yet but the filing deadline has not passed.

Mr. Levesque reported on the new Intergovernmental Agreement with the Economic Development Council (EDC) on distribution of the 70% Transient Lodging Tax for tourism promotion and tourism related facilities.

ITEM NO. 7: DATE AND TIME OF NEXT MEETING: March 3, 2014.

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There being no further business Chair O'Neil adjourned the meeting at 10:00 a.m.

RESPECTFULLY SUBMITTED this 20th day of February, 2014.

County Clerk: Tassi O'Neil

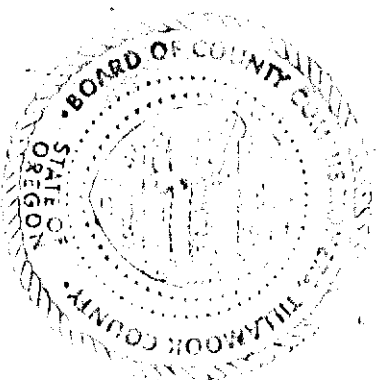
Susan L. Becraft
Susan Becraft, Recording Secretary
& Special Deputy

APPROVED BY:

Bill Baer
Chair

[Signature]
Vice Chair

[Signature]
Commissioner



**BOARD OF COMMISSIONERS'
LEADERSHIP TEAM
MEETING**

February 3, 2014

PLEASE PRINT

Name

Paul Levesque	
Jane Owen	Clerk
Deb Clark	Treas
John Gagnier	Comptroller
Don Owen	Jury
Bill S.A. Gault	Legal Counsel
Andy Long	Sheriff
John Stinson	Police Chief
Donna Gagnier (for Martin)	TCU
Uane Welch	PW
Bill BAERTLEIN	BOCC
Heise Vandenberg	Assessor
Travis Peter	Maintenance
Del Schleichardt	Parks
Michelle	IT

(Please use reverse if necessary)

NOTICE OF LEADERSHIP TEAM MEETING

of the

TILLAMOOK COUNTY BOARD OF COMMISSIONERS
with Tillamook County Elected Officials
and Department Heads

to be held

Monday, February 3, 2014 at 8:00 a.m.

Commissioners' Meeting Rooms A & B
County Courthouse, 201 Laurel Avenue, Tillamook, Oregon

BOARD OF COMMISSIONERS

Bill Baertlein, Chair
E-mail: bbaertle@co.tillamook.or.us

Tim Josi, Vice Chair
E-mail: tjosi@co.tillamook.or.us

Mark Labhart, Commissioner
E-mail: mlabhart@co.tillamook.or.us

201 Laurel Avenue
Tillamook, Oregon 97141
Phone: (503) 842-3403 FAX: (503) 842-1384

ANY QUESTIONS? Contact
Paul Levesque (503) 842-1809
E-mail: plevesqu@co.tillamook.or.us

COUNTY WEBSITE: <http://www.co.tillamook.or.us>

NOTE: The Tillamook County Courthouse is accessible to persons with disabilities. If special accommodations are needed for persons with hearing, visual or manual impairments who wish to participate in the meeting, please contact (503) 842-3403 at least 24 hours prior to the meeting so that the appropriate communications assistance can be arranged.

AGENDA

CALL TO ORDER: Monday, February 3, 2014 8:00 a.m.

1. ANNOUNCEMENTS/INTRODUCTIONS

NEW BUSINESS

2. Tax Fairy – Denise Vandecoevering, Michael Soots
3. Strategic Planning Committee Update – Liane Welch
4. Active Shooter Color Code – Michael Soots
5. Updated Elected Official and Department Head Phone List
6. Newsworthy Department Updates

OLD BUSINESS

FUTURE BUSINESS

7. Date and Time of Next Meeting – March 3, 2014 at 8:00 a.m.

ADJOURN

BOARD MEETINGS AND ANNOUNCEMENTS

The commissioners will meet with representatives of the Grand Ronde Tribes for their regular quarterly meeting on **Tuesday, February 11, 2014** at **11:00 a.m.** the commissioners' meeting Room B in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook.

The Tillamook County Courthouse will be **closed** on **Monday, February 17, 2014** in observance of Presidents' Day. The State Circuit Courts, Tillamook Library, administrative offices in the jail and justice facility, Tillamook County Road Department, Tillamook County Community Development Department, Tillamook County Surveyor's office and health department and clinics will also be closed.

The commissioners will hold a workshop on **Tuesday, February 25, 2014** at **2:00 p.m.** with County Solid Waste Management staff and the Transfer Station Franchise Operators to discuss the Transfer Stations' operations. The workshop will be held in the commissioners' meeting room A in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook.

The commissioners will hold a workshop on **Wednesday, February 26, 2014** at **1:30 p.m.** with the Health and Human Services Department Administrator and Chief Financial Officer to discuss the Health Department budget and finances. The workshop will be held in the commissioners' meeting room B in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook.

The commissioners' evening board meeting schedule is as follows:

February 19, 2014
March 19, 2014
April 16, 2014

County Courthouse
Nehalem City Hall
Hebo Fire Hall

May 14, 2014

County Courthouse

The evening meetings will begin at 6:30 p.m.

Liane Welch

From: Liane Welch
Sent: Wednesday, January 29, 2014 11:08 AM
To: Sara Charlton; Marlene Putman; Bill Baertlein; William B. Porter; Jana McCandless; Joel Stevens; Debra Clark
Cc: Tassi O'Neil; Paul Levesque
Subject: budget priorities
Attachments: leadership notes.pdf

Hi, this is a summary of what I heard yesterday. Our assignment was to look over the 7 items in the attachment and prioritize them as recommendations to the Leadership Team.

1. Reallocate some of the unappropriated ending funds balance or next years' towards the building improvement fund.
2. During the campaign for the Road GO Bond, the voters were told that the GF was paying for the Lommen Bridge local match. So, keep with this commitment. This is the last year for the \$334,000.
3. Revenue Stabilization Fund is fine at \$2 million. We have not spent this fund in the past.
4. One of the biggest risks to the County is the Courthouse, not being seismically sound, Courtroom 108 from a security perspective, and the high maintenance cost of the Courthouse. We agreed that the Building Improvement Fund needs to be added to. We did discuss the roof at the jail; two options ranging from \$500,000 to \$1 million. No recommendations were made at this point regarding that, except that something needs to be done.
5. Vehicle Replacement Fund. We believe that departments need to transfer money from their budget to a vehicle replacement fund. This removes the "begging" for a car when needed, it is has been planned for. If a disaster occurs that "robs" the vehicle fund for higher priorities, then we just need to deal with it during the budget cycle.
6. Problem solved.
7. Problem solved.

I also talked with Paul Levesque regarding our questions, below are his answers.

- a. Is this courthouse seismically competent? Answer – No, it does not meet the building requirements for a seismic zone 4.
- b. How long is the 50/50 share between the state and local for new court facilities good for? Answer - This is up to the state legislature and could change at any time. He reminded me (most knew this) that we have to relocate at least 2 state offices to a new facility, which may lose rent that a state office is paying the County)
- c. Is there a time limit or requirement for seismic upgrades to our Courthouse? Answer – No.
- d. Is there an alternative analysis to look at the options for new facilities? Answer – There is a request for proposals to develop funding options, some include going out for a vote, some include not going out for a vote. Once we understand some of the funding mechanisms and requirements, then the next step may be an alternative analysis for new/modified facilities.

Please review my notes and let me know if I got it wrong. Does someone want to volunteer from our group to give this report on Monday Feb 3 at the Leadership Team meeting?

Liane Welch, P.E.
Director
Tillamook County Public Works
503 Marolf Loop

#6 - Reserve Accounts and Priorities established at February 2, 2012, December 3, 2012 and January 7, 2013 Leadership Team Meetings

1) General Fund unappropriated ending fund balance to ALWAYS be maintained at minimum of \$4,000,000 for operational costs from July until November

Adopted FY 12/13	\$4,782,331
Actual (audited) on June 30, 2013	\$5,810,395
Over/(Short)	\$1,028,064

2) General Fund contribution for Lommen Bridge \$1M match:

FY 12/13	\$333,000
FY 13/14	\$333,000
Proposed FY 14/15	\$334,000
	\$1,000,000

3) Revenue Stabilization Fund needs to be funded at a minimum of \$4M, but with goal of six (6) months operating revenue for General Fund. Commissioner Labhart stated at January 7, 2013 meeting that the current goal is too high, but there was no further discussion and a new goal amount was not determined. The following analysis maintains the goal of \$4M:

Current balance November 19, 2013 - \$2,065,956. Balance remaining to reach goal - \$1,934,044.
FY 2013-2014 scheduled transfers in to Revenue Stab. Fd - \$0
FY 2013-2014 scheduled transfers out of Revenue Stab. Fd to Gen Fd - \$400,000
If scheduled transfer out occurs, June 30, 2014 ending fund balance would be approximately - \$1,668,956.
New balance to reach goal - \$2,331,044.
(See transfer history on #3)

4) Building Improvement Fund should be built up to a minimum of \$5,500,000 to provide \$5M in the event of a catastrophic building loss and \$1.5M for ongoing capital improvements. Develop long term plan for replacement of County Courthouse (Circuit Court Facilities) as well as other aging and inadequate facilities such as the Public Works offices and Central Shop.

Current balance November 19, 2013 - \$516,910. Balance remaining to reach goal - \$5,983,090.
FY 2013-2014 scheduled transfer in to Building Improvement Fd - \$0

5) Vehicle Replacement Fund

Vehicles to be budgeted from departments - lease options, annual contribution to vehicle replacement fund (held until purchase price saved), utilize vehicle (motorpool) committee, review entire fleet.

Current Vehicle Reserve Fund balance November 19, 2013 - \$270,214
FY 2013-2014 scheduled transfers in to Vehicle Reserve Fund - \$0.
FY 2013-2014 scheduled vehicle purchases from Vehicle Reserve Fund - \$0.

FY 2013-2014 vehicles budgeted (by department) and leased: 2 Sheriff (F-150 & Explorer) and 1 DCD (F-150)

6) Law Enforcement Fund build up to \$50,000 per BO #13-032 from JC \$20 assessment on every conviction of Minor in Possession/Possession of a Controlled Substance less than 1 oz. and Open Container Citation. This fund is earmarked to be spent at the DA's discretion to support various prosecution and law enforcement activities as well as to back-fill loss of other State monies. Historically this money has been used to combat drug & alcohol abuse. Funds collected since April 24, 2013 = \$530.00

Current balance November 19, 2013 - \$4,678. Balance remaining to reach goal - \$45,322

7) Post Employment Liability Fund should remain as is. Insurance cost for retirees should remain departmental costs accounted for in the budget process as pay as we go approach. This fund was established per GASB 43 & 45.

Current balance November 19, 2013 - \$615,143