

**Report on issues discussed at the weekly
Management Update meeting on March 31, 2014**

Commissioners present: Commissioners Sam Brentano, Patti Milne and Janet Carlson.

Others present: John Lattimer, Jan Fritz, Gloria Roy, Matt Knudsen, Dennis Mansfield, Alan Haley, Jeff Bickford, Cindy Schmitt, Dave Smith, Tamra Goettsch, Derek Godwin, Richard Minaker, Jeff White, Sara McDonald, Don Russo, and Kim Hulett as recorder.

Guests: John Burt and Pamela Rose from OSU Extension Service.

INFORMATIONAL

Stormwater Service Fee Update

Environmental Specialist Matt Knudsen discussed two budget options and proposed fees for the Stormwater Management Program. Mr. Knudsen said the Stormwater Management 5-YR Budget option includes a credit for commercial customers who have installed detention ponds or other treatment systems. The credit program will be in place for the first two years to allow Environmental Services to implement its procedures and evaluate whether the infrastructure customers have in place are worthy of a credit. He said the "Billing Services" line item in this budget option is an estimate based off of a private company's billing services and billing would start in January 2015. Mr. Knudsen said the Stormwater Management 5-YR Budget Higher Standard option also includes the credit program as well as the purchase of a truck, modification to a larger capital project to realigning a ditch, and allows for more projects in the future. He reviewed the stormwater base fee rates and equivalent dwelling unit fee rates for both options and the stormwater management area projected five-year capital improvement projects. Commissioner Carlson said there are duties within the program that the county is already doing and she does not want to shift regular Public Works duties into a stormwater management program. She said the board needs to analyze the program's budget information and determine what is absolutely essential in order to keep the program as narrow as possible. She said she is most concerned with the billing which is a small when compared to the rest of the program. Commissioner Carlson said she has had a conversation with Salem City Manager Linda Norris regarding the city providing billing services for the county and Ms. Norris has been invited to the stormwater service fee Work Session in April. Chief Administrative Officer John Lattimer said that he and Public Works Director Alan Haley are also scheduled to meet with Ms. Norris. Commissioner Carlson thanked staff for the update and requested that information regarding fees and what they were intended to cover as well as how it relates to the ordinances. Commissioner Milne agreed and thanked staff for the thorough report. Mr. Haley said he would provide the requested

information prior to the April work session. Commissioner Milne asked that Public Works separate out what is mandated and what has been added. Commissioner Brentano said he agrees with what has been said and is looking for the county to just meet the requirements.

Albany Area Metropolitan Planning Organization (MPO) Grant Opportunity – City of Jefferson

County Engineer Cindy Schmitt said the Albany Area MPO (AAMPO) has started their first round of solicitation for grant requests and has identified Marion County roadways inside the boundary as eligible for funds. She said staff has identified two projects in the City of Jefferson. One is a current Marion County and Jefferson overlay project. The other is a sidewalk project on 3rd Street. She said the application request is \$62,000 and asked if the board would support AAMPO's application. Commissioner Brentano said he does not agree with how the census draws boundaries based on population and suggested that Jefferson make the application and then the county could issue a letter of support. Ms. Schmitt said due to Jefferson's small size the city is not recognized as one of the receiving agencies. The city also does not have the funds to commit to the 10.27 percent minimum match. She said the county could do a joint application with Jefferson as the main applicant. Commissioner Milne expressed concern about Marion County ultimately being the responsible party. Commissioner Carlson said the board could clearly state that a resolution was passed and Marion County is not part of the government structure of the AAMPO; however, Marion County is applying for this grant on the behalf of Jefferson. Commissioner Brentano said he could support the application, but with the distinction that this is a simple application for the benefit of some other party. The board asked that that this information be stated in a cover letter and that the resolution removing Marion County from participation in the AAMPO intergovernmental agreement be attached.

OSU Extension Service – Service District

Community Services Director Tamra Goettsch introduced Derek Godwin of OSU Extension Service to discuss the initiative petition to form a Marion County Extension and 4-H Service District. Mr. Godwin presented a draft letter to Salem Mayor Anna Peterson requesting the city's support of the extension service district and said the city would like a full time position that would focus on farms that would like to direct market products. Commissioner Carlson explained that Mayor Peterson had asked if the commissioners would support dedicated staff and she offered a letter stating that the board supports the position. Commissioner Milne expressed concern about other cities making a similar request. Commissioner Brentano suggested the letter state one position serving as a committee liaison and a percentage of that position would be dedicated based on the size of the community. Legal Counsel Gloria Roy explained that the draft resolution she

received is drafted as if the Board of Commissioners were referring the measure; however, this is being done by the petition process and county needs to have the cities agree to the petition. She said the statute refers to the cities concurring with the petition so that is why she changed the references. Commissioner Carlson asked what would happen if not enough signatures are gathered and the board decides to take a different approach. Ms. Roy said she could draft a resolution that is by initiative, by petition or by order. Mr. Godwin presented the feasibility study and noted that there were small changes to the wording in how the budget is presented and Marion County was pulled out. He said this is a proposal for \$0.05 per \$1,000. Commissioner Carlson suggested that the Community Food Systems position title be changed to Community Food Systems/Small Farms so that the new position is easily identifiable. Commissioner Brentano asked about rent costs. Mr. Godwin said the county is currently providing the rent in kind; however, in the future it is estimated that rent would be \$70,000 per year. The estimate is based on market rates and the additional space needed. Commissioner Carlson noted the small carryover and said if the county continues to provide in kind office space that would increase that carryover amount. Mr. Godwin explained that the cost of the election for this district would be between \$10,000 and \$50,000 and that the security deposit would be the maximum amount of \$10,000. He said in order to file the perspective petition this month the Citizens for Marion County Extension (CMCE) would need to have the \$10,000 security deposit. The group has raised \$2,500. He asked if the board would consider waiving the deposit and requirements for the election costs. Chief Administrative Officer John Lattimer said for full disclosure, Mr. Godwin has signed his name as the chief petitioner and is therefore personally responsible for these costs. Legal Counsel Gloria Roy said the county cannot waive the election cost. She said the deposit is an offset against those costs and the board could waive the deposit which allows them to file without having to come up with that; however, if it is unsuccessful then they have to come up with the full amount of the election cost. She said the statute is mandatory and states the chief petitioners shall pay the election costs. If the county refers the measure then the county picks up the election cost if the measure is not successful. If it is successful it is the districts regardless of how it started. She said the only way to waive the election cost would be after they have collected the signatures, but prior to them submitting it for the final petition. That is the difference and the board cannot waive the election cost, but can waive the deposit or set the deposit at zero per precinct. Commissioner Milne said she supports CMCE's ultimate goal; however, waiving the deposit gives CMCE an undue advantage over other private citizens. Mr. Godwin said the proposal is to waive the security deposit; there would still be the elections' cost which would be the district's responsibility if the ballot measure fails. Ms. Goettsch said waiving the security deposit allows CMCE to file the perspective petition and continue to seek additional donations. Once the PAC is formed then the group can

begin to collect resources that are tax deductible. Commissioner Brentano said if the county wants to move this along he would waive the security deposit.

Commissioner Carlson said one concern is that the group does not have the \$10,000 and will hold up the petition. The second is that if they are successful in the election then the security deposit was not necessary. She said the resolution is either/or so it is possible that at some point the board does refer it. The fourth is that the consultant they have been working with is interested in making sure that you are not raising \$10,000 for this and then have no money to create the promotional materials that you need as you are doing the petition campaign to make it successful.

Ms. Goettsch asked how the board would like them to proceed.

Commissioner Brentano said to bring the order forward. Ms. Roy noted that it would have to be added to the Board agenda.

Mr. Godwin said the reason we are moving along quickly is because there are certain periods, even after filing that the clerk has a certain amount of time, then the district attorney reviews. He said we are trying to get it so that we have the entire six months to collect signatures.

Commissioner Carlson suggested it be on the April 9, 2014 Board agenda.

Mr. Godwin asked if the letter to the City of Salem could be provided by April 3, 2014. Provide a letter that says draft and then substitute the signed letter.

FY 13-14 2nd Supplemental Budget

Senior budget Analyst Richard Minaker presented the Fiscal Year 2013-14 2nd Supplemental Budget. Commissioner Carlson asked why \$191,883 transferred from the Community Corrections fund to the Sheriffs Grants fund. Chief Financial Officer Jeff White said that particular source of monies the Sheriff's Office wanted to track separately. Initially the Sheriff's Office had budgeted – they thought it was going to be for overtime spent in the jail and in the end they were kind of paying themselves within the Sheriff's program. It was important to the Sheriff's Office that they were able to track this separately. They thought it would be for overtime spent in the jail and in the end they are kind of paying themselves within the Sheriff's program. They are leasing bed space. It was important to them that they are able to track this separately. Part of it is that they are a little bit afraid with if the monies go away it would make their operating program look up and down. Commissioner Carlson asked why Children and Families was under budget by \$28,507. Mr. White said it was a technical error when doing the cost allocation worksheets. Where administrative charges would float and in the

process of input a line got missed. Meant to be in their budget, but did not get inputted.

Tamra said it is a hit, but resources were purposely set aside in case, through this transition, it got a little bumpy and this is a bump they can absorb.

Commissioner Carlson referred to Environmental Services and said they anticipate and 50 percent reduction in volume at the transfer station and now they have to up the budget. Mr. White said Public Works had listed all the things they were going to cut. It did not get resolved and only half of the volume going to the Marion County Recovery Facility for disposal which was not agreed to later. Restore funding per Board's request.

Mr. Lattimer said a meeting is set up to discuss Environmental Services.

Mr. White cost allocation methodology the county will have a federal rate process for this fiscal year. The entire cost allocation plan we had hoped to revise the entire plan; however, it was a bigger project and was asked by CAO to take the year to do that for the 2016-17 year.

Mr. White explained that Finance will be looking at the county's reserve funds every year at the beginning of the budget process and the Health Department did not feel this fund was necessary anymore and in order to close the fund, there needed to be a resolution.

He said he believes they had moved money out of the Health Ideas Reserve fund in the Health Department to help deal with capitated services they need to provide. They believe those services have started to increase as of January of this year and will continue to increase and that they will need those funds in the future to provide health services that fall under what these funds were intended to be used for. So they want access to them for the budget process.

Commissioner Milne said she would like to receive a little more information on the transfer – due to the amount of money involved at \$2 million. Mr. White asked Rod to follow up with an email.

Mr. Lattimer stated the resolution closes the fund. Mr. White said they will advertise this Friday which will give the five days prior to Board Session for adoption.

OTHER

Tamra said this Wednesday is the rededication ceremony of Courthouse Square. Invites sent and Transit Mall will follow with a ribbon cutting. Stage

set up. Jolene is working with transit staff on a banner. Mr. Lattimer will provide historical photos of the Senator Hotel and other things in picture windows on Court Street. Jan Fritz will provide pictures for the construction tour. Areas of the garage will be taped off for viewing of the pillars that have been reconstructed. Senator Hearing Room and 5th floor also open for viewing. Jolene is working on booklet. Transit is taking on cost of key chains and distribution. Jolene reviewed the ceremony agenda. Mr. Lattimer stated that Structural Preservation Specialists management will be in attendance. Commissioner Carlson asked for a list in round figures how the remediation was paid for and total. Mr. Lattimer stated that Hitesh has worked on photos. Encourage employees to park and ride on Wednesday. The Board asked that the invitation email be resent this week to the email list as a reminder. Mr. Lattimer stated that the garage will not be open. Elevators will not stop at the 2nd, 3rd or 4th floor. Tours are all day Wednesday and 9:00 a.m. to 5:00 p.m. Thursday. Commissioner Carlson asked that a press release go out today about the tours. The Board thanked staff for all their work.

Commissioner Carlson stated that election parking has not been figured out. Identify where they will fit. Mr. Lattimer said election workers will fit under parking structure. The commissioners are working on solutions for election parking. Commissioner Brentano feels that there is enough room for volunteers to park in and around Courthouse Square. Commissioner Carlson is working on solution and work on election parking plan once back in Courthouse Square. Commissioner Brentano needs to know how many spaces the Elections Office is needed. Jan Fritz will keep track this election of the number of volunteers to understand needs and accommodate them. Parking is also needed for people who go into leave a ballot. The Board will come up with a plan for parking. Jolene will respond to concerns.

Commissioner Carlson said she has been receiving communications from staff from the Housing Authority. Their main issue is health insurance and their year starts April 1, 2014. She said she does not know if the insurance plan kicks into tomorrow or not. The Board passed a budget with a caveat that they work with Business Services and come back to the Board what a transition plan might look like. We need to deal with it today because April 1st is tomorrow. Legal Counsel Gloria Roy said she met with Shelly on Friday and one of the items we went over was the Board's direction on coming up with options on different ways to look at the insurance plan and the premiums and the cost to the different employees. She said they came up with several alternatives and will follow up with what the costs are. The four primary individuals impacted were at the meeting. Shelly will be coming back with options. She said after talking with Justine she believes the plan is changing as of April 1, 2014. Commissioner Carlson and Commissioner Milne do not want people to get hit with \$900 out of pocket. Mr. Lattimer said premiums do not have to be paid right away and the alternatives are that the county pays for it with a loan or they have spread the cost across all the employees

so that those without children would have to help pay the cost of families who do have children. They do not think that is fair. Ms. Roy said that is what happens with a composite rate. She said employees at the meeting had heard that the Board will take care of it and fix it and we will be covered 100 percent. Commissioner Carlson said she did not say that. Ms. Roy said it was a misunderstanding. Commissioner Carlson concerned about big out of pocket hit. Commissioner Milne said she would like to discuss the matter in Executive Session as soon as possible. They determined that an Executive Session would be scheduled to discuss the issue further. Commissioner Carlson asked that the options that were discussed with Legal be available at the Executive Session. Commissioner Carlson said if the county has to have a loan to them to enhance the pool so that there is a transition she would like to know what it looks like and what it would be.

COMMISSIONERS' UPDATE

Commissioner Milne announced that she is vacating her Board of Commissioner's seat at 5:00 p.m. on April 21, 2014. She said the process to fill the vacancy should be known. Ms. Roy said the Republican Central Committee would have 20 days to make nominations. They can do it sooner.