

**INFORMAL WORK SESSION MINUTES**  
**October 1, 2019 1:30 p.m.**

**Room 32, Courthouse**  
**535 NE Fifth St.**

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Present: Commissioners Richard L. "Rick" Olson, Mary Starrett and Casey Kulla

Staff: Ken Huffer, Christian Boenisch, Josephine Ko, Derrick Wharff, Jay Moskal, Gary Wertz, Keri Hinton and Nohely Barajas-Montalvo

Guests: Listed on the sign-in sheet

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Commissioner Olson called the meeting to order at 1:30 p.m.

**A. CALENDAR SESSION:** This time is reserved for the review of the commissioner's joint schedule (if needed).

The Commissioners reviewed joint schedules for October 1 – October 19, 2019. No other county business was discussed.

**B. WORK SESSION:** This time is reserved for topics of discussion scheduled for the Commissioners in advance. If a work session is not needed, the balance of the meeting will begin at 1:30 p.m.

1. Work Session –

a. Review of a proposed draft ordinance to increase the Board membership from three to five. Mr. Boenisch reviewed the draft ordinance revisions and clarified that Yamhill County is a general law county which does not have a county charter and therefore restricts election by districts. Staff and the Board reviewed language changes that will be updated for Board final review. Mr. Huffer noted that the Compensation Committee which typically meets in May as part of the budget process would be required to convene earlier in the year to set the compensation rate for the additional Commissioner positions.

There was discussion regarding concerns of using taxpayer dollars, increasing the size of government, use of county revenue and dividing the county into districts. Mr. Huffer addressed the Board regarding the current and projected impact of increasing the current board from three to five including salary rates, rollups, additional staff support and materials/services (see Exhibit A). The consensus of the Board instructed staff to finalize the ordinance including the suggested changes as discussed for Thursday's formal session and to place on the agenda the first reading of the final version of the ordinance.

**C. INFORMAL SESSION:** This time is reserved for briefings, receipt of reports, consultation among commissioners and staff, reports from commissioners on recent actions in the areas of their responsibilities, and other personnel and administrative decisions as appropriate.

1. Department Updates

a. Assessor's Office – Derrick Wharff / Jay Moskal

Mr. Wharff updated the Board regarding the manufactured housing real market value increases (see Exhibit B). He noted the tax roll value for manufactured homes has increased by 215% since 2014. As of 2018, the median price for site-built homes has increased in excess of \$300,000 countywide which has impacted affordable and entry level housing. The tax roll process begins today. Mr. Wharff anticipates calls to the Assessor's Office will increase in the coming weeks once tax statements are distributed.

b. Fair – Gary Wertz

Mr. Wertz updated the Board regarding the 2019 fair which saw decreased attendance by 10%. He noted over 1200 exhibits participated and food sales increased by 30%. He noted growth will be focused on daytime fair attendance.

2. Thursday Formal Session Agenda Review

a. Consent Agenda Review (keep or move to non-consent)

There were no consent agenda items to move forward.

b. Non-consent Agenda Review (add to consent or leave off)

The consensus of the Board was to move items F1 through F7 to Thursday's consent agenda.

3. Executive Session: None.

4. Commissioner Updates/Announcements/Discussion: None.

5. Adjourn

Following commissioner updates the meeting adjourned at 2:56 p.m.

Carolina Rook  
Secretary

Accepted by Yamhill County  
Board of Commissioners on  
12/5/19 by Board Order  
# 19-472

BUDGET ESTIMATE FOR PROPOSED BOARD EXPANSION

		<u>2019-20 BUDGET</u>	<u>FTE</u>	<u>ESTIMATED</u>	<u>FTE</u>
010-013-301.01	BEGINNING BALANCE	182,562		182,562	
010-013-362.99	MISC	200		200	
010-013-380.10	CO INT ADMIN OVERHEA	<u>183,297</u>		<u>183,297</u>	
	TOTAL REVENUE	366,059		366,059	
	DISCRETIONARY ALLOCATION	387,382		387,382	
	<b>TOTAL REVENUE</b>	<b>753,441</b>		<b>753,441</b>	
010-013-400.01	COMMISSIONERS	234,795	3	391,325	5
010-013-401.42	EXECUTIVE OFFICE SPE	96,868	2	123,283	2.6
010-013-479.00	OTHER EARNINGS	2,800		2,800	
010-013-480.00	EXTRA HOURS	1,000		1,000	
010-013-482.00	EXTRA HELP	5,000		5,000	
010-013-490.00	MEDICARE TAX	4,937		7,517	
010-013-491.00	SOCIAL SECURITY	21,109		31,868	
010-013-492.00	RETIREMENT	45,391		60,724	
010-013-493.10	MEDICAL INSURANCE	87,280		130,598	
010-013-493.12	EMPLOYEE ASSISTANCE	1,400		2,800	
010-013-493.15	VEBA	6,000		9,000	
010-013-493.20	DENTAL INSURANCE	7,705		11,674	
010-013-493.25	VISION INSURANCE	775		1,186	
010-013-493.31	SHORT TERM DISABILIT	2,526		6,739	
010-013-493.40	LIFE INSURANCE	155		248	
010-013-494.00	ACCIDENT INSURANCE	511		778	
010-013-494.80	TIME LOSS RESERVE	340		518	
010-013-495.00	UNEMPLOYMENT	340		518	
010-013-496.00	WORKERS COMP ASSESSM	225		360	
010-013-499.00	FET/VACATION/SICK	1,200		1,200	
010-013-499.99	VACATION LIAB. ADJUS	<u>1,000</u>		<u>1,000</u>	
	TOTAL FOR PERSONNEL	521,357	5	790,136	7.6
010-013-510.01	CENTRAL SUPPLIES	8,000		11,990	
010-013-513.03	PUBLICATIONS & DUES	300		300	
010-013-543.01	DEPT. EQUIPMENT	5,000		5,752	
010-013-611.01	AUDIT	500		500	
010-013-612.01	MISC TRAINING	1,500		1,500	
010-013-620.01	TELEPHONE	3,000		3,830	
010-013-630.01	TRAVEL EXPENSE	25,000		26,895	
010-013-640.01	ADVERTISING	100		100	
010-013-683.01	COPY MACHINES/MAINT	250		250	
010-013-692.16	AMBASSADOR SCHOLARSH	1,000		1,000	
010-013-699.00	COMMISSIONERS DISCRE	4,500		7,500	
010-013-780.01	BUILDING RESERVE	15,075		19,435	
010-013-780.04	INTERNAL TELECOMMUNI	5,300		6,890	
010-013-780.06	EQUIPMENT REPLACEMEN	3,089		4,802	
010-013-780.54	TELECOMM PER CALL AN	<u>613</u>		<u>518</u>	
	TOTAL FOR MATERIALS	73,227		91,262	

BUDGET ESTIMATE FOR PROPOSED BOARD EXPANSION

	<b>TOTAL EXPENSES</b>	<b>594,584</b>	<b>881,398</b>
010-013-990.01	ENDING BALANCE COMMI	158,857	-127,957
	=====	=====	=====
	TOTAL EXPENDITURES	594,584	881,398
	TOTAL REVENUE	753,441	753,441

**Financial Analysis/Estimate for Proposed Referendum to Expand Board of Commissioners from 3 to 5**

<u>Salary and Roll Ups for Commissioners</u>	<u>Current</u>	<u>Add 2 Commissioners</u>	<u>Total Cost</u>	<u>Notes</u>
COMMISSIONER	234,795	156,530	391,325	Salary determined by Compensation Committee. Annual Base Salary used is what has been approved for 2019-20.
MEDICARE TAX	3,405	2,270	5,674	1.45% of wages
SOCIAL SECURITY	14,557	9,705	24,262	6.20% of wages
RETIREMENT	23,480	15,653	39,133	PERS eligible; however, elected officials can opt out of PERS and county will provide a 10% (of salary) to a 401B retirement account.
MEDICAL INSURANCE	51,552	34,368	85,920	Commissioners provided same coverage options and contributions as YCEA/AFSCME-represented employees
VEBA	3,600	2,400	6,000	This is a contribution to the a health savings account for Commissioners enrolled in base medical plan
DENTAL INSURANCE	4,608	3,072	7,680	Commissioners provided same coverage options and contributions as YCEA/AFSCME-represented employees
VISION INSURANCE	468	312	780	Commissioners provided same coverage options and contributions as YCEA/AFSCME-represented employees
SHORT TERM DISABILITY	3,052	2,035	5,087	County paid short-term disability benefit
LIFE INSURANCE	93	62	155	County paid group life insurance
ACCIDENT INSURANCE	352	235	587	Workers Compensation Insurance Coverage through SAIF
TIME LOSS RESERVE	235	157	391	Internal charge to each department per FTE
UNEMPLOYMENT	235	157	391	State of Oregon unemployment insurance contribution
WORKERS COMP ASSESSMENT	135	90	225	Internal charge to each department per FTE
<b>Total</b>	<b>340,566</b>	<b>227,044</b>	<b>567,611</b>	
<u>Other Expense Categories for Commissioners</u>	<u>Current</u>	<u>Add 2 Commissioners</u>	<u>Total Cost</u>	<u>Notes</u>
CENTRAL SUPPLIES	5,985	3,990	9,975	Includes office supplies, meeting materials, and other misc. equipment. Base is 5-year average divided by 3 Commissioners
PUBLICATIONS & DUES	99	66	165	
DEPT. EQUIPMENT	1,128	752	1,880	Computer related items, furniture, chairs, and other office items.
TELEPHONE	2,298	1,532	3,830	Cell phones and network devices
TRAVEL EXPENSE	16,137	10,758	26,895	Includes accommodations, mileage reimbursement, registration fees, airfare, and etc. Base is 5-year average divided by 3 Commissioners
COMMISSIONERS DISCRETIONARY	4,500	3,000	7,500	As requested by Board during budget process.
BUILDING RESERVE	5,040	3,360	8,400	Internal rent charge by square footage of office space.
INTERNAL TELECOMMUNICATIONS	1,590	1,060	2,650	Internal charge per phone
EQUIPMENT REPLACEMENT	1,713	1,142	2,855	Internal charge per PC device per person (currently 2 Commissioners have laptops and 1 Commissioner has a desktop) Used laptop replacement rate for base.
TELECOMM PER CALL AN	198	132	330	Internal charge for calls. Figured on 5 year average, divided by number of devices to determine base rate.
<b>Total</b>	<b>38,688</b>	<b>25,792</b>	<b>64,480</b>	
<u>Support Staff Personnel Expenses</u>	<u>Current (2 FTE)</u>	<u>Add 0.6 FTE</u>	<u>Total Cost</u>	<u>Notes</u>
EXECUTIVE OFFICE SPECIALIST	96,869	26,414	123,283	Based on increase of Commissioners, will need at least the addition of 0.6 FTE of Executive Office Specialist.
OTHER EARNINGS	2,800	0	2,800	Incentive pay for lead worker
EXTRA HOURS	1,000	0	1,000	
MEDICARE TAX	1,460	383	1,843	1.45% of wages
SOCIAL SECURITY	6,241	1,638	7,879	6.20% of wages
RETIREMENT	17,104	4,488	21,591	PERS. Used employer rate for OPSRP covered employees plus county paid employee's 6% contribution.
MEDICAL INSURANCE	34,368	10,310	44,678	Same coverage options and contributions as YCEA/AFSCME-represented employees
VEBA	2,400	600	3,000	This is a contribution to the a health savings account for employees enrolled in base medical plan
DENTAL INSURANCE	3,072	922	3,994	Same coverage options and contributions as YCEA/AFSCME-represented employees
VISION INSURANCE	312	94	406	Same coverage options and contributions as YCEA/AFSCME-represented employees
SHORT TERM DISABILIT	1,309	343	1,652	County paid short-term disability benefit
LIFE INSURANCE	62	31	93	County paid group life insurance
ACCIDENT INSURANCE	151	40	191	Workers Compensation Insurance Coverage through SAIF
TIME LOSS RESERVE	101	26	127	Internal charge to each department per FTE
UNEMPLOYMENT	101	26	127	State of Oregon unemployment insurance contribution
WORKERS COMP ASSESSM	90	45	135	Internal charge to each department per FTE
<b>Total</b>	<b>167,439</b>	<b>45,360</b>	<b>212,798</b>	

Exhibit "A"

**Financial Analysis/Estimate for Proposed Referendum to Expand Board of Commissioners from 3 to 5**

<u>Other Expense Categories for Support Staff</u>	<u>Current (2 FTE)</u>	<u>Add 0.6 FTE</u>	<u>Total Cost</u>	<u>Notes</u>
CENTRAL SUPPLIES	2,015	0	2,015	Includes office supplies, meeting materials, and printing costs.
DEPT. EQUIPMENT	3,872	0	3,872	Computer related items, furniture, chairs, and other office items.
MISC TRAINING	1,500	0	1,500	Staff training registration
COPY MACHINES/MAINT	250	0	250	Share networked copy machine and printer maintenance
BUILDING RESERVE	10,035	1,000	11,035	Internal rent charge by square footage of office space.
INTERNAL TELECOMMUNI	3,710	530	4,240	Internal charge per phone
EQUIPMENT REPLACEMEN	1,376	571	1,947	Internal charge per PC device per person and PC's used in Rm 32 and BOC Conference Room
TELECOMM PER CALL AN	<u>122</u>	<u>66</u>	<u>188</u>	Internal charge for calls. Figured on 5 year average, divided by number of devices to determine base rate.
<b>Total</b>	<b>22,880</b>	<b>2,167</b>	<b>25,047</b>	
<b>GRAND TOTALS</b>	<b>569,573</b>	<b>300,363</b>	<b>869,936</b>	

**Additional Notes:**

1. Figures presented were estimated using 2019-20 Budget Figures, as well as year to date actuals and where noted, 5-year trends. Actuals are subject to change.
2. Salaries for staff do not include any potential merit increases or future COLA's.
3. Commissioners' salaries are subject to review and recommendation of the Compensation Committee. The Compensation Committee meets in May each year and during the annual budget process.
4. Estimate does not include one-time costs for any new office space, new furniture, or new equipment for additional FTE. Figures for equipment and offices are an estimate for annual costs to maintain purchased systems and offices.
5. Estimates reflect only expenses associated to Fund 010-013 (Commissioners' Budget) and do not include possible indirect expenses to 010-010 (Administration) or other Funds of the current year budget.

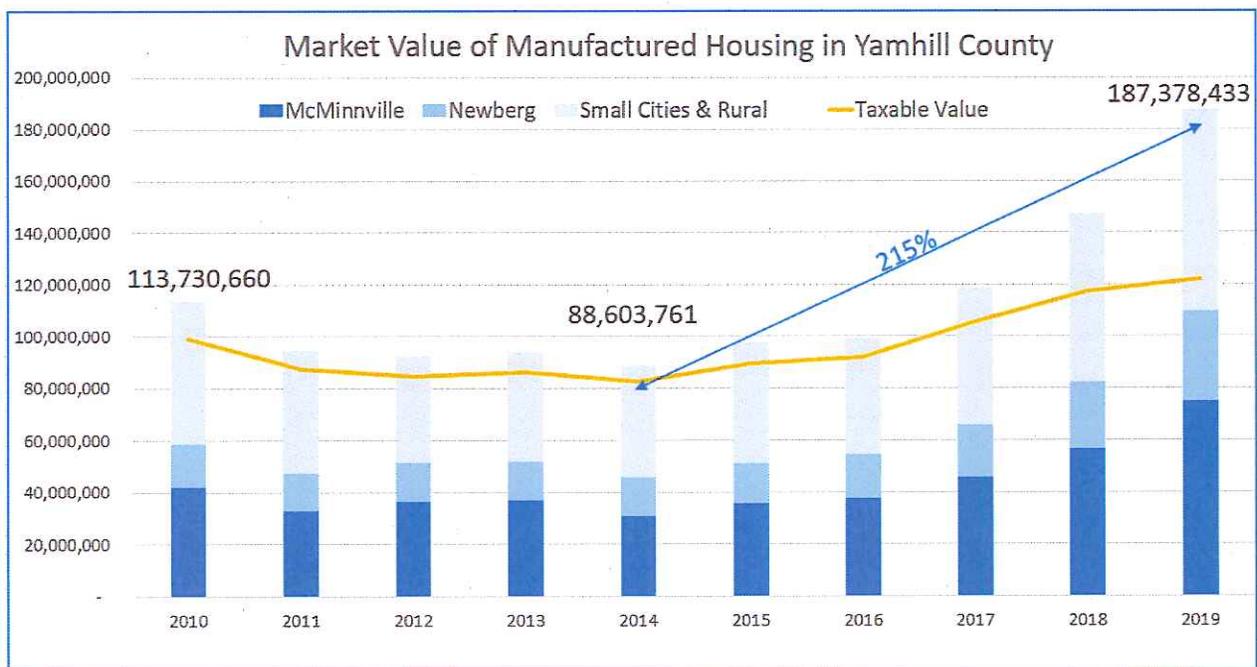


## RE: Manufactured Housing Real Market Value Increases

### General Overview:

Yamhill County has 3,596 personal property manufactured homes. These homes are primarily situated in small cities and in one of the 32 manufactured home parks throughout the county. Across the State of Oregon manufactured homes sales are showing a significant increase over the last 5 years. The real market value of the Manufactured home tax roll has increased 215% since 2014. Average home sales in parks have increased 222%.

Yamhill county's residential housing market continues to experience significant demand and a continued supply shortage. Site built homes are becoming increasingly more expensive. Market analysis suggest that manufactured homes are becoming more of the affordable housing and entry level housing mix. In national studies it is being reported that manufactured home values are increasing at a rate equal to and often above site-built homes because of their affordability.



The significant change in real market value for manufactured homes may have some owner's property taxes increasing more than the typical 3% for the 2019-2020 tax year. In short, if the manufactured home was taxed on real market value in prior years and the real market value was more than 3% lower than the Maximum Assessed Value, then the increase in taxable value could be more than 3%.



**YAMHILL COUNTY ASSESSMENT & TAX**  
535 NE 5<sup>TH</sup> St., Room 42  
McMinnville, OR 97128

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Our office is prepared to work with any of our property owners who have questions about the real market value of their home. We can also assist in the explanation of how taxes are calculated in accordance with Oregon Revised Statutes. We are anticipating an uptick in calls and office visits once tax statements are mailed out later this month. If you have any further questions or need to refer anyone to our office for additional assistance, please do not hesitate.

Thank you for your time and the opportunity to share an overview of this very important component of the Oregon Property Tax Program as it pertains to Yamhill County.

Derrick Wharff  
Yamhill County Assessor and Tax Collector