

MINUTES
BUDGET COMMITTEE MEETING
May 1, 2017 9:00 a.m.

Room 32, Courthouse

PRESENT: Budget Committee members Stan Primozych, Mary Starrett, Richard L. “Rick” Olson, Chris McLaran, Shelley Halleman, and Angel Aguiar.

Staff: Laura, Tschabold, Ken Huffer, Becky Weaver, Silas Halloran-Steiner, Lindsey Manfrin, Christina Malae, Emily Piper, Jason Henness, Paul Partridge, Krisan Pendleton, and Blanca Marquez.

Guests: Nicole Montesano, News-Register.

Commissioner Primozych called the meeting to order at 9:00 a.m.

Election of Officers – Angel Aguiar moved to appoint Shelly Halleman as Chair; Chris McLaran seconded the motion. The motion passed unanimously. Stan Primozych moved to appoint Chris McLaran as secretary; Richard L. “Rick” Olson seconded the motion. The motion passed unanimously.

Adoption of Minutes – Stan Primozych moved to approve the minutes from May 2-4, 2016; Angel Aguiar seconded the motion. The motion passed unanimously.

Budget Overview – Laura Tschabold reviewed the budget committee narrative slides noting that the current budget is 2.2% smaller than last year and the personnel costs will likely change once union negotiations are completed. Ms. Tschabold said they are monitoring the current legislative session regarding the Public Employee Retirement System (PERS) and the video lottery funds and the potential effect on the county’s budget.

The meeting recessed at 9:55 a.m. and reconvened at 10:15 a.m.

HEALTH & HUMAN SERVICES (HHS) TEAM

General Overview – Silas Halloran-Steiner stated that Fund 16 is affected by major changes in legislation specifically to Medicaid and Medicare, adding that Medicaid is a major driver to the department’s financial plan. He stated that the Oregon Health Plan membership exceeded their projected number and Yamhill County has 23,000 members. Silas said the department is financially strong. He stated that some of the savings are due to the delay of facility expansions and vacancies in positions.

Public Health (Fund 16-70) – Lindsey Manfrin reviewed the increases in revenue from restaurant licenses and federal and state grants. Ms. Manfrin said she is looking forward to the addition of a communicable disease nurse and restaurant inspector. She discussed the wrap up of

the Yamhill County community health assessment that is a state requirement, adding that the county showed a high fatality rate for pedestrians.

Veterans' and Disabilities Services (Fund 16-71) – Silas Halloran-Steiner stated they added a full time office specialist technician and will be focusing on cross training and building upon the abilities of individual staff members in the department. He stated the decision of legislators and the funding package has a large impact on what Yamhill County's program will look like in the future.

Community Support Services (Fund 16-73) – Emily Piper stated the biggest change to their budget is for the new peer assisted crisis center. She said the goal is to provide 24-hour seven day a week support to psychiatric needs patients. The center will have the capacity for five to seven individuals at a time for up to thirty days. Emily said they are focusing heavily on the roll peer support can have and provide an alternative to being hospitalized. Emily stated they are currently are reorganizing the vocational work crew program. Ms. Piper reviewed the different programs that community support services offers, whom in the community they serve, and how they are funded. She discussed the assorted revenues from private insurance companies they are allowed to bill and how the county is reimbursed.

Family and Youth (Fund 16-75) – Jason Henness talked about the lines for life crisis hotline services, adding that they receive call logs daily. He said with texting being the preferred communication method for youth he was not surprised to see low utilization of incoming calls to the crisis hotline from youth. Mr. Henness discussed the process used to follow up on calls received and outreach being done at local schools through presentations. He discussed the suicide post plan, county employees also make contact with family members to let them know they are able to assist. He said the county has a flight team response available for immediate youth outreach when necessary. He stated that Family and Youth strives to provide a preventative model when serving the community.

Administration (Fund 16-79) – Christina Malae reviewed personnel changes, daily fee for service claims and additional grant expenses. She said the fund has remained fairly flat with a small increase to the contingency line. Ms. Malae said they have a full ninety day reserve and plan to start some renovation projects in lieu of a full building remodel. She identified team goals including continued oversight monitoring, electronic health records, improve follow-up with post hospital discharges, refine methods of conducting revenue forecasting, and help program managers assess specific community needs.

Enhanced Care Facility (Fund 16-172) – Silas Halloran-Steiner pointed out a change in this fund resulting from moving secure respite into community services. He said the programs are stable with no major changes, adding most of these programs serve the most vulnerable.

Adult Behavioral Health (Fund 16-174) – Silas Halloran-Steiner discussed the completion of the drug court grant but said Yamhill County will continue to offer the program. He pointed out the local contract line and stated that there is no longer a contract with Virginia Garcia Memorial Health Center. There is grant work being done with Provoking Hope for drug addiction services. Shelly Halleman asked about the marijuana tax and Mr. Halloran-Steiner stated they have not heard if any funds will be allocated to the county.

The meeting recessed at 12:21 p.m. and reconvened at 1:30 p.m.

PRESENT: Budget Committee members Stan Primozich, Mary Starrett, Richard L. “Rick” Olson, Chris McLaran, Shelley Halleman, and Angel Aguiar.

Staff: Laura, Tschabold, Ken Huffer, Becky Weaver, Al Westhoff, Brett Henry, Jessica Beach, Diane Fisher, Ken Friday, John Phelan, Catherine Lindberg and Vicki Wood.

Guests: Nicole Montesano, News-Register.

CULTURE & RECREATION TEAM

Fair (20-80) Fair Event Center (20-82) – Al Westhoff stated they are in the process of hiring a new fair manager. He said his plan is to retire and work as a consultant from January 2018 through the end of the 2018 Yamhill County Fair and Rodeo. Mr. Westhoff discussed the 2017 economic impact report, facility maintenance, and renovations that have taken place at the fairgrounds.

Parks (10-81) – Brett Henry presented a brief overview of the budget, noting the placeholders for four grants that are being applied for during the 2017-18 budget year. Mr. Henry said tangle boxing continues to grow each year and he discussed the Grenfell Park improvements and the Dayton Landing boat launch renovation.

LAND USE TEAM

Planning (10-20) – Ken Friday discussed the new expense line added to transfer funds to the Assessor’s Office for the purchase of GIS aerial tomography. He stated material and services remain status quo and noted changes to personnel which include the addition of a management analysis code enforcement position.

Solid Waste (17-28) – Ken Friday discussed Riverbend Landfill’s projected closure date change from April 2017 to April 2019 which will result in the loss of revenue. He stated the loss of revenue has resulted in a decrease in personnel. The most significant difference to this year’s budget is the absence of a transfer of funds to the Landfill License Agreement Reserve Fund.

Surveyor (10-21) / Corner Restoration (27-37) – Ken Friday stated that this budget remains status quo with no changes in personnel or materials and services. He said the only change to Corner Restoration was the transfer of funds to the Assessor’s Office for the purchase of GIS aerial tomography.

The meeting recessed at 2:37 p.m. and reconvened at 2:45 p.m.

PUBLIC WORKS TEAM

Motor Vehicle Replacement (45-29) – John Phelan stated there are no changes to revenue and personnel. He noted on the capital line item he would like to utilize this for a buy back on a grader.

Engineering (11-55) – John Phelan noted the expectation of road permits and state highway funds to increase. He discussed the change to the professional services line due to the native plant program. He said a vegetation class from Linfield College would be working on the project and the expenditure is a donation to Linfield's program.

Road Fund (11-60) – John Phelan noted the substantial beginning balance due to budgeting for the new shop building. He said that the Public Works department will be the project managers for the Palmer Creek and DeJong Road Bridge projects. He noted increased revenue due to the rent increase from the new cell tower and the FEMA projects nearing completion. Mr. Phelan discussed the county's total financial liability for the bypass and The Confederated Tribes of Grand Ronde's contribution, adding the principal payment will come from this fund.

Habitat Conservation (52-62) – John Phelan stated this fund is stable with no changes to personnel. He is requesting additional funds for the increased expense of the butterfly survey.

GENERAL GOV'T TEAM

Commissioners (10-13) – Ken Huffer noted Commissioner Starrett's carry over of \$1,300 in the Commissioner's discretionary fund. He stated there are no significant changes to this fund.

Maintenance Reserve (40-83) – Becky Weaver stated the county's contract with Pitney Bowes needs to be renewed by December 2017.

Software Reserve (40-117) – Ken Huffer stated the beginning balance is being carried over to purchase a new finance system.

Administrative Services (10-10) – Ken Huffer stated personnel has increased with additional hours to the Human Resource Assistant position and the Accounting Clerk II.

Capital Projects (40-161) – Ken Huffer stated that the place holder for homeland security and the Connect Oregon IV grant was reflected in the beginning balance.

Non Departmental (10-39) – Laura Tschabold discussed the possibility of cost sharing between departments for advertising when positions are open and need filled. She reviewed the yearly membership dues.

The meeting recessed at 3:58 p.m. and reconvened at 4:10 p.m.

Federal Fund (30-52) – Becky Weaver stated they did not receive any carry over funds for the Oregon Department of Forestry Community Wildfire protection plan.

O&C Fund (50-52) – Laura Tschabold stated the Board approved \$58,000 in match funds for the Dayton Landing boat Marine Board grant and will be reflected under grants awarded reducing other expense by that same amount.

Insurance Reserve (80-38) - Ken Huffer stated this fund is status quo. This is the administrative portion of the insurance reserve fund.

PEL Reserve (80-133) – Ken Huffer stated this fund is for personal extended leave (PEL) reserve. Mr. Huffer stated there are about ten county employees with PEL balances and a balance is maintained to cover the county's current liability.

Property Damage Account (80-134) – Ken Huffer stated this fund is for the county's property insurance through City County Insurance (CIS) and they are in the middle of renewals. The amounts listed are an estimate.

Liability Reserve (80-138) – Ken Huffer said they are discussing with the new broker how to address risk management and implement better risk management training. He stated they are looking at the possibility of applying surcharges to individual departments who are contributors to the increasing costs.

Contingency (10-92) – Laura Tschabold stated there is not a need for the county to maintain this high of a beginning balance and these funds could be a potential source for disbursement. Mr. Primozich recommended an emergency preparedness fund. Mr. McLaran asked what contingency funds can be used for. Ms. Tschabold stated the funds are used for unexpected costs that departments cannot cover from their own budget or should not have to cover completely out of their own budget. She stated it has been rare that the county has needed to access the funds for such an event.

COMMUNITY SERVICES TEAM

Mediation Services (10-59) – Ken Huffer stated that this is a pass through from the state for funds that have specific allocations for court mediation and is a not-to-exceed fund.

Economic Development (26-34) - Laura Tschabold stated the county has not received the 3rd quarter payment of video lottery funds and is anticipating a possible decrease. She said the majority of the expenses are status quo noting this budget includes funds for the overlap of hiring the new fair manager.

Mr. Aguilar inquired about the Council of Governments (COG) fees and services provided and Mr. McLaran requested a copy of the definition of economic development used to define who or what the county approves to fund under economic development.

County Schools (15-85) – Becky Weaver stated this fund is a portion of federal funds that get distributed once a year with 75% going to roads and 25% going to schools.

The meeting recessed at 4:58 p.m. and reconvened at 7:00 p.m.

PRESENT: Budget Committee members Stan Primozich, Mary Starrett, Richard L. “Rick” Olson, Chris McLaran, Shelley Halleman, and Angel Aguiar.

Staff: Laura Tschabold and Ken Huffer.

Guests: Nicole Montesano, News-Register, and others as listed on the sign-in sheet.

PUBLIC HEARING

Habitat for Humanity - Mary Stern, Executive Director stated the whole spectrum of housing in the county is critical, with every aspect being important. She said this summer they are pouring foundations for three new homes. The program offers citizens a hand up and not a hand out. Recipients have the ability to pay their mortgage, taxes, insurance, invest 350 hours per adult in sweat equity and attend financial counseling. Ms. Stern discussed the cost to build a home and the partnerships with other local nonprofits. Fundraisers and events Habitat for Humanity has hosted help to raise funds. Partnering with local businesses such as Washington Roofing Company, who has provided all fifty-six roofs, Gormley Plumbing, Grocery Outlet, and Morris Carpet Cleaning has also contributed to the success of this program. Ms. Stern said it is amazing to see a community come together and thanked the Board for the consideration of Habitat’s request.

Homeward Bound Pets - Georgeann Percival, Board member thanked the county for its support and last year’s contribution towards the remodel of their building. She stated they were able to raise 86% of the full remodel cost and now are in need of \$27,000 for supplies. She said they are in the process of looking for clinic staff, have identified a clinic manager, and have found two veterinarians that are interested in working part time at the clinic. They are in the process of starting up some clinics which include vaccines, flea treatments, deworming, and a free exam. She said their current spay and neuter program is not sustainable long term. Ronnie Vostinak stated the estimated monthly revenue to be self-sustaining would be \$11,000.

Willamette Valley Cancer Foundation - Cassandra Marxen and Carrie Schadewitz presented a slide show to the committee reviewing funding from donations, fundraisers, planned giving, community partners, and grants. Ms. Marxen stated they provide three essential programs. The first program is financial assistance for families to help with mortgages, rent, insurance, co-pays, prescriptions, food, and other immediate needs. The second is children’s health prevention education. The third program is the adult tobacco cessation program which is a newer program that was implemented in 2015 and is offered to employers and the public. The request of \$60,000 would sustain their proposed budget for the next year.

McMinnville Area Chamber of Commerce 4th of July – Jon Gross and Adam Garben, presented to the committee their request for funds for the annual 4th of July firework celebration. Mr. Gross said their hope is to develop a long term partnership with Yamhill County, making the 4th of July celebration a county event. Mr. Gross said the financial support will allow the event to continue to be free to the community.

Nerd Herd – Andrew Christensen and Noah Carrillo gave a presentation to the budget committee about the Nerd Herd robotics group. Mr. Carrillo stated the program started in 2011 at McMinnville High School and at the time the program was only offered to the school’s students. The program has grown and they currently have members from all over the county participating. Mr. Christensen said the focus is on teaching and modeling perseverance, endurance and work ethic with a focus on not just what they can build with their hands but the goals they can reach. The request of \$5,000 would be used to fund outreach programs and purchase tools and parts.

Your Community Mediators – Renee Vorm Chair/Treasurer stated that Your Community Mediators is a neutral third party company that offers mediators for dispute resolution. They work with the juvenile detention center, senior center, and with parents and teens that are in truancy court.

Mr. Aguilar asked if there has been any interest in charging the local schools a fee for the truancy work done. Ms. Vorm said that requests have been made to three school districts that had kids that used their mediation services but have not received any funding yet.

Solid Waste Budget – Dave Larmouth, a rate analyst for Recology Western Oregon and a member of the Yamhill County Solid Waste Advisory Committee submitted a letter and a proposed Solid Waste budget for 2017-18 fiscal year (Exhibit A) for review.

Yamhill County Union Gospel Mission - Kaye Sawyer, Executive Director shared about the winter shelter that was opened around Thanksgiving of last year. She said it is an overnight shelter and is filled up almost immediately and at times is over capacity. Plans are in the works for opening a men’s 24/7 facility. After the completion of the men’s facility one of the goals is to remodel the women’s facility to triple capacity. Dave Haugeberg thanked the committee for their involvement last year stating that they had incredible successes. He said they are housing 30-35 people every night and that includes offering showers, laundry, and food. Mr. Haugeberg stated the need to help investing in education for training residents to get back into the community and work force. He said the goal is to break ground for the men’s facility this next year and so far they have raised \$225,000 towards the total cost.

The public hearing closed and the meeting recessed at 8:36 p.m.

BUDGET COMMITTEE MEETING

May 2, 2017 9:00 a.m.

Room 32, Courthouse

PRESENT: Budget Committee members Stan Primozich, Mary Starrett, Richard L. “Rick” Olson, Chris McLaran, Shelley Halleman, and Angel Aguiar.

Staff: Laura, Tschabold, Ken Huffer, Becky Weaver, Brad Berry, Debra Bridges, Tim Svenson, Vicki Wood, Scott Paasch, Jessica Beach, and Emily Williams

Guests: Nicole Montesano, News-Register.

The meeting reconvened at 9:00 a.m.

CRIMINAL JUSTICE TEAM

District Attorney (Fund 10-18) – Brad Berry discussed the child support enforcement services and noted that the state system is undergoing major changes. He discussed the need for a chief deputy district attorney and the need to authorize overtime to allow proper management of the office case load. The overall budget remains healthy and secure. Mr. Berry noted this is the largest beginning balance and it is due to vacancy savings.

Community Justice (Fund 21) – Jessica Beach noted the beginning balance of one million dollars and provided a brief summary of the 5% cut in the Governor’s budget, the Justice Reinvestment Program and the change for first offenders who are charged with possession charges. Ms. Beach stated that last year the work load percentage was at 2.35% and this year it is at 2.37%. She noted no changes to personnel or materials and services.

Juvenile Department (10-74) – Jessica Beach stated that overall there have been minor changes in personnel with the decrease of 1.0 FTE Probation Officer I and the addition of 1.0 FTE Probation Officer II. Commissioner Starrett asked if there were any alternatives to the large amount budgeted for beeper pay. Ms. Beach stated due to the nature of the cases assigned the beeper pay and usage is necessary.

Juvenile Detention (10-77) – Jessica Beach discussed the addition of a Juvenile Corrections Specialist. She noted the new expense line for the payment to the jail for the new private medical provider Correct Care Solutions, LLC with the anticipation of securing a contract for the future.

Jail (10-41) – Sheriff Svenson discussed the medical and meal reimbursement from Community Corrections and some minor changes to personnel resulting in an overall decrease of FTE. He stated they no longer have line items for medical expenses as it is all merged into a professional services line for the contract with Correct Care Solutions, LLC (CCS).

Marine Patrol (10-42) – Sheriff Svenson discussed the Marine Board’s formula in determining revenue allocations. He said they are advocating for more funding in the way of grants.

Sheriff (10-43) – Sheriff Svenson said Yamhill County is ranked 3rd in the state for the highest number of fatalities on highways, the majority of them on state highways. He discussed applying for a grant through ODOT for funds to pay for a dedicated traffic deputy for regular speed control. Sheriff Svenson talked about the placeholders for the city contracts, and the additional FTE budgeted for a records clerk after the restructuring of dog control. He noted an expense line for software license and maintenance in preparation for a new software upgrade. Sheriff Svenson stated he is still in the process of working with finance to finalize the forfeiture lines. He said there are tight restrictions on what narcotic funds can be spent on, noting that the personnel costs come from the 10-43 budget.

Court Security (10-86) – Sheriff Svenson said this budget is status quo with no changes to report.

Radio System (10-163) – Sheriff Svenson discussed the newer tower set up in Dayton and the coverage area. He stated they are looking into a homeland security grant for the funds to build a new tower near Sheridan.

Dog Control (13-47) – Sheriff Svenson noted the work that is currently being done in regards to the restructuring of Yamhill County’s dog control ordinance. He talked about the feedback from the local nonprofits and the transition to local municipalities being responsible for their own dog control effective September 1, 2017.

Jail Capital (40-41) – Sheriff Svenson discussed the need for a new camera system, touch screens in the control room, and two of the four hot water heaters need replaced.

Emergency Management (10-40) – Sheriff Svenson discussed the promotion of Sergeant Young to Emergency Manager. He stated they will also be adding an emergency management program assistant part-time beginning July 1, 2017.

Shelley Halleman asked if there were any areas the Sheriff felt were not functioning at a 100%. He stated the records division is in need of a reorganization and/or merger to be combined into one records division with full 24-hour access. A recent department wide survey showed almost 100% support of merging the two record divisions into one location. However, the challenge is logistics and currently there is not a space available that could house both record departments in one location.

911/Dispatch Services (10-48) – Laura Tschabold stated an additional \$22,754 needs to be added from the discretionary fund due to the YCOM 3% dues increase.

The meeting recessed at 10:55 a.m. and reconvened at 1:30 p.m.

PRESENT: Budget Committee members Stan Primozich, Mary Starrett, Richard L. “Rick” Olson, Chris McLaran, Shelley Halleman, and Angel Aguiar.

Staff: Laura, Tschabold, Ken Huffer, Becky Weaver, Mike Green, Christian Boenisch, Cynthia Thompson, Lucy Huffine, Derrick Wharff, Brian Van Bergen, Joe Moore and Shane Hoffman.

Guests: Nicole Montesano, News-Register.

COMMUNITY SERVICES TEAM

Transit (10-33) – Cynthia Thompson discussed transit goals for 2017-18 which include updating the fleet of buses, new YCTA graphics, and new bus stops and shelters. Ms. Thompson discussed the letter she mailed to all the surrounding cities who utilize Yamhill County Transit services asking cities for a 5% increase in their yearly contribution. She noted increased revenue in fares, which was more than previous years. She added that she is working on an agreement with DHS for reimbursement for the dial-a-ride services that are already being provided. Ms. Thompson reviewed ridership numbers and the cost for single trips verses a monthly pass. She

mentioned technology expenses that are needed for items such as GPS and having a computerized system on board the buses with stop and route notifications.

Law Library (14-26) – Lucy Huffine stated the law library budget remains stable from year to year. She said revenue comes from court filing fees and a large portion of expense comes from the Lexus and Westlaw subscriptions.

GENERAL GOVERNMENT TEAM (cont.)

Treasurer (10-23) – Mike Green stated there are no changes to materials and services and the county's cash position continues to be good.

County Counsel (10-25) – Christian Boenisch stated there were no personnel changes but added that there was an increase of \$15,000 for extra help and \$5,000 in professional services to assist with the increasing work load. One area that is contracted out is labor arbitrations due to the fact that this office does not have expertise in labor law. There has been an overall increase in the level of work in all areas. Mr. Boenisch said he hopes to be able to contract out more of the complex items in the future. He noted that the additional expense will take the ending balance down to \$2,000 and additional discretionary funds may be needed next year.

Assessor (10-12) – Derrick Wharff reviewed personnel reclassifications, the CAFFA grant, and discussed revenue from the interest received from bankruptcy fees. He noted the increase in material and services for software maintenance. He explained the large amount budgeted for trainings, stating that the trainings are a requirement to maintain their licensing and are obtained mostly through seminars.

Clerk (Fund 10-15, 12-15, 40-15) – Brian Van Bergen stated there are minimal changes to the Clerk's budgets. He said the Secretary of State issued an executive order addressing how they are required to interact with non-registered voters which will add additional costs of \$2,000 a year. Mr. Van Bergen noted a change due to the election equipment upgrade and this also includes the purchase of new voting equipment.

The meeting recessed at 2:39 p.m. reconvened at 2:50 p.m.

Facilities Division Fund (40-16) – Joe Moore discussed the reserve line created for capital purchase to buy a boom and fork lift.

Jail Facilities Fund (40-116) – Joe Moore said this budget is status quo. Now that the maintenance departments have been combined it has provided more flexibility and the ability to assign work to staff based on individual expertise.

Capital Improvement Fund (40-27) – Ken Huffer noted no substantial changes in this fund. He noted the principal payments for loans, remodels, HHS projects, and the sewer lines at the Spence house.

TELECOMMUNICATIONS

Information Technology (10-17) – Shane Hoffman noted the beginning balance is lower

than expected due to the software licensing and infrastructure improvements. He discussed the reorganization of the IT department to a tier operating system and reviewed personnel changes.

The meeting recessed at 3:28 p.m. and reconvened at 10:30 a.m.

BUDGET COMMITTEE MEETING

May 3, 2017 10:30 a.m.

Room 32, Courthouse

PRESENT: Budget Committee members Stan Primozich, Mary Starrett, Richard L. “Rick” Olson, Chris McLaran, Shelley Halleman, and Angel Aguiar.

Staff: Laura Tschabold and Ken Huffer.

Guests: Nicole Montesano, News-Register.

The meeting reconvened at 10:30 a.m.

Compensation Committee Recommendations

Mr. McLaran gave a brief overview of the recommended increases to the elected officials’ salaries. Mr. Primozich moved to approve the compensation committee’s recommendation with the exception of the Clerk’s salary based on his request. Mr. Aguiar seconded the motion. Ms. Starrett and Mr. Olson stated that they will be opting out of a salary increase this year. There being no further discussion, the motion passed Stan Primozich, Chris McLaran, Angel Aguiar, Shelley Halleman and Richard L. “Rick” Olson voting aye and Mary Starrett voting nay.

Commissioner Primozich moved approval of the Clerk’s request for a salary increase to \$70,234. Mr. Aguiar seconded the motion. The motion passed unanimously.

Deliberation

The Budget Committee Deliberation List was reviewed (see Exhibit B) with the requests funded as listed below.

Community Requests

[Partially approved] Habitat for Humanity Veterans Build \$45,000 – Mr. Olson moved approval to award \$10,000. Mr. Aguiar seconded the motion. The motion passed unanimously.

[Approved] Homeward Bound Pets Spay & Neuter Program \$15,000 – Mr. McLaran moved approval of the \$15,000 as a challenge grant as long as there is a match from the local municipalities. Mr. Aguiar seconded the motion. The motion passed unanimously.

[Denied] Willamette Valley Cancer Foundation Adult Tobacco Cessation Program \$60,000 – Mr. McLaran recommended tabling this request until next year to allow Silas Halloran-Stiener,

HHS Director and the cancer foundation to provide feedback regarding classes held in the county. Ms. Starrett seconded the motion. The motion passed 5:1, Mr. Primozich opposed.

[Approved] McMinnville Chamber of Commerce Fireworks Event \$10,000 – Mr. McLaran moved approval of this request with the recommendation to use video lottery funds. Mr. Aguiar seconded the motion. The motion passed unanimously.

[Approved] The Nerd Herd Robotics Team \$5,000 – Ms. Starrett moved approval of this request with the recommendation to use video lottery funds. Mr. Primozich seconded the motion, the motion passed unanimously.

[Denied] Your Community Mediators (additional funding request) \$27,725 – Mr. McLaran moved to keep the funding at the current budgeted amount and not approve additional funding. Mr. Aguiar seconded the motion. The motion passed unanimously.

[Partially Approved] Union Gospel Rescue Mission Men's Facility (Phase 2) \$200,000 – Mr. Primozich moved approval of \$150,000 from the general fund. Mr. Aguiar seconded the motion. The motion passed 5:1, Mr. McLaran opposed.

Departmental Requests

[Approved] Watermaster Temporary Assistant (non-departmental on-going) \$5,000 – Ms. Starrett moved approval of \$5,000 per year to be included in the non-departmental budget for this assistant watermaster position. Mr. Aguiar seconded the motion. The motion passed unanimously.

[Approved] CASA (additional funding request) \$1,000 – Mr. McLaran moved approval of this additional funding request. Ms. Starrett seconded the motion. The motion passed unanimously.

Approval of budget and tax rate – Mr. Primozich moved approval of the budget as amended and set the tax rate at \$2.5775 per thousand dollars assessed value, Mr. Olson seconded the motion. The motion passed unanimously.

The meeting adjourned at 1:29 p.m.

Minutes prepared by Crystal Cox

YAMHILL COUNTY BUDGET COMMITTEE

Secretary

TO: Yamhill County Budget Committee
FR: Dave Larmouth
RE: Proposed Solid Waste Budget 2017-18

May 1st, 2017

Commissioners and Committee Members –

On April 19th, 2017 the YC-Solid Waste Advisory Committee (SWAC) meeting included a presentation of the draft budget for the Solid Waste Department. SWAC members did not receive this information in advance of the meeting, and were surprised by the proposed cuts to staff and programs. We understand that this is due primarily to the drop in license fee revenue associated with the reduced tonnage coming in to Riverbend Landfill. That said, a proposal with such significant changes should have been submitted to the committee in advance, and should have included a narrative explaining the changes.

Several SWAC members expressed concerns over the proposed staff reductions. We feel this change could have short and long-term consequences for the program. In addition, we were surprised to see that significant cuts were made to line 017-028-730.12 titled "R-R-R Education Programs", which includes funding for HHW collection events and most of the current public education and outreach programs. It is our strong belief that these programs need more support, not less.

We have scheduled a meeting with Planning Director Ken Friday for Wednesday, May 3rd to discuss possible alternatives. The SWAC feels strongly that by making some logical cuts in areas that seem overstated, we will be able to preserve current staff and vital programs (see the attached letter sent to Mr. Friday on 4/28/17).

Review of the proposed budget is a key function of the committee, especially when significant changes are involved. For the future, we would urge the Budget Committee and the Commissioners to direct staff to utilize the SWAC much earlier in the budget preparation process.

We would encourage you to delay any final decisions regarding the budget for the Solid Waste Department until you receive confirmation that staff and the SWAC have met, and that the SWAC has voted to recommend approval of the budget as submitted or as amended.

Regards,

Dave Larmouth
Rate Analyst, Recology Western Oregon
Member, YC-SWAC

Mr. Ken Friday
Planning Director
Yamhill County

Re: Yamhill County Solid Waste Department Proposed Budget 2017-18

April 28th, 2017

Ken –

On April 19th, 2017 the YC-SWAC meeting included a presentation of the draft budget for the solid waste department. SWAC members did not receive this information in advance of the meeting. We understand that the primary driver of the need for changes stem from the drop in license fee revenue associated with the reduced tonnage coming in to Riverbend Landfill. That said, a proposal with such significant changes should have been submitted to the committee in advance, and should have included a narrative explaining the changes. From a personal perspective, Sherrie was the only County staff person present to discuss the budget. This made for some awkward moments as she was asked to explain changes that were not of her making, including some that have obvious negative outcomes for her.

Several SWAC members expressed concerns over the proposed staff changes. We feel this change could have short and long-term consequences for the program. It does not seem likely that there will be less for the Solid Waste Department to do in the near future. We have the existing landfill, transfer stations and collection franchisees that require guidance and oversight, closed landfills to monitor, and new DEQ program requirements to be implemented. Until now, the County has taken a lead role in meeting the State's recycling & waste reduction program and education requirements. If the County steps back, the cost and time burden would shift to the cities and the franchisees – none of whom have been given the chance to prepare for this change. For the longer term, reducing the staffing below 1.0 FTE will make it much more difficult to attract a qualified applicant if Sherrie were to decide to move on or retire.

In addition, we were surprised to see that significant cuts were made to "R-R-R Education Programs", which includes funding for HHW collection events, education and outreach. It is our strong belief that these programs need more support, not less. Dave Larmouth, the SWAC rep for Recology Western Oregon, stated in the meeting that any reduction in the availability of HHW collection opportunities will mean more hazardous items will end up in trash, putting Recology's drivers and transfer station staff at increased risk. We also feel that reduction in these services could lead to an increase in potential harm to the public and our natural environment.

We wanted to share these questions with you in the hope that you can shed some light on the calculations, background, and logic that went into the process. We have grouped the questions by category, and coded the line items to help with identification. A coded version of the budget is attached for your reference.

REVENUE

1. Explain the calculations/assumptions that led to the amounts for these lines:

LINE	ITEM # / DESCRIPTION
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- R-001 017-028-301.01 BEGINNING BALANCE
- R-002 017-028-343.11 RBL-LICENSE FEE IN COUNTY
- R-003 017-028-343.12 RBL-LICENSE FEE OUT OF COUNTY
- R-004 017-028-343.21 DISP FRAN/NEWBERG TRF
- R-006 017-028-343.31 COLL FRAN/NEWBERG GARBAGE

2. Provide detail/background on what is included in these line items:

- R-008 017-028-361.01 POOL INTEREST
- R-009 017-028-361.03 BOND INTEREST
- R-010 017-028-362.22 LEASE/LOAN PROCEEDS
- 017-028-380.19 INT INTERFUND LOAN
- R-011 Yr 5 of 9, final payoff Mar 2022 FFC loan
- R-012 017-028-380.20 INT LOAN INTEREST

EXPENSE – PERSONNEL

3. Explain logic of staffing changes:

- P-003 017-028-401.32 MANAGEMENT ANALYST
- P-005 017-028-401.46 SR OFFICE ADMINISTRATOR

4. Explain the increase in this line when cuts are proposed elsewhere:

- P-001 017-028-401.23 PLANNING DIRECTOR

5. Explain why Mr. Kemper is coded as a management analyst and how the allocations of shared staff are calculated (P-003, P-005, P-006, P-007).

6. Identify line items related to staffing (P-013 – P-026?). We assume that any adjustments to the main personnel lines would affect these lines as well.

EXPENSE – MATERIALS & SERVICES

7. As mentioned above, line M-028 "R-R-R Education Programs" is important, and should not be reduced. Please explain the logic of this proposed change.

- M-028 017-028-730.12 R-R-R EDUCATION PROGRAMS

8. Some budget amounts are much higher than recent years' actual expenses:

- M-001 017-028-510.01 CENTRAL SUPPLIES
- M-004 017-028-511.14 COMPUTER SUPPLIES
- M-010 017-028-610.01 PROFESSIONAL SERVICES
- M-016 017-028-612.02 SCHOOLS AND CONFERENCES
- M-017 017-028-620.01 TELEPHONE
- M-018 017-028-621.01 POSTAGE
- M-019 017-028-630.01 TRAVEL EXPENSE
- M-020 017-028-640.01 ADVERTISING
- M-023 017-028-683.01 COPY MACHINES/MAINT
- M-026 017-028-699.01 OTHER EXPENSE

9. Several line items have not been used in last three years. Can the amounts be reduced?

- M-002 017-028-510.02 PHOTO SUPPLIES

M-003 017-028-510 .04 MICROFILM SUPPLY/DEVELOP
M-006 017-028-512.03 LAB MATERIALS
M-009 017-028-530.04 SMALL TOOLS
M-012 017-028-611.02 CONTRACT SERVICES
M-021 017-028-660.01 INSURANCE
M-027 017-028-730.10 PERMITS & FEES

10. Provide detail/background on what is included in these line items:

M-029 017-028-780.01 BUILDING RESERVE
M-030 017-028-780.03 ADMIN OVERHEAD

11. Explain the changes in these line items:

M-031 017-028-780.04 TELECOMMUNICATIONS
M-038 017-028-780.46 CO INT NETWORK CHARGES
M-024 017-028-683.07 SOFTWARE LIC AND MAINT FEES

12. What are the legally required amounts for these line items:

M-014 017-028-611.18 POST CLOSURE NEWB
M-015 017-028-611.19 POST CLOSURE WHIT

EXPENSE – BALANCES

13. Provide detail/background on what is included in these line items:

B-001 017-028-900.00 TRANSFER TO GENERAL FUND
B-002 017-028-900.38 TRANSFER TO LANDFILL LICENSE A

14. What is the legally required amount for this line item:

B-003 017-028-950.01 CONTINGENCY

LANDFILL LICENSE AGREEMENT RESERVE

SWAC also received the budget for the Landfill License Agreement Reserve (lines 038-056-301 to 038-056-990.01). Please explain the revenue and expenses shown for this fund. It appears that \$500,000 was transferred out of this fund in the current year to "CAP IMP", and another \$150,000 grants were distributed. The adopted budget called for \$850,000 to "CAP IMP" and \$657,720 in "OTHER EXPENSE". In the 15-16 actual column, it shows \$200,000 in "OTHER EXPENSE" and \$144,567 in "GRANTS AWARDED". If the purpose of this fund was to protect County services in the event of a reduction in license revenue, these other uses have impaired the ability of the fund to perform as intended.

We appreciate the time and effort involved in creating a budget of this complexity, and we look forward to meeting with you to get some clarity on this process and to discuss possible alternatives.

Regards,

YC-SWAC

