



SALARY COMMISSION COMMITTEE MEETING

Date: March 12, 2021
Time: 3:00 p.m.
Place: **Virtual** – All meetings will be held via Zoom and streamed live on YouTube.

AGENDA

<https://www.co.washington.or.us/CAO/washington-county-salary-commission.cfm>

1. Invited Testimony
 - Washington County Commissioner
2. Timeline and Milestone Discussion
3. Comparator Templates Update – Discussion
4. Invited Testimony
 - Washington County Commissioner
5. Other Items or Questions
6. Adjourn

The Salary Commission welcomes written comments, which can be sent to the Salary Commission at:
Salary_Commission@co.washington.or.us

Should the Salary Commission need more information they may request it in writing or could, potentially, invite the testimony.

Meetings will be available on Zoom and available for live streaming on Washington County's YouTube Channel.

https://www.youtube.com/channel/UCwPH_ktRyEtWLwHNwsbaN0w?view_as=subscriber

COUNTY ADMINISTRATORS OFFICE
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HILLSBORO, OR 97124
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MINUTES/MEETING SUMMARY

Washington County Salary Commission

Friday March 12, 2021

CONVENED: 3:02 p.m.

Commission Members:

Kaci Korinek, Chair – Via Zoom
Briana Ekandem, Vice Chair – Via Zoom
Heyke Kirkendall-Baker – Via Zoom
Susan Mullett – Via Zoom
Laura Sampson – Via Zoom @ 3:09 p.m.

Alternate Member:

Suzanne Smith – Via Zoom

STAFF:

Brad Anderson, County Counsel – Via Zoom
Steve March, Consultant – Via Zoom
Kevin Moss, Clerk to the Board – Via Zoom
Chuck Schable – Audiovisual Technician

PRESS:

None.

Steve March asked everyone to give an introduction of themselves.

1. Invited Testimony

Washington County Commissioner Nafisa Fai

Commissioner Fai gave thanks to the constituents who elected her to serve as the District 1 Commissioner. She said she serves the city of Beaverton, Coopers Mountain, Aloha and some areas in between.

Commissioner Fai said she was elected in November at the same time as the Charter change for the Salary Commission was on the ballot.

Commissioner Fai said the voters wanted transparency on the Commission. She wants to tackle affordable Housing and Transportation congestion. She listed her priorities of making Washington County safe and equitable for all.

Commissioner Fai said this is not a part job.

Kaci asked how many hours Commissioner is currently working in the role and how working full time would change the activities she does. Commissioner Fai has spent more time on the Commission with the packets and materials provided. She said she has to research topics to become informed on the issues. She said she reaches out to schedule briefings with staff. She said she is spending about 30 hours a week on Commission work.

Briana asked if the part time role was attractive to Commissioner Fai when she was running. Commissioner Fai said that was what the role was when she ran. She said she heard from voters that asked why the role was part time. She said she heard that's the way it was. She said she met with Commissioners to see what the pay structure was. She said she is committed to serving the people of her district. She wants to be accessible to the people.

Heyke asked Commissioner Fai to expand on decisions the Board makes. Commissioner Fai said the Board is the legislative body for the County and is responsible for authorizing spending of money or resources that come from the taxpayers. She said we need to work on service delivery.

Kaci gave thanks to Commissioner Fai for her testimony. Commissioner Fai looks forward to the Commission recommendation.

Bard said the Commission will make a decision and set the Commissioners salary.

2. Timeline and Milestone Discussion

Kaci discussed a timeline that was included in the packet for the Commission to review. Commission members were supportive of the timeline.

3. Comparator Templates Update – Discussion

Laura discussed the external template she worked on with Briana that was included in the packet. Briana provided information about how they came up with the list. Heyke provided comments. She asked if the Commissioners have budget impacts for their district. Steve provided information about what Multnomah has done for budget responsibility. Kaci said we could provide a note about Multnomah County about their direct report staff and how the Chair develops the budget. Heyke asked what Washington County do for the budget. Steve said the County Administrator develops the budget with Board input and then presents to the budget committee for approval.

Laura said they could provide the information into the notes or provide a separate document. Suzanne provided comments that Multnomah County has requirements that Commissioners cannot hold outside employment but doesn't know about Washington County. She said the

Commission may want to look at other Counties outside of Oregon, perhaps Colorado and elsewhere.

Kaci asked if the Commission wanted to dig deeper into projects. Briana asked about budget responsibility. Commission members did not want to include it. They will verify information in the other columns.

Kaci asked if there were other counties the Commission wanted to look at. Steve asked Suzanne to provide more details about her idea. Suzanne said the legislature set the Commissioner salaries based on population. Suzanne said she could follow up with more research into what other counties do.

Laura said they could look into Lane and Marion County and perhaps Snohomish, Pierce and Spokane counties. She suggested keeping Multnomah on the list. Susan provided comments that Clackamas and Multnomah Counties are so closely tied to Washington County.

Kaci suggested using some of the Washington State counties that are similar in size and they should add Marion and Lane Counties as well to get a range. Laura said we could add more counties to the list and then discuss at the next meeting.

Heyke asked if Steve had anymore information. Steve provided comments that there is no perfect model and they are all different on populations. Suzanne provided comments about charter requirement for the Washington County administrator. She asked Brad what the purpose of the Charter change was and how are the taxpayers protected. Brad provided comments to set a full time and part time commission salary. He said the elected official can spend as much or as little time as they want working in the positions. Brad said there is no prohibition about having any other jobs why serving as a Commission. Steve provided comments.

4. Invited Testimony

Washington County Commissioner Roy Rogers

Commissioner Rogers provided testimony about serving as a Commissioner and the background on the Charter. He said he opposed the Charter measure because he said it was not done in a transparent manner.

Commissioner Rogers said he has served on many non-profits and as a Mayor and City Councilor and working as a public servant and not seeking any other position. He said the County has hired a Government Relations team and more Community Engagement staff to serve the Board in advocating with the public and in the legislature. He said they should have asked more questions about what they were looking for. He asked how you put a value on experience. He shared how do you place salaries on the different districts of the County based

on the experience, the area and the communities. He shared what he would of done if they were doing this over again.

Kaci asked Commissioner Rogers about the influence of his role and job. Commissioner Rogers said they reviewed materials and if they have questions meet for a staff briefing and compared it meetings today. He said Board members have staff assistants and receive more briefings and said the public is paying more salaries instead of just to the Commissioner. He said the public has not weighed in about the hiring of staff assistants and department employees for the role.

Kaci asked a follow up about how Commissioner Rogers works with the Mayors of his district to make decisions. Commissioner Rogers said you pick up things by building relationships. He said the County is a contract county for different projects.

Commissioner Rogers shared comments about serving on the JPACT committee that one size does not fit for everyone. He said he doesn't not plan on going full time for his term.

Briana asked Commissioner Rogers had a recommendation of getting new people involved. Commissioner Rogers said he wasn't against adjusting the Charter but against the transparency. He said he would suggest putting in language that if you pay Commissioner full time they should not have outside jobs and would like to see term limits imposed as well. He said his role was about being a public servant.

Heyke asked about the districts and what would be Commissioner Rogers recommendation. Commissioner Rogers asked what a Commissioner will do if their whole district is contained within cities with no rural representation.

Kaci gave thanks to Commissioner Rogers for his time and testimony.

5. Comparator Templates Update – Discussion (Continued)

Kaci suggested finishing the conversation on the external template before moving to discussion on internal template.

The Commission suggested removing Spokane form consideration and evaluate Pierce, Snohomish, Lane and Marion Counties. Laura said they could get the data from Spokane County and should include them, and the Commission could remove it at the next meeting.

Heyke and Susan provided information and discussed the internal template that was included in the packet.

Heyke asked Steve for clarification about pay raises for the Chair and Commissioners and are they based on the districts or treat them all the same. Steve provided comments. Suzanne said the jobs of the Commissioners are all the same except for the Chair has greater duties.

Susan asked if the they are salaries will be flat and not with a range and if a COLA would be effective each year. Steve provided response. Brad suggested not making special salaries for each district.

Susan asked how to use the executive directors pay to factor into the comparable for the Commissioners salaries. She asked that the County had 3 positions and asked what those were. Clerk Moss said there were 2 Deputy County Administrators and 1 Assistant Interim County Administrator.

Kaci asked what the Commission would like to see on the comparator internal list. Heyke suggested using the County administrator and the Assistant County Administrator for salaries. Susan would also like to include the department directors. Commission members were in support of using those and reporting back for next meeting.

6. Other Items or Questions - None

7. ADJOURNED: 4:57 p.m.



Timeline: Washington County Salary Commission

Proposed Timeline for Identifying a Recommendation by
April 23, 2021



Considerations for Salary Determinations

Internal/Pay Equity
Analysis



External Market
Analysis



Time Status of County
Commissioners



Completion Date: April 23, 2021

Plan Approach

Gather
Information

Analyze
Data and
Information

Identify
Options

Decide

Complete by		Activity
<input type="checkbox"/>	March 11	Draft comparator templates and timeline.
<input type="checkbox"/>	March 12: Meeting	Meet with any others needed to provide testimony during 3/12 meeting.
<input type="checkbox"/>	March 12: Meeting	Review and discuss comparators. Determine comparators so that data can be populated/finalized.
<input type="checkbox"/>	March 25	Gather and compile internal and external comparator data into templates and send to commission members in advance of 3/26 meeting for review.
<input type="checkbox"/>	March 26: Meeting	Discuss and review testimony and comparator data to identify options.
<input type="checkbox"/>	April 8	Develop recommendations based on options identified during 3/26 meeting and send to commission members in advance of 4/9 meeting for review.
<input type="checkbox"/>	April 9: Meeting	Review options and make determination on recommendation.
<input type="checkbox"/>	April 19	Written recommendation drafted and sent to commission members for review.
<input type="checkbox"/>	April 21	Commission members review and send revisions to report in preparation for 4/23 meeting.
<input type="checkbox"/>	April 23: Meeting	Finalize and approve written recommendation.

Remaining Work Efforts:

- Agree on list of comparators
- Compile internal/external comparator data
- Identify and prepare/develop option(s) for recommendation
- Finalize written recommendation based on commission decision

County	County Population	County Services Provided	Total County Budget (General and Special Funds)	Classification Title	FTE (hours/week)	Number of incumbents in same position	COLA: Do they receive and what is 2021 COLA?	Budgeted # of direct FTE staff	Budgeted # of indirect FTE staff	Budget Responsibility	Other project oversight	Annual Salary	PERS Pickup	Any additional pay, stipends (car, phone, etc.)	Deferred Compensation	ERI Adjusted Annual Amount	ERI Adjusted Total Comp	Notes (salary effective date, etc.)
Washington County	620,080	Assessment & Taxation Elections Emergency Management District Attorney Court Services Sheriff's Office Land Use & Transportation Health & Human Services Animal Services Cooperative Library Services Fairgrounds & Parks Public Safety/Corrections	\$2,229,580,000.00	County Commissioner	Part-time	4	No					\$49,501.44	\$0.00	\$0.00	\$0.00	\$49,501.44	\$49,501.44	Effective 7/1/20
MARKET DATA																		
Multnomah County	829,560	Health Public Safety/Corrections Mental Health & Addiction Human Services Road and Bridges Emergency Management Land Use Planning Library Animal Services Sheriff's Office Elections Court Services Assessment, Recording & Title	\$2,056,368,975.00	County Commissioner	Full time	4	Yes - 1.6%	1	3			\$117,094.47	\$7,025.67	\$780.00	\$0.00	\$117,094.47	\$124,900.14	Effective 7/1/20 Indexed at 75% of Department Director 1 range and receives COLA per salary commission.
Clackamas County	426,515	Health Human Services Public Safety/Corrections Legal Sheriff's Office Assessment & Taxation County Parks & Rec and Fair Disaster Management Dog Services Elections Forestry Court Services Library Planning & Zoning	\$892,167,337.00	Commissioner	Full time	4	Yes - Undetermined	2	13			\$104,474.52	\$6,268.47		\$6,550.55	\$104,474.52	\$117,293.54	Effective 7/1/20
Clark County	425,363	Animal Services Records Justice Center/Jails Courts Elections Emergency Management Public Health Licenses & Permits Parks & Trails Police & Safety Garbage & Recycling	\$556,873,053.00	County Councilor	Part-time	4	No	1	8			\$66,300.00	\$0.00	\$0.00	\$0.00	\$66,300.00	\$66,300.00	Effective 7/1/20 Charter: https://clark.wa.gov/sites/default/files/dept/files/council-meetings/2019/2019_Q2/Clark%20County%20Charter%20BOFCharter_052714.pdf
XXX County																		
XXX County																		
XXX County																		
XXX County																		
Average of Market Matches												\$95,956.33	\$4,431.38	\$390.00	\$2,183.52	\$95,956.33	\$102,831.23	
Washington County												\$49,501.44	\$0.00	\$0.00	\$0.00	\$49,501.44	\$49,501.44	
\$ Variance												-\$46,454.89	-\$4,431.38	-\$390.00	-\$2,183.52	-\$46,454.89	-\$53,329.79	
% Variance												-48.41%	-100.00%	-100.00%	-100.00%	-48.41%	-51.86%	

| Total comp calculated by adding an annualized amount for PERS pickup, other stipends and county contribution to deferred compensation to the ERI adjusted annual salary.

Title	Essential Duties	Scope Of Responsibility	Complexity of Job	Budgetary Impact	Min \$	Mid \$	Max \$
		Oversight					
		Reporting Relationship					
		Management					
		Decision Making Authority					
		Oversight					
		Reporting Relationship					
		Management					
		Decision Making Authority					

Clean Water Services Budget Information for Salary Commission

Provided to Salary Commission on 3/3/21

Clean Water Services FY21 Budget is \$253M and includes 382 FTE.

Clean Water Services is a county service district formed under ORS451 to provide sanitary sewer and surface water management services. Although CWS maintains a close working relationship with Washington County, it is a separately managed and financed utility.

In its capacity as the Washington County Board of Commissioners, the Commission also serves as the Board of Directors for CWS and all other county service districts.

From a governance and services lens, CWS is most closely related to water and sanitary sewer special service districts who were formed to provide specific services and are governed by a volunteer elected or appointed Board of Directors. The only type of special district board member that is allowed to be compensated, other than the \$50 per meeting as authorized in ORS 198, are People's Utility District board members (electrical utilities). Sanitary district and sanitary authority board members can't be compensated other than that amount.

Similar utilities/districts include:

- Tualatin Valley Water District: Five member elected volunteer Board
- Metropolitan Wastewater Management Commission (MWMC) Eugene/Springfield; wastewater treatment: Seven elected/appointed volunteer Commission
- Roseburg Urban Sanitary Authority (RUSA); sanitary utility: Five member elected volunteer Board
- Rogue Valley Sanitary Authority (RVSA); sanitary and storm utility: Five-member volunteer Board
- Multnomah County Drainage District; drainage: 5 member elected/appointed volunteer Board

Under an agreement with Washington County, CWS provides funding to support the Board and County Administrative Office. The BOC Charges to CWS are 5% of the full cost allocation plan based on county's adopted budget.

Information provided by Mark Jockers, Chief of Staff at Clean Water Services.