

**MINUTES
INFORMAL SESSION**

February 10, 2004 10:00 a.m.

Room 108, Courthouse

PRESENT: Commissioners Leslie Lewis, Kathy George, and Mary P. Stern

Staff: John M. Gray, Jr., John Krawczyk, Murray Paolo, Martin Chroust-Masin, Ken Summers, Jack Crabtree, David Lawson.

Guests: Catherine Wright, PO Box 625, McMinnville; David Bates, News-Register.

* indicates item forwarded to formal agenda

Kathy called the meeting to order.

* Personnel - John K. presented requests for personnel action received from various departments. See agenda for details.

* Planning / public hearings - See agenda for scheduled public hearings.

MDT Project Budget - Jack and Murray briefed the board regarding grant and Title 3 funds available to cover initial costs of installing 66 MDT units and additional budget funds needed to cover ongoing maintenance costs. A portion of maintenance costs would come from the county, and the balance would be required from the cities of McMinnville and Newberg. In addition, an interfund loan will be needed to borrow some Title 3 funds from the 2005/2006 budget. Leslie expressed concern that the figures for annual software maintenance seem high, and maintenance calls would always need to go to the vendor first. John K. explained that the discount date was extended to February 15th, so a meeting with the cities of McMinnville and Newberg is needed right away to get their final approval of the project. Board consensus: schedule a meeting for Wednesday at 3:00. Leslie will attend.

John K. outlined details of an MDT expansion, including 15 additional units and two repeaters. Mary noted that the impact on IS will be significant.

* Grants - Approve two ODOT grant applications for transportation system expansion feasibility studies. The committee will prioritize the two before submitting.

* Transfer of Funds - Dave Lawson requested a transfer of funds:

| | | | |
|------|----------------|------------------|--------|
| From | 010-012-800.01 | Office Furniture | \$8000 |
| To | 010-012-543.01 | Office Equipment | \$8000 |

* Contracts - See agenda for two contract dates to be extended.

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Committee member selection process - John K. presented a written evaluation of the current selection process. Kathy suggested that each board member review and write down their ideas on how to make the selection process more consistent.

Moore Building/Skyway - John G. briefly discussed a dispute over the property line down the middle of the skyway where a wall had been constructed. The easement needs to be amended.

Parks Board - Leslie expressed an interest in the commissioners interviewing the applicants themselves, and to also have the Parks Board meet the new applicants. Time was scheduled to conduct interviews with all five applicants on either February 19th or 20th.

Budget Instructions - John K. is drafting copies of the budget instructions for tomorrow's Management Roundtable meeting. Title 3 funds have not been finalized yet. John G. noted that in the Table 5 allocation, the 911 system has been removed because administrative charges cannot come from 911 funds.

The meeting adjourned at 11:30 a.m.