

INFORMAL SESSION MINUTES

February 27, 2012

2:00 p.m.

Commissioners' Office

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

Staff: Laura Tschabold, Christian Boenisch, Dan Linscheid, Silas Halloran-Steiner, Ted Smietana, Becky Weaver, Ken Huffer, Doug McGillivray, Murray Paolo, and Stephanie Armstrong.

Guests: Ossie Bladine, News-Register; Roger Bowman, Boldt, Carlisle & Smith, LLC; and Bart Rierson, Newberg City Council.

* indicates item forwarded to formal agenda

Leslie called the meeting to order at 2:02 p.m.

* Committees - Approve the reappointment of Roma Fuerst and Jason Mosiman to the Employee Safety Advisory Committee for three-year terms to expire March 18, 2015. The Board acknowledged the resignation of Jane Beals from the Employee Safety Advisory Committee.

* Deed - Approve a quit claim deed to accept interest in a property adjacent to the Green Bridge in Sheridan from Richard Mathis.

Corner Restoration - Dan Linscheid provided background information and an update on the corner restoration project. He stated that the project is close to being completed and the Assessor's Office has been updating its maps with the new coordinates provided by his office. He said that he doesn't see much benefit to the citizenry in doing RFPs for the remote, outlying areas that have very little civilization. He stated that he would be proposing as part of the 2012-13 budget to reduce the portion of recording fees dedicated to corner restoration from \$10 to \$5. He noted that there are still some issues with disputes over corners, and those will need to be evaluated on a case-by-case basis and a determination made by his office. Kathy stated that Yamhill County has really stepped up and been responsible with the funding for this project. Leslie suggested that Dan do a similar briefing to the Budget Committee.

Department Updates

HHS: Silas Halloran-Steiner provided updates on staffing, legislative activity, and the state budget, noting that there have been some last-minute budget restorations, including add-backs to the Developmental Disabilities budget and children's mental health. He said that he continues to look at health integration projects at the local level and options for the school-based health centers. He discussed a potential housing development in Newberg that the Housing Authority would be taking the lead on, which would consist of 55 to 60 units of mixed-use housing. He announced that he has been appointed to the Oregon State Hospital Advisory Board.

Community Corrections: Ted Smietana reported that his budget from the state will not be cut any further than what he was already expecting. He stated that he had just laid off the last Byrne Grant position and will be closing out that grant, and will most likely lay off three more individuals by April 1. He said that he would talk with the Budget Committee about a plan to handle budget cuts and caseloads.

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He said that the state is changing its tool used in assessing the risk of reoffenders, which should result in an increase of funding to the county. He also provided updates on the Evidence-Based Decision Making Initiative conference in Denver, the collective bargaining agreement, and his office remodel project.

* Audit Report - Accept the audit report for the 2010-11 fiscal year from Boldt, Carlisle & Smith, LLC.

Roger Bowman presented the audit report. He stated that a material weakness noted in the report is that bank reconciliations are not being performed in a timely manner because the assigned staff members do not have sufficient time or resources to perform the task. He stated that a significant deficiency exists because all staff members in the office have access to the accounts payable module in the accounting software. He said that employees should be granted access only to those modules of the software needed to perform their assigned functions.

Becky Weaver stated that bank reconciliations is a huge project, but her office has addressed the accounts payable and payroll side of the issue, which is reconciled separately from the accounts receivable side. She said that GEMS has an additional screen that her office is now using to track which bank deposits have been recorded. She stated that a committee was formed to review employees' access to the accounting software, and another committee was formed to work on the Personnel Action form, which has resulted in more efficient processing of PAs, electronic to-do lists for departments, and reports to help staff spot irregularities. She noted that the role of departments has not been factored in as much as she would like to see.

Laura stated that she would like to check her records because she believes the county had sent the auditors a revised schedule of appropriations.

Kayak Landing - Bart Rierson briefed the Board on the Chehalem Creek Restoration Project and discussed a proposal to establish a kayak landing on the creek in that area, where it would avoid conflicts with motorized boats. He said that he would love to see the closed Newberg Landfill property eventually become a park for multiple uses, but an easy use for now would be access for non-motorized boaters. He stated that there are gravel sections of bank and portions of the proposed trail that would work well for people to get out and walk around or have a picnic. He said that he doesn't expect there to be any funding available from the county, but would like to have the commissioners' approval of the proposal.

Christian Boenisch stated that he is unsure who is deemed to be in control of property located below the high-water mark. He said that it isn't necessarily state-controlled, but usage cannot be restricted. He said that access would largely have to be from the river. Mary stated that the county has the highest liability risk in allowing public access to the landfill property, and that has to be its first priority. The group discussed the issue of protecting the monitoring wells and the risk of having fences in a high-water area, where they could trap debris and cause washouts. Mary said that she would talk to someone with Oregon Solutions to see if this would be a project that they would be interested in.

Ken Huffer raised the possibility of approaching the Oregon State Marine Board about doing a small usage conversion to designate the old boat launch area at Rogers Landing for non-motorized boaters. He said that it would diffuse conflicts with motorized boaters and is a short walk to the restrooms, parking, and other facilities. He stated that Newberg's old water treatment plant is an option that could be considered for parking for non-motorized boaters.

COOP - Doug McGillivray stated that he has invested many hours getting 35 Continuity of Operations Plans developed and hosted on a web server using grant funds, and that grant agreement will expire March 1. He said that without the web hosting, the plans would have to be maintained in Word or Excel format, making them much more time-consuming and labor-intensive to update, but the web site owner, Bold Planning, has offered an annual renewal price of \$3000 to host the plans and maintain the servers. Mary stated that it would be worth the cost at least for the first year to see how useful it is. The consensus of the Board was to proceed with the web subscription. Doug agreed to coordinate with the other agencies to make sure that they are updating their plans during year and making use of the service.

He reported that his intern has been working to put together a Mass Fatalities Plan for the county.

* Grants - Authorize Emergency Management to apply for grant funding from the State Homeland Security Grant Program and/or the Interoperable Emergency Communications Grant Program to enhance the communications network in Yamhill County, approximately \$250,000.

Murray Paolo explained the details of the grant project, noting that it would connect with Washington County's communications system and would be the first phase of upgrading Yamhill County's system around the entire loop, adding redundancy where it doesn't currently exist (the link from McMinnville Fire to Mountain Top East). He said that existing grant funds could be leveraged for the match requirement. He stated that there is some degree of risk in proceeding with the grant application because the deadline is March 9 and he would have to update the county's communications plan, which is a large task. He said that the county is probably as well positioned as any agency to get the grant funds, however.

Land Use - Stephanie Armstrong briefed the Board on SDR-02-12, a request for site design review for construction of a new tasting room, applicant Sokol Blosser Winery, appellants Jason Lett and Diana Lett. The commissioners tentatively scheduled a site visit for March 5 at 9:00 a.m.

Committees - Leslie noted that Mary had been appointed to the Mid-Willamette Valley Regional Advisory Committee to represent Yamhill, Marion, and Polk Counties.

The meeting adjourned at 4:25 p.m.

Anne Britt
Secretary