

## INFORMAL SESSION MINUTES

March 28, 2011 2:00 p.m.

Oval Office

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

Staff: Laura Tschabold, Chuck Vesper, Rick Sanai, Pat Anderson, Ted Smietana, Ken Huffer, Caren Anderson, and Doug McGillivray.

Guests: Hannah Hoffman, News-Register; Bart Rierson, Newberg City Council; Ted Crawford, Mayor of Dundee; Dee Pigsley and Bud Lane, Confederated Tribes of Siletz Indians; and LeaAnn Easton, tribal attorney.

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\* indicates item forwarded to formal agenda

Mary called the meeting to order.

\* Personnel - Pat presented personnel requests from various departments. See agenda for details.

\* Contracts/Grants - See agenda for details. Leslie stated that she would like to know if the suicide prevention grant is from federal or state funds. She said that local jurisdictions continue to draw federal funds, but the federal government is broke. Caren agreed to find out the funding source and get that information to Leslie.

Capital Improvements - Chuck reviewed the updated 2011-12 Capital Improvements List (see Exhibit A). He noted that the cost for asbestos projects either completed or in progress is over \$200,000, so some budget transfers will be necessary before the end of the fiscal year to cover the cost. He stated that no action is necessary at this time.

### Department Updates

**Community Corrections:** Ken discussed the new offender accountability tracking software and handed out some screen shots. He stated that this program, which has been in use since mid-February, has redesigned how the department processes community service and work crew assignments, and is working well. Ted stated that the next step is to give outside agencies access to the program so they can schedule individuals to work for them.

**Emergency Management:** Doug presented the Emergency Management update (see Exhibit B). The Board agreed to approve the Emergency Operations Plan on April 7. Doug discussed the need for a Public Information Officer to represent the county as a whole, and stated that he is planning to schedule a three-day PIO class in May. He said that it would be ideal to have a single spokesperson augmented by discipline-specific staff. He stated that he is still looking into potential emergency mass notification systems.

Chehalem Paddle Launch - Bart Rierson and Ted Crawford presented a proposal to develop a

kayak/canoe rental and launch facility at the end of 8<sup>th</sup> Street in Dundee, to be managed and operated by the Chehalem Park and Recreation District (CPRD). Bart stated that a rental trailer would provide additional opportunities for community residents and tourists to access other parts of the river or other waterways. He said that he expects the program to be profitable, with proceeds to be funneled back into the walking trail between Newberg and Dundee. He reported that he had ordered the boats for a cost of just under \$14,000, and the project has received about \$12,500 in cash donations so far. Ted added that a total of about \$30,000 has been received, including in-kind donations. Bart requested that the Board contribute \$10,000 from the county's Economic Development Fund to help cover one-time costs of building the program. Mary stated that the request would be discussed during next week's budget meetings.

The meeting recessed at 3:14 p.m. and reconvened at 3:19 p.m.

Tribal Legislation - Dee Pigsley requested the Board's support for proposed legislation that would help the tribe in its process of restoring its original reservation boundaries, similar to the request previously made by the Confederated Tribes of Grand Ronde. She stated that all of the land purchased or in the process of purchase by the tribe is located in Lincoln County, but the bill would authorize the tribe to enter into an agreement with Yamhill County if it were to purchase land in the county. She said that the bill would also give the tribe the ability to opt out and have the land treated as it is today. Mary agreed to work on a letter of support from the Board.

Resolutions - The Board selected April 14, 2011, as the date for Oregon State University Extension Service Centennial Day, with the tree-planting ceremony to take place at 9:00 a.m.

\* Consideration of approval of Resolution 11-3-31-1, recognizing April 2011 as Child Abuse Prevention and Awareness Month.

The meeting recessed to executive session at 3:39 p.m. pursuant to ORS 192.660(2)(d) to discuss labor negotiations. The meeting reconvened at 5:07 p.m. with no final decisions made and the sense of the Board conveyed to staff, then immediately adjourned.

Anne Britt  
Secretary

2011--2012

Capital Improvement Projected Facilities Needs

Compiled by:

Brian Dunn

Projects Requested

				Subtotal by Year
Now	Replace CH Telephone Rm water source AC with air source. HVAC Contract			
Now	Replace Courthouse Boiler and heat exchange system. HVAC Contract			
Now	Replace Courthouse fan motors, re-heat, system controls. HVAC Project			
2011	Replace CH main stairs and landings tile	20,000		
2011	Replace domestic water piping and water heaters in Jail	45,000		
2011	Various Courthouse campus sidewalk replacements Safety Project	30,000		
2011	Removing CH Evans st. trees, repair sanitary sewer line. Safety Project	25,000		
2011	Repair sanitary sewer lines at 4 small houses. Required Project	20,000		
2011	Replace 3 unused exterior doors at HHS south and north.	5,000		\$145,000
2012	Refurbish Annex , offices, blinds, and replace flooring.	50,000		
2012	Refurbish Annex Rest Rooms	27,000		
2012	Replace Annex controls with digital. Energy Project	20,000		
2012	Upgrade Annex domestic hot water loop.	5,000		
2011	Remodel the existing non-contact visiting room	10,000		
2012	Replace broken up pavement at 6 <sup>th</sup> st & Evans st.	15,000		
2012	Replace sewer line along 6 <sup>th</sup> st at Jail sewer laterals	30,000		\$157,000
2013	Refurbish CC I carpet.	20,000		
2013	Refurbish various areas of CH carpets	50,000		\$70,000

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****	35,000	Replace Moore Bld. Boiler and piping, Energy Project
****	55,000	Install fire alarms in Courthouse, Annex . Safety Project
****	35,000	Addition of 2 employee rest rooms at Annex
****	20,000	Re-coat Courthouse roof elastomeric coating
****	15,000	Re-coat Health roof with elastomeric coating
****	15,000	Re-coat Annex roof with elastomeric coating
****	15,000	Re-coat Romain roof with elastomeric coating
****	15,000	Re-coat old Titor roof with elastomeric coating
****	20,000	Replace Stern Bld rooftop HVAC Unit. Energy Project
****	175,000	Reseal south windows and resurface CH Evans st. side of building
****	150,000	Upgrade old Jail electrical system.
****	100,000	Upgrade Courthouse Elevator controls and lift piston system.
****	100,000	Upgrade Moore Bld. Elevator controls and lift piston system.
		\$750,000

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2011 - 2012 CAPITAL PROJECT REQUEST FORM

Requesting Department: Community Corrections

Describe the nature of the project including the building(s) and the office(s) affected by the project:

Refurbish Annex Building.

- 1) \$50,000 Refurbish offices, including paint, blinds, replace flooring and ceiling, and remove bench seating in lobby
- 2) \$27,000 Refurbish Annex rest rooms
- 3) \$35,000 Addition of 2 employee rest rooms in Annex and construct wall in conference room
- 4) \$5,000 Upgrade domestic hot water loop

Will this project involve office space currently used by another department? YES (State Judicial)  
 Will this project use resources from another department? NO  
 If the answer to either question is yes, is the department head agreeable? YES  
 Please have the department head countersign the form below

Estimated project cost: \$117,000

Who will provide the labor needed to complete this project?

X County Maintenance Crew	Percent 60	(estimated)
X Inmate Labor Crew	Percent 10	(estimated)
X Outside Contractor	Percent 30	(estimated)

If county maintenance or inmate labor will be used to complete this project, has the project been evaluated by Brian Dunn or Ken Huffer? YES

Is this project necessary to protect the health or safety of county employees or the public? YES

There are insufficient restrooms for the building. The linoleum floors are very slick when wet and present a danger for slips and falls. The linoleum floors are separated at the seams and present a tripping hazard.

Is this project necessary to preserve the integrity of a county building or structure? YES

The building is already deteriorating. Since initial construction in 1981, there have been no significant upgrades or remodeling.

What resources can the requesting department offer to assist in completing this project? \$24,480 in inmate labor (valuing labor at \$8.50 per hour).

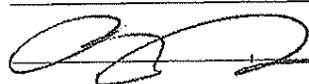
How much money is requested from the Capital Improvement Fund? \$117,000

Who will serve as the project manager? Brian Dunn

Contact Person? Ken Huffer

DEPARTMENT HEAD APPROVAL: 

COUNTERSIGNED: \_\_\_\_\_

Reviewed by facilities maintenance: 

Approved by BOC for funding YES NO Initial \_\_\_\_\_

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## CAPITAL PROJECT REQUEST FORM

Requesting Department: **Juvenile Corrections Division**

Fiscal Year: **2011-2012**

Describe the nature of the project including the building(s) and the office(s) affected by the project:

**Remodel the non-contact visitation room to meet the opinion/judgment of the court.**

Will this project involve office space currently used by another department? YES NO

Will this project use resources from another department? YES NO

If the answer to either question is yes, is the department head agreeable? YES NO

*(Please have the department head countersign below)*

Estimated project cost: \$ 10,000

Who will provide the labor needed to complete this project?

County Maintenance Crew 80 %

Inmate Labor Crew \_\_\_\_\_ %

Outside Contractor \_\_\_\_\_ %

Other (Describe) 20 % (Community Service Staff & Youth)

If county maintenance or inmate labor will be used to complete this project, has the project been evaluated by Brian Dunn or Ron Huber? **(Ron Huber)** X YES NO

Is this project necessary to protect the health or safety of county employees or the public? YES NO

Is this project necessary to preserve the integrity of a county building or structure? YES NO

**However, it's imperative that juvenile corrections be in compliance with court opinion.**

What resources can the requesting department offer to assist in completing this project? \$ 0

How much money is requested from the Capital Improvement Fund? \$ 10,000

Who will serve as the project manager? Scott Paasch

Contact Person? Scott Paasch

DEPARTMENT HEAD APPROVAL:



COUNTERSIGNED (if another department is involved): \_\_\_\_\_

Reviewed by Facilities Maintenance: \_\_\_\_\_

Approved by BOC for funding: YES NO Initials \_\_\_\_\_

**NOTE: This form is required for all capital improvement projects in excess of \$2,000**

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## YAMHILL COUNTY EMERGENCY MANAGEMENT

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### **BOC Briefing March 28, 2011**

#### **Homeland Security Grant applications for 2010**

Emergency Management – ARES: \$30,901

Emergency Management – CERT: \$5,800

*Signed copies received from OEM and are about to begin developing the requisite PO's.*

#### **Exercise:**

Training for EOC personnel in April and May

Ops Center Training continues – adding cities.

Software is now installed on county servers and in the near future will be made available to each of the cities in the county.

#### **CERT**

Latest class completed in the middle of March. Over 300 CERT now.

#### **Japan:**

Talk at NEMA; not enough REAL and accurate information to public

#### **NEMA:**

Professional Development Series (PDS) being returned to locals for implementation, not sure about any funding – State is looking into it.

SHMGP: Recommend, 500M to States – States should be allowed to give their allocation to another State.

EX-B 1/1