

INFORMAL WORK SESSION MINUTES
November 12, 2019 1:30 p.m.

Room 32, Courthouse
535 NE Fifth St.

Present: Commissioners Richard L. “Rick” Olson, Mary Starrett and Casey Kulla

Staff: Ken Huffer, Christian Boenisch, Mark Lago, Carrie Martin, Sheriff Tim Svenson, Josephine Ko and Nohely Barajas-Montalvo

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

Commissioner Olson called the meeting to order at 1:30 p.m.

A. CALENDAR SESSION: This time is reserved for the review of the commissioner’s joint schedule (if needed).

There was no calendar session.

B. WORK SESSION: This time is reserved for topics of discussion scheduled for the Commissioners in advance. If a work session is not needed, the balance of the meeting will begin at 1:30 p.m.

1. Work Session – None.

C. INFORMAL SESSION: This time is reserved for briefings, receipt of reports, consultation among commissioners and staff, reports from commissioners on recent actions in the areas of their responsibilities, and other personnel and administrative decisions as appropriate.

1. Department Updates

a. Public Works – Mark Lago

Mark Lago gave an update regarding the 2019 Maintenance Improvement Project List and noted which projects have been completed. He reported he has scheduled a road evaluation to determine a 5-year road maintenance plan. An open house of the new Public Works facility is scheduled for this week. Mr. Lago is working with the County Administrator to restructure dedicated crews for vegetation maintenance on bridges and roads. He discussed different ways he would like to utilize social media for public information and GIS technology for project efficiency.

2. Thursday Formal Session Agenda Review

a. Consent Agenda Review (keep or move to non-consent)

There were no consent agenda items to move to Thursday.

b. Non-consent Agenda Review (add to consent or leave off)

After discussion, the consensus of the Board was to move items F1 – F4 to

Thursday’s agenda.

3. Executive Session - None

4. Commissioner Updates/Announcements/Discussion:

- a. Discuss county charter process (Commissioner Kulla)
Item 4(a) was tabled for future discussion.
- b. Bulletin Board and other publications (Commissioner Kulla)
Commissioner Kulla stated he would prefer to only utilize this media outlet when there is a unified Board response in the publication to justify using county expenditures. The publication fees come from discretionary funds and is not a contracted publication. The consensus of the Board was that the expense is justifiable, and fees could continue to be used from discretionary funds.
- c. Procurement and helping counsel's office relieve workload (Commissioner Kulla)
Commissioner Kulla addressed the likeliness of interest in having a contract procurement officer to relieve legal counsel's workload. There was discussion regarding an automated contract system and the significant structuring and staffing required to monitor contract volume.
- d. Public comment and unified reply (Commissioner Kulla)
Commissioner Kulla asked for clarification on the process of following up on general constituent concerns and those received during public comment.
- e. Finalize SWAC ordinance (Commissioner Kulla)
Mr. Boenisch stated there will be a draft SWAC membership ordinance circulated for review.
- f. DEQ and EPA funding for tank removal at Yamhill Gas Station (Commissioner Kulla)
Commissioner Kulla reported that the tanks can be removed, and the county retains a liability as being in the chain of title to ensure further associated cleanup costs. Mr. Boenisch stated there may be some remediation grant funds available.

5. Adjourn

Following commissioner updates the meeting adjourned at 2:46 p.m. The meeting was reopened at 2:47 p.m.

Mr. Huffer brought an item to the Board's attention regarding participation in PERS' unfunded liability. He will provide a report on November 26th during combined session.

The meeting adjourned at 2:51 p.m.

Carolina Rook
Secretary