

## INFORMAL WORK SESSION MINUTES

December 5, 2017 1:30 p.m.

BOC Conf. Room, 434 NE Evans St.

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Present: Commissioners Stan Primozich, Mary Starrett and Richard L. "Rick" Olson.

Staff: Laura Tschabold, Ken Huffer, Christian Boenisch, Silas Halloran-Steiner, Brian Young, Carrie Martin and Mikalie Frei.

Guests: James Klass, Citizen and Nicole Montesano, News Register.

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

**A. 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. Pre-Budget Work Session
  - a. Review/discussion of relevant budget instructions and tables (Tschabold, Huffer)
  - b. Discretionary allocation review/discussion (Tschabold, Huffer, Commissioners)
  - c. Next steps
  - d. End of work session

Ms. Tschabold gave a brief overview of the upcoming budget meetings, along with the budget instructions and tables. Mr. Huffer highlighted any significant changes to the budget instructions including a new model that is being used for insurance calculations that more accurately reflects the cost of insurance for individual buildings. It was also noted that worker compensation rates have decreased due to the recent change in providers. Ms. Tschabold reviewed the FY 2018-19 discretionary allocation table with a proposed 3% adjustment for department budgets except for the Commissioner and Assessor budgets. There is also an additional allocation being proposed to cover additional expenses in the Jail that the Commissioners have already been made aware of. After some discussion among the Commissioners the consensus was to move forward with the staff recommendation of a 3% discretionary allocation so that departments can begin building budgets.

### **B. DEPARTMENT UPDATES – 2:30 p.m.:**

1. HHS Department update – Silas Halloran-Steiner – Mr. Halloran-Steiner gave a brief overview of the Yamhill County Peer-Assisted Crisis Center that Yamhill County Health & Human Services has developed (see Exhibit A). He also provided a handout regarding the recent community roundtable opioid conversation with Congresswoman Bonamicci and local leaders (see Exhibit B).

**C. PRELIMINARY CONSENT AGENDA – 2:45 p.m.:** Consensus of the board to forward preliminary consent agenda items C1 – C3 to the consent agenda for formal session on Thursday.

Contracts/Grants

1. Approve Grant Agreement #17-536 between Yamhill County and the State of Oregon, Office of Emergency Management (OEM) for the Emergency Management Performance Grant (EMPG) program, total amount of \$88,397 in grant funds, retroactive to July 1, 2017 through June 30, 2018.

2. Approve a change order to the agreement between Yamhill County and Integrity Builders, Inc. (B.O. 17-365) for the 621 NE Davis St. project, in the amount of \$21,068.

3. Approve an amendment to the Master Agreement for Licensed Software, Hardware and Services No. OR2012.001.03 (B.O. 17-460) for the use of the Pictometry Tab within Thomson Reuters Proval, site license not-to-exceed amount of \$1,500, annual maintenance and support \$375.00, and initial cost for set-up and configuration not-to-exceed amount of \$1,000.

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**D. NON-CONSENT AGENDA ITEMS: (Add to consent agenda or leave off)**

1. Consideration of the economic development small grant application from McMinnville Economic Development Partnership, in the amount of \$10,000.

Consensus of the board was to add item D1 to the consent agenda for formal session on Thursday.

2. Consideration of the acceptance of the dedication of three permanent easements granted to the County by Carlton 2007, LLC (Ken Wright) and direct staff to record the easements.

Consensus of the board was to leave item D2 on the non-consent agenda for formal session on Thursday.

3. Consideration of an extension of the loan modification and promissory note for the Newberg-Dundee Bypass Loan Agreement (B.O. 16-340) to expire on December 31, 2018.

Consensus of the board was to recommend that staff move forward with item D3 to be approved at a later date once final documents are ready.

**E. EXECUTIVE SESSION:** None.

**F. COMMISSIONER UPDATES/ANNOUNCEMENTS**

Following commissioner announcements the meeting adjourned at 3:07 p.m.

Keri Hinton  
Secretary





