

**INFORMAL WORK SESSION MINUTES**

**June 12, 2018**

**2:00 p.m.**

**BOC Conf. Room, 434 NE Evans St.**

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Present: Commissioners Mary Starrett and Stan Primozich. Commissioner Richard L. "Rick" Olson is excused.

Staff: Laura Tschabold, Ken Huffer, Christian Boenisch, Mikalie Frei, Carrie Martin, Mike Barnhart, Cynthia Thompson and Silas Halloran-Steiner.

Guests: Nicole Montesano, News Register

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Commissioner Starrett called the meeting to order at 2:00 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 2:00 p.m.

1. Work Session – Transit - Cynthia Thompson
- a. First Transit Contract Amendment (Action required - YCTA Board of Directors approval).

The amendment includes \$110,000 to the 2018-19 Budget year for workforce retention. Increase of \$2 per service hour per driver. First Transit will cover benefits expenses. Not included in proposed amendment. Ms. Thompson noted other examples of workforce retention such as PT to FT. Starting wage would increase to \$16.28.

- b. Grant Agreement Extensions (Action required – Board of Commissioners approval). Grant agreement extensions relate to the 6 new buses arriving this summer. Grants ends June 30, 2018.
- i. Agreement #31581 Agreement #1
- ii. Agreement #31460 Amendment #2

The consensus of the Board was to move item 1b to the consent agenda.

- c. BCB, LLC Contract Extension (Action required – Board of Commissioners approval). Two year contract extension recommended by Ms. Tschabold. Various business items going on, the extension provides some continuity in service and planning.

The consensus of the Board was to move item 1c to the consent agenda. Ms. Tschabold noted an addition of \$10,000 to the contract was added by county counsel for additional work that may come up during the year with the approval of the County Administrator.

- d. Bus Graphics Design Proposal (Action required – YCTA Board of Directors approval).

Ms. Thompson presented the Board with proposed visual graphic designs. She also discussed the idea of designating specific colors/designs for specific bus services/routes. The question was asked if transit riders have had any input regarding proposal, Ms. Thompson replied there was not. It was suggested that the proposal be addressed at the YCTA Board of Directors meeting on Thursday, 6/14 to gather feedback.

- i. Approval of bus graphics design, funding and procurement timeline
- e. End of work session

**B. DEPARTMENT UPDATES:** None.

**C. PRELIMINARY CONSENT AGENDA:**

The consensus of the Board was to move items C1 through C8 to the consent agenda on Thursday.

Contracts/Grants

1. Approval of Amendment #1 to ODOT Grant Agreement #31581 extending through December 31, 2018.
2. Approval of Amendment #2 to ODOT Grant Agreement #31460 extending through December 31, 2018.
3. Authorize the submission of the 2018-19 Emergency Management Performance Grant (EMPG) to the Oregon Office of Emergency Management (OEM), due June 15, 2018.
4. Approval of Amendment #2 to the agreement between Yamhill County EBDMI Policy Team and Tom O'Connor, DBA Transforming Corrections (B.O. 17-178).
5. Approval of Amendment #2 to the agreement between Yamhill County Community Justice and Effective Foundations Evaluation & Counseling Services, LLC. (B.O. 17-03).
6. Approval of an amendment to the real estate lease (B.O. 95-325/17-295) between Yamhill County Health & Human Services and the Housing Authority of Yamhill County (HYAC), effective July 1, 2018 through June 30, 2019.
7. Authorize Yamhill County Health & Human Services to submit a request for funding for veteran suicide awareness and prevention efforts.

Mr. Halloran-Steiner stated that the grant deadline is June 15, 2018.

8. Approval of an intergovernmental agreement between Yamhill County and Clatsop County for the housing of juvenile offenders, effective July 1, 2018 through June 30, 2019 at the cost of \$158 per bed per day.

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

1. Consideration of approval of Amendment #2 to the agreement between Yamhill County and Believe Create Build (BCB), LLC. for transit consulting services.

This item will be added to the YCTA Board of Directors agenda.

2. Consideration of approval of the transfer of appropriation authority from 017-028-611.18 (Solid Waste) to 029-081-720.16 (Systems Development Charges), in the amount of \$20,000, to offset higher than expected revenues and expenses associated to CPRD's increase to SDC fees for the 2017-18 Budget Year.

Mr. Huffer stated the case of appropriation authority for pass through revenues.

The consensus of the Board was to move item D2 to the consent agenda.

3. Consideration of approval of the transfer of appropriation authority from 010-002-69.01 (Discretionary) to 010-039-780.27 (Non-Departmental), in the amount of \$50,000, to offset higher than expected expenses in internal liability, outside legal and medical examiner for the 2017-18 Budget Year.

Mr. Huffer stated the case of one-time appropriation authority.

The consensus of the Board was to move item D3 to the consent agenda.

4. Consideration of approval of proposed budget changes to the Approved 2018-19 Budget, submitted for the following departments:

- a. Health & Human Services
- b. Community Justice
- c. Capital Improvement Fund
- d. Insurance Reserve
- e. Discretionary
- f. Transfers

Mr. Halloran-Steiner stated the refinement prior to budget adoption. He discussed expenses, revenues and position authorities accrued since the budget approval.

Mr. Huffer noted departments were advised last month to provide final budget changes. Mr. Huffer reviewed changes to revenues/expenses to the listed budget lines after budget approval. Ms. Tshcabold noted any budget line changes will be added to the last version of the budget (version 40) for final budget adoption.

The consensus of the Board was to move item D4 to the consent agenda.

5. Consideration of approval to submit a Recreational Trails Program (RTP) grant application to the Oregon Parks and Recreation Department (OPRD) for \$75,000. The RTP and matching funds are to fund the construction of the Stag Hollow Bridge on the Yamhelas Westsider Trail. Application deadline is June 15, 2018. Ms. Martin discussed the grant application requirements.

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Administrator update: Ms. Tschabold discussed the USDA trapper contract. They are willing to reactivate the contract but do not fund partial positions. They encouraged Ms. Tschabold to find other jurisdictions to partner with Yamhill County. Ms. Tschabold will continue discussion with the USDA representative to formulate a partnership. Another option discussed would be to utilize a fund pool to share the cost with citizens up to \$250 as needed. Commissioner Primozych suggested reaching out to the Grand Ronde Tribe regarding partnership.

**E. EXECUTIVE SESSION:** None.

**F. COMMISSIONER UPDATES/ANNOUNCEMENTS:**

Following commissioner updates the meeting adjourned at 3:02 p.m.

Carolina Rook  
Secretary