

## INFORMAL SESSION MINUTES

March 17, 2014

2:00 p.m.

Commissioners' Office Conference Room

PRESENT: Commissioners Mary P. Stern, Allen Springer, and Kathy George.

Staff: Laura Tschabold, Christian Boenisch, Chuck Vesper, and Jayne Mercer.

Guests: Nathalie Hardy, News-Register; Gordon Cook, Dennis Rogers, and Tony Roos, Road Improvement Advisory Committee (RIAC).

---

\* indicates item forwarded to formal agenda

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

\* Personnel - Mary presented personnel requests from various departments. See formal session agenda for details.

\* Contracts/Grants - See agenda for details.

Murray Paolo reviewed the lengthy process for the phone system RFP and said that there are still two outstanding issues to be negotiated regarding automated call distribution to Health & Human Services and page-out calling schedules, and awarding the contract would be conditional on those two issues being resolved satisfactorily. He said that he is confident that Structured Communications will be able to meet the county's business needs, but in the event that a contract cannot be reached, the selection committee agreed that BlackBox Networks should be the second choice. He said that if negotiations were to fail with both companies, he would recommend redoing the RFP because the third bidder, Frontier Communications, did not meet all of the RFP specifications. He estimated that the Voice over Internet Protocol (VoIP) technology would be around for at least 20 to 25 years.

\* Approve Resolution 14-3-20-1 authorizing Yamhill County to apply for a local government grant through Oregon Parks and Recreation Department for acquisition of approximately seven miles of the Yamhelas Westsider Trail.

The group discussed a recent ruling by the U.S. Supreme Court in a Wyoming rails-to-trails case that would allow easement land for rail lines to revert back to the original owners if the railroad goes out of business and abandons the rail line. Christian Boenisch explained that the ruling shouldn't affect the Yamhelas Westsider Trail because this land is not under government easement, but is owned outright by Union Pacific, which has neither gone out of business nor abandoned the right-of-way. He said that the issue would be cleared up before the close of a purchase agreement between the county and Union Pacific.

Jayne Mercer said that the grant resolution states the county's intention to care for the project long-term, and although it allows for partnerships with community groups, that responsibility would ultimately rest with the county.

RIAC Annual Report - Gordon Cook and Dennis Rogers presented the annual report from the Road Improvement Advisory Committee (see Exhibit A). Dennis stated that the county has done an excellent job improving the road paving program, and now needs to focus on improving its gravel roads. Mary said that a prioritized list of gravel roads, similar to what RIAC does with the paved roads, would be helpful. Dennis and Gordon agreed.

Gordon stated that the sign kiosks project has taken a lot of time, but it is a step in the right direction. He reported that the Vegetation Management Subcommittee has been meeting and doing very well so far, and John Phelan has been doing a great job keeping the committee informed about Public Works activities. He said that the Local Improvement District process will likely be a lengthy one, and the committee isn't sure if that should be started before the upcoming change in commissioners. Allen expressed concern about even starting the process, and said that the first step would be for the commissioners to have a work session and then give RIAC some direction. Laura added that Todd Sadlo is researching financing options and what other counties have done.

Mary stated that RIAC is one of the county's hardest-working committees, and the commissioners appreciate all of its work and input. Allen noted that the commissioners get far more customer satisfaction calls about the roads than they do complaints.

County E-mail Policy - Laura reviewed a draft update to the county's e-mail policy, noting that she hopes to have the entire policy manual revised at some point in the future, but her workload hasn't allowed that yet. She said that most of the proposed changes to this policy are to clean up the language, but there is a new section providing parameters for the monitoring of employee e-mail by department heads, managers, and elected officials. The group discussed the differences between monitoring stored e-mail and live e-mail, and agreed that the policy needs further clarification in that area. Mary stated that training on the new policy and the e-mail retention schedule would be a good subject for a Management Roundtable meeting.

\* Fair Budget - Approve a transfer of appropriation authority and funds from Fund 10-92 (Contingency) to Fund 20 (Fair) in the amount of \$1500 to reconcile the amount owed by the Fair for the pre-2002 petty cash account.

Laura stated that the Board had received a memo from the Fair Board requesting several writeoffs of unreconcilable cash accounts. Mary stated that the \$1500 debt for the pre-2002 cash account was from before the current commissioners' time, and it isn't worth the staff time to research that. Chuck Vesper agreed that it would be difficult to track those transactions because the Fair Board had its own checking account until it came onto the county's financial system in 2002. The consensus was to use contingency funds to waive the \$1500 debt and to consider the remaining writeoff requests at the April budget meeting.

Laura stated that the Fair Board has made some procedural changes in response to the Board's request for revised cash handling procedures. Allen added that more changes are expected to be coming forward. He said that the county has tried to come up with ways to help

the Fair Board through a difficult time, and he is surprised by the confrontational attitude and the push-back that has been shown in response. Mary stated that none of the commissioners are devaluing the fair, but they have been having discussions for years about whether the fair is an appropriate use of video lottery money, so she would like to hear from the Fair Board how it benefits economic development. She said that the argument could be made that it improves quality of life in Yamhill County and could therefore be an appropriate use for Landfill License Reserve funds.

Laura said that she would ask the Fair Board to provide further revisions of cash handling procedures during the fair, a revised policies and procedures manual, a list of planned capital improvements for the next year, and information about economic development benefits.

The meeting adjourned at 3:25 p.m.

Anne Britt  
Secretary