

BOARD ORDERS AND MINUTES

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

FOR THE COUNTY OF YAMHILL

SITTING FOR THE TRANSACTION OF COUNTY BUSINESS

THE BOARD OF COMMISSIONERS OF YAMHILL COUNTY (“the Board”) sat for the transaction of county business in formal session on January 8, 2004, at 11:00 a.m. in Room 108 of the courthouse, Commissioners Kathy George, Mary P. Stern, and Leslie Lewis being present.

Also present were John M. Gray, Jr., County Counsel; John Krawczyk, Director of Administrative Services; Steve Mikami, Personnel Officer; Laura Tschabold, Management Analyst; Brian Dunn, Maintenance Supervisor; Julia Staigers, Financial Services Manager; Dave VanBossuyt, 14700 NE Spring Creek Lane, Newberg; and Gary Stewart, 17045 NE North Valley Road, Newberg.

Commissioner George called the meeting to order at 11:00 a.m. The meeting recessed pending arrival of Commissioner Lewis. Commissioner George reconvened the meeting at 11:20 a.m.

A. **PUBLIC COMMENT PERIOD:** This fifteen-minute time period is reserved for public comment on any topic other than a quasi-judicial land use matter or other topic scheduled for public hearing. None offered.

B. **AGENDA:**

Liaison responsibilities

1. **B.O. 04-01** - Approve the assignment of liaison responsibilities for 2004.

Commissioner Stern moved approval of the liaison responsibilities for 2004. The motion carried, Commissioners George, Stern, and Lewis voting aye.

Personnel

2. **B. O. 04-02** - Consideration of approval of the following personnel actions in Public Health:  
a. Employ Sally Brown as Family Support Worker, Healthy Start Program, Public Health, regular fulltime, effective January 9, 2004.  
b. Approve maintaining Carole Hansen, R.N., at regular part-time status, .8 FTE, (rescind B.O. 03-809), effective January 1, 2004.

3. **B. O. 04-03** - Consideration of employment of Travis Prichard as Probation Officer I, Community Corrections, FOPPO Range 1, step 1, regular fulltime, effective January 9, 2004.

4. **B. O. 04-04** - Consideration of restoring Stewart Stout to regular fulltime as HS Specialist II, Adult Mental Health, effective January 9, 2004.

5. **B. O. 04-05** - Consideration of employment of the following staff as on-call relief, Juvenile Corrections: Erin Smith, Paula Rogers, Ivan Tjossem, effective December 18, 2003; and Mijiza Parker, effective January 8, 2004.
6. **B. O. 04-06** - Consideration of approval of the following actions for staff in the jail:
  - a. Promote Marta Guzman-Aguilar to Corrections Officer, regular fulltime, Range 12, Step 1, effective January 9, 2004.
  - b. Promote Marie Sutter to Corrections Corporal, Range 13, Step 6, regular fulltime, effective January 9, 2004.

Commissioner George moved approval of personnel items 2 through 6 as listed. The motion carried, Commissioners George, Stern, and Lewis voting aye.

#### Contracts

7. **B. O. 04-07** - Consideration of authorization for the chair to execute an agreement between Administrative Services and Isler & Co., LLC, Eugene, for completion of the county audit for 2003, contingent on final approval by county counsel and the administrative services director.

Commissioner Lewis moved to authorize the chair to execute the agreement contingent on the circumstance listed above. The motion carried, Commissioners George, Stern, and Lewis voting aye.

8. **B. O. 04-08** - Consideration of an order to establish a process for the Public Health Division to expend funds from the Local Commission on Children & Families for a Healthy Start Program, \$278,289.

Commissioner Stern moved approval of the order to establish the process necessary for expending funds for the Healthy Start Program as listed. The motion carried, Commissioners George, Stern, and Lewis voting aye.

9. **B. O. 04-09** - Consideration of a physician services agreement between H & HS and Alfredo Soto, M.D., for professional psychiatric services, \$110/hour up to 8 hours/week, not to exceed 480 hours per year, effective December 31, 2003 through June 30, 2004.

Commissioner Stern moved to approve the agreement. She stated Dr. Soto will be providing psychiatric services for both Family & Youth and Adult Mental Health programs. The motion carried, Commissioners George, Stern, and Lewis voting aye.

10. **B. O. 04-10** - Consideration of a revised agreement for services between Developmental Disabilities and SVCP, Inc., to adopt a new Exhibit D, identifying a change in service assignment, with no fiscal impact, effective January 4, 2004.

Commissioner Stern moved to approve the revised agreement. The motion carried, Commissioners George, Stern, and Lewis voting aye.

11. **B. O. 04-11** - Consideration of acceptance by Administrative Services Maintenance Division of an alternate bid for removal and disposal of asbestos materials in the Moore Building, in the amount of \$14,635 submitted by Professional Minority Group Inc., Portland.

Brian Dunn stated seven requests for quote were made; four responses received. He outlined the reference check done for the low bidder and recommended the Board accept the bid of \$14,635 as submitted.

Commissioner Stern moved to accept the bid submitted by Professional Minority Group Inc., in the amount of \$14,635. The motion carried, Commissioners George, Stern, and Lewis voting aye.

12. **B. O. 04-12** - Consideration of authorization for the chair to sign the Fiscal Signature Authorization Form, as required for operation by the Commission on Children and Families.

Commissioner Stern moved to authorize the chair to sign the form. The motion carried, Commissioners George, Stern, and Lewis voting aye.

#### Committee Appointments

13. **B. O. 04-13** - Consideration of changes to the Local Alcohol and Drug Planning Committee as follows: reappointment of Tim Loewen for a term to expire three years from the previous term's expiration date; and appointment of Sally Martin and Jack Crabtree for 3-year terms to expire November 15, 2006.

Commissioner Stern moved to reappoint Mr. Loewen and to appoint Ms. Martin and Sheriff Crabtree for terms as listed above. The motion carried, Commissioners George, Stern, and Lewis voting aye.

14. **B. O. 04-14** - Consideration of reappointment of Leslie Lewis and Stan Christensen to the MidWillamette Valley Area Commission on Transportation (MWACT") for new terms to expire December, 2005.

Commissioner Lewis moved to reappoint Mr. Christensen and herself to MWACT. The motion carried, Commissioners George, Stern, and Lewis voting aye.

#### Resolution

15. **B. O. 04-15** - Consideration of adoption of Resolution 04-01-08-1, opposing the formation of the Yamhill County Peoples Utility District.

Commissioner Lewis moved to adopt the Resolution as presented. The motion carried, Commissioners George, Stern, and Lewis voting aye.

John Gray provided a status report on the federal court suit regarding ballot language.

C. **OLD BUSINESS:**

Consideration of adoption of findings in support of Planning Docket PAZ-04-02, applicant Michael Gougler, representing the Werth Family LLC as tentatively approved December 11, 2003. *[Continued until January 15, 2004.]*

Commissioner Lewis moved to continue adoption of the findings until January 15, 2004. The motion carried, Commissioners George, Stern, and Lewis voting aye.

D. **OTHER BUSINESS:**

1. **Tabled** - Proposal regarding installation of security cameras in courthouse.

Commissioner Stern said she will discuss this issue with the court security committee in the near future.

2. **Omit** - Access agreement between Yamhill County and DEQ regarding property on Booth Bend Road. *See Board Order 03-925, approved December 23, 2003.*

3. **Tabled** - Notary fees / amount to be charged.

John Gray will research this topic and report back to Board in the near future.

4. **B. O. 04-16** - Consideration of acceptance of a donation of real property known as the pauper's cemetery from KHA Properties, LLC, to Yamhill County.

John Gray provided a background report regarding the transfer of the pauper cemetery to the county.

Commissioner Stern moved to accept the donation of the pauper cemetery upon approval of the final document by county counsel. The motion carried, Commissioners George, Stern, and Lewis voting aye.

5. Discussion of goal-setting process in the next few weeks.

No action taken other than to schedule timelines for receipt of information from department heads. Laura Tschabold will contact departments as appropriate.

6. **B. O. 04-17** - Consideration of amending Board Order 03-872 to change a formal offer under ORS 373.260 and 373.070 to transfer to the City of McMinnville jurisdiction over portions of certain county roads located within and outside the City limits: Cypress Lane, Burnett Road, Riverside Drive, Norton Lane, Grandhaven/Newby and Hembree; and offering to the City \$22,200 to offset its expenses in improving the roads outside the city; affirming the expiration date of March 31, 2004 for the city's acceptance of the formal offer.

Commissioner Lewis moved to modify the board order to include a payment to the City to offset its expenses as listed above. The motion carried, Commissioners George, Stern, and Lewis voting aye.

7. **B. O. 04-18** - Consideration of advancing Brian Dunn, Maintenance Division, one step on the salary schedule to restore salary range effective January 9, 2004.

Commissioner George moved to approve the salary change for Mr. Dunn. The motion carried, Commissioners George, Stern, and Lewis voting aye.

D. **PUBLIC HEARINGS:** None scheduled.

E. **ANNOUNCEMENTS:** None.

Adjourn: 1:05 p.m.

Carol Ann White  
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

Submitted 1-12-04

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Chair KATHY GEORGE

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Commissioner MARY P. STERN

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Commissioner LESLIE LEWIS