

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 September 29, 2010, at 9:00 a.m. in Room 32 of the Courthouse, Commissioners Kathy George, Mary P. Stern, and Leslie Lewis being present.

Also present was Chuck Vesper, Deputy County Administrator; Pat Anderson, Human Resources; John Phelan, Public Works Director; and Hannah Hoffman, News-Register.

Commissioner George called the meeting to order.

A. **PUBLIC COMMENT:** This thirty-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. Unless extended or restricted by the Chair or majority of the Board, public comment will be limited to three minutes per person. None offered.

B. **CONSENT AGENDA:** Ms. Stern moved approval of the consent agenda. The motion passed, Commissioners George, Stern, and Lewis voting aye.

Minutes

1. Approve the following formal session minutes:
  - a. **B. O. 10-603** - June 9, 2010;
  - b. **B. O. 10-604** - July 7, 2010;
  - c. **B. O. 10-605** - July 14, 2010;
  - d. **B. O. 10-606** - July 28, 2010;
  - e. **B. O. 10-607** - August 25, 2010.

Personnel

2. **B. O. 10-608** - Approve the employment of Sarah Everett as Office Specialist 2 in Community Corrections, regular full-time, Range 7, Step 1, effective October 11, 2010.

Contracts/Grants

3. **B. O. 10-609** - Approve Amendment #28 to the 2009-11 Financial Assistance Agreement #127319 between Health & Human Services and Oregon Department of Human Services.

Refund

4. **B. O. 10-610** - Authorize a \$1943 refund from the Planning Department to Ronald

Redford.

Surplus Property

5. **B. O. 10-611** - Declare leftover padding boards and glue as surplus county property to be awarded to Nancy Reed as a de minimis parting gift.

Roads

6. **B. O. 10-612** - Acknowledge the transfer of jurisdiction over Sandoz Road and a portion of Springbrook Road to the City of Newberg, retroactive to July 20, 2010.

C. **OLD BUSINESS:** None.

D. **OTHER BUSINESS** (Add-ons and non-consent items):

1. **B. O. 10-613** - Consideration of adoption of Ordinance 860 regarding Board meeting procedures, changing the standard meeting time for formal session to Thursdays at 10:00 a.m.

John Gray provided the first and second readings of Ordinance 860 by title only, declaring an emergency. Ms. George moved approval of the ordinance. The motion passed, Commissioners George, Stern, and Lewis voting aye.

2. **B. O. 10-614** - Consideration of authorizing the use of insurance reserve funds to cover the portion of flu shot costs not covered by insurance for part-time employees.

Ms. George moved approval of item D(2). The motion passed, Commissioners George, Stern, and Lewis voting aye.

3. **B. O. 10-615** - Consideration of approval of an agreement between Yamhill County and IRS Environmental of Portland, Inc., provider, for asbestos removal in the courthouse, \$16,160.

Ms. George moved approval of item D(3). The motion passed, Commissioners George, Stern, and Lewis voting aye.

4. **B. O. 10-616** - Consideration of approval of an agreement between Yamhill County and RSS Architecture, P.C., provider, for the Courthouse HVAC Improvements Project, \$87,511.

Ms. George moved approval of item D(4). The motion passed, Commissioners George, Stern, and Lewis voting aye.

5. **B. O. 10-617** - Consideration of approval of an agreement between HHS Family & Youth and Lutheran Community Services Northwest, provider, for Oregon Health Plan services, \$7000/month, retroactive to July 1, 2010, through June 30, 2011.

Ms. George moved approval of item D(5). The motion passed, Commissioners George, Stern, and Lewis voting aye.

6. **B. O. 10-618** - Consideration of authorizing the chair to sign the ESGP 2010 Certification of Local Approval For Nonprofit Organizations, total project costs \$32,841, subject to approval by County Counsel and the chair.

After some discussion, Ms. George moved approval of item D(6). The motion passed, Commissioners George, Stern, and Lewis voting aye.

7. **B. O. 10-619** - Consideration of recognizing Shawna Guidry as Chief Deputy in the Treasurer's Office, authorizing her to perform official duties of the vacant office of county treasurer.

Mr. Gray stated that this allows Ms. Guidry to fill the remainder of Nancy Reed's term unless the Board decides to appoint a replacement. Ms. Stern stated that the Board needs to have a discussion about how the county should move forward with this position, and the Budget Committee should be involved in discussions about the what the duties of the treasurer should be. She expressed some concern about the fact that Ms. Guidry has only been with the county a short time. Chuck Vesper explained that the treasurer's duties will not all fall on Ms. Guidry, but will be spread out among Accounting staff. Ms. Lewis suggested that discussions about the future of the treasurer's position be done during next year's budget discussions.

Ms. George moved approval of item D(7). The motion passed, Commissioners George, Stern, and Lewis voting aye.

8. **B. O. 10-620** - Consideration of authorizing the county to pay the recording costs associated with the vacation of portions of Quarry Road, Public Works Docket RV-3-2010, approved by Board Order 10-534.

Ms. Lewis stated that the Board had agreed that the county would cover the cost of the application, but had not specifically discussed the recording fee. She said that since the surveyor had indicated to the applicants that there would be no cost to them, she would recommend that the recording costs be covered as well. She moved approval of item D(8). The motion passed, Commissioners George, Stern, and Lewis voting aye.

**E. PUBLIC HEARINGS:**

1. Consideration of the dissolution of West Sheridan Lighting District, as continued from September 15, 2010. *[Continued to December 2, 2010.]*

Mr. Gray provided background information on the dissolution proceedings and stated that a dissolution plan regarding district assets still needs to be written up. Ms. Lewis moved to continue the hearing to December 2, 2010. The motion passed, Commissioners George, Stern, and Lewis voting aye.

**F. ANNOUNCEMENTS:**

1. The following positions are open to the public. Contact the Commissioners' Office for applications.

a. Commission on Children & Families, two regular lay member and three alternate members;

b. Fair Board, one position.

c. Parks & Recreation Board, one position;

d. Planning Commission, one position;

e. Special Transportation Advisory Commission, one position.

2. Beginning October 7, 2010, the Board's weekly formal session will be held on Thursday at 10:00 a.m. Informal session will remain on Monday at 2:00 p.m.

Ms. Stern acknowledged that this is Mr. Gray's last formal session before retirement. She provided historical information about his 27 years working for the county. Pat Anderson and John Phelan noted that they were in attendance to protest Mr. Gray's retirement.

The meeting adjourned at 9:29 a.m.

Anne Britt  
Secretary

**YAMHILL COUNTY BOARD OF COMMISSIONERS**

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Chair KATHY GEORGE

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Commissioner MARY P. STERN

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Commissioner LESLIE LEWIS