

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 June 21, 2012, at 10:00 a.m. in Room 32 of the Courthouse, Commissioners Leslie Lewis, Kathy George, and Mary P. Stern being present.

Also present were Laura Tschabold, County Administrator; Chuck Vesper, Deputy County Administrator; Rick Sanai, County Counsel; Christian Boenisch, Deputy County Counsel; Paul Kushner, HHS Financial Services; Sherrie Mathison, Solid Waste Coordinator; Ted Allen, 414 N. Meridian Street, Newberg; Michael Schrader, 1120 NW Couch Street, Suite 200, Portland, OR; and Truman Stone, 515 East First Street, Newberg; Denise Bacon, 901 East 7th St, Newberg; Mark Licht, 1645 SW Goucher St, #65, McMinnville; Jody Christensen and Amy Jauron, 410 NW Adams, McMinnville; Nathalie Hardy, News-Register.

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.

Commissioner Lewis called the meeting to order.

B. **CONSENT AGENDA:** Commissioner George moved approval of the consent agenda as listed. The motion carried, Commissioners Lewis, George, and Stern voting aye.

Personnel

1. **B.O. 12-293** - Approve the change of status of Richard Perdue to Facilities Maintenance Worker 3 in Facilities Maintenance, Range 16, Step 5, effective July 1, 2012.
2. **B. O. 12-294** - Approve the change of status of Sarah Everett to Office Specialist 2 in the Juvenile Department, regular full-time, effective July 9, 2012.
3. **B. O. 12-295** - Approve the change of status of Michelle Morrison to .875 FTE in the Juvenile Department, effective July 9, 2012.
4. **B. O. 12-296** - Approve the change of status of Pattie Lichty and Barbara Hartsock to Office Specialist 1 in the Assessor’s Office, temporary part-time, effective July 1, 2012, through June 30, 2013.

5. **B. O. 12-297** - Approve the employment of Melissa Salter and Derrick Wharff, each as Appraiser 1 in the Assessor's Office, regular full-time, Range 15, Step 3, effective June 25, 2012.
6. **B. O. 12-298** - Approve the change in classification of Christian Boenisch to Senior Assistant County Counsel, Range 29, Step 5, effective July 9, 2012.
7. **B. O. 12-299** - Approve the employment of Heidi Fernandez as M H Specialist II, Family & Youth Program, Range 20, Step 2, regular fulltime, effective June 24, 2012.

Contracts

8. **B.O. 12-300** - Approve an Amendment to Professional Services Agreement between HHS Adult Mental Health Services and Karen Peters, PMHNP, dba Northwest Behavioral Health, LLC, (B.O. 10-582) to increase the hourly rate to \$90/hour for up to 37.5/hrs/week, effective July 1, 2012.
9. **B. O. 12-301** - Approve an agreement between HHS Family & Youth Program and Dayton School District, for provision of mental health counseling services to students and families, not to exceed \$18,579.70 for fiscal 2012-2013.

Schedule / Public Hearing

10. **B. O. 12-302** - Schedule a public hearing for July 12, 2012, to consider a request for a mass gathering entitled "2012 Race the Reaper - Obstacle Course Race", October 6 and 7, 2012 the Flying-M Ranch, Yamhill, Oregon.

C. OLD BUSINESS:

1. **B. O. 12-303** - Consideration of adoption of Ordinance 874 in support of a request by the Surveyor to reduce the fee collected by the County Clerk for the Corner Restoration Fund from \$10 to \$5, as tentatively approved June 14, 2012.

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

Minutes

1. Consideration of adoption of formal session minutes as follow:
 - a. **B. O. 12-304** - May 3, 2012;
 - b. **B. O. 12-305** - May 10, 2012.

Commissioner Stern moved approval of the minutes as listed; the motion carried, Commissioners Lewis, George, and Stern voting aye.

Personnel

2. **B. O. 12-306** - Consideration of the employment of the following persons as OYCC Summer Grant Juvenile Corps members, \$8.80/hour, temporary fulltime, effective June 25 - September 30, 2012:

Justin Worthing	Isaiah Prettyman	Patricia Croskrey	Damian Belander
Adam Clevidence	Jonathan Garcia	Zachary Lee	Devin Magness
Joseph McCord	Kristina Powers	Jesse Stephenson	

Commissioner Stern moved approval of the employment as listed. The motion carried, Commissioners Lewis, George, and Stern voting aye.

3. **B. O. 12-307** - Consideration of the employment of Susan Hoyt as temporary part-time Senior Office Specialist, Range 10, Step 4, Health & Human Services, to assist during recruitment and training of a new employee, effective June 24, 2012.

Commissioner George moved approval of the employment. The motion carried, Commissioners Lewis, George, and Stern voting aye.

4. **B. O. 12-308** - Consideration of changing the payroll status of Lizett Lara, Senior Office Specialist, Support Enforcement, to include bilingual pay, as required by the position.

Commissioner Stern moved approval of the change in status. The motion carried, Commissioners Lewis, George, and Stern voting aye.

5. **B. O. 12-309** - Consideration of the retroactive extension of Kristen Short's part-time on-call employment as OS I in Public Health, effective July 1, 2011 through August 2012, Range 4, Step 3.

Commissioner George moved approval of the extension of employment. The motion carried, Commissioners Lewis, George, and Stern voting aye.

Committees

6. **B. O. 12-310** - Consideration of Wade Davis to the Road Improvement Advisory Committee, for a three-year term to expire June 21, 2015.

Commissioner Lewis moved approval of the appointment, stating that Mr. Davis is the Sheridan Fire Chief and has attended RIAC meetings and been interviewed by the committee members. The motion carried, Commissioners Lewis, George, and Stern voting aye.

7. **B. O. 12-311** - Consideration of the appointment of Shannon Carefoot, Willamette Valley Medical Center, to the Ambulance Service Area Advisory Committee (ASA) to fill the unexpired term of Donna Albarella through December 31, 2012.

Commissioner George moved approval of the appointment of Ms. Carefoot as listed. The motion carried, Commissioners Lewis, George, and Stern voting aye.

Contracts

8. **B. O. 12-312** - Consideration of approval of an 8.21% rate increase for Western Oregon Waste, effective August 1, 2012.

Commissioner George moved approval of the rate increase. Commissioner Stern stated that although she was absent when the Board held discussion on the proposal, she has talked with Sherrie Mathieson about the reasons for the increase and does support it. The motion carried, Commissioners Lewis, George, and Stern voting aye.

9. **B. O. 12-313** - Consideration of Amendment # 1 to Intergovernmental Agreement #4563 between Yamhill County Community Corrections and State of Oregon Department of Corrections for funding supervision of felons in Yamhill County, in the amount of \$1,985,311 for the second year of biennium, effective July 1, 2012 through June 30, 2013.

Commissioner Stern moved approval of the contract amendment as presented. The motion carried, Commissioners Lewis, George, and Stern voting aye.

10. **B. O. 12-314** - Consideration of approval of an agreement between Public Works and Baker Rock Resources West, LLC, for the 2012 Overlay Project.

Commissioner Lewis moved approval of the agreement for the overlay project as presented. The motion carried, Commissioners Lewis, George, and Stern voting aye.

11. **B. O. 12-315** - Consideration of approval of the 2011-2013 Community Corrections Biennial Plan.

Commissioner Stern moved approval of the biennial plan as presented. The motion carried, Commissioners Lewis, George, and Stern voting aye.

Budget

12. **B. O. 12-316** - Approve proposed budget changes to the Approved 2012-13 Budget as listed in the County Administrator's memorandum to the Board, dated June 15, 2012, and as amended, submitted for the following departments:

- a. Health & Human Services. *[No changes]*
- b. Public Works (Motor Vehicle Fund; Road Fund). *[No changes]*
- c. County Fair & Event Center. *[Add footnote relating to cell tower]*
- d. Transportation (Public Transit). *[Revise to reflect ODOT grant for 2011; reserves for future, etc.]*
- e. Juvenile Detention. *[No changes]*
- f. Economic Development. *[No changes]*
- g. Solid Waste Fund. *[Add new name & line item (see Item "h")]*
- h. Creation of Reserve Fund 38 for revenue from the Solid Waste Disposal License Agreement. *[Reserve Fund 38 to be entitled "Landfill License Agreement Reserve"]*
- I. Air Support. *[No changes]*
- j. Amount for Contingency Fund for FY 12-13. *[Move \$100,000 out of 'reserve for future' to general fund]*

Ms. Tschabold presented the proposed changes. Following discussion, Commissioner Stern moved to approve item C.12, a thru j. The motion carried, Commissioners Lewis, George, and Stern voting aye.

13. **B. O. 12-317** - Approve the contingency transfer requests for the 2011-12 fiscal year, as follows:

<u>Transfer from:</u>	<u>Transfer to:</u>
25-33 Contingency \$3,395	25-33 Transit \$3,395 (parking lot paving contribution)
10-92 Contingency \$10,000	10-81 Parks (higher than anticipated leave pay-out)
10-92 Contingency \$71,000	10-39 Non-Departmental (800 NE Second St building purchase deficit)
10-92 Contingency \$22,000	10-24 Veterans (revenue shortfall to this department).

Ms. Tschabold requested withdrawal of transfer item 25-33 above, stating that sufficient funds are available and the transfer is unnecessary.

Commissioner Lewis moved approval of C.13 with transfer item 25-33 withdrawn. The motion carried, Commissioners Lewis, George, and Stern voting aye.

14. **B. O. 12-318** - Approve appropriation authority transfer requests for 2011-12 Fiscal Year as amended. Note: Items 'e' and 'g' will be moved to a supplemental budget hearing; Item 'f' is increased from \$7,500 to \$20,000.)

- a. Increase Transit Program (10-33) by \$60,911.65; transfer to Fund 25-33.
- b. Transfer from:
10-92 Contingency, \$20,000
- Transfer to:
10-165, Air Support, for unexpected expenses to close the program.
- c. Transfer from:
Contingency, \$20,500
- Transfer to:
020-082-830.10 Fair Improvements (new shower building, permits, etc.).
- d. Transfer from:
029 Capital Outlay \$13,000
- Transfer to:
029 Materials and Services \$13,000
Higher revenues than expected and additional payments made to Chehalem Parks and Recreation.
- e. ~~Transfer from:
40-41 Jail Capital, \$106,750~~
- ~~Transfer to:
40-41 Jail Material & Services, to cover non-capital expenses.~~
- f. Transfer from:
45-29 Capital ~~\$7,500~~ \$20,000
- Transfer to:
45-29 Material & Services for unanticipated additional expenses.
- g. ~~Transfer from:
80-92 Contingency \$24,558~~
- ~~Transfer to:
80-38 Personnel.~~
- h. Transfer from:
80-92 Contingency \$1,500
- Transfer to:
80-139, Materials & Services for unanticipated additional expenses.

Ms. Tschabold outlined three changes for Item 14 (noted above). Following discussion, Commissioner Stern moved to approve Item 14 as amended. The motion carried, Commissioners Lewis, George, and Stern voting aye.

15. **B. O. 12-319** - Adopt the 2012-2013 Capital Improvement Projected Facilities Needs list.

Commissioner Lewis moved approval of the list as established. The motion carried, Commissioners Lewis, George, and Stern voting aye.

16. **B. O. 12-320** - Consideration of approval of an entry to be made by the financial services manager that will appear on the County's balance sheet, acknowledging a General Fund advance of cash to Transit Fund 25, pending receipt of ODOT reimbursements, as requested by auditors.

Laura stated that a cash deficit will result due to a lag in receipts of grant revenues from federal and state funding for transit purposes which will not be received until autumn. She stated that the auditors advise authorizing the financial services manager to make an entry on the County's balance sheet, as listed above.

Commissioner Lewis moved approval of the entry as proposed. The motion carried, Commissioners Lewis, George, and Stern voting aye.

E. **PUBLIC HEARINGS:**

1. **B.O. 12-321** - Receipt of public comment on a request by George Fox University (the "Borrower") to the County to issue its Revenue Refunding Bonds, Series 2012A (George Fox University) in the aggregate amount of approximately \$24,500,000 (the "2012A Bonds") for the purpose of currently refunding all or a portion of the County's Tax-Exempt Variable Rate Demand Revenues Bonds, Series 2005A (George Fox University Project) (the "Refunded Bonds") and to pay a portion of the costs relating to the issuance of the 2012A Bonds (the "Project").

Commissioner Lewis opened the public hearing for the receipt of comment regarding the request for the refunding bonds project. Mr. Store, counsel for borrower George Fox, Mr. Allen, former George Fox vice president, and Mr. Schrader, bond counsel, each provided brief information regarding how the refunding at this time will lower the cost of borrowing for George Fox, and result in significant savings for the on-going project, at no liability to the County.

Mr. Schrader asked that the Board hold the public hearing next week to allow re-publication due to a small glitch in the public notice.

Deputy Counsel Boenisch stated the County's role in this refunding project is identical to that which occurred in 2005.

There was no public comment offered.

Close of public hearing / deliberation. Commissioner Lewis moved to approve authorizing issuance and sale of tax-exempt, revenue refunding Series 2012A bonds for George Fox University. Commissioner Stern stated that one of the many good experiences of being commissioner is being

able to partner with organizations such as George Fox. The motion carried, Commissioners Lewis, George, and Stern voting aye. A second public hearing will be scheduled for June 28, 2012.

2. Receipt of public comment on the 2012-13 county budget. No comment was offered.

F. ANNOUNCEMENTS:

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

- a. Fair Board, one position;
- b. Local Investment Advisory Committee, one position;
- c. Parks & Recreation Advisory Board, one position;
- d. Road Improvement Advisory Committee, one position;
- e. Special Transportation Advisory Commission (STF), three positions;
- f. Yamhill County Transit Area (YCTA) Advisory Committee, one position.

The meeting adjourned at 11:01 a.m.

YAMHILL COUNTY BOARD OF COMMISSIONERS

Carol Ann White
Secretary

LESLIE LEWIS Chair

KATHY GEORGE Commissioner

MARY P. STERN Commissioner