

INFORMAL SESSION

July 15, 2013 2:00 p.m.

Commissioners' Office
Conference Room

Present: Commissioners Kathy George and Mary P. Stern
 Commissioner Allen Springer excused

Staff: Christian Boenisch, County Counsel
 Chuck Vesper, Deputy County Administrator
 Brian Van Bergen, County Clerk
 Silas Halloran-Steiner, HHS Director

Guests: Larry Ouja and Barbara Boyer, SWCD
 Gordon Cook, Road Improvement Advisory Committee
 Nathalie Hardy, News-Register

* indicates items forwarded to formal agenda

- * Personnel - personnel actions forwarded to agenda.
- * Contracts - Various contracts forwarded to agenda.
- * Mass Gathering Permit - A board order has been drafted to approve the Race-the-Reaper All-Terrain Events mass gathering event application with conditions.

2012 Annual Report of Road Improvement Advisory Committee - Gordon Cook presented the annual report (attached) and there was considerable discussion of the activities of the RIAC over the past year. The commissioners expressed their appreciation for the work the RIAC performs each year and its value to the county.

HHS - Update - Silas presented materials and discussed the upcoming closure of the Commission on Children & Families program as of January 2014, as well as new legislation that establishes an Early Learning Division, etc. He said that recommendations regarding the new programs will be forthcoming; no action is required by the Board at this time.

Soil & Water Conservation District - Conservation Easement - Larry Ouja and Barbara Boyer provided information regarding development of a conservation easement on private property, funded in part by a grant from the Bonneville Power Administration. He said that the property is a good habitat for the Fender's blue butterfly, and this conservation site will be a wonderful resource for the county. A public hearing on the matter is required by statute and will be scheduled in the near future.

Change Informal Schedule - There was consensus for changing the Informal Session schedule on July 29th to 1:00 p.m., due to other obligations later in the afternoon.

The meeting adjourned at 3:30 p.m.

Carol Ann White
Secretary

**YAMHILL COUNTY
ROAD IMPROVEMENT ADVISORY COMMITTEE
2012 ANNUAL REPORT**

This report summarizes the activities of the Yamhill County Road Improvement Advisory Committee (RIAC) for 2012.

YCRIAC Purpose

The YCRIAC was created in 1976 for the purpose of holding meetings as necessary to:

- develop a master plan for the construction, maintenance and improvement of County roads, considering traffic patterns and anticipated resources,
- to review accident rates on each of the County roads,
- to hear complaints about County roads and identify road deficiencies throughout the County,
- to consider petitions affecting any County road, and
- to study the existing location, condition, and use of the County roads.

The Committee is to recommend to the Board of County Commissioners:

- a priority for correcting road deficiencies identified by the Committee,
- criteria to be used in prioritizing road improvement projects,
- division of effort between paving new roads and maintaining the existing roads, and
- other such advice as the Board may request.

The Committee makes its recommendations for priorities for correcting road deficiencies by submitting a priority list for projects to be scheduled in the next fiscal year.

Membership

Membership on the YCRIAC is intended to provide representation from all parts of Yamhill County. Deputy Shane Rice serves as the Yamhill County Sheriff's Office representative to RIAC. Following is the membership for 2012:

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|---------------------------|--------------------------------------|
| • Dennis Rogers Chair | SW Yamhill County - Sheridan area |
| • Gordon Cook, Vice-Chair | NE Yamhill County - Newberg area |
| • Wade Davis | SE Yamhill County - Sheridan area |
| • Matt Dunckel | SE Yamhill County - McMinnville area |
| • Jeff Kizer | SE Yamhill County - McMinnville area |
| • Rocky Losli | NW Yamhill County - Yamhill area |
| • Donald Martsolf | SE Yamhill County - McMinnville area |
| • Tony Roos | NE Yamhill County - Newberg area |
| • Michal Wert | NE Yamhill County - Newberg area |

Tamara Garvey and Clint Giberson ended their terms in 2012.

2012 Accomplishments

- Chairman Dennis Rogers and Vice-Chair Gordon Cook discussed the RIAC 2011 Annual Report at a regular meeting of the County Board of Commissioners.
- RIAC worked with staff to review the annual Public Works Department (PWD) budget and to define a priority list of projects for the next year.
- The Maintenance Improvement Projects (MIP) list and annual budget were reviewed with RIAC for comments and prioritization.
- Matt Dunckel and Michal Wert represented Yamhill County on a Technical Advisory Committee for the Blue Fenders Butterfly/Kincaid's Lupine Habitat Conservation Plan (HCP). Michal worked with the consultant and PWD staff to review the HCP document for submission to U.S. Fish & Wildlife.
- A subcommittee, consisting of Jeff Kizer, DJ Martsof and Gordon Cook, met with staff to discuss design plans for fueling tank placement on the County property.
- RIAC discussed and made recommendations on materials provided by DKS Associates as they update the Yamhill County Transportation System Plan. This included updated functional road classifications, updated roadway design standards, stakeholder interviews, and crash analyses.
- A subcommittee, consisting of Michal Wert, Tony Roos, Matt Dunckel, Sign Manager Bill Anderson and Public Works Director John Phelan, drafted a 'blue sign' policy for tourist and business-oriented directional signs in County road right-of-way. RIAC participated in a series of meetings with affected businesses and held a public meeting to solicit comments and suggestions. A final draft policy was submitted to the Board of Commissioners with a recommendation for adoption.
- A RIAC equipment subcommittee, including Clint Giberson, Jeff Kizer and Gordon Cook, worked with staff Russ Heath and John Phelan to evaluate and recommend mowing equipment replacements. RIAC submitted a letter to the County Commissioners recommending purchase of a John Deere 6330 Tiger TSF-75 side flail mower to replace the County's existing 1993 Ford 6640 Tractor with Tiger Roadside Mower 93-163.
- Members went on a daylong road tour to look at projects completed in 2011-12.
- RIAC members toured the County shop building and reviewed a structural analysis done on the shop building.
- RIAC began discussions on gravel road maintenance standards.
- RIAC is developing criteria to select and prioritize gravel roads to be paved if funding becomes available, and is discussing possible funding sources to pave gravel roads.

Informational Items

- John Phelan provided regular reports on personnel, management, and general PWD operations, including improvements to the PWD buildings and grounds, staffing, and Workers Compensation issues.
- Deputy Shane Rice provided reports on road and traffic issues identified by the Sheriff's Department and provided information on crash sites within the County.
- PWD staff provided regular updates on paving projects, schedules, striping, spraying, signing, new equipment, and MIP project status.

- Director John Phelan provided regular updates on bids and status of significant projects, including the Dundee bike path, the Cove Orchard Sewer System District, the Sheridan Green Bridge, Laughlin Bridge, the fueling station, the County bridge program, Wheatland Ferry, the Habitat Conservation Plan, Turner Creek Road water quality issues, Willamina Creek Road, and the Newberg-Dundee Bypass.
- A weekly schedule and regular manager's report are circulated to RIAC members and the Board of Commissioners.
- John Phelan and Commissioner Leslie Lewis gave regular updates on the status of the PWD budget and County revenues.

Citizen Appearances/Letters

Several letters were submitted by Mt. Richmond Road residents requesting that their road be paved.

Presentations/Discussions

- Road Supervisor Roy Panschow gave a PowerPoint presentation and showed videos of MIP roads for 2012.
- Roy Panschow provided details and reviewed roads for the 2012 MIP.
- Fleet Manager Russ Heath gave a PowerPoint presentation on the Yamhill County Public Works underground fuel tanks and proposed replacement fueling station.
- County Engineer Bill Gille gave a PowerPoint presentation explaining the 2012-2013 fiscal year PWD budget.
- Bill Gille led a discussion on roadway standards criteria being developed by the TSP consultant.
- Bill Gille and Dep. Rice reviewed county crash site maps developed by the County Geographic Information System (GIS) department.
- John Phelan began discussion with RIAC on a 5-year plan for the PWD. A subcommittee, including Michal Wert, Tony Roos and John Phelan, developed a survey for RIAC to help define 'core' vs. 'non-core' activities that need to be done by PWD. This information will inform staffing, facility, and funding needs and will be used to develop a work program and staffing plan for PWD.
- John Phelan discussed PWD overhead and administration charges, and fleet vehicle costs, as part of the 5-year plan discussion.
- John Phelan provided general information on contracting vs. hiring staff, prepared by Tillamook County Public Works Director Jon Oshel.
- Bob Schulte, DKS Associates, gave several presentations on information developed for the TSP update.
- Bill Gille gave a PowerPoint presentation of gravel surface roads, and presented a proposed gravel road rating system.
- Russ Heath gave a presentation on the history of staffing positions and levels to maintain and operate the County fleet over time.