

**INFORMAL SESSION MINUTES**

**March 2, 2015**

2:00 p.m.

Commissioners' Office Conference Room

PRESENT: Commissioners Allen Springer, Mary Starrett, and Stan Primozich.

Staff: Laura Tschabold, Christian Boenisch, Desiree Lundeen, and Silas Halloran-Steiner.

Guests: Gordon Cook, RIAC Chair, and Nicole Montesano, News-Register.

---

\* indicates item forwarded to formal agenda

Allen called the meeting to order at 2:05 p.m.

- \* Contracts/Grants - See formal session agenda for details.
- \* Minutes - Consideration of the approval of minutes:  
December 22, 2014, formal session;  
February 19, 2015 combined informal and formal session.
- \* Delegation of Authority - Consideration of authorizing Silas Halloran-Steiner and other designated individuals to place “director holds” on persons deemed dangerous to self or others or mentally ill persons placed on conditional release, outpatient commitment, or trial release, rescinding Board Order 14-416.  
Silas stated that this item is a housekeeping item that is updated periodically to reflect the correct personnel and other outside agencies that have completed the necessary training and are authorized to place “director holds”.
- \* Budget - Consideration of the approval of an additional amount of Special Transportation Funding to the following providers for the 2104-15 fiscal year from the Transportation budget:
  - a. Mid Valley Enterprise, \$494.00
  - b. Special Olympics, \$363.00
- \* Committees - Consideration of the approval of the appointment of Christopher Nickell to the Yamhill County Mental Health and Development Disabilities Advisory Committee to fill the vacancy of Ashley Lee, to serve a two-year term to expire May 2017.
- \* Surplus - Declare a list of equipment from the Clerk’s office as surplus and authorize the sale of the items on Craig’s list.
- \* Mass Gathering Permit - Consideration of a mass gathering permit for the 2015 Memorial Weekend Boat Races at Rogers Landing Park and a request to waive the permit application fee, applicants Newberg Boat Club/Columbia Outboard Racing Association.  
Public hearing regarding this request will be held on March 5, 2015 during formal session.

RIAC 2014 Annual Report - Gordon Cook presented the annual report from the Road Improvement Advisory Committee (see Exhibit A). Mr. Cook stated that in 2008 the RIAC board realized the need to have a better relationship between the committee and the County Commissioners and they came up with the idea of an annual report.

The report stated the purpose of the committee, current membership roster, 2014 accomplishments, and other misc. items that were handled by the committee. Mr. Cook pointed out the importance of the subcommittees and their contributions. The individual work of the subcommittees has enabled the RIAC committee as a whole to be able to accomplish much of what is listed on the accomplishments list.

Mr. Springer commented on the interaction with George Fox University and the internship program. Mr. Cook stated that the whole program has been very interesting to bring young people in to the engineering process and expose them to different projects. It allowed the students to do their research and then bring their presentations to the RIAC committee. It is a great hands on experience for the students and its much closer to real life than they would experience otherwise. Overall Mr. Cook said that the program has been a very positive experience for both sides.

Mr. Springer thanked Mr. Cook for his numerous years of service to RIAC and asked him to pass on to the committee the Commissioners' appreciation for all of their hard work as well.

Following commissioner updates, the meeting adjourned at 2:50 p.m.

Keri Hinton  
Secretary

**YAMHILL COUNTY  
ROAD IMPROVEMENT ADVISORY COMMITTEE  
2014 ANNUAL REPORT**

This report summarizes the activities of the Yamhill County Road Improvement Advisory Committee (RIAC) for 2014.

**RIAC Purpose**

RIAC 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 crash 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.

**Membership**

Membership on the RIAC is intended to provide representation from all parts of Yamhill County. Sgt. Shane Rice serves as the Yamhill County Sheriff's Office RIAC liaison, and Mary Starrett is the Board of Commissioners (BOC) liaison. Following is the membership for 2014:

- Gordon Cook, Chair           NE Yamhill County - Newberg area
- Tony Roos, Vice-chair       NE Yamhill County - Newberg area
- Philip Cleys                 NE Yamhill County – Newberg area (replaced D. Rogers)
- Wade Davis                SE Yamhill County – Sheridan area
- Matt Dunckel                 SE Yamhill County – McMinnville area
- Rocky Losli                  NW Yamhill County - Yamhill area
- Donald Martsof               SE Yamhill County – McMinnville area
- Dennis Rogers                SW Yamhill County - Sheridan area (term expired 9/2014)
- Michal Wert                 NE Yamhill County - Newberg area

**2014 Accomplishments**

- Chair Dennis Rogers and Vice-Chair Gordon Cook presented the RIAC 2013 Annual Report at a regular meeting of the BOC.

- RIAC provided comments and recommendations on the Public Works Department (PWD) annual budget and priority Maintenance Improvement Projects (MIP) list.
- A Kiosk Subcommittee, composed of Tony Roos and Michal Wert, worked with Director Phelan, Sign Manager Bill Anderson, and consultant SeaReach to finalize maps and kiosk designs for sign-congested intersections. Kiosks were installed at the intersections of North Valley Road/Ribbon Ridge Road, and Highway 240/Kuehne Road. The opportunity to include QR codes at vendor expense is being explored. RIAC recommended proceeding with 'kiosk ahead' signs as suggested by staff.
- At the request of Commissioner George, RIAC developed administrative changes to the 2013 Blue Sign Policy. The revised policy was approved by the BOC.
- RIAC members evaluated design options prepared by consultant Cardno for the Abbey/Kuehne/Hendricks intersection. The BOC approved the design option recommended by RIAC, and design for the project is moving forward.
- PWD established a Roadside Vegetation Management Technical Advisory Committee (TAC) to update the County's vegetation management program and policies. The TAC will report its recommendations to RIAC, who will then make a recommendation to the BOC. The TAC recommended spraying on paved road shoulders in the spring, but will evaluate best practices for spraying on backslopes and gravel roads. RIAC member Michal Wert chairs the TAC and gives regular updates to RIAC.
- The Habitat Conservation Plan (HCP) for Kincaid's lupine and Fender's blue butterfly was completed and published. RIAC members Matt Dunckel and Michal Wert were appointed to the TAC created to provide implementation oversight.
- HCP TAC members accompanied PWD staff and technical and species experts on two full-day tours of the special maintenance sites included in the HCP.
- RIAC worked with PWD staff to develop a gravel road improvement and paving prioritization policy to provide guidance on selection of future gravel road upgrade projects. The BOC adopted the policy recommended by RIAC.
- An Equipment Subcommittee, consisting of DJ Martsolf and Gordon Cook, met with Equipment Manager Russ Heath and Director Phelan to discuss and recommend long-term equipment needs.
- RIAC reviewed data and materials developed by DKS Associates for updating the County Transportation Systems Plan (TSP), and recommended changes to the road classification system.
- RIAC members Matt Dunckel and Dennis Rogers participated in consultant selection for the DeJong bridge project.
- RIAC recommended placing 'No Thru Trucks' signs on the newly paved Worden Hill Road to discourage trucks from using the road as a cut across from Hwy 99W to Hwy 240. The BOC adopted the recommendation.
- RIAC provided background and a recommendation for the BOC to not pursue a Local Improvement District (LID) Policy at this time. The BOC held a public hearing on LIDs and agreed with the RIAC recommendation.

## **Informational Items**

- Director Phelan and PWD staff provided information and regular updates to RIAC on the following topics:
  - New equipment purchases, including a new dump truck, surplus military truck, blades, and infrared cameras to monitor flagrant dumping sites.
  - Bids and status of significant projects, including the Sheridan Green Bridge, the Old Sheridan Road bike path bridge, the Newberg-Dundee Bypass, DeJong bridge, and load limiting of Deer Creek bridge.
  - Worden Hill/Highway 240 intersection improvement. This intersection has been a priority safety improvement project for many years.
  - Paving of gravel roads: Worden Hill, Starr Quarry and Mountain Home Roads.
  - Status of the HCP and issuance of an incidental take permit. Director Phelan and consultant Melissa Klungle gave a presentation to the Native Plant Society of Oregon (NPSO) on the HCP process and results; NPSO may be interested in assisting the County for survey or other implementation tasks.
  - Replacement of the PWD shop building, including working with George Fox University students for initial staff surveys and design concepts, and reconfiguration of the on-site water lines.
  - Personnel, management, and general PWD operations, including staffing, training, and the wash rack reconstruction.
  - MIP project status, including paving projects, budgets, schedules, striping, spraying, and signing.
  - Information on the Corps of Engineer-required fish counts at several County bridges.
  - Property owners interested in paving roads under the County Cooperative Road Improvement Program (CRIP), including Archery Summit and Fairview Roads.
  - Updated evaluations of bridge conditions and deficiencies.
- Sgt. Rice provided reports on road and traffic issues identified by the Sheriff's Department, and provided information on crash sites within the County.
- A weekly crew schedule and citizen request summary is emailed to RIAC members and the Board of Commissioners.

## **Citizen Appearances/Letters**

- RIAC heard concerns from David Hart, Willamina, concerning a fence that he contended was built in the right-of-way on Pumpkinseed Road.

## **Presentations/Discussions**

- RIAC hosted a TSP open house for public review of priority project design options as proposed by DKS Associates.