

## INFORMAL SESSION MINUTES

March 8, 2016

2:00 p.m.

Commissioners' Office Conference Room

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

Staff: Laura Tschabold, Chuck Vesper, Christian Boenisch, Desiree Lundeen, Tim Svenson, Ken Huffer.

Guests: Nicole Montesano, News-Register; Gordon Cook, RIAC; and Mike Bisset, City of McMinnville.

---

\* indicates item forwarded to formal agenda

Commissioner Starrett called the meeting to order at 2:00 p.m.

- \* Minutes - see formal agenda for details.
- \* Contracts - see formal agenda for details.
- \* Agreements - Approve an Intergovernmental Agreement to create the Oregon Association of County Engineers and Surveyors (OACES).
- \* Programs - Approve the adoption of the Oregon Department of Transportation Disadvantaged Business Enterprise (DBE) Program, Policy and Goals; and Declaring an Emergency.
- \* Roads - Approval of an order initiating the process under ORS 373.270 and 373.260 to transfer to the City of McMinnville jurisdiction over portions of Hill Road and Baker Creek Road, and scheduling a public hearing on April 7, 2016.
- \* Committees - see formal agenda for details.
- \* Budget - Approve disbursements from the discretionary revenue budget to the following departments in the 2015-16 fiscal year budget:
  - a. 010-017 (Information Technology), \$125,000
  - b. 010-041 (Jail), \$150,000; and
  - c. 010-043 (Patrol), \$150,000.
- \* Vehicles - Authorize the Sheriff's Office to purchase a 2016 Ford Fusion from Chuck Colvin Ford, in the amount of \$19,644.

RIAC Report - Gordon Cook provided a summary of the Road Improvement Advisory Committee (RIAC) 2015 annual report (see Exhibit A for detailed report). He expressed his appreciation for John Phelan for an excellent job of bringing people to work together and Catherine for how well she manages the office.

There was a brief discussion regarding complaints about gravel on Abbey/Kuehne Road. Gordon stated that this may be due to drivers cutting corners and dragging gravel onto the road. Commissioner Springer asked that it get swept and cleaned up.

Following commissioner updates, the meeting adjourned at 2:45 p.m.

Lucy Flores Mendez  
Secretary

**YAMHILL COUNTY  
ROAD IMPROVEMENT ADVISORY COMMITTEE  
2015 ANNUAL REPORT**

This report summarizes the activities of the Yamhill County Road Improvement Advisory Committee (RIAC) for 2015.

**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 (BOC):

- 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 BOC may request.

**Membership**

Membership on the RIAC is intended to provide representation from all parts of Yamhill County to the extent possible. Sgt. Shane Rice served as the Yamhill County Sheriff's Office RIAC liaison for part of 2015; he was replaced by Deputy Don Stackpole. Stan Primozych is the BOC liaison. Following is the membership for 2015:

- Gordon Cook, Chair           NE Yamhill County - Newberg area
- Tony Roos, Vice-chair       NE Yamhill County - Newberg area
- Philip Cleys                 NE Yamhill County – Newberg area
- Matt Dunkel                 SE Yamhill County – McMinnville area
- Rocky Losli                 NW Yamhill County - Yamhill area
- Donald Martsolf            SE Yamhill County – McMinnville area
- Kristen Svicarovich        NE Yamhill County – Dundee area
- Michal Wert                 NE Yamhill County - Newberg area
- Adam Zabinski              NW Yamhill County – Newberg-Yamhill area

**2015 Accomplishments**

- Chair Gordon Cook presented the RIAC 2014 Annual Report to the BOC.
- RIAC provided comments and recommendations on the Public Works Department (PWD) annual budget and priority Maintenance Improvement Projects (MIP) list. Two gravel roads to be paved were Albertson and Earlwood Roads. Responding to safety concerns from local residents, Earlwood was replaced by Kuykendall Road.

- Gordon Cook and Michal Wert worked with Director Phelan to update and streamline the Cooperative Road Improvement Projects (CRIP) policy to allow residents to assume the responsibility for paving gravel roads. Following recommendation by RIAC and adoption by the BOC, Archery Summit Road and part of Fairview Drive were paved cooperatively with local businesses.
- RIAC recommended to the BOC that two new kiosks be constructed at Masonville/Old Sheridan Roads and McDougall Road/99W intersections, and that extra “wings” be added to the kiosks at the intersections of North Valley Road/Ribbon Ridge Road and Highway 240/Kuehne Road. RIAC members reviewed and commented on maps prior to completion and installation.
- With several senior PWD staff retiring over the next few years, RIAC and Director Phelan had several discussions on PWD succession planning.
- RIAC prepared bylaws for adoption by the BOC for the conduct of RIAC business.
- Citizens interested in joining RIAC were invited to attend meetings and to talk about their interests in Public Works. RIAC recommended that members have expertise in matters pertaining to the roads in the County, and should represent a variety of geographic areas as much as possible. On recommendation by RIAC, the BOC appointed Adam Zabinski and Kristin Svicarovich to fill two vacant positions.
- RIAC approved updates to the PWD website, as recommended by Rocky Losli and Adam Zabinski.
- RIAC reviewed the final draft of the County Transportation Systems Plan (TSP), and recommended adoption by the Planning Commission and the BOC.
- The compliance report for the Habitat Conservation Plan (HCP) for Kincaid’s lupine and Fender’s blue butterfly was reviewed by RIAC and submitted by PWD to the BOC for approval.
- RIAC prepared a summary of protocol for paving gravel roads to be used as a reference by the BOC and PWD.
- A letter of support from RIAC was forwarded to the BOC advocating purchase of the Evergreen Aviation facility for a new shop building.
- The Roadside Vegetation Management Technical Advisory Committee (TAC), a subcommittee of RIAC, completed updating the County’s vegetation management program and policies. A final draft document was accepted by RIAC and recommended for adoption by the BOC. The TAC was appointed for another 2-year term to advise PWD on implementation of the program and policies. RIAC member Michal Wert chairs the TAC and gives regular updates to RIAC.

### **Informational Items**

- Director Phelan and PWD staff provided information and regular updates to RIAC on several topics:
  - Recommendations for potential blue sign kiosk installation sites.
  - The Abbey-Kuehn-Hendricks intersection redesign project.
  - Updated evaluations of bridge conditions and deficiencies, including DeJong bridge improvement, Palmer Creek bridge closure, and Sheridan Green Bridge.
  - PWD, Native Plant Society of OR, and the Yamhill Soil & Water Conservation District landscaping plans for the Abbey/Kuehne/Hendricks intersection.

- Replacement of the PWD shop building, including the opportunity to purchase an Evergreen Aviation building, and a presentation by George Fox University students for initial staff surveys and design concepts for the existing shop complex.
- Blue sign policy participation and compliance.
- Implementation of the Habitat Conservation Plan. The Xerces Society published a very positive article in its semi-annual journal on its experience working with Yamhill County to address road maintenance impacts to Fender's blue butterfly and Kincaid's lupine.
- New equipment purchases, including an ice/sander for winter, a Freightliner dump truck, and an excavator.
- 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.
- A route viewer presentation on the roads that were paved during the 2015 MIP season and ones to be considered for paving in 2016.
- Updates on the Cove Orchard Sanitary Sewer District.
- Sgt. Rice and Deputy Stackpole provided reports on road and traffic issues identified by the Sheriff's Department, including information on crash sites within the County and elimination of Highway 18 by ODOT as a safety corridor.
- A weekly crew schedule and citizen request summary is emailed to RIAC members and the BOC.

#### **Citizen Appearances/Letters**

- Director Phelan, RIAC, and Commissioners Primozych and Starrett provided the opportunity for about 20 residents of the Earlwood area to discuss their concerns about paving Earlwood Road.
- Cheryl McCaffrey notified PWD of invasive garlic mustard on Parrott Mountain, the first infestation observed in Yamhill County.
- Larry and Betty Jones, McCormick Hill Road, requested a 4-way stop sign or other improvement to the Bald Peak/Mountaintop Road/Ornduff intersection.

#### **Presentations/Discussions**

- RIAC sponsored a public open house for the Abbey/Kuehne/Hendricks intersection final design. Final design and construction of the project was completed in 2015.
- Director Phelan, RIAC member Michal Wert, and Rich Szlemp of US Fish & Wildlife Service conducted a seminar and educational training for utilities and others that work within the County right-of-way.
- The Roadside Vegetation Management TAC gave a PowerPoint presentation to RIAC on the updated Vegetation Management Plan and policies. The draft plan and policies were then circulated for public review and comment, finalized, and recommended to the BOC by RIAC.