

INFORMAL WORK SESSION MINUTES

February 27, 2018 1:30 p.m.

BOC Conf. Room, 434 NE Evans St.

Present: Commissioners Mary Starrett, Richard L. "Rick" Olson and Stan Primozich

Staff: Laura Tschabold, Ken Huffer, Christian Boenisch, Silas Halloran-Steiner.

Guests: Nicole Montesano, News Register; and Dave Adams – KLYC.

Commissioner Starrett called the meeting to order at 1:35 p.m.

A. WORK SESSION: This time is reserved for topics of discussion scheduled for the Commissioners in advance. If a work session is not needed, the balance of the meeting will begin at 1:30 p.m.

1. Work Session – None

B. COMMITTEE UPDATES:

1. Road Improvement Advisory Committee Annual Report (1:30 p.m. – 1:40 p.m.)

Chairman Adam Zabinski and Vice-Chair Gordon Cook presented the board with RIAC’s road improvement 2017 annual report (Exhibit A).

C. DEPARTMENT UPDATES:

1. Health & Human Services – Silas Halloran-Steiner, HHS Director (1:40 p.m. – 1:50 p.m.)
Silas Halloran-Steiner, reported on the Oregon Health Authority certification state audit. Commissioner Starrett and Mr. Halloran-Steiner will meet with the lead audit reviewer on February 28, 2018 regarding the process and findings. He updated the Board on the moving progress for Veteran’s Department, Developmental Disabilities and Utilization Management teams as well as other administrative staff to the Kirby Street site. Mr. Halloran-Steiner reported on several confirmed Pertussis cases in the Newberg area and noted the efforts of Public Health, keeping Yamhill County healthcare providers and the community informed of any updates. Mr. Halloran-Steiner reported on a pilot project in coordination with YCCO to develop a consultant psychiatry model to help larger medical clinic sites with high need behavioral health clients.

D. EXECUTIVE SESSION: (1:50 p.m. – 2:00 p.m.)

1. ORS 192.660(2)(e) – Executive session to deliberate with persons designated by the governing body to negotiate real property transactions.

E. PRELIMINARY CONSENT AGENDA:

Consensus of the board to forward preliminary consent agenda items E1-E6 to the consent agenda for formal session on Thursday.

Minutes

1. Approval of the following minutes:
 - a. December 5, 2017, informal session;
 - b. December 7, 2017, formal session;
 - c. December 12, 2017, informal session;
 - d. December 14, 2017, formal session;
 - e. December 19, 2017, informal session;
 - f. December 21, 2017, formal session;
 - g. January 16, 2018, informal session;
 - h. January 18, 2018, formal session;
 - i. January 23, 2018, informal session and
 - j. January 30, 2018, informal session.

Committees

2. Approve the following changes to the RIAC Committee:
 - a. Reappoint Gordon Cook, term to expire February 12, 2021
 - b. Reappoint Michal Wert, term to expire February 12, 2021
 - c. Reappoint Tony Roos, term to expire October 16, 2019
 - d. Resignation of Philip Cleys, effective October 16, 2017

Approve the following changes to the RIAC Subcommittee, Roadside Vegetation Management Technical Advisory Committee:

- e. Reappoint Susan Aldrich-Markham, term to expire November 7, 2019
- f. Reappoint Dave Hanson, term to expire November 7, 2019
- g. Reappoint Vern Holm, term to expire November 7, 2019
- h. Reappoint Mark Huff, term to expire November 7, 2019
- i. Reappoint Larry Ojua, term to expire November 7, 2019
- j. Reappoint Kareen Sturgeon, term to expire November 7, 2019
- k. Reappoint Michal Wert, term to expire November 7, 2019
- l. Appoint Luke Westphal, term to expire February 1, 2020.

Authority

3. Authorize 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 BO 17-433.

Contracts

4. Authorize the agreement between Yamhill County and Farline Bridge, Inc. for the Palmer Creek (Palmer Creek Road) Bridge 2018 Rehabilitation Project in the amount of \$687,139, to be completed by September 30, 2018.
5. Authorize the agreement between Yamhill County Health and Human Services and EMDR Consulting for training and consultation at the rate of \$995 per participant, not to exceed \$11,940.
6. Approve the ratification of Amendment #4 to Agreement #154134 (BO 17-225) between Yamhill County and the Oregon Health Authority effective February 13, 2018.

F. NON-CONSENT AGENDA ITEMS OTHER TOPICS FOR DISCUSSION: (Add to consent agenda or leave off)

1. Brian Van Bergen – Request for Position Authority

Mr. Van Bergen requested authorizing the modification of position management authority in the Clerk's Office – add 1.0 FTE Program Coordinator and delete 1.0 FTE Senior Office Specialist.

Consensus of the Board to add item F1 to the consent agenda for formal session on Thursday.

2. Consideration of a request by Recology Western Oregon for renewal of their franchise with the County to collect solid waste in the unincorporated portions of North, Central and Western Yamhill County, excluding the area of the unincorporated county currently served by Waste Management-Newberg.

Kim Aldrich, Solid Waste and Environmental Health Supervisor, discussed the renewal franchise agreement. Consensus of the Board was to hold item for future review.

3. Consideration of Amendment #1 to an agreement between Yamhill County and Strategic Economic Development Corporation of the Mid-Willamette Valley (SEDCOR)(B.O. 18-26).

Consensus of the Board to add item D3 to the consent agenda for formal session on Thursday.

G. COMMISSIONER UPDATES/ANNOUNCEMENTS: – After some discussion concerning the county's process and policies regarding foreclosed properties the consensus was to set a work session to discuss this topic.

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

Carolina Rook
Secretary

Accepted by Yamhill County
Board of Commissioners on
5/23/18 by Board Order
18-131

**YAMHILL COUNTY
ROAD IMPROVEMENT ADVISORY COMMITTEE
2017 ANNUAL REPORT**

This report summarizes the activities of the Yamhill County Road Improvement Advisory Committee (RIAC) for 2017. RIAC meets the 2nd Thursday of each month; it did not meet in January or October.

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. Stan Primozych is the BOC liaison; there was no liaison with the Sheriff's Office in 2017. Following is the RIAC membership for 2017:

- | | |
|---------------------------|--|
| • Adam Zabinski, Chair | NW Yamhill County – Newberg-Yamhill area |
| • Gordon Cook, 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 |
| • Tony Roos | NE Yamhill County – Newberg area |
| • Kristen Svicarovich | NE Yamhill County – Dundee area |
| • Michal Wert | NE Yamhill County – Newberg area |

2017 Accomplishments

- Chair Adam Zabinski and Vice-chair Gordon Cook presented the RIAC 2016 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.
- RIAC members Tony Roos, Rocky Losli, DJ Martsolf, and Michal Wert were on the committee to review proposals and interview potential candidates to build the new

shop. Haworth Inc. was selected; they are also contracted to demolish the existing building, which will greatly facilitate coordination.

- Plans and schedule for a new shop building were presented and discussed, including space needs, office locations, exterior and interior finishes, utility requirements, permitting, and maintaining PWD activities during construction.
- RIAC member Michal Wert participated in interviews of Road Master candidates. PWD hired the recommended applicant Griffin Peal.
- RIAC debated limiting memorials within County road rights-of-way, and whether a broader control of any impediment within the right-of-way should be adopted. It was agreed that this is not a major problem that needs to be addressed right now.
- RIAC discussed options for restoring an antique grader that has been donated to the County for display at the new shop building. DJ Martsolf coordinated with PWD and The Heritage Center in McMinnville, and it was agreed that the Center will loan pieces of antique equipment, on an alternating basis, for display at the new shop.
- RIAC discussed Special Events routes and the need to balance resident complaints vs. tourist promotion. It was suggested that routes be limited by functional classification, with no events allowed on arterial roads. The primary issue is organizers not following event protocol and requirements, and this will be coordinated between PWD and the Sheriff's department.
- Erosion control, ditching issues, and maintaining culverts were routinely discussed.
- The possibility and value of a reporting incentive model was discussed to address roadside dumping.
- Kristin Svicarovich replaced Matt Dunckel on the Habitat Conservation Plan Implementation Committee. Matt will serve as an alternative for meetings that Kristin cannot attend. Michal Wert also serves on the Committee.
- Matt Dunckel, Tony Roos, Kristin Svicarovich, and Michal Wert assisted Bill Gille in reviewing proposals for the Palmer Creek Bridge project.
- RIAC recommended that the next tourism kiosk be located at the intersection of Sunnycrest and Fox Farm Roads.
- RIAC discussed guardrail evaluation and installation around the County. This could be an expensive program and difficult to establish criteria.

Informational Items

- Director Phelan and PWD staff provided information and regular updates to RIAC on several topics:
 - Tourism kiosk repairs and potential installation sites.
 - Updates on evaluations and ongoing status of efforts to correct bridge conditions and deficiencies, including DeJong bridge, Palmer Creek bridge closure, Old Sheridan Bridge, and Three-Mile Lane Bridge. An open house was held on the Palmer Creek bridge closure on August 1.
 - MIP project bids and on-going status, including paving projects, budgets, schedules, striping, spraying, and signage.
 - RoadView and other products that provide visual documentation of the County roadsides. PWD would like to participate in a program that documents roadside vegetation as well as road surfaces.

- Requests and schedules for shared CRIP paving, including Ingram Lane, part of Breyman Orchards Road, and Sunnycrest Road.
- Annual survey for Fender's blue butterfly and Kincaid's lupine by Dr. Paul Hammond for the Habitat Conservation Plan. PWD's efforts have been successful in promoting healthy lupine populations for improved habitat for the butterfly. RIAC will discuss having the Roadside Vegetation Management Technical Advisory Committee (TAC) assume oversight of this program.
- Excavation and installation of a cell tower in the rear corner of the PWD parking lot. This will be a revenue generator for PWD.
- FEMA projects and damage reimbursement, including Eagle Point Road, Fulquartz Landing, and Pumpkin Seed Road.
- Yamhelas Westsider Trail issues, funding, and oversight.
- Partnering with Chemeketa Community College in the new shop building to provide two bays for an agriculture mechanics program.
- Personnel, management, and general PWD operations, including staffing and replacements for retiring employees.
- Updating the County road map.
- Costs and options for managing the Cove Orchard Sanitary Sewer District.
- New equipment purchases and terms of purchase.
- In years past, the Sheriff's Office provided reports on road and traffic issues. This office provides a good perspective on road safety and issues and will be encouraged to engage with RIAC in 2018.
- A weekly crew schedule and citizen request summary is posted on the PWD website and is emailed to RIAC members and the BOC.

Citizen Appearances/Letters

- Steve and Joni Leonard of Fox Ridge Rd appeared to voice opposition to the planned widening and bike/ped path for Fox Ridge.
- Sue Larsen appeared regarding Fox Ridge and queried whether striping a bike lane would make the road less safe by narrowing the driving lanes.
- David and Gloria Berink appeared to request paving of Stag Hollow Road.
- Chris Ramsey, an employee at Domaine Serene on Breyman Orchards Rd, appeared to ask that the department overlay that road this year.
- Dan Hoecker, who owns vacation rental property on Breyman Orchards Road and does grape growth management for vineyards, appeared to propose that he contract to manage vegetation in public rights-of-way on Breyman Orchards. He was advised that PWD cannot independently contract with him, but he could coordinate vineyards to request special management zones.
- Cove Orchard resident Larry Halstead appeared to request paving of Graham Avenue. It was suggested that he work with neighbors to consider a CRIP project.
- Erik Swensson appeared to request signs, grading, and ditching on High Heaven Road.

Presentations/Discussions

- The George Fox University (GFU) senior design team made presentations on the design of the new shop building parking lot, and on improvements to the Chehalem

Drive/North Valley Road project. RIAC members provided suggestions for improvements to the designs.

- Haworth, Inc. staff and architect gave presentations on the new shop building plans and responded to RIAC questions and recommendations.
- Susan Aldrich-Markham, member of the TAC, gave a presentation on the findings and accomplishments of the roadside vegetation inventory conducted during the summer. She managed two OSU interns to establish an inventory process and protocol, and to conduct surveys of invasive plants, significant native plant communities, and erosion within County rights-of-way. When the inventory is completed in another year or so, it will help inform management decisions on how to maintain County roadsides.

Roadside Vegetation Management Technical Advisory Committee (TAC)

TAC Purpose

The BOC appointed the TAC in 2014 to update policies and Best Management Practices to guide and assist PWD to manage roadside vegetation in a consistent, conscientious, and cost-effective manner. The TAC reports to RIAC and RIAC receives regular updates from the TAC Chair. The TAC developed a Roadside Vegetation Management Plan that was adopted by BOC order in February 2016. TAC members were appointed for a second term in 2017 to help implement the Plan. An update on TAC activities is included in this annual report since it is a subcommittee of RIAC.

Membership

2017 membership of the TAC includes:

- Michal Wert, Chair Retired planning consultant, RIAC member
- Susan Aldrich-Markham Retired OSU Field Crops Extension Agent
- Dave Hanson Naturalist/land owner
- Vern Holm Western Invasives Network coordinator
- Mark Huff US National Park Service ecologist/vineyard owner
- Larry Ojua Yamhill Soil & Water Conservation District (SWCD) Executive Director
- Kareen Sturgeon Linfield College Biology Department Professor Emerita
- Sam Sweeney Yamhill County farmer

2017 Accomplishments

- On recommendation by the TAC and RIAC, PWD hired two interns from Oregon State University (OSU) to conduct roadside vegetation inventories, under the supervision of TAC member Susan Aldrich-Markham. Susan was recognized by the SWCD at their annual meeting for her work on this project.
- Presentations on the roadside vegetation inventories were given to RIAC, the BOC, and the local chapter of the Native Plant Society of Oregon (NPSO).
- RIAC adopted recommendations from the TAC to continue funding for the roadside inventory by interns, PWD staff, and equipment for 2018, and to support a PWD program to provide greater emphasis on roadside vegetation management.

- The TAC is exploring the potential for partnerships between PWD, SWCD, and adjacent property owners to address roadside erosion.
- On recommendation from the TAC, PWD proposed sharing a position with SWCD to manage roadside vegetation and the roadside inventory program. SWCD applied for a grant for this position, which would be a SWCD employee. RIAC and the TAC recommended to the BOC that PWD participate in this shared position.
- Members of the TAC coordinated plantings of native plants at the Abbey-Kuehne-Hendricks intersection, as a cooperative effort among PWD, SWCD, and the local NPSO chapter. Several work parties planted more than 4,000 native plants in the intersection.