INFORMAL WORK SESSION MINUTES
September 18, 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, Shane Hoffman and Cynthia Thompson.

Guests: Chad Freeman, SEDCOR.

Commissioner Starrett called the meeting to order at 1:30 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. DEPARTMENT UPDATES:

1. Information Technology – Shane Hoffman

Mr. Hoffman presented an IT quarterly board update. He reported on completed projects and discussed a timeline of pending projects. Mr. Hoffman noted the 1.0 FTE Desktop Support Specialist position has been filled. 4,611 Help Desk tickets have been closed since April, 2018.

2. SEDCOR – Chad Freeman

Mr. Freeman addressed the Board regarding leave of his position at SEDCOR.

C. PRELIMINARY CONSENT AGENDA:

The consensus of the Board was to move items C1 – C8 to Thursday's consent agenda.

Contracts/Grants

1. Approval of the Service Element Prior Authorization (SEPA) #24824557 in the amount of $4,300 under the agreement between Yamhill County Health & Human Services and the Department of Human Services (B.O. 15-297) for the financing of the Community Developmental Disabilities Program.

2. Approval of an application to receive funds from the Oregon Department of Veterans Services (ODVA) for the purpose of support funds for the 2018-19 fiscal year in the amount of $130,135.

3. Approval of a lease agreement between Yamhill County and Modular Space Corporation in the amount of a one-time amount of $14,922 with recurring monthly charges of $1,242.96.

4. Approval of an indemnity agreement between Yamhill county and Modular Space Corporation.

B.O. 18-363

5. Approval of Addendum #1 to the lease and indemnity agreement between Yamhill County and Modular Space Corporation.

Surplus

6. Approval of declaring excavator unit #90-192 surplus property to be sold online via Public Surplus.com.

Vehicles

7. Approval of the purchase of a Caterpillar 930M Wheel Loader from Peterson Caterpillar of Hillsboro in the amount of $181,046.52.

Authority

8. Approval of position authority in the Assessor's Office to add .25 FTE for overlap of the Assessment Specialist II position, effective October 9, 2018 through January 4, 2019.

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

1. Consideration of the following transit items in order to meet the Statewide Transportation Improvement Fund (STIF) criteria:

a. Review of pertinent STIF rules and timeline.

b. Discussion and consideration of Yamhill County Transit Advisory Committee (YCTAC).

c. Discussion and consideration of revised bylaws for the Yamhill County Advisory Committee (YCTAC).

Cynthia Thompson addressed the Board regarding the criteria to receive STF funding. This is transportation improvement funding resulting from the passing of House Bill 2017. Ms. Thompson noted that as the qualifying entity, Yamhill County is required to approve bylaws and appoint an advisory committee (Yamhill County Transit Advisory Committee – YCTAC) for the purpose of assisting the county to oversee projects and STIF funding distribution. The YCTAC would replace the existing YCTA and STF committees. The application deadline is November 1, 2018.

The consensus of the Board was to move item D1 to Thursday's non-consent agenda.

E. EXECUTIVE SESSION: None.

F. COMMISSIONER UPDATES/ANNOUNCEMENTS:

Following commissioner updates the meeting adjourned at 2:58 p.m.

Carolina Rook
Secretary

Accepted by Yamhill County Board of Commissioners on 10/11/18 by Board Order # 18-363

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