

INFORMAL MINUTES

December 17, 2007

2:00 p.m.

Oval Office

PRESENT: Commissioners Kathy George, Mary P. Stern, and Leslie Lewis.

Staff: John M. Gray, Jr., Laura Tschabold, Steve Mikami, Murray Paolo, John Boynton.

Guests: David Bates, News-Register; and Jordan Eagan, McMinnville High School.

* indicates item forwarded to formal agenda

Kathy called the meeting to order.

* Personnel - Steve presented personnel requests from various departments. See agenda for details.

* Minutes - See agenda for formal session minutes to be adopted. Leslie moved approval of the following informal session minutes. The motion passed, Kathy, Mary, and Leslie voting aye.

B. O. 07-1056 - February 5, 2007

B. O. 07-1057 - June 25, 2007

B. O. 07-1058 - July 30, 2007

Radio Project - Murray Paolo provided an update on the Phase 1 Radio Project, the High Heaven Tower Project, and the Doane Creek generator replacement project (see attachment).

* Authorize any commissioner, the Administrative Services Director, or the Administrative Services Assistant Director to sign a grant agreement between Yamhill County and Oregon Office of Homeland Security for the Homeland Security Grant Program, subject to approval by County Counsel.

Mary congratulated Murray for receiving the Outstanding Public Service Award from the City of McMinnville for his work on Enterprise Resource Planning.

* Contracts - See agenda for details.

* John G stated that December 19, 2007 is the last day for the county to exercise its option to extend the lease of the Stark Building for the Law Library. John K noted that the space in the courthouse would be too small if the library still has books. He suggested extending the lease until the library is able to offer all of its services online.

Flood Event - John Boynton provided a debriefing on the West Valley Flood Event of December 3-5, 2007. He stated that he now has a phone number for individuals to call and request assistance from FEMA, which will be setting up a local office to process claims.

Chamber of Commerce - The Board discussed a request from Craig Hinrichs for the county to pay

the annual dues for the Abacus program's membership in the McMinnville Chamber of Commerce, since that's what was done last year. John K explained that Abacus uses the Chamber for job placement. After some discussion, the Board agreed that it would be preferable for Abacus to pay for the dues itself, but the Board would pay for the dues out of discretionary funds if the cost would be a hardship to the program.

* Policy - Adopt a policy on sell-back of PEL and FET prior to retirement. John K explained that the county needs to adopt this policy in order to allow the sell-back and be in compliance with the IRS.

* Committees - Approve the following changes to the Ambulance Service Area Committee:
a. Reappoint Mary Newell, Damon Schulze, John Heiser, and Randy Williamson for two-year terms to expire December 31, 2009;
b. Appoint Bill Alguire and Jay Lilly for two-year terms to expire December 31, 2009, filling the positions vacated by Terry Ney and Scott Magers.

* Areas of Responsibility - Consideration of adoption of the Board of Commissioners Areas of Responsibility, effective January 1, 2007 through June 30, 2008. After brief discussion, Mary suggested making minimal changes at this time because there are still some structural changes underway. She said that the Board may be able to shuffle additional responsibilities by July 1, 2008.

* Vesting Ordinance - Receipt of public comment on proposed Ordinance 823 establishing a process to determine whether an applicant has a common law vested right to complete and continue a use allowed by a Board-issued Measure 37 waiver.

John G stated that after attending a Measure 49 meeting in Portland on Friday, he is persuaded that in order to have a process that will withstand a writ of review, the county needs to provide notice to surrounding property owners before the application is considered. He reviewed the changes made to the proposed ordinance and noted that if the Board decides to establish an application fee, that would be done separately by Board Order. Kathy suggested establishing a limit on the time allowed to the Review Authority to make a decision. John G stated that this would be best handled through retainer agreements so as to allow some flexibility for complicated cases. He stated that the current draft has been distributed to many people on both sides of the issue and will be posted on the county website for public review.

The meeting adjourned at 3:47 p.m.

Anne Britt
Secretary

Summary Report to the Board of Commissioners
Phase I Radio Project, HH Tower, HS Grants
17 December, 2007

Phase I Radio Project:

- 1)- Channel alias worksheets, and Law Radio templates.
 - a)- LAW2 functionality issue addressed through the shared use of Fire Ground channels, cooperation, use of statewide Sheriff's net.
 - b)- Law radio template designed and approved.
 - c)- LAW2 issue becomes moot with Phase II and III simulcast.

- 2)- Equipment ordering and configuration.
 - a)- All Base Stations have been re-programmed.
 - b)- Racks of equipment being assembled at the Radio Shop.
 - c)- Transmitter/combiners – first pair has shipped, next pair scheduled to ship this week. All units scheduled to be shipped by 12/28/07.
 - d)- Scheduling conflict with HS grant proceeds and Eola Hills tower equipment.

- 3)- Installation.
 - a)- All exterior tower work was completed last week, except Eola Hills(grant timing).
 - b)- All sites now awaiting pre-installation testing, arrival of Combiners, installation of racked equipment. AdComm/Radio shop meeting this past week to develop the schedules.

- 4)- Tower agreements.
 - a)- All completed.

- 5)- Project status.
 - a)- Some Project tasks are about four weeks later than originally scheduled(transmitter/combiner equipment). Correct configuration is critical and it took several modifications by the manufacturer to get it right.
 - b)- Risks. Equipment manufacturer lead times, weather(tower site work).
 - c)- At this point, the tasks are manageable and project is within a reasonable time-frame. We have scheduled the first quarter of 2008 to begin acceptance testing of the system.

- 6)- Agency interfaces.
 - a)- Had an excellent meeting with the member agencies this past week. Set expectations of operations, training, installation, and talked about field and dispatch operations. A great meeting.
 - b)- Tait radio conventional channel limitations. Purchased Kenwood replacement radios for the SO (51), Sheridan Fire (7), Dayton Fire (6).

EXHIBIT A 1/2

High Heaven Tower Project:

1)- Project Status.

- a)- BLM site plan approval done.
- b)- Tower costs are finalized, awaiting order now.
- c)- Preliminary review, it appears we will be well under budget.
- d)- Will need to bid the foundation and tower stacking pieces. Documents being assembled at this time.

Doane Creek Generator Replacement:

1)- Project Status.

- a)- Tasks defined and planned.
- b)- Farnham Electric will be placing a new pad and doing the installation.
- c)- Includes a new transfer switch to prevent line feedback to the new unit.
- d)- New generator staged at the Radio Shop.
- e)- Public Works crane will lift the old unit out and place the new unit once the pad is completed.

EXHIBIT A 2/2

