

INFORMAL MINUTES

January 14, 2008

3:00 p.m.

Oval Office

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

Staff: Rick Sanai, John Krawczyk, Laura Tschabold, Steve Mikami, Murray Paolo, John Boynton, Brad Berry, and Bill Gille.

Guests: David Bates, News-Register; Cheryl Roberts, Chemeketa Community College President; and Julia Staigers.

* indicates item forwarded to formal agenda

Mary called the meeting to order.

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

Chemeketa - Mary introduced Cheryl Roberts as the new president of Chemeketa Community College. Ms. Roberts discussed the need for Chemeketa to be more connected to the community and a potential \$89 million capital bond measure, more than a third of which would be used for the McMinnville campus. She stated that this “legacy bond” would be a long-term investment in the future by allowing them to do workforce training and keep young people here in the valley. She also discussed the Chemeketa Scholars Program and Student Retention and Persistence Success Plan.

* Contracts/Grants - See agenda for details.

The Board discussed the need to address contract salary increases for Mike Brandt, John Gray, John Krawczyk, and Chris Johnson. Steve agreed to research salaries in comparable counties and report back at next Tuesday’s session.

Radio Project - Murray Paolo provided an update on the Phase 1 Radio Project, High Heaven Tower, and Homeland Security Grants (see attachment).

Emergency Operations Plan (EOP) - John Boynton discussed two proposed annexes to the Yamhill County EOP: the Special needs Population Annex and the Public Health Pandemic Influenza Response Plan, noting that once the new EOP is ready, it will come to the Board for review and approval. Mary suggested having Michael McNickle review the Pandemic Influenza Response Plan. The Board gave its consensus for John B to proceed with the annexes.

Traffic Impact Study - Julia Staigers requested a release from a requirement for a traffic impact study in conjunction with a building permit application for a winery (see attachment). Leslie discussed the difference between Julia’s proposed winery and a tasting room that is open daily. She asked Bill to work with Mike Brandt to come to an agreement on what circumstances would

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justify a traffic study. Bill agreed and said that he has already asked Mike to go ahead and issue the building permit so as not to slow down Julia's progress.

* Refunds - Authorize refunds from the Surveyor's Office to the following people for unused deposit funds received for checking partitions:

- a. Jack Vining, \$698;
- b. Jack Temple, \$705;
- c. Kurt Feero, \$705.

* Surplus Property - Declare five Optec IVC ballot counters and accessories as surplus county property to be sold by the Clerk's Office.

* Declare a GPS unit as surplus county property to be sold on eBay to the highest bidder.

* Committees - Approve the reappointment of Shannon Carefoot to the Commission on Children & Families for a four-year term to expire November 1, 2011.

The Board acknowledged the resignation of Roger Worrall from the Parkway Committee and Bernie Diefenderfer from the Planning Commission.

Public Health Review - The Board discussed the results of a triennial onsite review of the Public Health Division conducted by Oregon Department of Human Services. Mary said she would sign the report and get it to Chris Johnson.

Letter - John K requested that the Board provide him with written comments on a letter received recently from Waldo Farnham.

Budget - John K reviewed dates for the 2008-09 budget meetings.

AOC - The Board provided a report on today's Association of Oregon Counties meetings.

The meeting adjourned at 4:58 p.m.

Anne Britt
Secretary

Summary Report to the Board of Commissioners
Phase I Radio Project, HH Tower, HS Grants
14 January, 2008

Phase I Radio Project:

- 1)- Channel alias worksheets, Fire and Law Radio templates.
 - a)- All work completed.
 - b)- Continuing to work with AdComm to improve LAW 2/Common Public Safety channel operational issues.

- 2)- Equipment ordering and configuration.
 - a)- All Base Stations have been re-programmed.
 - b)- Racks of equipment were assembled at the Radio Shop (photos), and are now being disassembled for tower site installation.
 - c)- Huge milestone completed Friday, pre-installation/bench test of all the base stations and controlling equipment was completed successfully.
 - d)- Transmitter/combiners – All units have arrived (photos).
 - e)- HS grant proceeds approved for use, Eola Hills tower equipment being ordered.

- 3)- Installation.
 - a)- All exterior tower work has been completed, except Eola Hills. Scheduling EH work for later this week(awaiting cable arrival).
 - b)- All sites now awaiting installation of racked equipment, currently in process. Radio Base stations and combiners.

- 4)- Project status.
 - a)- Current task, equipment installation at the tower sites.
 - b)- Risks. Weather(tower site work).
 - c)- Remaining tasks.
 - 1)- Equipment installation at the tower sites, including tower work at EH site.
 - 2)- Acceptance testing by AdComm, final level adjustments.
 - 3)- Programming of portable and mobile units.
 - 4)- Final preparations of YCOM and Newberg dispatch centers.
 - 5)- Operational testing of law channels. Limited users.
 - 6)- UHF Law dispatch channel becomes operational.
 - 7)- UHF Common Public Safety channel becomes operational.
 - 8)- UHF Fire dispatch channel becomes operational.
 - 9)- Final resolution of the operational aspect of the Common Public Safety channel.
 - d)- At this point, the tasks are manageable and the project is within a reasonable time-frame.
 - e)- Additional tasks added to project.
 - 1)- Microwave link review, Mt. Top East to Eagle Crest (AdComm).
 - 2)- Common Public Safety channel operational revisions (AdComm).
 - 3)- Newberg Dispatch interface to new UHF system (Day Wireless).

EX. A 1/2

5)- Agency interfaces.

- a)- The Kenwood replacement radios have all arrived.
- b)- We have met with Newberg regarding interface of their dispatch center to the new UHF multicast system. Good meeting, action plan developed.
- c)- Agencies are anxious to begin using the new system.

High Heaven Tower Project:

1)- Project Status.

- a)- Tower costs are finalized (minor revisions), awaiting order now.
- b)- Will need to bid the foundation and tower stacking pieces. Documents are being assembled at this time.

Doane Creek Generator Replacement:

1)- Project Status.

- a)- New pad is in place.
- b)- New generator staged at the Radio Shop.
- c)- Public Works crane will lift the old unit out and place the new unit, scheduled for tomorrow.
- d)- Farnham will follow with final electrical connections. Cummins will then test the unit for operational readiness.

CEDAP Equipment Grant:

- 1)- Have received official notice that we were successful.
- 2)- Have had contact from the vendor, indicating that there is a configuration and training component to the grant.
- 3)- Will have further contact in the next couple of weeks regarding the specific steps.
- 4)- Interoperable communications equipment that will be stored primarily at West Valley Fire, but available to the entire county.

EX-A 2/2

Request for Release from Traffic Impact Study for Tax Lot R3327-2000; owners Julia Staigers and Gerard Koschal. Docket C-7-07/SDR 4-07

- A Conditional Use Permit to establish a winery at above site has been received. It restricts the facility to three 3 day public events per year.
- We are now applying for a building permit and the Public Works Director is requesting a Traffic Impact Study.
- Ordinance 787 dated 9/25/2006 states in Section 3 "*The Planning Director may require an Applicant to provide some or all of the following materials to the Public Works Director when the Development includes access onto a public road under the jurisdiction of the Board.*" It then lists four specific and one general item, including a site plan and traffic studies. We have provided a site plan.
- The Planning Director was not available, but the staff stated that for a winery that did not have a permanent tasting room a traffic study is not normally required.
- The Public Works Director felt all wineries should have a traffic study.
- The proposed winery is very small and will be an extension to an already existing pole barn. First year's production is planned at 250 cases with future expansion planned to 700 cases/year.
- A new tasting room within a mile of this site was granted a building permit in October 2007 without having to do a traffic study. It is permitted to be open to the public on a regular basis.
- Subject property is located on an existing wine route with many other wineries and commercial establishments such as inns and bed and breakfasts on the same or nearby roads. Given our small size, we feel people will not make a visit to our winery specifically but rather it will be incidental to an outing to the area. Again I would like to emphasize we are only permitted to be open to the public for three 3 day events a year.
- The frontage at this site has at least a 60 foot setback by 72 foot width. It is located on a corner where currently many people miss the turn and use this area as a turnaround.
- We have followed all procedures and are obtaining all permits required for this endeavor. Based on the above information the impact on traffic from our winery will be minimal. I believe this is an unnecessary burden of both time and money to our small establishment.

Note: I will bring maps and other supporting information when we meet on Jan 14.

1/12/2008

EX-B 1/1