

INFORMAL MINUTES

February 4, 2008

3:00 p.m.

Oval Office

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

Staff: John M. Gray, Jr., John Krawczyk, Laura Tschabold, Steve Mikami, Ken Summers, Becky Weaver, Nancy Reed, Carol White, Richard Sly, Barb Paladeni, Lisa Settell, Bill Gille, and Susan Mundy.

Guests: David Bates, News-Register; Paul Nielsen, Isler CPA.

* indicates item forwarded to formal agenda

Mary called the meeting to order.

* Personnel - Steve presented personnel requests from various departments. See agenda for details. Ken Summers stated that funding for Kari Lewers' new Records Clerk position is stable and the position would be reviewed if staffing needs change in the future. Mary stated that it would be better to hire Kari as a full-time employee than to set a precedent by including the accrual of vacation and comp time in an employee contract.

2006-07 Audit - Paul Nielsen presented the 2006-07 audit report for Yamhill County. He made the following recommendations: use more features of the county's GEMS accounting software in order to reduce errors and speed up the process; have every manual journal entry reviewed by a second person; and do regular, unannounced internal audits of departments holding petty cash. He noted that new audit standards will increase his costs, beginning next year, and compensated absences will have to be adjusted for in next year's statement.

Furniture - Carol White reviewed two quotes for re-upholstering the chairs in the Oval Office (see attached memo). The Board's consensus was to proceed with the quote from Ron Herring Upholstery, \$2070.

Use of Force Policy - Mary stated that the Use of Force Policy has been in effect since January 2007 and needs to be adopted by the Board. She noted that the Board has had since January 2, 2008 to review the policy. Lisa Settell stated that the policy has been working well for the most part, but she would recommend some changes to sections (iv) and (v) on page 11 to make them consistent with the recently-passed Senate Bill 111. She explained that requiring a report to be completed on the same day as a shooting would violate the officer's Garrity rights.

John G requested time to compare the policy with the new policy recently adopted by the Yamhill County Deadly Physical Force Planning Authority for any internal inconsistencies. The Board agreed to continue the item for another week.

* Projects List - Approve the Public Works Capital Improvement Projects List for road and bridge maintenance in fiscal year 2008-09, as recommended by the Road Improvement Advisory Committee. Susan Mundy and Bill Gille reviewed the proposed list, explaining that projects in each category were prioritized according to traffic counts and Pavement Condition Index ratings. Bill noted that the projects are not funded at this point. Susan discussed the difficulties in trying to maintain proper drainage ditches on the gravel portion of Worden Hill Road, due to the clay and shale in the soil.

* Contracts/Grants - See agenda for details. John K stated that the compensation package in Chris Johnson's employment contract is unique because of his many years of service to the county and his value as a department head and it should not set a precedent.

* Refunds - Authorize the following refunds from the Surveyor's Office:
a. Anthony Velarde, \$639;
b. Newberg Communities, LLC, \$1047;
c. Westwind Country Development, LLC, \$2000.

Trapper Policy - Kathy stated that there has been some renewed interest in assistance from the Board for trapper expenses. The Board agreed to look at the current policy to see if a per-claim limit was established.

Committees - Mary requested that the Board create a Liquefied Natural Gas (LNG) Citizens Advisory Committee (see attached memo). The Board agreed that it would be helpful and discussed possibilities of how to find interested citizens to serve on the committee. Mary agreed to follow up on the issue.

Identity Theft - John K stated that, as part of the new Identity Theft Protection Act, each department that handles information such as social security numbers and driver's license numbers will need to have a written plan showing how that information is safeguarded. The Board supported Laura's suggestion to protect social security numbers on job applications by having them on a separate piece of paper that can be shredded when no longer needed. John K also suggested that Murray Paolo install a countdown on the network system to remind users when it is time to change their passwords.

AOC - The commissioners reported on today's Association of Oregon Counties meetings.

The meeting adjourned at 4:53 p.m.

Anne Britt
Secretary

Accepted by Yamhill County
Board of Commissioners on
3/17/08 by Board Order
08-201

MINUTES INFORMAL SESSION
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3:00 p.m.

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Card White is
scheduled at 3:35
FILE COPY

Memorandum - January 30, 2007

To: Mary P. Stern, Chair
Board of Commissioners

Re: Oval Office Conference Chairs, Fenton House

Sometime ago the Board requested staff to look into the cost of reupholstering and repadding the 15 chairs in the Oval Office. It should be noted that the chairs were purchased circa 1984 and that since that time, no funds have been spent for upkeep of the chairs.

Yesterday, two vendors visited the office to look at the chairs and discuss the work (depth of new foam, type of batting, fabric samples, cost and time frame). Estimates were left by both. Information is summarized below.

- Dennis Rice, Mack Trim Shop, 234 S Baker, McMinnville; 503, 472-6228:
 - Per chair cost with 2" foam approximately \$60, depending on fabric choice;
 - Cost would increase with the use of 3" foam;
 - Fabric samples could not be provided - staff would have to go to the shop to review them;
 - Time frame: Pick up all 15 chairs and return them the next day.

- Ron Herring, Ron Herring Upholstery, 1050 NE 12th St., McMinnville; 472-4321:
 - Per chair cost with 3" foam and fabric @ \$123 to \$138, depending on fabric choice;
 - Three books of fabric samples were left in the office for consideration, allowing staff time to select a fabric that would complement the rug and the historic quality of the house;
 - Time frame: Pick up and return five chairs a week, completing the job within three weeks.

Recommendation: Staff recommends Ron Herring Upholstery, with the fabric selection of a rich burgundy pattern on a dark blue background for a cost of \$138/chair (total cost of \$2,070) for the following reasons: Mr. Herring has owned his business in McMinnville for many years; he has years of experience and a good reputation in the community; he quickly recognized that 3" foam and a good fabric would be cost-effective in the long run; and his service of providing fabric samples was less disruptive of staff time.

[McMinnville vendors only were selected from the Yellow Pages for this work since all window coverings in the house were provided by Newberg Interiors.]

Attachments: estimates (2)
cc w/attchs: John Krawczyk

B.O.-08-201



BOARD OF COUNTY COMMISSIONERS

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DATE: February 25, 2008
TO: Board of Commissioners
FROM: Mary Stern 
RE: Liquefied Natural Gas Citizens Advisory Committee

I request that the Board appoint a Citizens Advisory Committee to advise us on the issue of siting Liquefied Natural Gas (LNG) terminals and pipelines. As you know, the Federal Energy Regulatory Commission is currently considering three LNG proposals for Oregon. Two of those proposals include running pipelines through Yamhill County.

Because there is so much information involved in these proposals, I believe it would be beneficial for the Board to have a group of interested citizens reviewing all the information and advising us on the pros and cons of the proposals.

I would be willing to liaise with this group and would appreciate your suggestions for members. Thanks so much.

B.O.-08-201