

## INFORMAL MINUTES

June 9, 2008

2:00 p.m.

Oval Office

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

Staff: John Krawczyk, Laura Tschabold, Steve Mikami, John Boynton, and Richard Sly.

Guests: Gordon Cook, Road Improvement Advisory Committee.

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\* indicates item forwarded to formal agenda

Mary called the meeting to order.

\* Personnel - Steve presented personnel requests from various departments. See agenda for details. Steve discussed a voluntary incentive plan for early retirement in Public Works due to budget shortfalls. Leslie stated that part of the incentive money would come from Public Works and part would come from the retirement reserve fund.

Mary presented a 30-day notice of intent from John K to amend his employment contract. The Board's consensus was for John G to write up the contract amendment.

\* Contracts/Grants - See agenda for details.

RIAC - Gordon Cook presented the 2007 Annual Report from the Road Improvement Advisory Committee (see Exhibit A).

Emergency Management - John Boynton stated that he would like to send the draft Emergency Operations Plan back to the company that prepared it, along with the proposed changes, and review it with the Board once he has an updated version.

He reported that a landslide had occurred over the weekend in the same area that had experienced a small earthquake and landslide last year at this time. After further discussion, the Board agreed to invite a representative from the Oregon Department of Geology to come and speak to the Board.

\* Committees - Approve the appointment of Lessie Dale to the Ambulance Service Area Committee to fill the unexpired term of Randy Williamson through December 31, 2009.

The Board acknowledged the resignation of Teri Watson from the Commission on Children & Families.

\* Roads - Approve Public Works Docket RV-2-2008, a petition to vacate portions of Sherman and Yamhill Streets in Sheridan, no public hearing necessary under ORS 368.351.

Budget - John K stated that the county will need to approve a supplemental budget for Fund 29

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2:00 p.m.

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because the amount of system development charges collected for Chehalem Valley Parks & Recreation District has exceeded the appropriation authority.

Kennel - Mary discussed a letter from citizens who are not allowed to put a kennel on their property because it is considered high value farmland. She suggested asking the legislature to change the rule to allow such a use on a small percentage of the property.

Executive Session - The meeting recessed to executive session at 2:58 p.m. pursuant to ORS 192.660(2)(a) to discuss the employment of public officials. The meeting reconvened at 3:20 p.m. with no formal decisions made and the sense of the Board conveyed to Mary and John G.

Contract Review Board - A meeting of the Contract Review Board was scheduled for 8:55 a.m. on June 11, 2008 to consider an exemption from competitive bidding for the encapsulation of asbestos-containing material in the courthouse.

The meeting adjourned at 3:22 p.m.

Anne Britt  
Secretary

**YAMHILL COUNTY  
ROAD IMPROVEMENT ADVISORY COMMITTEE  
2007 ANNUAL REPORT**

This report summarizes the year 2007 activities of the Yamhill County Road Improvement Advisory Committee (YCRIAC).

**YCRIAC Purpose**

The YCRIAC 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 accident 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:

- 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 Board may request.

The Committee makes its recommendation for priority for correcting road deficiencies by submitting a priority list for projects by December 31 of each year, for improvement projects to be scheduled in the next fiscal year.

**Membership**

Membership on the YCRIAC is intended to provide representation from all parts of Yamhill County. Following is the membership for 2007:

- |                             |                                   |
|-----------------------------|-----------------------------------|
| • Gordon Cook, Chair        | NE Yamhill County - Newberg area  |
| • Dennis Rogers, Vice Chair | SW Yamhill County - Sheridan area |
| • Jay B. Dick               | SE Yamhill County - Amity area    |
| • Tamara Garvey             | NW Yamhill County - Yamhill area  |
| • Clint Giberson            | NW Yamhill County - Yamhill area  |
| • Rocky Losli               | NW Yamhill County - Yamhill area  |
| • Jeff Reed                 | NE Yamhill County - Newberg area  |
| • Ron Wellborn              | Sheriff's Office representative   |
| • Michal Wert               | NE Yamhill County - Newberg area  |

Gary Osbon, representing, the McMinnville area of SE Yamhill County, was replaced on RIAC by Jeff Reed in 2007.

## 2007 Accomplishments

- Reviewed and recommended the Capital Improvement Project list for fiscal year 2007-08 to the Board of Commissioners.
- Developed and recommended a Road Maintenance/Reconstruction Prioritization Policy to the Board of Commissioners to replace the current quadrant approach.
- Sent a 'thank you' note to a North Valley Road homeowner for completing a professional culvert drainage project adjacent to the County road.
- Requested staff to provide signs to improve safety at several intersections.
- Prepared a draft Communications Model for informing citizens of Road Department activities.
- Prepared a draft issues paper on water impacts from adjoining private driveways.
- Recommended modifications to road connections and classifications for projects included in the Newberg Southeast Land Use and Transportation Plan.
- In response to a citizen request, requested staff to prepare a report and recommendation on whether no-passing zone(s) should be developed on Abbey Road.
- Discussed staff responses and actions needed to address the Performance Audit conducted by TKW.
- Participated in a County road tour of possible FY2008-09 paved road projects.
- Identified projects and criteria for project selection for projects that would be recommended for funding if extra funds were available.
- Reviewed and commented on the FY2008-09 Capital Improvement Project list.

## Informational Items

- Monthly updates by staff on bridge improvements.
- Monthly updates by staff on maintenance, paving and chip seal activities.
- Regular updates by staff on development of the Springbrook area in Newberg.
- Report on December 2007 storm damage.

## Citizen Appearances

The following citizens appeared before the RIAC to discuss County road issues.

- Brian Baune, Ann McNamee, Bob McNamee, Ed Frazier, Susan Frazier, Keith Zaugg, Claude Hampton, Loren Blanchard and Soyauve Blanchard talked with RIAC about several issues on High Heaven Road.
- Bob Kelso discussed concerns on Sweet Cider Lane in Dayton.
- John Stuart expressed concerns on traffic volumes on Abbey Road.
- Larry Jones discussed concerns on safety at the Bald Peak, Ornduff and Mountaintop Roads intersection.
- Guy Vittoria discussed problems with the Earthbind project on Fulquartz Landing Rd.
- John Ingram requested that Yamhill County take over roads from the Starlite Home Owners Association in Amity.
- William Draper and Gary Lewis discussed speed and truck traffic issues on Stiller's Mill Road in Yamhill.

**Presentations**

- TKW presented the results of its report and analysis on operation and organizational review of the Public Works Department Road Maintenance Division.
- Newberg City and Yamhill County staff gave a presentation on the proposed Newberg Southeast Land Use and Transportation Plan.
- Bill Gille gave a presentation on the proposed Springbrook Master Plan in Newberg.