

BOARD ORDERS AND MINUTES

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

FOR THE COUNTY OF YAMHILL

SITTING FOR THE TRANSACTION OF COUNTY BUSINESS

THE BOARD OF COMMISSIONERS OF YAMHILL COUNTY (“the Board”) sat for the transaction of county business in formal session on October 3, 2013, at 10:00 a.m. in Room 32 of the courthouse, Commissioners Kathy George, Mary P. Stern, and Allen Springer being present.

Also present were Laura Tschabold, County Administrator; Chuck Vesper, Deputy County Administrator; Christian Boenisch, County Counsel; Becky Weaver, Finance Manager; Pat Anderson, Human Resources; and Nathalie Hardy, News-Register.

Commissioner George called the meeting to order at 10:02 a.m.

A. **PUBLIC COMMENT:** This thirty-minute time period is reserved for public comment on any topic other than a quasi-judicial land use matter or other topic scheduled for public hearing. Unless extended or restricted by the Chair or majority of the Board, public comment will be limited to three minutes per person. None offered.

B. **CONSENT AGENDA:** Ms. Stern moved approval of the consent agenda. The motion passed, Commissioners George, Stern, and Springer voting aye.

Minutes

1. **B. O. 13-602** - Approve the minutes from the September 12, 2013, formal/informal session.

Personnel

2. **B. O. 13-603** - Approve the employment of Michelle Carrillo as bilingual HHS Clerical Relief in Health & Human Services, temporary on-call, Range 7, Step 1, effective October 9, 2013, through June 30, 2014.

3. **B. O. 13-604** - Approve the change of status of Sarah Everett to Senior Office Specialist in the Juvenile Department, Range 10, Step 1, retroactive to September 24, 2013.

4. **B. O. 13-605** - Authorize 5.5% out-of-class pay for Sarah Everett, Juvenile Department, retroactive to January 24, 2013, through September 23, 2013.

5. **B. O. 13-606** - Approve the change of status of Donald Parrish to Accounting Clerk 2 in Administrative Services, part-time on-call, Range 10, Step 7, retroactive to September 6, 2013, through December 31, 2013.

6. **B. O. 13-607** - Approve a leave conversion order for employees who move from a bargaining unit that has vacation and sick leave to a bargaining unit that has flexible earned time (FET).

Fees

7. **B. O. 13-608** - Approve an updated cost list for mortuary services utilized by the Yamhill County District Medical Examiner.

Refunds

8. **B. O. 13-609** - Authorize a \$1759 refund from the Planning Department to NW Wine Co.

Committees

9. **B. O. 13-610** - Approve the appointment of Catherine Lindberg to the Employee Safety Advisory Committee for a term to expire March 18, 2016.

10. **B. O. 13-611** - Approve the appointment of Debbra Buerkle to the Parks and Recreation Board for a four-year term to expire October 3, 2017.

C. **OLD BUSINESS:** None.

D. **OTHER BUSINESS** (Add-ons and non-consent items):

1. **B. O. 13-612** - Consideration of approval of Resolution 13-10-3-1 proclaiming October 4, 2013, as Manufacturing Day in Yamhill County.

Ms. Stern moved approval of item D(1). The motion passed, Commissioners George, Stern, and Springer voting aye.

2. **B. O. 13-613** - Consideration of approval of a modification of agreement between Yamhill County and Ball Janik, LLP, provider, for consulting services related to the Newberg-Dundee Bypass project, \$69,400, retroactive to July 1, 2013, through June 30, 2014.

Mr. Springer moved approval of item D(2), stating that this consulting work has been on a declining scale, but the county still needs to have some contact for grants and connections throughout the project. He said that the Parkway Committee has recommended not eliminating the contract altogether. The motion passed, Commissioners George, Stern, and Springer voting aye.

3. **B. O. 13-614** - Consideration of approval of a Managing Oregon Resources Efficiently Intergovernmental Agreement (MORE-IGA) between Yamhill County and other Oregon public entities for the sharing of resources, effective October 3, 2013.

Ms. George moved approval of item D(3). The motion passed, Commissioners George, Stern, and Springer voting aye.

4. **B. O. 13-615** - Consideration of the Yamhill County Employees' Association (YCEA) Step 2 Grievance (Article 12) in the District Attorney's Office. *[Step 2 grievance denied.]*

Laura Tschabold stated that the argument made by YCEA related to forfeiture of bumping rights is not relevant to the issue. She said that the second argument is that the letter of reprimand did not constitute progressive discipline. She stated that management's position is that the discipline was appropriate and should stand.

Ms. Stern moved to deny the Step 2 grievance and to direct County Counsel to write a response on the Board's behalf. The motion passed, Commissioners George, Stern, and Springer voting aye.

5. **B. O. 13-616** - Consideration of authorizing the financial services manager to make an entry on the county's balance sheet acknowledging a general fund cash advance to Fund 20 (Fair & Event Center), pending receipt of future event revenue.

Ms. Tschabold explained that this is essentially a loan from the general fund to the fair to cover a deficit until the fair receives enough revenue to be in the black. She said that although the fair sometimes experiences a monthly cash deficit, it won't necessarily end the year that way. She stated that this kind of advance was done once before with the Transit Fund, and the auditors determined that Board authorization is necessary.

Ms. Stern stated that the historical cash balance report provided recently by Ms. Tschabold was very surprising and concerning to all of the commissioners, and she is grateful for the letter that Mr. Springer helped compose to the Fair Board. She said that she is confident the Fair Board will take the matter seriously and work together to resolve these issues going forward. Mr. Springer said that he had explained to the chair of the Fair Board the intent and spirit of the letter, and it was received well. Ms. George said that the Fair Board is a volunteer board with a lot of responsibility, and they want to do things right. She said that this has been a good wake-up call and an opportunity to make the fair operation more professional.

Mr. Springer moved approval of item D(5). The motion passed, Commissioners George, Stern, and Springer voting aye.

E. **PUBLIC HEARINGS:**

1. **B. O. 13-617** - Consideration of approval of a supplemental budget for 2013-14 for the purpose of retiring full faith and credit bonds through an interfund loan from the Solid Waste Fund (Fund 17) to the Capital Improvements Fund (Fund 40) in the amount of \$700,905.

Ms. George opened the public hearing. Ms. Tschabold provided background information and stated that the county would save approximately \$23,000 in interest by paying off the bonds now. She said that the interest rate on interfund loans is usually adjusted to reflect the current LGIP rate. There being no public comment, the hearing was closed.

Mr. Springer moved approval of item E(1). The motion passed, Commissioners George, Stern, and Springer voting aye.

F. **ANNOUNCEMENTS:**

1. For information on county advisory committee vacancies, please refer to our website, [www.co.yamhill.or.us/content/volunteer-opportunities](http://www.co.yamhill.or.us/content/volunteer-opportunities), or call the Board of Commissioners' office: 503-434-7501 (from McMinnville) or 503-554-7801 (toll-free from Newberg).

The meeting adjourned at 10:30 a.m.

Anne Britt  
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

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Chair KATHY GEORGE

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Commissioner MARY P. STERN

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Commissioner ALLEN SPRINGER