

INFORMAL WORK SESSION MINUTES

January 23, 2018 1:30 p.m.

BOC Conf. Room, 434 NE Evans St.

Present: Commissioners Mary Starrett, Richard L. “Rick” Olson and Stan Primozich.

Staff: Laura Tschabold, Ken Huffer, Christian Boenisch, Mikalie Frei, Carrie Martin.

Guests: Nicole Montesano, News Register; Mike Cafferata, District Forester; and others as listed on the sign in sheet.

Commissioner Starrett called the meeting to order at 1:30 p.m.

A. WORK SESSION: This time is reserved for topics of discussion scheduled for the Commissioners in advance. If a work session is not needed, the balance of the meeting will begin at 1:30 p.m.

1. Work Session – Oregon Department of Forestry, Mike Cafferata
 - a. Review/discussion of the customer service performance measure survey for Yamhill County.
 - b. End of work session

Mike Cafferata, District Forester, gave a brief overview of the recent customer service performance survey that was conducted (see Exhibit A) and outlined the completion of a forest classification draft.

B. DEPARTMENT UPDATES:

1. Treasurer department update – Mike Green

Mike Green gave a brief overview of the county’s quarterly investment performance summary (see Exhibit B).

C. PRELIMINARY CONSENT AGENDA: Consensus of the board to forward preliminary consent agenda items C1 – C7 to the consent agenda for formal session on Thursday.

Contracts/Grants

1. Approve the 2017-19 VOCA/CFA Non-Competitive Grant Agreement between Yamhill County District Attorney’s Office and the Department of Justice to support the District Attorney Crime Victim Services Office, total grant amount of \$306,588, retroactive to October 1, 2017 through September 30, 2019.
2. Approve a contract employee agreement between Yamhill County and Sherrie Mathison, retroactive January 1, 2018 through June 30, 2018.

3. Approve the agreement between Yamhill County and Correct Care Solutions, LLC for comprehensive healthcare services in the jail and juvenile detention facility, effective February 1, 2018 through January 31, 2021, in the amount of \$1,201,417 year one; \$1,231,487.75 year two; \$1,262,309.73 year three.

Authority

4. Approval of position management authority to increase Court Security Corrections Deputy (010-086-404.09) from 1.0 FTE to 2.0 FTE, effective February 9, 2018.

Committees

5. Approve the following persons to the member pools for the 2017-18 Board of Property Tax Appeals (BoPTA) with terms ending June 30, 2018:

a. County Governing Body Pool: David Jensen, non-officeholder (Chair)
Nancy Flynn, non-officeholder
Roy Reel, non-officeholder

b. Non-office Holder Pool: Nancy Flynn, non-officeholder
Roy Reel, non-officeholder
Robin Martsolf-Hubbard, non-officeholder

Surplus

6. Declare 3 ORION buses as surplus to be donated as already approved by YCTA Board of Directors.

7. Declare the following items as surplus from the Sheriff's Office to be donated to the City of Amity:

- a. (1) - Glock 22 .40 cal. S/N TFC033
- b. (3) - .40 cal. magazines

D. NON-CONSENT AGENDA ITEMS OTHER TOPICS FOR DISCUSSION: (Add to consent agenda or leave off)

1. Discussion of filling the Yamhill County Budget Committee position vacancy.

Consensus of the board was to revisit this at a future meeting in order to allow time to review other applications.

2. Discussion of conceptual ideas from the Yamhill County Gospel Rescue Mission regarding the Lafayette Avenue property.

Consensus of the board was to invite the director and staff from the Yamhill County Rescue Mission to present conceptual ideas for the property at a future session.

3. Discussion of the property located at 207 W. 4th Street, Newberg and Newberg Area Habitat for Humanity's interest.

Habitat Humanity Director and Treasurer gave an overview of the intended use of the property for affordable housing lots. Christian Boenisch to follow up with next steps.

4. Discussion of surplus Dayton properties

The consensus of the board was to consider using this property for affordable workforce housing. Additional follow up is needed in order to formalize the county's process and policies regarding this type of foreclosed properties.

5. Discussion of the submittal of a Doppelt Family Trail Development Fund grant application.

Consensus of the board was to leave item D5 on the non-consent agenda for formal session on Thursday.

6. Consideration of the submittal of a letter of opposition regarding the proposed Oregon Occupational Safety and Health Administration (OR-OSHA) 150 ft. pesticide buffer.

Consensus of the board was to leave item D6 on the non-consent agenda for formal session on Thursday.

7. Discussion of the revision of the Work Session schedule.

The commissioners reviewed the work session schedule and decided to reschedule the surplus property work session to February 15th at 11:00 a.m.

E. EXECUTIVE SESSION: None.

F. COMMISSIONER UPDATES/ANNOUNCEMENTS:

The meeting adjourned at 3:21 p.m.

Carolina Rook
Secretary

Yamhill County Forest Classification Committee Preliminary Draft Forest Process Summary and Results

Prepared by the Oregon Department of Forestry

1/21/2018

Introduction

The Yamhill County Forest Classification Committee was authorized by Yamhill Board of Commissioners by Board Order **11-687** on October 27, 2011. The committee consists of a representative appointed by the State Forester, a representative appointed by the Oregon State Fire Marshall, a representative appointed by the Oregon State University Extension Service, and three landowners in Yamhill County appointed by the Yamhill County Commission.

The committee works with the Oregon Department of Forestry (ODF) classifying lands in Yamhill County for the purposes of fire protection. ODF provides fire protection for public and private lands classified as forestland within the protection district boundaries. Forestland is defined in ORS 477.001 as "any woodland, brushland, timberland, grazing land or clearing that, during any time of the year, contains enough forest growth, slashing or vegetation to constitute, in the judgment of the forester, a fire hazard, regardless of how the land is zoned or taxed."

Lands classified as forestland are assessed fees for fire protection services. Fees vary based on costs of fire protection. In the South end of Yamhill County in the West Oregon Forest Protective District the fee is 1.16 \$/acre. In the North end, the Northwest Oregon Forest Protective District fee \$1.26 \$/acre. There is a minimum assessment of \$18.75 per tax lot, and "improved lots", lots with structures or other types of improvements, have a surcharge of \$47.50. The General Fund of Oregon also contributes to fire protection costs.

Beginning in January 2016 and over the course of 11 day long meetings and tours, the Yamhill County Forest Classification Committee reviewed the entire county. Based on this review and the guiding statues, lands were classified as either forestland or non-forestland. A preliminary map was completed on March 7, 2017.

Public Outreach

Since this time, the map has been available for public review. The department has solicited feedback on this preliminary classification for the purpose of reviewing the work and improving the product. To solicit this review ODF and the committee took the following actions:

- Mailed letters to all landowners identifying tax lots that could see new or increased fire patrol assessments based on the preliminary classification.
- Hosted five public meetings (two in McMinnville, one in Sheridan, one in Yamhill, and one in Carlton.)
- Publicized the preliminary map on the Yamhill County and ODF websites
- Met with the Yamhill Valley News-Register to provide information for publication.
- Provided information to the Yamhill County Small Woodlands Association
- Provided information to the Friends of Yamhill County
- Spoke with landowners on the phone and in person to answer questions.
- Held a public hearing in McMinnville

Exhibit A

	<p>them, it was determined that only a tiny sliver is classified due to differences in tax lot lines, city lines, and the preliminary classification map. These slivers were removed from the draft classification maps.</p>
Concern over having to pay more taxes	<p>Landowners pay rural fire department fees, many other taxes, and don't want any increase in taxes. Homes are insured and suppression of wildland fires (either coming from their property or moving to their property) is not needed. The forest fire protection statutes and rules do not provide an option for landowners to opt out of wildland fire protection.</p>
Paying on multiple lots – do they all have to pay the minimum?	<p>In cases where none or only one lot has an improvement, the lots are contiguous, and acres are less than 20, they may be able to be combined for purposes of the forest patrol assessment. Individual cases will need specific review. ODF will help these landowners with this.</p>
Did everyone get a letter? Did timber companies, and do timber companies pay this?	<p>Letters went out to tax lot owners of record that would see an increase or new forest patrol assessment, including tax lots owned by timber companies if they were not already paying.</p>
Did not get a letter	<p>For those tax lots that did not get a letter, either they were not included in the preliminary classification, or they are already paying the forest patrol assessment.</p>
How payment changes to the rural fire department when a property starts paying fire protection to ODF.	<p>For properties that have a house, the rural fire department continues to collect on the value of the house and 5 acres, ODF assesses based on the acres classified as forestland. For properties without a house, the property likely is not charged rural fire protection and will pay the forest patrol assessment.</p>
Don't have any trees – either vineyard, home, agricultural	<p>The definition speaks to fire hazard, not to tree cover. Historically, fires are started by rural landowners burning debris, agricultural operations, lightning, human activities, etc, and most of these fire start causes are unrelated to tree cover.</p>
No longer the property owner	<p>The Yamhill County database is under continual improvement and updating in an attempt to keep up with property transactions. The new owner will be responsible for forest patrol assessments.</p>

Reviews Requested:

Based on public review of the preliminary draft, the following areas were requested for review by the committee:

- The Pheasant Hill Road and neighborhood
- Orchard View Area
- Mountain Meadow Lane, McMinnville
- North Baker Creek neighborhood
- Willamina Creek Road

TO: Board of Commissioners
FROM: M. Green - Treasurer
SUBJ: Quarterly Update
DATE: January 23, 2018

Performance Summary

Total investments through December 31, 2017 equaled \$23.9M. This represents an increase from the prior quarter of \$1.6M. Earnings (LGIP and Investments) for the first half of the fiscal year totaled \$420.5K versus \$274.2K for the same period last year.

Key performance criteria for the period are:

- YTM – 2.04 (increase of 6 bps)
- YTW – 1.98 (increase of 5 bps)
- Investment Rating (OST scale) – 1.62
- Per Cent Invested versus Targeted Ceiling – 96%
- Average maturity in years – 3.46
- Adjusted WAM – 2.78
- LGIP increased to 162 bps in the quarter

Discussion

The bond market remains stable. Two bonds matured in the quarter with the proceeds being reinvested. The overall YTM and YTW are up 4bps from the previous quarter.

Investment Committee Discussion/Recommendations

Under Old Business the Committee primarily focused on three topics: investment level, HH&S cash balance and US Bank balance.

- Core Rate of Inflation: increased by .3% from prior quarter. For the past twelve months rate of inflation at 2.2%
- HH&S cash balance remains at a high level (\$11.8M) which is an increase of \$1.06M over the same time last year.

- US Bank credit balances have been zeroed out as of the end of the calendar year. Excess credits totaled \$3079. Given the significant spread between the banks service credit (45bps) and LGIP (170bps) continued monitoring toward lower average balances is warranted.
- Investment focus: Concern was expressed regarding the portfolio concentration in banking (corporate bonds) and California munis. It was agreed that even though they represent a better rate of return that should other investments approximate these two areas we direct future investments accordingly.

Actions Required by the BOC

None