

**INFORMAL SESSION MINUTES**

**May 9, 2017**

2:00 p.m.

Commissioners' Office Conference Room

PRESENT: Commissioners Mary Starrett, Stan Primozich, and Richard L. "Rick" Olson being excused.

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

Guests: Gordon Cook, Adam Zabinski and Nicole Montesano.

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\* indicates item forwarded to formal agenda

Commissioner Primozich called the meeting to order at 2:00 p.m.

\* Minutes – see agenda for details.

\* Contracts - see agenda for details.

\* Letters - see agenda for details.

\* Personnel – see agenda for details.

\* Resolutions - see agenda for details.

Gordon Cook discussed the Road Improvement Advisory Committees annual report for 2016. (Exhibit A) Mr. Cook went over completed projects; the road side vegetation committee; internship relationships with George Fox and Linfield; and the working relationship between Public Works and the Soil and Water District. Mr. Cook introduced Adam Zabinski as the new acting chair. Mr. Zabinski shared with The Board his previous work experience stating he was an engineer by trade and also served as deputy commissioner in New York. Mr. Zabinski said he is enjoying the opportunity to serve on the Road Improvement Advisory Committee.

Commissioner Primozich discussed the connectivity that comes from the relationships with George Fox and Linfield, stating it enables departments the ability to get important work done without hiring consultants and gives students boots on the ground experience.

The meeting recessed for an executive session pursuant to ORS 192.600(2)(e) at 2:34 p.m. and reconvened at 3:21 p.m. with no final decisions made and the sense of the Board conveyed to staff. There being no other business, the meeting adjourned at 3:22 p.m.

Crystal Cox  
Secretary

**YAMHILL COUNTY  
ROAD IMPROVEMENT ADVISORY COMMITTEE  
2016 ANNUAL REPORT**

This report summarizes the activities of the Yamhill County Road Improvement Advisory Committee (RIAC) for 2016.

**RIAC Purpose**

RIAC 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 crash 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 (BOC):

- 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 BOC may request.

**Membership**

Membership on the RIAC is intended to provide representation from all parts of Yamhill County to the extent possible. Sgt. Rich Geist, Sgt. Don Stackpole, and Deputy Wilkinson provided liaison with the Yamhill County Sheriff's Office. Stan Primozych is the BOC liaison. Following is the membership for 2016:

- Gordon Cook, Chair      NE Yamhill County – Newberg area
- Tony Roos, Vice-chair    NE Yamhill County – Newberg area
- Philip Cleys              NE Yamhill County – Newberg area
- Matt Dunkel                SE Yamhill County – McMinnville area
- Rocky Losli                NW Yamhill County – Yamhill area
- Donald Martsolf          SE Yamhill County – McMinnville area
- Kristen Svicarovich      NE Yamhill County – Dundee area
- Michal Wert                NE Yamhill County – Newberg area
- Adam Zabinski            NW Yamhill County – Newberg-Yamhill area

**2016 Accomplishments**

- Chair Gordon Cook presented the RIAC 2015 Annual Report to the BOC.
- RIAC provided comments and recommendations on the Public Works Department (PWD) annual budget and priority Maintenance Improvement Projects (MIP) list.
- The Roadside Vegetation Management Technical Advisory Committee (RVMTAC), a subcommittee of RIAC, updated the County's vegetation management policies and best management practices. On RIAC's recommendation, the BOC adopted the best

practices policy document. RIAC member Michal Wert chairs the TAC and gives regular updates to RIAC.

- The RVMTAC toured the 2016 MIP projects and provided input to RIAC and PWD on areas of concern, especially for invasive species.
- Members of the RVMTAC coordinated a spring and a fall planting of native plants at the newly reconfigured Abbey-Kuehne-Hendricks intersection, as a cooperative effort among PWD, the Soil & Water Conservation District, and the local chapter of the Native Plant Society of Oregon.
- RIAC recommended that the BOC approve a new form and approach for Special Maintenance Zones to allow owner maintenance of adjacent roadside areas.
- RIAC reviewed and modified design options for improving safety of the Mountaintop/Ornduff/Bald Peak Roads intersection, as presented by the George Fox University (GFU) design team. RIAC's recommendation to the BOC resulted in installation of an all-way stop with blinking light, tree removal for increased visibility, and painted stop bars on the roads. As discussed with RIAC, the Sheriff's Office targeted enforcement after the changes were made.
- Because of exceptional hardship for farmers and inconvenience for local residents, RIAC recommended that PWD advocate for repair of Palmer Creek Bridge as a top priority and that it be reopened as soon as possible.
- Tony Roos, Kristin Svicarovich, and Michal Wert interviewed potential PWD interns from GFU. PWD hired the recommended intern, Caleb Cox.
- RIAC recommended that the next tourism kiosk be located at the intersection of Sunnycrest and Fox Farm Roads. Mineral Springs/Hendricks Roads should be considered for next year's kiosk.
- Plans and schedule for a new shop building were discussed, including space needs, office locations, utility requirements, and permitting. RIAC members commented on the new shop building Request for Proposal being prepared by PWD.
- RIAC members toured the existing shop and adjacent buildings to review the new shop building design and temporary on-site quarters for staff during construction.
- RIAC members suggested revisions to the job description for a Road Master to replace the retiring Road Supervisor.
- With several senior PWD staff retiring over the next few years, RIAC and Director Phelan had several discussions on PWD succession planning.
- RIAC discussed developing policies regarding roadside memorials. If this is undertaken, it should address all structures and activities within County road right-of-way and not just memorials.
- RIAC discussed guardrail evaluation and installation around the County. This could be an expensive program and difficult to establish criteria.
- After discussion, RIAC agreed that its deliberations and discussions are adequately represented by written minutes that are posted for public review.
- RIAC discussed updating the County road map. It was suggested that PWD do minimal effort since there are so few changes, and that the Tourism Commission be approached regarding advertising on the map to offset the cost of publication.

### **Informational Items**

- Director Phelan and PWD staff provided information and regular updates to RIAC on several topics:
  - Potential tourism kiosk installation sites.
  - Updates on evaluations and ongoing status of efforts to correct bridge conditions and deficiencies, including DeJong bridge, Palmer Creek bridge closure, Old Railroad Grade bridge, and Sheridan Green Bridge.
  - MIP project bids and on-going status, including paving projects, budgets, schedules, striping, spraying, and signage.
  - Annual survey for Fender's blue butterfly and Kincaid's lupine by Dr. Paul Hammond for the Habitat Conservation Plan. PWD's efforts have been successful in promoting healthy lupine populations for improved habitat for the butterfly.
  - Transfers of portions of Hill Road and Old Sheridan Road to the city of McMinnville.
  - FEMA projects and damage reimbursement.
  - Partnering with Chemeketa Community College in the new shop building to provide two bays for an agriculture mechanics program.
  - Personnel, management, and general PWD operations, including staffing and succession planning to replace retiring employees.
  - Updates on the Cove Orchard Sanitary Sewer District.
- The Sheriff's Office provided regular reports on road and traffic issues, including speed/traffic studies on Red Hills, Albertson Road, Benjamin, Bell, and Hopewell Roads; needed signage; and other issues identified by deputies.
- A weekly crew schedule and citizen request summary is emailed to RIAC members and the BOC.

### **Citizen Appearances/Letters**

- Tim Slate attended two meetings to request assistance for maintenance of Amity Vineyards Road, a public road that is not maintained by the County. PWD and Commissioner Primozych followed up.
- Tiffany Darwich, Red Hills Road, requested assistance in slowing traffic in front of her pre-school, attended by about 40 children. PWD provided barriers for improved safety.

### **Presentations/Discussions**

- The GFU design team gave several presentations to RIAC on design of the new shop building and parking lot. RIAC members provided suggestions on improvements to the designs.
- The GFU design team made presentations on Earlwood Road improvements, Wilsonville Road, and several options to improve the intersection of Mountaintop/Ornduff/Bald Peak Roads.
- Michal Wert gave a presentation on the Yamhill County Roadside Vegetation Management Best Management Practices at the annual meeting of the Oregon Vegetation Management Association.