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MINUTES - TILLAMOOK COUNTY BOARD OF COMMISSIONERS' SPECIAL BOARD
MEETING
Monday, June 29, 1987
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COMMISSIONERS PRESENT: Dean J. Kinkade, Chairman
Gerald J. Creasy, Vice-Chairman
Gerald A. Woodward, Commissioner

STAFF PRESENT: Fred G. Young, County Counsel
Karen Richards, Treasurer
Dorene Sheldon, Recording Secretary

STAFF PRESENT FOR PORTIONS OF MEETING: Barbara Legoo, Clerk III;
Robin Pelton, Juvenile Director; Judge Del Mayer, Circuit Court;
Sue Cameron, Health Department Administrator; Kathy Kelso, Per-
sonnel Director; Jon Oshel, Public Works Director; Paul Levesque,
Researcher; Darlene Cherry, Personnel Assistant

GUESTS PRESENT: Mike Sims, Headlight Herald; Alan Kelso, U. S.
Forest Service; Roy Mason, Tillamook Bay Community College;
Robert Wilson, Tillamook Counseling, Inc.; Donna Killian, G & M
Insurance; JoAnne Watters, Vickie Whitehead

ITEM NO. 1: CALL TO ORDER: By Chairman Kinkade at 9:30 a.m. in
the Commissioners' Conference Room.

ITEM NO. 2: CONSIDERATION OF STUDENT RETENTION INITIATIVE GRANT
APPLICATION: Ms. Watters said the Juvenile Services Commission
(JSC) voted to take no action on the one grant application be-
cause they had so many concerns and did not have the opportunity
to go through the whole grant application. Ms. Legoo said it
was JSC's understanding that the grant would go through with or
without JSC's recommendation.

Mr. Mason said there was a problem with clear communication with
JSC concerning their role. He said all money is given to JSC for
distribution. A list of agencies was appointed by JSC to work on
the grant application.

Ms. Watters said JSC received no information from the state level
stating it was in control. The local JSC had a different concept
of the procedure.

Judge Mayer asked if the statute had passed in the legislature
and if a copy was available. He said the statute should set up
the relationship on how JSC fits in and what its role is. Mr.
Mason said there was no actual bill; it was a part of the Gover-
nor's budget which passed June 25th.

Judge Mayer said in the last four to five years JSC has always
received a process, in writing, on procedures to follow. Without
that criteria, there is no basis for judging.

Ms. Whitehead said at the Student Retention Initiative (SRI)
meeting May 19th, Mr. Gammon said JSC did not have to approve the
grant application. Mr. Mason said the whole process is JSC's.

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Ms. Cameron called Barbara Ross's office and her secretary said the core planning group is to submit the grant. Ms. Cameron asked her who was the ultimate responsible party, and the secretary did not know.

Commissioner Creasy asked who was the lead administrator. Mr. Mason said JSC and Ms. Watters said Tillamook Bay Community College (TBCC). Mr. Mason said TBCC was the lead agency for organizing the meetings and for the grant application only.

Ms. Watters felt if no decision was made today it would be regressive and hated to see all the work done for nothing.

Commissioner Creasy was disappointed with the whole planning process. He felt the school system should be the lead agency and the long-term funding problem should be solved.

Ms. Cameron said the schools have been involved all the way through the process, and the grant proposal deals with the long-term funding. This is a two-year grant, and then it will be necessary to reapply. Money will then be received on the basic support funds per child in the schools.

Mr. Mason agreed the schools should be an integral part of the system, but the state disagreed. He said the state appointed JSC as the main vehicle. Ms. Watters said in the past the schools have not dealt with the drop-out issue effectively.

Commissioner Creasy asked if the funds would go to the county, and then the county would fund the position. Ms. Cameron said the funds would go to the lead agency, TBCC, and she would supervise.

Ms. Kelso said if JSC does not have to approve the grant application it would be foolish to not try for funding.

Ms. Pelton said as part of the evaluation process, the agency people involved have agreed to meet monthly, and money will be allocated on a quarterly basis.

Commissioner Woodward asked who would administer the grant. Mr. Mason said TBCC will be the physical agent or lead agency, and if necessary he would administer the grant.

Ms. Watters called the state JSC office and was told the lead agency should be the one putting it together and the funding will go through that group. Mr. Mason said he would submit the grant with TBCC as the lead agency.

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Commissioner Woodward moved, Commissioner Creasy seconded to approve Tillamook Bay Community College submitting the Student Retention Initiative grant application - "E" portion, passed with three aye votes.

The Commissioners signed the application for the Tillamook County Teen Parent Project.

ITEM NO. 3: DECISION ON AWARDING BIDS FOR BULK FUEL, CARD LOCK FUEL AND BULK OIL PURCHASES FOR 1987-88: Mr. Oshel said the contracts have been sent to the various vendors for signatures, and he will submit them to the Board when they are returned.

Mr. Oshel said implementation of the card lock system was to be done through the Purchasing Assistant/Accounts Payable Clerk, but Ms. Wagner is on sick leave.

There was consensus to have Ms. Berry work on the system and coordinate it with Ms. Wagner.

Mr. Oshel said several other options are available from VanWest which the Board may be interested in using in conjunction with the card lock system.

ITEM NO. 4: CONSIDERATION OF STATE AGENCY AGREEMENT WITH OREGON STATE UNIVERSITY EXTENSION SERVICE AND 4-H AND EXTENSION TO PROVIDE EDUCATIONAL PROGRAMS: This item was postponed.

ITEM NO. 5: PRESENTATION OF INSURANCE QUOTES BY G & M INSURANCE, AGENT OF RECORD: Ms. Killian was pleased with the appraisal and felt better on the dollar amounts covered. She submitted copies of the statement of replacement values taken from the appraisal. Actual cash values were also included.

Ms. Killian said the request for bids were sent to three brokerages and two quoted. One had a \$50,000 retention and felt it could not be competitive.

Ms. Killian was concerned about the fairgrounds. In the past the amount of insurance would not have covered a big loss.

Ms. Killian had a quote which showed the difference of replacement cost, and everything but the fairgrounds property, which would be at actual cash value.

The vehicle registration list was also submitted. The quotes are for liability on everything except the four Sheriff's cars and the 1986 Chevrolet pickup which have full coverage. Mr. Young said the pickup was covered because it will be used at Sandlake.

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Mr. Oshel was concerned that the dump trucks have liability coverage only. Ms. Killian said she would meet with him to review the vehicles that should have more coverage.

Ms. Killian reviewed the quote from J. G. Newman Company, the company which currently covers the county. Ms. Killian said the umbrella portion will be one million, the same as last year. The property portion was quoted at replacement value for everything with a 10 million dollar limit and a \$1,000 deductible at a cost of \$24,854. That also includes the crime coverage, non-licensed equipment and two ambulances.

Ms. Killian said coverage was necessary for the jail doctor and medical examiner at an additional cost of \$400 to general liability and \$200 to the umbrella.

There was a revised quote from J. G. Newman for actual cash value on the fairgrounds property and replacement costs on everything else. There was a savings of approximately \$4,000.

Ms. Killian reviewed the quote from City/County Insurance. This past year their broker/agent of record was canceled and it chose Alexis as their new servicing broker. It is \$4,000 cheaper, but there is a problem with the umbrella portion. It is not an umbrella, it is an excess policy. The umbrella lies over the top of the underlying coverages and picks up the coverages with extended limits. An excess policy is built up from the underlying and very often has exclusions. The underlying coverage is at \$500,000 rather than the tort limits of \$100/\$300/\$50 because they could not get a company to write the excess with the low limits of underlying coverage.

Ms. Killian said Navigators Insurance Services, Inc. quoted but that company is not listed in "Bests", which rate the companies. It is impossible to know the solvency of a company when it is not listed.

There were two boiler and machinery quotes with \$250,000 coverage on each of the four locations. There was discussion on having higher coverage for the boiler. The computer equipment was valued at \$180,000 at a cost of \$371.

Mr. Young explained Commissioner Creasy's concern with G & M Insurance "shopping around" for all possible companies. Ms. Killian said the three quotes received are the only known companies that insure counties.

Commissioner Creasy felt G & M Insurance should not be the agent of record because there was a conflict of interest. He felt it should be an independent organization to search out the best insurance. Ms. Killian said that is basically what G & M does.

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Ms. Killian said the county has done an excellent job on claims this year.

Mr. Young asked if the Commissioners wanted to look at the issue of covering vehicles in general or possibly raising the umbrella back up to two million. Chairman Kinkade said he would like more coverage on the dump trucks. Mr. Young said he would like a quote on the two million dollar umbrella portion.

Mr. Young said a decision could be made that day to bind the coverage, and then Ms. Killian could get additional quotes on the specific areas of concern.

Ms. Killian asked if the county was responsible for the pumps at Jack Creek and Hebo. Mr. Young said, "yes." Ms. Killian said it is a boiler/machinery coverage. Mr. Young recommended coverage for Hebo. There is only one pump at Jack Creek. Ms. Killian suggested she order an inspection and get a quote for the pumps. There was consensus to have her get the quote.

Ms. Richards asked if the books were covered at the libraries. Ms. Killian said the policy covers physical damage to the bookmobile and the libraries. To cover the books, the locations and value amounts of the books are necessary. Commissioner Woodward said Mr. Miller will contact Ms. Killian on this issue.

Mr. Oshel asked if they should be notifying G & M when vehicles are bought and sold. Ms. Killian said, "yes."

Ms. Killian recommended J. G. Newman Company, due to the lack of knowledge of the solvency of Navigators Insurance and the lack of an umbrella coverage.

Commissioner Creasy moved, Commissioner Woodward seconded to approve the coverage with J. G. Newman Company based on replacement costs, including boiler and machinery coverage and computer coverage, passed with three aye votes.

Ms. Killian will get quotes on increasing the umbrella to two million, adding property damage to specific vehicles, and Hebo.

Mr. Young asked if there is liquor liability coverage at fair related events. Ms. Killian said J. G. Newman can offer that coverage for a small fee, but needs notification of each event. Mr. Young said on any dance hall permit approval, a condition of notification to Agent of Record should be included.

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ITEM NO. 6: CONSIDERATION OF ADOPTION OF SUPPLEMENTAL BUDGETS:
Commissioner Creasy moved, Commissioner Woodward seconded to approve Order #87-85 adopting the 1986-87 Hebo Service District Supplemental Budget, Order #87-86 adopting the 1986-87 Solid Waste Service District Supplemental Budget and Order #87-87 adopting the 1986-87 General Fund Supplemental Budget, passed with three aye votes.

Mr. Young will prepare the orders for signatures at a later date.

ITEM NO. 7: CONSIDERATION OF ADOPTION OF 1987-88 SOLID WASTE SERVICE DISTRICT BUDGET: Mr. Young said the Attorney General said the solid waste billing cannot be included on the tax statement. The budget was published based on the \$6 fee. At the adoption of the budget, it can only be increased 10%.

Commissioner Creasy said a workshop should be scheduled in relation to how the billing should be set, the time to send the bill and other concerns. Mr. Young agreed, but said the budget had to be adopted today. He suggested the budget be adopted as presented and changes made later when necessary.

Mr. Oshel said if the \$6 is collected in the fall there will not be a cash flow problem. If there is a delay, there will have to be an increase in the fee. He said a supplemental budget can be done if there is a change.

Commissioner Creasy moved, Commissioner Woodward seconded to approve Order #87-88 adopting the 1987-88 Solid Waste Service District budget as presented, passed with three aye votes.

Mr. Young will prepare the order for signatures at a later date.

ITEM NO. 8: CONSIDERATION OF ADOPTION OF 1987-88 HEBO SERVICE DISTRICT BUDGET: Mr. Young said U. S. Bank can lower the yearly payment from \$20,000 to \$10,000 with a balloon payment at the expiration of the lease. Mr. Young also made an error in the budget as published. The actual total budget is \$46,500. Assuming hook-ups stay the same, monthly fees must increase from \$15 to \$32 to balance the budget. Mr. Young didn't feel the community could tolerate that increase, but felt \$25 was reasonable. The potential deficit would be \$5,500.

Commissioner Creasy moved, Commissioner Woodward seconded to approve Order #87-89 adopting the 1987-88 Hebo Service District budget with the above changes, passed with three aye votes.

Mr. Young will prepare the order for signatures at a later date.

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ITEM NO. 9: CONSIDERATION OF ADOPTION OF 1987-88 BUDGET AND LEVYING AD VALOREM TAXES: Commissioner Creasy moved, Commissioner Woodward seconded to approve Order #87-90 adopting the 1987-88 General Fund budget and levying ad valorem taxes, passed with three aye votes.

Mr. Young will prepare the order for signatures at a later date.

ITEM NO 10: DISCUSSION CONCERNING RESEARCHER POSITION: Mr. Young said \$10,000 was allocated for this position in the 1987-88 budget. He said Mr. Levesque would like the position to include benefits. Mr. Young recommended this position be changed from a contract status to an employee status.

Commissioner Creasy asked what areas this position would handle. Mr. Young said primarily land sales along with specific projects for the Commissioners and Community Development areas.

Commissioner Woodward said if this is to be a new position a job description must be written, the job posted, and interviews done.

Ms. Kelso said the only way this position could be excluded from the union would be for confidential nature or labor negotiations, which the above description does not involve. Commissioner Creasy felt confidentiality could be used.

Ms. Kelso said if benefits were included the position must be 20 hours a week. The \$10,000 allocation would put the pay scale at approximately \$10.00/hour. Mr. Young said it may be better to keep it on a contract status.

Commissioner Creasy felt benefits should be included. Ms. Kelso said the county's policy has been the last few years to move away from part-time benefits because it is very costly. She said benefits should be based on the position, not on the person.

Mr. Young said the circumstances here look at the position rather than the individual. There has been no one involved with land sales for five or six years. The county could be at a large disadvantage if it lost Mr. Levesque's expertise on land sales. Often land sales are maintained by county counsel, but that has not been done in Tillamook County. Mr. Young said unless the county wants full-time counsel with secretarial support, Mr. Levesque is the crucial element.

Mr. Levesque said if it was going to be a problem to institute benefits, he would be amenable to continuing on a contract basis.

Chairman Kinkade agreed with Ms. Kelso. He said the county has been trying to get away from benefits for part-time people.

Mr. Young recommended leaving it on a contract basis for one year to complete the specific land sales work. Depending on funds next year, the position could be moved forward or deleted.

Ms. Kelso said the position needs to be established and more planning needs to be done. It is much harder to get the position out of the union than to get it in.

Mr. Levesque said his rates have increased by \$1.50/hour to \$14.00/hour.

There was consensus to have Mr. Young prepare a contract for the Board's signature.

ITEM NO. 11: DISCUSSION CONCERNING EMPLOYMENT OF SHERIFF'S ROAD DEPUTY: Ms. Kelso said the Road Deputy has been selected. The man has seven years experience as a police officer; on that basis, Sheriff Wilson would like him hired at Step II.

Commissioner Woodward asked if he had to have BPST training. Ms. Kelso said, "yes."

There was consensus to hire him at Step I.

ITEM NO. 12: DISCUSSION CONCERNING HEALTH INSURANCE: Ms. Cherry said the retirees have been notified of the change in rates. Those over 65 will be staying on Medichex 65 under Blue Cross.

Ms. Cherry asked if the Board wanted the additional \$3 prescription package the new insurance carriers have, which will make a higher premium.

Ms. Kelso was concerned it wasn't part of the current program. She felt this could be a "bargaining chip" to be negotiated with the union at a later date.

There was consensus to maintain the status quo.

UNSCHEDULED: CONSIDERATION OF ORDER TRANSFERRING FUNDS BETWEEN BUDGETED LINE ITEMS: Mr. Young said this is the final transfer for the 1986-87 budget.

Mr. Young said he would like the Commissioners to hold an Elected Officials and Department Heads meeting in July so everyone understands the budget that passed is the budget for the year. Line items are to be paid attention to, and if not, liability rests on the Elected Official or Department Head.

Commissioner Creasy moved, Commissioner Woodward seconded to approve the order transferring funds between budgeted line items, passed with three aye votes.

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The Commissioners signed Order #87-91.

UNSCHEDULED: DISCUSSION CONCERNING CONTRACT WITH DON MASON FOR ECONOMIC DEVELOPMENT: Commissioner Creasy said the contract has the same wages, but there is an increase to allow Mr. Mason to purchase his own health insurance. Mr. Young said the Board recommended the Port hire him as an employee and the county would still make its contribution. Commissioner Creasy said the Port would not hire him.

Mr. Young said the position is subject to attack by Social Security. Commissioner Creasy would like the position to be a county position. Mr. Young said the Board is afraid private funds may stop their contributions if it became a county position.

There was consensus to keep it on a contract basis.

UNSCHEDULED: DISCUSSION CONCERNING MEETING WITH SENATOR HATFIELD: Commissioner Creasy tried setting up a meeting with the Senator to discuss areas of concern, but was told it took a month to get an appointment. Commissioner Creasy would like a meeting set up with Senator Hatfield at a later date.

UNSCHEDULED: DISCUSSION CONCERNING PUBLIC WORKS MATTERS: Mr. Oshel said this is a three day work week for the Road Department. He said John Bird had a heart attack, and is stable, but serious.

Mr. Oshel recommended the Neskowin Bridge contract be delayed to start after the Labor Day weekend.

Mr. Oshel said he had no problems in supervising the Communications Technician position. He said a work session will be necessary to set specific duties before a job description can be done.

There was consensus to schedule a workshop.

UNSCHEDULED: DISCUSSION CONCERNING VEGETATION MANAGEMENT LEVEL: Mr. Kelso, of the U. S. Forest Service, said he is required to see if the Board is where it wants to be on the vegetation management level. The Regional level is preparing the draft of the Environmental Impact Statement (EIS) for vegetation management sometime this summer. This would start the process of allowing herbicide use on national forests in the northwest.

After further discussion the Board recommended Mr. Kelso come back with Ed Oram to review the EIS draft before the final decision is made.

Chairman Kinkade recessed the meeting at 12:30 p.m. with the possibility of having a conference call with Paul Hanneman in the afternoon. However, that was not possible.

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Chairman Kinkade reconvened at 4:55 p.m and adjourned the meeting at 4:56 p.m.

RESPECTFULLY Submitted this 7th day of July, 1987.

Dorene Sheldon
Dorene Sheldon, Recording Secretary

APPROVED BY:

DJK
DJK

GJC
GJC

GAW
GAW