

MINUTES - TILLAMOOK COUNTY BOARD OF COMMISSIONERS' STAFF MEETING

Monday, January 25, 1999

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COMMISSIONERS PRESENT:

Sue Cameron, Chairperson
Tim Josi, Vice Chairperson
Gina Firman, Commissioner

STAFF PRESENT:

William K. Sargent, County Counsel
Paul Levesque, Management Analyst

STAFF PRESENT FOR PORTIONS OF MEETING: Vic Affolter, Community Development Director; Tom Ascher, Coastal Resource Planner; Janet Trueblood, Integration Services Coordinator; Charles Anderson, Parks Superintendent; Sara Charlton, Library Director; Tom Manning, Emergency Management Director

GUESTS: Rich Felley, Performance Partnership Director; Matt Gresham & Greg Bloom, Lord, Abbett & Company; see attached guest list

CALL TO ORDER: By Chair Cameron at 8:38 a.m. in the Commissioners' Conference Room

ITEM NO. 1: DISCUSSION CONCERNING NEW CONFERENCE ROOM: Mr. Levesque said the demolition shute was gone from the back of the Courthouse and the windows were being installed that day. The skylights would be delivered within a week or two. He outlined the budget for the project. The total budgted resources were \$351,000 with outstanding obligations of \$351,000 (see attached itemization).

Mr. Levesque explained the history of the project for Commissioner Josi and the definition of CMGC (Contract Manager/General Contractor). He also discussed the history of the building improvement fund. He said the low voltage was for computer and telephone wiring. It was originally thought that Mr. Soots could do it, but it was recently determined that a licensed and bonded electrician had to do the work

Mr. Levesque continued to review the anticipated expenditures. Commissioner Firman asked if Milstead & Associates had been worth the money. Mr. Levesque said they had prepared the contracts and worked out the scheduling with Colamette, but he was the one who was actually on the job every day.

Mr. Levesque said that Change Order #1 was for electrical modifications that were only apparent after the walls of the old jail were demolished. The fixtures were originally designed to be mostly natural wood, which changed the color scheme. The architect had ordered black counter tops because he had felt that color would go well with the wood. They were already ordered and installed; Mr. Levesque said they could be changed, but there would be a cost. The top of the dias would be gray.

Mr. Levesque discussed the chairs for the room. He suggested moving the furniture in the present

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conference room into the back of the new room and buying new chairs for the remainder of the room.

The Board wanted to see a presentable room, with matching furniture, but at a reasonable cost. Mr. Levesque suggested creating specifications that addressed two to three price ranges and ask for proposals from venders. They would know it was competitive and propose their best prices.

Chair Cameron said she would like to see a presentation table just in front of the dias for small meetings when the dias was not being used. It could also be used by people making presentations to a full Board meeting.

Mr. Levesque said there was room for 92 chairs; 45 would fill up one half of the room. He said a price breakdown would give them some indication on how many to purchase. He said they would also have to purchase a small refrigerator, microwave and coffee maker for the kitchenette. He would get proposals for those items that had been cut from the original plan with the idea they could be added back if the money became available.

ITEM NO. 2: INTRODUCTION OF PERFORMANCE PARTNERSHIP DIRECTOR & DISCUSSION CONCERNING PURCHASE OF "WATERWAYS TRILOGY-HOME BY THE WATER" VIDEOS: Mr. Felley was present and told the Board he would be meeting with the Finance and Personnel Departments that day. He would be meeting with John Gabrielson regarding a Year-6 work plan and getting a grasp of the Year - 5 budget status. There was a discussion regarding filling the GIS Center vacancy.

Mr. Felley said the Soil & Water Conservation District was searching for an additional \$20,000 to fund several educational videos, "Waterways Trilogy", about the District and the Performance Partnership, including owning and managing lands in the estuary, and dunes and watersheds. He gave a history on the development of these videos. The Creamery Association had offered \$10,000 and a G-Web Grant was in the works. In addition, the Department of Environmental Quality 319 Fund may fund about \$5000.

Commissioner Firman said the video lottery fund was fully committed for the balance of the year, so no funds were available from that source. The Board also discussed funding \$350 for photos of flooding from Don Best.

Mr. Felley said that when he had a better grasp of his budget, he would give another presentation to the Board.

The Board also discussed sources of funds for the match for the Corps of Engineers Feasibility study. \$42,000 was needed in matching funds for the balance of the Federal fiscal year. The Board would also send a letter to State Senator Dukes and Rep. Hopson seeking State funds.

Mr. Felley also asked for assistance in writing grants.

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ITEM NO. 4: REPORT ON LANDSLIDE ISSUES & COMMUNITY DEVELOPMENT UPDATE:

Mr. Ascher discussed a number of "hot spots" of coastal erosion, including Neskowin. He said this might require emergency action by the Board, but the homeowners appeared to have the funds to do the work. Commissioner Firman said she had a lot of good feedback from the Netarts meeting on January 23. The Board would meet with Sandy Ward from the National Oceanic and Atmospheric Agency (NOAA), at 2:45 p.m. on Wednesday to discuss a coastal erosion/GIS decision package.

The Board also discussed the slide on the north side of Cape Meares which was threatening the water system and the need for some contingency planning with the Netarts-Oceanside Water District. Chair Firman said she had met with George Priest, Department of Geology & Mineral Industries (DOGAMI), who said that trucks were not contributing to the slide potential. Chair Cameron also discussed the problem at the Terrimore Motel in Netarts.

Mr. Ascher gave a report on the Thomas Murray proposed development site.

ITEM NO. 3: CONSIDERATION OF CORPORATE CERTIFICATE OF AUTHORITY FOR COUNTY PURCHASING/CREDIT CARD: Ms. Richards said this was the last document necessary in order to receive the credit card for booking travel arrangements.

Commissioner Josi moved to sign the certificate, Commissioner Firman seconded, passed with three aye votes.

The Commissioners signed the certificate.

ITEM NO. 5: REVIEW OF FIRST HALF YEAR OF RETIREMENT PLAN INVESTMENTS:

Matt Gresham and Greg Bloom were present with Mr. Schwinck to make the presentation. Mr. Bloom gave a history and reviewed the qualifications of Edward Jones - Lord Abbett Company. Mr. Gresham, the money manager, gave an overview of his presentation and said that Mr. Bloom would be going back to New York City for three days to meet with the portfolio managers. He will schedule an appointment to meet with the Board on his return.

Mr. Gresham reviewed the policy statement and performance objectives. He then discussed the operational guidelines and performance evaluation and review which Mr. Bloom was hired to do. He then spent some time describing the Lord Abbett Company style of value management.

The Board reviewed the performance of selected funds for Tillamook County. Mr. Gresham also discussed forecasts for 1999, with small to mid-size companies and high yield bonds showing the most promise. Mr. Bloom discussed the initial deposits and how the assets stood up under some of the worst market conditions.

Commissioner Firman said she was really pleased with what they had done. Chair Firman thanked them for their efforts.

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ITEM NO. 6: MISCELLANEOUS PERSONNEL MATTERS, INFORMATION SERVICES UPDATE & DISCUSSION CONCERNING MAKING INFORMATION MORE ACCESSIBLE TO THE PUBLIC: Consideration of Step Increase for Emergency Management

Director: Mr. Schwinck presented a request for an elevation from Step 3 to Step 6 for Mr. Manning. His range would be reviewed by the Salary Adjustment Panel in May.

Commissioner Josi moved to approve the Step increase for Mr. Schwinck, Commissioner Firman seconded, passed with three aye votes.

Discussion Concerning Parks Department Supervisor Position: Mr. Schwinck presented a proposal to open a supervisor position in the Parks Department. The funds were budgeted.

The Board discussed the need to examine shifting of personnel between Parks and Public Works during flood fighting and summer needs in the Parks Department. This was discussed with Mr. Oshel the previous week at a workshop. Commissioner Firman said she did not favor this and felt Mr. Oshel should fill his vacant positions. Mr. Schwinck said the Park's supervisory position was needed for this summer. Chair Cameron wanted them to first have a discussion with Mr. Oshel. This would move a position from the union to management, but it would not involve hiring a new person.

Commissioner Josi wanted to delay this for a week to get more background. The Board concurred.

The Board discussed whether the three public works positions should be filled and decided it needed to be clarified with Mr. Oshel. Mr. Schwinck would follow up on these issues with Mr. Oshel, and this matter would be discussed at the following Staff Meeting.

Discussion Concerning "Webmasters": The Board discussed the role of the webmasters and each department's web page. Mr. Schwinck gave the Board a background on the County's website and the recent acquisition of Front Page Editor software. He described the process of training webmasters every other Friday until everyone was trained. Ms. Borg and Mr. Sapp were also available for additional training. He described a proposal for the next budget year.

Mr. Schwinck discussed his contract dollars and distributed copies of his Y2K plan. Mr. Levesque would begin attending the Information Services Steering Committee meetings every other Monday at 1:00 p.m.

ITEM NO. 9: PARKS UPDATE: Mr. Anderson updated the Board on the Cape Kiwanda restroom funding. The Board would send a letter to Mr. Meinen at State Parks. Mr. Anderson said the County faired well in the Opportunity Grants.

ITEM NO. 10: LIBRARY UPDATE: Ms. Charlton discussed interviews for the Library Board. The Board would interview all three applicants. Ms. Charlton would work with the Secretary to schedule them with Library Board members.

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Ms. Charlton distributed packets of brochures on County Library information. She also discussed a committee for the Library levy. Signs would be distributed the following week.

UNSCHEDULED: Discussion Emergency Management Matters: Mr. Manning discussed the characteristics of the last flood. Doherty Slough was getting a number of large logs in it. In 1919, a large log jam occurred on the Doherty River, which has now reopened naturally and reconnected to the Wilson River. He discussed issues associated with this. He would talk to Mr. Affolter. Mr. Manning said he was also proceeding with the Community Rating System.

Mr. Hurliman said that in the Kaiserville area, the water was 1 ½ feet higher on the south side than on the north side.

ITEM NO. 7: LIAISON REPORTS: Chair Firman said Mr. Troxel was recovering from heart bypass surgery. They have received three applications for the environmental health manager position.

ITEM NO. 8: MANAGEMENT ANALYST UPDATE & AGENDA REVIEW: There was no discussion. The Board reviewed, amended and approved the agenda for Wednesday, January 27.

ITEM NO. 11: STAFF UPDATE AND CALENDAR REVIEW & SCHEDULING: The Board reviewed, amended and approved the calendar.

a. Possible Workshop with News Media: Chair Cameron discussed a possible workshop with the news media, elected officials and department heads and members of the public. This would be scheduled when the Editor of the Headlight Herald returns.

b. Community Banking Resolution: Commissioner Firman said she had reviewed some documents from Bev Stein, Multnomah County Commissioner, regarding funds that Multnomah County invests in other counties. Ms. Stein was trying to work with other counties that would welcome the infusion of capital. A resolution would be needed and Ms. Wujcik was directed to prepare a draft resolution.

c. Budget Retreat with Mike Swanson: The Board discussed a possible retreat. Commissioner Firman wanted this to occur after the departments had submitted their budget proposals. The Board indicated it would be a public meeting. They would follow up with Mr. Swanson.

The Board also discussed strategic planning again for this year. The matter was also on the agenda for the elected officials and department heads meeting on the 27th.

d. Appointment to Stewardship Council: There was a need to replace Mr. Felley on the Council, as he was now an employee of the Council. The Board discussed the need for a south County representative. Chair Cameron also noted there was a need to convene the cities and ports for them to appoint a representative to the Regional Partnership.

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Discussion Concerning Performance Evaluations: The Board discussed the evaluations for Ms. Putman and Mr. Anderson. They felt it would be appropriate to have the input from the Commission on Children & Families and the Parks Advisory Committee. Ms. Wujcik would send the forms to the members, asking that they be completed and returned to Mr. Schwinck.

Consideration of Resolution Approving of the Application for Special Project Funding for Scenic Overlook: The Board discussed a proposed resolution formalizing their prior endorsement of the application for funding for the Caper Meares overlook project:

Commissioner Josi moved to sign the resolution, Commissioner Firman seconded, passed with three aye votes.

The Commissioners signed Resolution #R-99-04.

Interview Scheduling: The Board scheduled interviews for the Library Board and the Futures Council at 1:15 p.m. on February 3.

e. Liaison Roles: The Board reviewed their choices for liaison roles. They wanted to ensure that Nancy Emerson, as staff, would participate in the road Advisory Committee. The order designating the liaison responsibilities would be signed at the January 27 Board meeting.

Chair Cameron adjourned the meeting at 12:12 p.m.

RESPECTFULLY submitted this ____ day of _____, 199__ .

County Clerk: Josephine Veltri

Mary Wujcik, Recording Secretary
& Special Deputy

APPROVED BY:

Chairperson

Vice Chairperson

Commissioner