

**MINUTES - TILLAMOOK COUNTY BOARD OF COMMISSIONERS' STAFF MEETING**

**Monday, February 1, 1999**

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**[Filed with County Clerk 3-10-99]**

**COMMISSIONERS PRESENT:**

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

**STAFF PRESENT:**

Paul Levesque, Management Analyst

**STAFF PRESENT FOR PORTIONS OF MEETING:** Sara Charlton, Library Director; Tom Ascher, Coastal Resource Planner; Charles Anderson, Parks Superintendent; Craig Schwinck, Human Resources Director; Mary Wujcik, Executive Secretary; Marlene Putman, CCF Director; Jon Oshel, Public Works Director

**GUESTS:** Mary Oakes, Library Board Chair; Clarice Maxwell, Library Board Member; Anne Key; Gary Smith & Susan Donovan, Tillamook Family Counseling Center; Jeff King, Columbia-Pacific Economic Development District; Jean Fitzgerald; Mr. & Mrs. Waites

**CALL TO ORDER:** By Chair Cameron at 9:00 a.m. in the Commissioners' Conference Room.

**ITEM NO. 1: INTERVIEW WITH ANNE KEY FOR LIBRARY BOARD VACANCY:** Chair Cameron made the introductions of those present for the interview. Ms. Charlton described the responsibilities of the Library Board. Ms. Key discussed why she wanted to be on the Board and described her time commitments.

Members of the review committee asked questions and Ms. Key responded, including internet access and planning for a new library. Ms. Key thanked the members for her opportunity to interview. Ms. Charlton said she was pleased with the level of interest shown by all the interviewees.

**ITEM NO. 2. CONSIDERATION OF MODIFICATION #7 TO PROFESSIONAL SERVICES AGREEMENT WITH OREGON STATE UNIVERSITY TO EXTEND THE DURATION OF THE AGREEMENT TO MARCH 1, 1999 FOR THE NATIONAL ESTUARY PROJECT:** Commissioner Firman moved to sign the modification, Commissioner Josi seconded, passed with three aye votes.

The Commissioners signed the modification.

**ITEM NO. 3: DISCUSSION REGARDING BEHAVIORAL CARE NETWORK CUSTOMER SURVEY; PLANS FOR DEVELOPMENT ADULT FOSTER CARE FOR THE MENTALLY ILL; AND TILLAMOOK FAMILY COUNSELING CENTER UPDATE:** Mr. Smith and Ms. Donovan, the Mental Health Program Manager, were present. Mr. Smith presented the results of a customer satisfaction survey. It had been used by his staff to refocus their efforts. Within the region, 82.2% would recommend the services; 95.9% in Tillamook County. Whether the client was treated with dignity and respect: 87.7% in Tillamook agreed; 81.2% said they would still come to the agency, even if they did not have to. Mr. Smith said they would work on returning phone calls in a more timely manner.

The Board discussed the issue around TFC being open during the noon hour, including the hours of operation

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operation for the drop-in center. The survey would be redone in the future.

Mr. Smith also discussed the Psychiatric Review Board (PSRB) and the possibility of three adult foster beds and one PSRB bed being located in Tillamook County. These would be state resources, not local resources and the beds would not necessarily be filled by local residents.

Commissioner Josi raised some funding concerns for this program. Mr. Smith said that the Behavioral Care Network looked at these funding issues regionally. He also addressed the difficulties in finding providers. Ms. Donovan said that the PSRB clients were criminal offenders, but ones that were the least likely to re-offend of any of the offender populations.

Mr. Smith also wanted to discuss the local drug use survey in the future. He would send three copies to the Board. Chair Cameron wanted to review it and then schedule a workshop.

**ITEM NO. 4: REPORT ON GIS PROJECTS:** Mr. Asher summarized the work done in planning the GIS project proposed by the National Oceanic & Atmospheric Agency (NOAA) and the Vice President's office. He also described the nature of the erosion problem in Neskowin and the regulatory issues involved. The Board discussed the sea wall and the ramifications of efforts to not save the wall. Mr. Asher and Mr. Affolter said that this would be a good place to experiment with sand tubes.

Mr. Ascher said interviews would be held Tuesday, February 2, for the GIS position of the Performance Partnership. Chair Cameron discussed the need for a power point presentation on the mitigation projects before February 24.

**ITEM NO. 7: PARKS DEPARTMENT UPDATE:** Mr. Anderson discussed the erosion problem at Barview and options for corrections. He also discussed the dune management plan for Cape Kiwanda. The Board discussed who should sign the application to the State Parks Division for the management plan and concluded that Mr. Anderson should sign it.

**ITEM NO. 4: REPORT ON GIS PROJECTS (Continued):** Chair Cameron discussed the need for a letter to Oregon's Congressional delegation regarding the \$50,000 in matching funds. A resolution would be put on the Board's agenda to support the Soil & Water Conservation District. Commissioner Josi wanted to have a thorough discussion regarding the Corps of Engineer's feasibility study and what it would bring to the County. Mr. Affolter felt this would be beneficial. The Board discussed the need for a workshop demonstrating a hydrodynamic model.

**ITEM NO. 7: PARKS DEPARTMENT UPDATE (Continued):** The Board discussed the draft of the letter to Mr. Meinen, Oregon Parks Department Superintendent, regarding the request for funding to help construct new restrooms at Cape Kiwanda. Mr. Meinen would be in the County for a meeting with the Board and Mr. Anderson on March 26. The Board signed the letter.

The Board addressed the proposed changing of an existing Parks position to a supervisory role. Mr. Schwinck discussed the effect of merging Parks with Public Works, but said this position would be needed

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anyway. Mr. Anderson described the effect of the change, including approximately \$3000 increase per year in the budget. Mr. Schwinck also described the logic of the position. There was a consensus to proceed.

Mr. Anderson discussed some of the benefits to his staff during storms if they merged with Public Works

**UNSCHEDULED: Discussion Concerning Interest Based Bargaining:** The Board discussed a letter from the AFSCME Union regarding interest based bargaining. Mr. Schwinck said he had asked for the letter in November, 1998, but it took the AFSCME representative until two weeks previously to get a response. He described all his efforts and could not figure out why Ms. Trueblood, the Union President, felt he was not doing anything on the matter. He said Ms. Trueblood had refused to communicate with him. The Board discussed the need to have both Mr. Schwinck and Ms. Trueblood meet with them, and asked that they both be at the Staff Meeting on February 22.

**UNSCHEDULED: Miscellaneous Personnel Matters:** Chair Cameron discussed the issue regarding untimely personnel action forms and performance evaluations by elected officials and department heads. This matter would be discussed at the next department head meeting. She also stressed the Board needed to work with their liaison departments. Mr. Schwinck said he would notify the Board when he made the contacts with the department heads requesting evaluations of staff were made.

**ITEM NO. 9: CONSIDERATION OF CHANGE ORDER #1 OF AGREEMENT WITH COLAMETTE CONSTRUCTION FOR REVISIONS TO THE ELECTRICAL SYSTEM IN THE COURTHOUSE JAIL AREA RENOVATION AND RE-USE PROJECT:** Commissioner Josi moved to sign the change order, Commissioner Firman seconded, passed with three aye votes.

The Commissioners signed Change Order #1.

**ITEM NO. 10: CONSIDERATION OF CHANGE ORDER #2 OF AGREEMENT WITH COLAMETTE CONSTRUCTION FOR ADDING BACK THE DIAS & FOLDING PARTITION WALL IN THE COURTHOUSE JAIL AREA RENOVATION AND RE-USE PROJECT:** The Board discussed the source of the funds. Commissioner Josi said he was not sure about it. There was a consensus to delay this matter.

**ITEM NO. 11: REVIEW OF OVERALL ECONOMIC DEVELOPMENT PLAN & UPDATE ON COLUMBIA-PACIFIC ECONOMIC DEVELOPMENT DISTRICT (Col-Pac):** Mr. King gave a presentation and provided a summary of Col-Pac's budget and work activities. The present plan was an update of the original plan. He outlined the plan and asked for comments from the Board.

Mr. King described three current projects. The Board discussed the regional partnership, the Clatsop County position and the efforts that had been invested into getting Clatsop County involved. Mr. King also brought copies of the Memorandum of Understanding (MOU) on the Community Solutions Agreement for execution.

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Commissioner Firman moved to authorize the Chair to sign the MOU, Commissioner Josi seconded, passed with three aye votes.

The Chair signed the MOU.

Mr. King would convene the local ports and cities so they could select a delegate. Commissioner Josi moved to appoint Shirley Kalkhoven to the citizen-at-large position, Commissioner Firman seconded, passed with three aye votes.

The Board felt Mr. King did an good job on the overall Economic Development Plan.

**ITEM NO. 8: MANAGEMENT ANALYST UPDATE & AGENDA REVIEW:** Mr. Levesque reported on the response from Mr. Saunders, RSS Architecture, regarding the elevated dias. If the change was made at t his point, it would cost an additional \$2500 to \$3500 and add another week to the project. The Board felt it was important that they not be elevated above staff and far above the public attending the meetings.

**ITEM NO. 12: STAFF UPDATE/CALENDAR REVIEW & SCHEDULING/AGENDA REVIEW:** Ms. Wujcik presented a letter to James Lee Witt, FEMA Director, for the Board's signature. The letter invited him to the County on May 25 to sign the Project Impact Agreement.

The Board also discussed appointing Mr. Schwinck to the Association of Oregon Counties' Y2K Committee. Chair Cameron said she would talk to him to see whether he had enough time for this.

**ITEM NO. 8: MANAGEMENT ANALYST UPDATE & AGENDA REVIEW (Continued):** Mr. Levesque updated the Board on the Dorothy White and Allison Craig properties.

**UNSCHEDULED: Discussion Concerning Commission on Children & Families (CCF):** Ms. Putman discussed new membership for CCF. February 9 would be the deadline to submit applications. CCF would make recommendations to the Board in March. She also reported on their move to Video Ventures on February 8. She provided a copy of House Bill 2268, which she summarized. Commissioner Firman reported on her meeting with Kevin Mannix, the bill sponsor the previous Friday. Mr. Josi reported on how to work with Mr. Mannix.

**ITEM NO. 6: DISCUSSION CONCERNING FILLING VACANT POSITION AT PUBLIC WORKS:** Mr. Oshel stated what he had understood as the outcome from the last workshop on filling positions in his department. Only the one vacant position would not be filled. That position would be looked at as part of the budget process.

Mr. Oshel presented some computer-generated pictures of the Tierra del Mar slide and discussed some of the access issues. He would set up a computer file so the pictures could be e-mailed. He outlined upcoming meetings on this matter.

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Jean Fitzgerald and Mr. and Mrs. Waites were present to discuss the Cape Meares Loop Road slide. Chair Cameron and Commissioner Josi provided a background on the County's investigations and provided the guests with a copy of the letter from DOGAMI, which they discussed. Ms. Fitzgerald said they would be convening a community meeting on March 27 at 1:00 p.m. The Board said they would help convene speakers for the meeting from DOGAMI, Oregon Health Division and Shiloh Industries. Mr. Oshel would arrange for these speakers. Mr. Levesque would call Ms. Neal at the Headlight to provide notice to her.

Chair Cameron recessed the meeting at 12:05 p.m and reconvened at 4:14 p.m.

**ITEM NO. 8: MANAGEMENT ANALYST UPDATE & AGENDA REVIEW (Continued):** Mr. Levesque updated the Board on the Courthouse Security Committee's work on the proposed sallyport, as well as the proposal from RSS Architecture to complete the final design. Mr. Levesque was authorized by the Board to come back with a contract for RSS Architecture for the final design.

The Board discussed the elevation of the dias proposed for the new meeting room. There was a consensus to have Commissioner Josi and Mr. Levesque work with the architect to lower the elevation of the dias.

**ITEM NO. 10: CONSIDERATION OF CHANGE ORDER #2 OF AGREEMENT WITH COLAMETTE CONSTRUCTION FOR ADDING BACK THE DIAS & FOLDING PARTITION WALL IN THE COURTHOUSE JAIL AREA RENOVATION AND RE-USE PROJECT:** Commissioner Josi moved to authorize the Chair to sign Change Order #2, Commissioner Firman seconded, passed with three aye votes.

The Chair signed Change Order #2,

**ITEM NO. 5: LIAISON REPORTS:** Commissioner Firman said she spent most of the previous week working on juvenile crime prevention and transportation issues.

Commissioner Josi said he was working with Public Works and Parks Departments, including a review of proposed new positions and working with the Road Advisory Committee. He also wanted to work on merging programs with ODOT. Major slides also took up also took up a lot of his time.

Chair Cameron met with the Downtown Merchants Association Board and said they would like Commissioners on their advisory committee. She said she would be meeting with the Kiawanda Community Senior Center Board the following day.

**ITEM NO. 12: STAFF UPDATE/CALENDAR REVIEW & SCHEDULING/AGENDA REVIEW:** The Commissioners reviewed, amended and approved the calendar and agenda.  
**UNSCHEDULED:** The Board discussed visits with the media.

Chair Cameron adjourned the meeting at 4:58 p.m.

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**RESPECTFULLY** submitted this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_ .

County Clerk: Josephine Veltri

\_\_\_\_\_  
Mary Wujcik, Recording Secretary  
& Special Deputy

**APPROVED BY:**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Vice Chairperson

\_\_\_\_\_  
Commissioner