

MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' MEETING

Monday, June 30, 2008

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FILED

SEP 04 2008

4:59pm

TASSI O'NEIL
COUNTY CLERK**COMMISSIONERS PRESENT:**Charles J. Hurliman, Chair
Mark Labhart, Commissioner**COMMISSIONER ABSENT:**

Tim Josi, Vice-Chair (Vacation)

STAFF PRESENT:

Su Yaremchuk, Staff Assistant

STAFF PRESENT FOR PORTIONS OF THE MEETING: Susan Becraft, Staff Assistant; Liane Welch, Director, Public Works; Debra Clark, Accounting Manager; Aaron Palter, Board of Commissioners' Office; Michael Soots, Interim Information Services Director and David Dickman, Director, Human Resources.

GUESTS: Gus Meyer.

CALL TO ORDER: By Chair Hurliman at 9:04 in Commissioners' Meeting Room B.

ITEM NO. 1: PUBLIC COMMENTS – NON-AGENDA ITEMS – REQUEST TO SIGN

GUEST LIST: Chair Hurliman welcomed everyone and reminded them to sign the guest list.

UNSCHEDULED: Liane Welch reported that the construction on Long Prairie/Hwy 101 was complete. She said that this is the worst paving job she has ever seen and the Contractor agreed with her. They are negotiating when would be the best time to grind up the asphalt and repave Long Prairie Road. Oregon Department of Transportation (ODOT) will be paving the Hwy 101 section next summer. This was a One Million (\$1,000,000) Dollar project of which Three Hundred Fifty Thousand (\$350,000) Dollars was for paving and the paving is unacceptable.

Chair Hurliman asked for a press release when she had something solid to report. The public needs to know that we are watching out for them.

TAKEN OUT OF ORDER ITEM NO. 3: DISCUSSION CONCERNING PERSONAL SERVICES AGREEMENT WITH HELLION, INC. FOR ASSESSMENT AND TAXATION COMPUTER SOFTWARE SERVICES:

Michael Soots said that this is a contract for software and computer support, development of the tax system to keep in line with the current legislative needs and requirements and payment tracking for the Assessment and Taxation Department. This is a renewal; however, changes were to be made to the contract that did not actually happen. Mr. Soots had already started the process of a new contract, so that it is why it is presented in this form. The hours are reduced slightly to maintain the cost.

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Chair Hurliman said he knows that there has been some frustration with Helion over the years but this type of program is not available anywhere else for what we are paying for it. He asked if Mr. Soots had tracked how many man hours have been used to see if this is justifiably a good deal for us. Mr. Soots said that this contractor is from a consortium of Counties in the State to keep the costs down. He has tracked some hours but not all. He said that for the next budget season he will have more hours tracked. This will be brought forward to Wednesday.

ITEM NO. 4: DISCUSSION CONCERNING REQUEST FOR INFORMATION SERVICES DIRECTOR TO SIGN THE PERSONAL SERVICES AGREEMENT WITH PREVAILING COMMUNICATIONS FOR RADIO/ELECTRONICS INSTALLATION, PROGRAMMING AND MAINTENANCE IN VEHICLES AND BUILDINGS: Mr. Soots said that Prevailing Communications is a local vendor performing radio services and modifications for vehicles, installing separators between the front and back seats, light bars and is less expensive than Day Wireless. We also get good turn around time. This Contract has been back dated because there was no Contract in place last fiscal year. It was also unknown what the total amount paid was so the Contract was set for a Department Head signature. To date we have paid in excess of Eighty-Four Thousand (\$84,000) Dollars this year. This will be brought forward to Wednesday.

ITEM NO. 5: DISCUSSION CONCERNING MASTER LICENSE AGREEMENT FOR USE OF DARK FIBER OPTIC CABLE WITH TILLAMOOK LIGHTWAVE: Mr. Soots said the County has use of the LightWave dark fiber. This is a Master Agreement with Tillamook LightWave for all our facilities. The cost of this will change; we are currently paying Twelve Hundred (\$1,200) Dollars per month. This Agreement was negotiated individually and this will fix the price for future fiber usage. More agreements will be added later as they get new fiber. This will be brought forward to Wednesday.

ITEM NO. 6: DISCUSSION CONCERNING INTERGOVERNMENTAL AGREEMENT WITH THE TRASK DRAINAGE DISTRICT FOR THE TONE ROAD SPILL-WAY PROJECT: Aaron Palter said this is an Oregon Solutions priority project on the Tone Road Spillway on the Butch Schreiber property located in the Trask Drainage District. The District maintains an easement on the levee which surrounds the property. Authorization had to be obtained to disrupt the District levee to construct the spillway. Lois Albright and Counsel Sargent have reviewed the Agreement which lays out the future of the project once it is completed. Once completed, ownership will be transferred to the Trask Drainage District. The Department of State Lands (DSL) requires an easement for the use of their land below the mean high tide mark. There is a Seven Hundred Fifty (\$750) Dollar filing fee for processing the easement. This will be brought forward to Wednesday.

ITEM NO. 7: a) DISCUSSION CONCERNING ORDER REVISING TILLAMOOK COUNTY EMPLOYEE POLICY & PROCEDURES REGARDING VACATION BENEFITS:

David Dickman said this is an Order concerning vacation benefits. In February of this year, the Salary Adjustment Panel (SAP) met and reviewed the proposal to have vacation benefits sold back or cashed out for forty (40) hours of vacation. This has been taken to the Management Round Table for review and comment. Mr. Dickman said he has not received any comments. He has met with the Treasurer's Department to ensure they had budgeted and allocated funds for this expense. Debra Clark said that it is in everyone's budget. This will be brought forward to Wednesday.

ITEM NO. 2: DISCUSSION AND CONSIDERATION OF A RESOLUTION TO CONTINUE MEMBERSHIP IN THE CITY COUNTY INSURANCE SERVICES TRUST FOR PURPOSES OF PARTICIPATING IN THE CIS RETRO LIABILITY PROGRAM:

Chair Hurliman said that this ratifies what was earlier discussed. Commissioner Labhart made a motion to approve and sign the Resolution to continue membership in the City/County Insurance Services Trust for purposes of participating in the CIS Retro Liability Program. The motion was seconded by Chair Hurliman. The motion carried with two (2) aye votes. The Commissioners signed Resolution #R-08-012.

ITEM NO. 8: COMMUNITY DEVELOPMENT UPDATE: a) PERMIT REPORT and b) SANITATION REPORT:

Butch Parker was out of the office at a meeting.

TAKEN OUT OF ORDER ITEM NO. 10: BOARD CONCERNS – NON-AGENDA ITEMS & ANNOUNCEMENTS:

There were none today.

ITEM NO. 9: STAFF UPDATE/CALENDAR REVIEW & SCHEDULING/AGENDA REVIEW/SUGGESTION BOX/INTER OFFICE MATTERS:

Susan Becraft reported that there were no suggestions in the box. The Commissioners reviewed and approved the Wednesday agenda.

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ITEM NO. 11: PUBLIC COMMENTS: There were none today.

There being no further business Chair Hurliman adjourned the meeting at 9:31 a.m.

RESPECTFULLY SUBMITTED this 4th day of September, 2008.

County Clerk: Tassi O'Neil

Susan J. Becraft
Susan Becraft, Recording Secretary
& Special Deputy

APPROVED BY:

[Signature]
Chair

[Signature]
Vice-Chair

[Signature]
Commissioner



NOTICE OF MEETING AND AGENDA
of the
TILLAMOOK COUNTY BOARD OF COMMISSIONERS
Also sitting as the Board of the
SOLID WASTE SERVICE DISTRICT &
THE 4-H AND EXTENSION SERVICE DISTRICT
to be held

Monday, June 30, 2008, at 9:00 a.m.

Commissioners' Meeting Room B
County Courthouse, 201 Laurel Avenue
Tillamook, Oregon

BOARD OF COMMISSIONERS

Charles J. Hurliman, Chair
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Tim Josi, Vice-Chair
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Mark Labhart, Commissioner
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ANY QUESTIONS? Contact
Paul Levesque (503) 842-1809
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COUNTY WEBSITE: <http://www.co.tillamook.or.us>

WATCH THIS MEETING ON TV: TLCTV Channel 35

Monday – 1:00 p.m.
Thursday – 1:00 p.m.
Sunday – 1:00 p.m.

Tuesday – 8:00 p.m.
Friday – 8:00 p.m.

Wednesday – 9:00 a.m.
Saturday – 9:00 a.m.

NOTE: The Board of Commissioners reserves the right to recess to Executive Session as may be required at any time during this meeting, pursuant to ORS 192.660(1).

NOTE: The Tillamook County Courthouse is accessible to persons with disabilities. If special accommodations are needed for persons with hearing, visual or manual impairments who wish to participate in the meeting, please contact (503) 842-3403 at least 24 hours prior to the meeting so that the appropriate communications assistance can be arranged.

CALL TO ORDER: Monday, June 30, 2008 9:00 a.m.

BOARD OF COMMISSIONERS

1. Public Comment – Non-Agenda Items – Request to Sign Guest List
2. Discussion and Consideration of a Resolution to Continue Membership in the City County Insurance Services Trust for Purposes of Participating in the CIS Retro Liability Program/Charles Hurliman
3. Discussion Concerning Personal Services Agreement with Helion, Inc. for Assessment and Taxation Computer Software Services/Michael Soots
4. Discussion Concerning Request for Information Services Director to Sign Personal Services Agreement with Prevailing Communications for Radio/Electronics Installation, Programming and Maintenance in Vehicles and Buildings/Michael Soots
5. Discussion Concerning Master License Agreement for Use of Dark Fiber Optic Cable with Tillamook LightWave/Michael Soots
6. Discussion Concerning Intergovernmental Agreement with the Trask Drainage District for the Tone Road Spill-Way Project/Aaron Palter
7. Human Resources Update/David Dickman
 - a. Discussion Concerning Order Revising Tillamook County Employee Policy & Procedures Regarding Vacation Benefits
8. Community Development Update/Butch Parker
 - a. Permit Report
 - b. Sanitation Report
9. Staff Update/Calendar Review & Scheduling/Agenda Review/Suggestion Box/Inter-Office Matters/Sue Becraft
10. Board Concerns – Non-Agenda Items & Announcements
11. Public Comments

ADJOURNMENT

BOARD MEETINGS AND ANNOUNCEMENTS

INDEPENDENCE DAY is an observed holiday for Tillamook County, as well as the Circuit Court. All offices in the Courthouse will be closed on **Friday, July 4, 2008.**

Commissioners' Staff Meetings are held on Monday except for the second week each month when it is held on Tuesday. The second Tuesday, Staff Meeting schedule for the remainder of 2008 is:

- July 8
- August 12
- September 9
- October 14

- November 11 – No meeting (Veterans Day)
- December 9

6/26/2008

Dept. of Community Development - Building Section

Week Ending	Plan Review	Structural Inspections	Mechanical Inspections	M.D. insp.	Mileage for Inspectors	Electrical Inspections	Plumbing Inspections	Investigate Proj. check	Citations Issued	Stop Work Orders	Court Hours
05/07/08	17	89	22	2	1114	43	34	0	0	0	0
05/14/08	22	79	28	3	966	76	29	1	0	1	0
05/21/08	16	79	27	5	1324	63	58	2	0	0	0
05/28/08	10	52	5	4	769	39	27	3	0	0	0
06/04/08	18	78	15	3	980	51	30	5	0	1	0
06/11/08	43	72	16	3	1018	49	20	1	0	1	0
06/18/08	13	82	35	11	1363	51	27	0	0	1	0
06/25/08	22	75	31	1	1021	65	43	6	0	0	0
07/02/08											
07/09/08											
Total											
YTD	402	1783	601	56	24674	1284	807	42	0	7	0

Sanitation Permit Intake: May 29th, 2008- June 4th, 2008

Week	Permit #	Type	rec'd	field	approved	reason held
06/19-06/25	08-2215-S	Tank Replacement	06/19	06/20	06/20	
	08-2213-S	Tank Replacement	06/19	06/20	06/20	
06/12-06/18	08-2132-S	Major Repair	06/12	06/13	06/13	
	08-2120-S	Tank Replacement	06/12	06/13	06/13	
	07-3302-S	Final Inspection	06/12	06/13		* need as/built & mat. list
	08-2146-S	Site Evaluation	06/13	06/05		* denied pending stake-out
	08-2152-S	Site Evaluation	06/13			
	08-0511-S	Final Inspection	06/16	06/17	06/18	
	08-1418-S	Final Inspection	06/16	06/17	06/17	
	07-4593-S	Final Inspection	06/16	06/17	06/17	
	08-2175-S	Tank Replacement	06/16	06/18	06/18	
	08-2180-S	Authorization Notice	06/17	06/17	06/17	
06/05-06/11	07-2028-S	CSC	06/18	10/17	06/18	
	08-2068-S	Site Evaluation	06/09	06/03	06/13	
	08-2067-S	Site Evaluation	06/09	06/19	06/20	
	08-2084-S	Authorization Notice	06/10	06/13	06/13	
	08-2109-S	Permit to Construct	06/11	06/16	06/16	
05/29-06/04	08-1339-S	Final Inspection	05/29	06/02	06/02	
	08-2090-S	Authorization Notice	05/29	06/02	06/10	
	08-1927-S	Site Evaluation	05/29	06/12	06/13	* minor partition
	08-1970-S	Permit to Construct	06/02	06/05	06/09	
	08-0627-S	Final Inspection	06/02	06/04	06/09	
	08-1990-S	Tank Replacement	06/03	06/05	06/05	
	08-1982-S	Site Evaluation	06/03			*waiting for test pits
	08-1983-S	Site Evaluation	06/03			*waiting for test pits
	08-1989-S	Tank Replacement	06/03	06/05	06/05	
	08-1977-S	Permit to Construct	06/03	06/11	06/11	
08-2001-S	Site Evaluation	06/03	06/05	06/13		
08-2006-S	Permit to Construct	06/03	06/12	06/12		

08-1997-S	Permit to Construct	06/03	06/13	06/16
08-1912-S	Final Inspection	06/04	06/05	06/09
08-0794-S	Final Inspection	06/04	06/05	06/09
08-2029-S	Site Evaluation	06/04	06/12	06/16

Sanitation Permit Intake: May 1st, 2008- May 28th, 2008

Week	Permit #	Type	rec'd	field	approved	reason held
05/22-05/28	07-1179-S	CSC	05/22	05/22	05/23	
	08-1850-S	Permit to Construct	05/22	05/27	05/28	
	08-1712-S	Final Inspection	05/27	05/27	05/27	
	07-4102-S	Final Inspection	05/28	05/28		*need as-built
	08-1912-S	Tank Replacement	05/28	06/02	06/03	
05/15-05/21	08-1767-S	Permit to Construct	05/15	05/21	05/23	
	08-1699-S	Final Inspection	05/19	05/20	05/20	
	08-1831-S	Major Repair	05/21	05/22	06/16	waiting for plans
	08-1828-S	Tank Replacement	05/21	05/23	05/23	
05/08-05/14	08-1351-S	Final Inspection	05/09	05/09	05/14	pumping receipt
	08-1661-S	Permit to Construct	05/09	05/19	05/20	
	08-1699-S	Tank Replacement	05/12	05/14	05/14	
	08-1690-S	Authorization Notice	05/12	05/14	05/19	
	08-1691-S	Tank Replacement	05/12	05/14	05/19	
	08-0795-S	Final Inspection	05/12	05/14	05/14	
	08-1581-S	Final Inspection	05/12	05/14	05/14	
	08-1712-S	Tank Replacement	05/13	05/14	05/19	
05/01-05/07	08-1581-S	Tank Replacement	05/05	05/05	05/05	
	08-1613-S	Authorization Notice	05/06	05/13	05/13	
	08-1390-S	Authorization Notice	05/07	05/16	05/22	