

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING – August 23, 2011
MINUTES

1. At 9:02 a.m., Chairman Pope declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioner Ainsworth was present; Commissioner Wheeler was excused.

2. **MOTION: COMMISSIONER AINSWORTH MOVED, COMMISSIONER POPE SECONDED TO APPROVE THE MINUTES OF AUGUST 16, 2011,**

MOTION PASSED BY UNANIMOUS VOTE OF THE QUORUM.

3. **AUDITOR PRESENTATION**

Brad Bingenheimer and Kevin Gienger from Boldt, Carlisle & Smith auditing firm informed the Board of the audit process. There are three parts to the audit: auditing the financial statements, audit procedures under the Oregon Minimum Standards, and audit procedures under federal audit requirements.

For the financial statements, the auditors will look at internal controls, budgets, account procedures, etc. all culminating into a conclusion on the financial statements as a whole. For the Oregon Minimum Standards, there are nine compliance requirements: the most involved being budget compliance, formation and adoption of the budget, and public contracts. For the federal audit compliance, the auditors use A-133 forms to audit major federal programs, which in this County are only Title III funds. There is also a 'yellow book audit' to measure internal controls and compliance of smaller federal grants. The auditors also explained new and upcoming changes to audit regulations and requirements.

4. **PARK & RIDE IGA**

Todd Whitaker, Public Works Director presented an IGA with the City of Salem Transit Department for the use and maintenance of the new Park and Ride being built at the fairgrounds. The City of Salem will be reimbursing up to \$304,000 to the County for the development. Once it is developed, the City of Salem will be leasing the property, so the County should be held harmless for any liability claims that may arise on the property.

BY CONSENSUS, THE BOARD DIRECTED GREG HANSEN TO SIGN THE PARK AND RIDE IGA WITH THE CITY OF SALEM TRANSIT, AND DIRECTED TODD WHITAKER TO PROCEED WITH DEVELOPMENT OF THE PARK AND RIDE.

5. **FAIRGROUNDS SIGN**

Todd Whitaker informed the board that they received a bid back for the fairgrounds sign, for \$66,200. The sign will be high resolution LED, approximately 4 feet by 14 feet. The Polk County Museum's name will also be on the sign. The Fair Board will be shown the sample pictures and will have the opportunity to weigh in on the sign style. Tina Andersen is working on removing the old sign.

BY CONSENSUS, THE BOARD DECIDED TO SIGN THE CONTRACT WITH MARTIN SIGN ACCEPTING THE PROPOSAL, WITH THE FINAL DESIGN SELECTION TO BE APPROVED BY THE FAIR BOARD.

6. **BUENA VISTA PARKING REQUEST**

Greg Hansen presented three requests: a boy scout groups, and two individuals have requested overnight camping/parking at Buena Vista and one at Social Security Fishing Hole.

BY CONSENSUS, THE BOARD APPROVED THE 3 OVERNIGHT CAMPING REQUESTS.

7. **WEST VALLEY HOUSING AUTHORITY COMMITTEE APPOINTMENTS**

Greg Hansen informed the board that the WVHA Board has two positions whose terms are expiring. One person wishes to remain on the Board and the other does not. Commissioner Pope said that Commissioner Wheeler has expressed an interest in serving on this board.

BY CONSENSUS, THE BOARD TABLED THIS DISCUSSION UNTIL NEXT WEEK WHEN COMMISSIONER WHEELER WILL BE PRESENT.

8. **MERIT INCREASE FOR CONTRACT ACCOUNTING SPECIALIST**

Stacie Chance, Health & Human Services Assistant Director presented a recommendation for a merit increase for Laura Bastien, Contracts Accounting Specialist II. Laura started as just working with the public health fund, and now also works on the DD program fund; and she continues to take on more fiscal responsibilities.

MOTION: COMMISSIONER AINSWORTH MOVED, COMMISSIONER POPE SECONDED TO APPROVE THE SPECIAL MERIT INCREASE FOR LAURA BASTIEN.

MOTION PASSED BY UNANIMOUS VOTE OF THE QUORUM.

The Commissioners expressed concern about the budget outlook for next year. If the O&C reauthorization does not come through, the County will be looking at a \$1 million shortfall.

9. **NON-LISTED ITEMS** (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)

(a) **PUBLIC WORKS UPDATE**

Todd Whitaker updated the board that the 2011 overlays are complete except Pioneer Rd. On the smaller, one-lane roads, the Public Works department used single panel pulls so there is one smooth surface. A RAS (recycled asphalt shingles) mix was used on the roads, which gives crack resistance, a better quality and a better price of asphalt. Road striping is not scheduled yet.

(b) **PUBLIC HEALTH NURSE STEP 6 HIRE**

Stacie Chance reported that they have found a candidate to fill the 0.8 FTE Public Health Nurse position. This candidate is moving from British Columbia, but is a US citizen and does have her Oregon Nursing License. Based on what she is currently earning, Stacie is requesting that her starting salary be at step 6, \$3,774 (for 0.8 FTE). There will be an upcoming vacancy for a Public Health Medical Assistant.

BY CONSENSUS, THE BOARD APPROVED HIRING A NEW PUBLIC HEALTH NURSE AT A STEP 6 PAY GRADE.

(c) **PCCCF UPDATE**

Stacie Chance updated the board on the State Commission on Children and Families changes that were discussed at last Wednesdays meeting. The letter that the Board directed be written was hand delivered last Friday. The Board of Commissioners would like to meet with the Governor to give a presentation to show the State representatives that there are County Commissions for Children and Families that do function efficiently.

(d) CARPET

Greg Hansen informed the Board that new carpet was installed in the Clerk's, Community Development, and Assessor's offices on the second floor by Kliever's Floor Covering. The carpet in the Commissioners' office is scheduled to be replaced, but the House of Floors that was selected to install the carpet does not have the same style/colors as upstairs. The board agreed that having a different style of carpet shouldn't matter, and it is good for the County to use multiple local suppliers if possible.

Chairman Pope adjourned the meeting at 10:23 a.m.

Minutes: Heather Alvarez
Approved: August 30, 2011