County Administration Workshop: Thursday, May 24, 2012 – 9:00 a.m. – Board Conference Room
Attending: Commissioners Simon Hare, Don Reedy, and Harold Haugen; Kim Kashuba, Recorder.
Chair Simon Hare called the meeting to order at 9:00 a.m.

1. LEGAL COUNSEL
   A. County Code Enforcement Officer and Hearings Officer Ordinances status
      Assistant Legal Counsel Leah Harper asked the Board what the status was of the draft Ordinance she had provided. Commissioner Hare suggested putting the matter on the next General Discussion agenda so the Board could read the material provided.

   B. Solid Waste and Nuisance Abatement Ordinance
      Assistant Legal Counsel Leah Harper advised that update of this Ordinance was necessary as it was difficult to enforce the way it’s written. She suggested using Jackson County’s Ordinance as a guide. The start-up cost of implementing a new Ordinance and responsibility for its enforcement (City vs. County) in the Urban Growth Boundary was discussed. It was suggested discussing that matter at the next City/County meeting, and the update of the Ordinance at the next General Discussion meeting. Leah Harper said she would compile material from Jackson County for the Board’s review.

   C. Jail Inmate Population
      Steve Rich, Legal Counsel advised that by Oregon Statute, the Board of Commissioners sets a cap on the jail population, and that the lack of County funding has created a need for the Board to pass an order reducing the cap from 170 to 60. This will cause inmates who have been designated as Do Not Release to be released anyway and Steve assured the Board that they would not be cited for contempt of court for doing so. The process of determining which criminals were to be released and how to handle upcoming community events that posed concerns for law enforcement were discussed and clarified. Steve stated he would be bringing an order for the Board’s review and signature in the near future.

   D. Matters from Commissioners
      None reported.

2. DEPARTMENT REPORTS & BUSINESS UPDATES
   A. Department Updates
      1) Parks
         Doreen Ferguson, Parks Director, provided an update regarding County Parks and announced the recent hire of Gary Bell, Sr. Park Ranger, stating that he was very capable and she was looking forward to having him aboard. She advised that the Department had finished paying its debt to the Property Reserve Fund due to a property sale and if all goes as planned, there should be a positive balance on its books. Staffing levels still present challenges, although all Park Host positions have been filled.

      2) Airports
         a. Amendment #1 to Task Order #3, Grants Pass Airport – Runway 12/30 Rehabilitation
            Larry Graves, Airports Manager, advised that during the course of the work on the runway, an Airport Property Map was required to be updated with the Master Plan. This task was overlooked when the Master Plan was finished, likely during the transition in Airport management. Larry stated that the Federal Aviation Administration would allow the cost of completing this task to still be paid for with the funding allocated to the runway rehabilitation.
            Staff was directed to place the item on the Consent Calendar on next week’s Weekly Business Session agenda.

         b. Revised Amendment #5 to Task Order #4, Illinois Valley Airport – Perimeter Fencing Project

         c. Task Order #8, Illinois Valley Airport – Perimeter Fencing Project
            Larry Graves stated that the Federal Aviation Administration (FAA) calls for an engineering audit when the engineering costs of a small project exceed $100,000. This has happened with the Illinois Valley Airport Perimeter Fencing Project. The audit will be paid for by the FAA and will not create another delay in the project. Larry advised that the FAA has requested a close-out of Task Order #4 for WHPacific and the creation of a new task order. (Task Order #8 – Item 2(c))
            Staff was directed to place the items 2(b) and (c) on the Consent Calendar on next week’s Weekly Business Session agenda.

            Larry Graves, Airports Director, provided a Department Update discussing the subjects listed on Exhibit A. Regarding re-grading and drainage issues, Commissioner Hare suggested Larry investigate as to whether any redirected water needed
to be treated before being released in waterways, as this was an issue that recently arose for another entity. Commissioner Reedy suggested Larry speak with Terry Haugen of the City of Grants Pass for further information.

Commissioner Haugen asked whether any data had been collected on fuel sold at the IV Airport. Larry responded that monthly reports would be prepared and customer response thus far is promising. Commissioner Haugen then asked whether the Airports offered courtesy vehicles for out-of-town pilots who land at the Airports. Larry replied that he was examining the feasibility of offering that service, including policy and release/waiver examples from Roseburg. The Board requested Larry provide that information to Rosemary Padgett to review as Risk Manager.

Commissioner Haugen asked Larry about enforcement of the County’s policy against hangars being used to store items other than aircraft. Larry responded that since the County has accepted Federal Aviation Administration Grant Funds, it is required to follow grant assurances, one of which was the enforcement of no long-term storage of anything but aircraft in hangars. To assist the County in such enforcement, Larry advised that County leases contain provisions that allow management to enter hangars to ensure compliance with lease terms.

3) Public Works
Rob Brandes, Public Works Director, stressed the fact that the Public Works Department is a major component of what keeps County roads safe. He then advised that a used Grade-All had been found and he would be talking to the Legal and Finance Departments about procuring it. Discussions regarding the possible land sale to Copeland were had. Rob stated that during consideration of further cutbacks, it had been determined that the Public Works’ offices can still remain open to the public. Lastly, Rob advised that the Department would be testing three digital radios along with the analog ones currently in place. If reception difference is nominal he would stick with upgradable analog radios, as they are 1/3 the cost.

B. Transit
1) Grant Agreement #28405 between Oregon Department of Transportation – Public Transit Division and Josephine County for General Public Transportation Operations (Chancey)
Scott Chancey, Transit Program Supervisor, stated this Agreement would provide the Department’s operating funds for the 2012-2013 Fiscal Year. He advised that there was a 10% increase in funding from last year due to changes in the State’s evaluation of the transit system’s ridership and service miles. As a result the County’s match went up slightly; however this might be the last year this funding source is received. Scott stated that the last census resulted in the City of Grants Pass to be designated as “urban,” and as a result, the transit system receives different funding. The County (which operates the system for the City) will now be forced to apply directly to the Federal Transit Administration for funding. The drawback to that is the match rate is 50%, which is more than the County has in its Transit Budget and the County will be competing directly with other larger urban areas for transit funding.

*Staff was directed to place the item on the Consent Calendar on next week’s Weekly Business Session agenda.*

C. Forestry
1) Timber Sale Jack Nail 2012T-1 between Josephine County and Murphy Company - $145,125.00 (Harris)
2) Timber Sale Louse Creek Complex 2012T-4 between Josephine County and Murphy Company - $303,070 (Harris)
3) Timber Sale Little Elder Creek 2012T-5 between Josephine County and Murphy Company - $142,560 (Harris)

Vic Harris, Forestry Program Manager, described these three timber sales, advising that the company would do road construction this year and possibly harvest next year.

*Staff was directed to place the item on the Consent Calendar on next week’s Weekly Business Session agenda.*

D. Public Health
1) Recommendation for the Animal Shelter (Hoover)
Public Health Director Diane Hoover had to leave the meeting due to scheduling conflicts prior to the Board’s reaching this Agenda Item. Rosemary Padgett, CFO, advised that there was not enough funding to maintain the Department and further cuts would cause the standard of care to fall below State mandates, so the recommendation had been made to discontinue animal adoptions and reduce the number of days animals were kept before euthanizing. When discussing length of time before an animal was put down, Commissioner Hare asked if the Department had a microchip reader on site. Rosemary responded that she would find out. The Board suggested looking into the loan of a microchip reader if the Department did not have one.

*Staff was directed to place the item under Administrative Actions on next week’s Weekly Business Session agenda.*
E. Property Management
   1) Temporary Construction Easement between the Courthouse and Anne Basker Auditorium (Bolen)
      Chet Bolen, Real Property Coordinator, advised that this easement was a zero-dollar easement related to
      the construction of the City Bus Shelter outside the courthouse. The easement allows access for six months. Commissioner
      Hare questioned that length of time and suggested giving the City one month. Scott Chancy, Transit Program Supervisor,
      advised that the City was probably taking into consideration contractor schedules for five bus shelter sites across town.
      Discussion ensued regarding bus schedules, traffic and parking issues, shelter design, and transfer points. The Board
      elected to place these concerns on the next City/County meeting to discuss prior to agreeing to the construction easement.

F. Human Resources
   1) Memorandum of Understanding between Josephine County Sheriffs Association, Josephine County and the
      Josephine County Sheriff – Classification Seniority for Layoff and Recall (Moye)
      Sara Moye, Human Resources Director, stated that this Memorandum of Understanding helped clarify gray areas
      in the Union Contract based on mass layoffs at the Sheriff’s Office.

   2) Memorandum of Understanding between Josephine County Sheriffs Association and the Josephine County
      Sheriff – Article 14.4 Lay Off (Moye)
      Sara Moye stated this Memorandum of Understanding allowed for voluntary layoffs, which was a choice union
      members could take without sacrificing unemployment benefits. Sara advised that if approved at next week’s Weekly
      Business Session, the approval of both Memorandums of Understanding would comply with current union negotiation
      timelines.
      *Staff was directed to place both items under Administrative Actions on next week’s Weekly Business Session agenda.*

3. CFO REPORT & BUSINESS UPDATE
   A. Financial Update
      Rosemary Padgett, CFO, advised that the refinancing of the Public Employees’ Retirement System Bond was successful,
      and that the original amount of $800,000 in anticipated savings had increased to $1.6 Million (or $89,000 per year) due to
      fluctuations in the market. Rosemary stated that the recent staffing decline would not affect the savings as they were
      already built into the Budget, and that she would be bringing a proposed policy to the Board to determine what do to with
      the savings.

   B. Budget Update
      Rosemary Padgett, CFO, advised that the County’s Budget had been approved by the Budget Committee on Tuesday, a
      public hearing will be held on June 20 and the Budget’s adoption would be June 27. There was a possibility of adjustments
      of fund balances due to contingencies and Schedule D’s (personnel spreadsheets) due to position bumping.

   C. Miscellaneous
      In response to a submission to the Board by certain Elected Officials of proposed hours Departments are open to the
      public, Rosemary stated she would write up the suggestions made at a recent Managers Meeting, as those suggestions
      were quite different than what the Elected Officials proposed. She also stated that the Narrowband Radio update project
      had been completed; however she had not had the time to compile the information and would provide it to the Board next
      week.

3. BOARD BUSINESS
   A. Matters from Commissioners
      Commissioner Haugen asked whether the County could bill the State to outsource the role of Mental Health Authority
      in addition to the $43,000 the County received to function as such. Rosemary responded no and explained the source of
      the $43,000 and what tasks that money paid for, however will check with the State to see if the County can access pass-
      through dollars regarding records review by a Mental Health Authority. Commissioner Haugen then stated he wanted the
      Board to determine what role the County would play on the Local Public Safety Coordination Council, as he believed the
      current organization was not doing what they were appointed to do.

      Commissioner Hare stated he wished the Board to meet with Sheriff Gilbertson to discuss the Sheriff’s Office’s Budget,
      as there was concern as to how the Sheriff is allocating it. Commissioner Reedy responded that the Sheriff has submitted a
      request to do that. Commissioner Hare suggested that as liaison to the Sheriff’s Office, Commissioner Reedy meet with a
      City of Grants Police representative to obtain clarification regarding a rumor that City police have offered to perform
services but Sheriff Gilbertson had refused the offer. Rosemary Padgett commented that there was also a risk management issue with the proposed dispatch schedule. Don stated he would address both issues.

B. Liaison Update
None reported.

C. Miscellaneous Items
None reported.

D. Other: (ORS 192.640(1) “...notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.”)
None reported.

Meeting adjourned at 11:06 a.m.
Josephine County
Department of Airports

Grants Pass & Illinois Valley
Airport Manager’s Monthly Update
May 2012

- AIP Grant Project Status – GP Rehab & IV Fence Revision
- Maintenance Building Upgrade Needs
- Other Infrastructure Issues – Storm Drain, Septic Fields
- Storm Drain Upgrade – $150K Grant will be sought
- South Hangar Access Gate $40K – Quality Fence
- New Fuel Truck for IV Now Online – Gettle Lease Update
- CTAF at IV Change to Frequency 122.8 – Now AWOS Too
- Need for Tractor at GP and Mower at IV – Surplus & C/L
- Smokejumper Heritage Tree Dedication June 23rd @ IV
- Graham Hangar & Becklin Hangar Sold in same week...
- Storage of Other-Than-Aircraft at Airports