



Management Update Minutes

Monday, September 24, 2018, 10:30 a.m.

Courthouse Square, 555 Court St. NE, Salem
5th Floor, Suite 5232, Silverton Conference Room

ATTENDANCE:

Commissioner Kevin Cameron, Commissioner Sam Brentano, John Lattimer, Jane Vetto, Tamra Goettsch, Bill Burgess, Cynthia Granatir, Lisa Miller, Barb Young, Lisa Trauernicht, Jolene Kelley, and Joanna Ritchie as Recorder.

John Lattimer called the meeting to order at 10:30 a.m.

INFORMATIONAL:

Discuss Oregon Garden Memorandum of Understanding

- Jane Vetto

Summary of presentation:

- Ms. Vetto had a meeting in April with the Oregon Garden Foundation (OGF) and Moonstone Properties;
- In May a draft Memorandum of Understanding (MOU) was sent to the parties to negotiate and agree on terms;
- In early September Ms. Vetto met with OGF:
 - Updated terms provided;
 - All parties agree;
 - Including \$5 million loan from county, OGF will be able to pay off debts in 80 years; and
 - If county forgives loan, MOU outlines plan to become debt free within six to eight years.
- Moonstone does not agree with two of the terms of the MOU, paragraphs 10 and 11;
- OGF stated the proposed changes made by Moonstone would not change their ability to pay off their debt in the proposed timeline:
 - Effects their revenue; and
 - Ability to remain financially viable.
- The requirement for a second lease and having rental agreements within the pavilion affect the long term viability the most;
- OGF is going to negotiate with Moonstone regarding the two terms;
- City of Silverton (City) has the MOU as written for consideration at their October 1st meeting;
- City states proposed changes by Moonstone do not affect them or the terms to receive the Transient Occupancy Tax (TOT);
- County's concern is to repay debts;

- OGF would not make a profit with the current terms in the MOU; and
- Moving in right direction to finalize agreement and resolve matter.

Board discussion:

- The commissioners wanted to clarify that that there would be enough rental income to satisfy the needs of OGF to cover the terms in the new proposal;
- There would be no extra money for capital costs associated with the operation of the garden;
- The commissioners inquired how the terms in paragraph 11 impacted OGF;
- The commissioners directed Ms. Vetto to suggest increasing the revenue source to OGF; and
- The chief administrative officer asked Ms. Vetto to provide the final amount needed to him.

Final Review of Policy 212, County Litigation Defense

- Jane Vetto and Lisa Trauernicht

Summary of presentation:

- The policy was discussed at the September department head/elected officials meeting;
- Two minor changes:
 - Add "Risk Management staff" back to section 1.3 of the policy; and
 - Change "Human Resources Supervisor" to "Human Resources Manager."
- Policy has been reviewed by legal and is ready for board approval; and
- Section 2 of the policy reflects language that unless authorized by the county legal counsel, the attorneys in the office of legal counsel serve as the exclusive lawyers for the county.

Board discussion:

- Clear language in policy that states any outside counsel hired to represent county goes through legal counsel's office.

Updated Policy 203, Appointments to Advisory Boards, and Policy 209, Bylaws of Advisory Boards Review

- Lisa Trauernicht and Lisa Miller

Summary of presentation:

- Policy 203:
 - Policies regarding advisory board members and staff;
 - Commissioner Carlson has reviewed and provided feedback on the policies;
 - Advisory Board Staff training is scheduled for October 3rd;
 - Many changes to the policy:
 - Nothing substantive;
 - Added clarifying language; and
 - Information comes from documents provided to advisory board members and items discussed at training.
 - Staff duties have been clarified in the policy and procedure:
 - These items are already being performed.

- Section 1.8 of the policy outlines reasons for removal of a member;
- Mr. Burgess commented that since members are advisors to the board of commissioners, the board should be able to remove them without cause; and
- Add language to the end of the sentence in section 1.3.8 to clearly state that a member may be removed at any time.
- Policy 209:
 - Previously a short document, more of a template for bylaws;
 - Procedure for staff to help advisory board members establish bylaws; and
 - Guide for members.
- Training always available through Volunteer Services; and
- Have about 30 staff members signed up for the October 3rd training.

Board discussion:

- Policy 203:
 - Clearly defined that the board can remove a member of an advisory committee; and
 - Policy states members are approved and removed by board order.
- Policy 209:
 - Biggest issue is members of advisory boards do not understand the rules.
- The board directed Ms. Trauernicht to make the suggested changes and move the item forward to board session.

Communications Update

- Jolene Kelley
- Ms. Kelley did not have any new updates from the previous week.

COMMISSIONERS' COMMITTEE ASSIGNMENTS AND UPDATE:

Sam Brentano:

- Comments regarding Health Department letter regarding licensing of tobacco and Kratom to state;
- Update on Detroit Lake Dam Project; and
- Attended the Stayton Rotary meeting.

Kevin Cameron:

- Aurora Airport update:
 - Provided testimony at Oregon E-Board Subcommittee on General Government;
 - Presentation from the Department of Aviation on grant application;
 - Testimony from persons in support and against the application;
 - The item has been tabled to the December meeting; and
- Would like a representative at the Oregon E-Board Meeting scheduled for September 26, 2018.
- Little North Fork update:
 - Meeting with all jurisdictions;
 - Update from parks;

- Mutual collections; fees and garbage; and
 - Traffic count data.
- Attended the CTEC Advisory Council:
 - Need to raise last part of budget;
 - Get more industry on committee; and
 - Updates from two students in the program.
- Attended Governor's Reentry Council Tour:
 - 2nd Chance Workshop in southern Oregon.
- Attended the Salem City Club meeting; and

OTHER:

Meeting adjourned at 11:07 a.m.

COMPLETED BY: **Joanna Ritchie**
Reviewed by: *Kristy Witherell*