



## **Court Agenda**

**February 17, 2010**

**8:30 a.m.**

**Presentation: Emerging Technologies for Collaboration  
Rinda Montgomery Conwell  
North Central Education Service District**

### **1.0 Appointment Schedule:**

- 1.1** 9:30 a.m. Cliff Jett, Kim Gonzalez – City of Rufus – Community/Training Center
- 1.2** 10:00 a.m. Douglas Rhinehart – Citizen – Resident Incentive Program
- 1.3** 10:30 a.m. Sandy Macnab – Extension Service – Office Facility Update; Personnel
- 1.4** 11:30 a.m. Debbie Hayden – Finance Director – Compensation Packet

### **Additions to Agenda:**

## 2.0 Action Items:

- 2.1 Sherman County Investment Guidelines – Office of the Treasurer
- 2.2 Job Description – County Court Administrative Assistant
- 2.3 Certify the 2009 Emergency Management Performance Grant
- 2.4 Emergency Management Performance Grant Budget Request for Fiscal Year 2010
- 2.5 Computer Request – Sheriff's Office
- 2.6 Fair Board Appointment – Ted Sabey
- 2.7 T&N Well Drilling Estimate
- 2.8 Courthouse Lighting Upgrade

### 3.0 Discussion Items:

- 3.1 Contract – Waste Management Disposal Services of Oregon, Inc.
- 3.2 Commissioner Reports
- 3.3 Courthouse Windows Renovation

#### **4.0 Consent Agenda:**

- 4.1 Minutes of February 9, 2010, Special Session  
4.2 Revenue/Expenditure Summary – January  
4.3 Treasurer’s Report – January

## 5.0 Future Agenda Items:

*\*\*If necessary, an Executive Session may be held in accordance with:*

<i>ORS 192.660 (2) (d) Labor Negotiations</i>	<i>ORS 192.660 (2) (h) Legal Rights</i>
<i>ORS 192.660 (2) (e) Property</i>	<i>ORS 192.660 (2) (i) Personnel</i>



SHERMAN COUNTY COURT  
REGULAR SESSION  
Sherman County Circuit Courtroom

MINUTES

February 17, 2010 9:30 a.m.

Present: Judge Gary Thompson, Commissioner Steve Burnet, Commissioner Mike Smith, Court Administrative Assistant Melva Thomas.

**SUMMARY OF ACTIONS TAKEN**

**Motion by Commissioner Smith, second by Commissioner Burnet, to approve an update of the Sherman County Investment Guidelines as presented by the County Treasurer. Motion carried.**

**Motion by Commissioner Burnet, second by Commissioner Smith, to approve the updated job description for the County Court Administrative Assistant as presented. Motion carried.**

**Motion by Commissioner Burnet, second by Commissioner Smith, to approve a letter to Oregon Emergency Management certifying that the 2009 Emergency Management Performance Grant Yearly Work Plan for Sherman County has been completed and authorized Judge Thompson to sign. Motion carried.**

**Motion by Commissioner Burnet, second by Commissioner Smith, to approve the Emergency Management Performance Grant Budget Request for Fiscal Year 2010 and authorized Judge Thompson to sign. Motion carried.**

**Motion by Commissioner Smith, second by Commissioner Burnet, to authorize the purchase of two computers and monitors for the Sheriff's Office with funding to come from the computer related expenses fund of the general fund. Motion carried.**

**Motion by Commissioner Smith, second by Commissioner Burnet, to approve the appointment of Ted Sabey to the Fair Board pending completion of a background check. Motion carried.**

**Motion by Commissioner Smith, second by Commissioner Burnet, to authorize expenditures to upgrade lighting in the courthouse as needed. Motion carried.**

**Motion by Commissioner Smith, second by Commissioner Burnet, to approve the expenditure of \$800.00 for an ad in Wind Systems magazine. Motion carried.**

**Motion by Commissioner Burnet, second by Commissioner Smith, to approve the consent agenda as presented. Motion carried.**

**CITY OF RUFUS COMMUNITY/TRAINING CENTER - Cliff Jett, Kim Gonzalez:**

City of Rufus Mayor Cliff Jett and RARE student Kim Gonzalez presented an update to the Court on the current status of the Rufus Community/Training Center. In a review of the project timeline, it was noted the first center director was hired in 2002 to reintegrate the school facility into community life, a local resident donated \$70,000.00 to purchase the building in 2003, a structural engineer was hired in 2006 who determined the building was structurally sound and in 2009 a RARE position was filled by Kim Gonzalez to help move the project forward.

The City has forged a relationship with the Energy Trust of Oregon receiving \$3,000.00 for initial design work on the HVAC system. The Energy Trust has selected Rufus to participate in a LEED equivalent pilot program, "Earth Advantage" which will provide incentives for green building provided the project meets requirements 30% above state building codes.

With the price tag of about 4 million dollars, Mayor Jett stated this is a very large project for the city to handle and requested the County keep the Rufus Community Center project in mind during their budget process and in future SIP agreements. Judge Thompson asked the City of Rufus to put some numbers together for consideration.

Jett and Gonzalez thanked the Court for their time.

**RESIDENT INCENTIVE PROGRAM – Douglas Rhinehart:**

Douglas Rhinehart met with the Court to ask questions and seek clarifications regarding the Resident Incentive Program ordinance and application process.

Mr. Rhinehart inquired as to how applications were handled once received by the county, how situations such as out of county for medical purposes, education and absence for armed services were dealt with and if the county had looked at the state's residency policy. Other questions included where in the minutes it indicates who was appointed to be in charge of the program, whether denials were mailed by certified mail and where the form was for writing an appeal.

The Court noted state residency policy was not a consideration in this program and acknowledged this first year of the program was a learning process and some adjustments would be made to the application process for next year.

Mr. Rhinehart suggested that because Sherman County did not follow their own rules, they should give the compensation to all those who were denied this year.

Commissioner Smith stated nothing would have been different had the rules been followed and if the court agreed to change the rules for this year it would affect the whole program which would be very complicated.

No action was taken.

**EXTENSION SERVICE OFFICE FACILITY UPDATE & PERSONNEL – Sandy Macnab, Extension Agent:**

Sandy Macnab reminded the Court a Webinar regarding possible state reorganization plans for Extension Service is scheduled for Friday, February 19<sup>th</sup>, 10-11:30 a.m. He encouraged Court members to attend.

Elizabeth Wallis has been hired as the 4-H program manager and is doing a great job. Her technology skills have been very helpful to the program and they are seeking grants to help keep her position funded.

For the proposed new office facility, a \$50,000.00 grant and \$50,000.00 loan has been awarded by the Sherman Development League and Macnab would like to ask SDL to serve as fiscal sponsor for this project in order to access other funding opportunities. OSU has not made any commitment to funding but \$50,000.00 from the Sherman Experiment Station Endowment Fund is expected. There have been requests from other agencies for this facility to be expandable for additional office space but Extension Service is not supportive of such a plan and believes that would put the county in a position of competing with private enterprise for office space. The Court agreed they were also not supportive of the possibility of housing other agencies in this facility.

**COMPENSATION PACKET – Debbie Hayden, Finance Director:**

Finance Director Debbie Hayden reminded the Court the first compensation meeting is scheduled for March 2<sup>nd</sup>. A compensation packet was provided which included the following documents: current cost of salary + benefits, projected cost of COLA at different percentage levels from 1% to 5% and projected insurance rates; a list of employees at the top step of their classification; summary of leave hours; current salary schedule highlighting Court supervised personnel; salary classification with longevity percentages; classification comparisons from 1987 to current FY; and copies of compensation studies done in 1987 and 2003. This material is intended for the Court's review prior to compensation meetings.

**MODEL EMPLOYEE HANDBOOK – Debbie Hayden, Finance Director:**

Hayden reported she has received a model employee handbook from City County Insurance Services and asked how the Court wanted to proceed with this. In the past a committee has been appointed to review the handbook but the Court could also do this. No decision was made.

#### **SHERMAN COUNTY INVESTMENT GUIDELINES:**

**Motion by Commissioner Smith, second by Commissioner Burnet, to approve an update of the Sherman County Investment Guidelines as presented by the County Treasurer. Motion carried.**

#### **JOB DESCRIPTION – COUNTY COURT ADMINISTRATIVE ASSISTANT:**

**Motion by Commissioner Burnet, second by Commissioner Smith, to approve the updated job description for the County Court Administrative Assistant as presented. Motion carried.**

#### **CERTIFY THE 2009 EMERGENCY MANAGEMENT PERFORMANCE GRANT:**

**Motion by Commissioner Burnet, second by Commissioner Smith, to approve a letter to Oregon Emergency Management certifying that the 2009 Emergency Management Performance Grant Yearly Work Plan for Sherman County has been completed and authorized Judge Thompson to sign. Motion carried.**

#### **EMERGENCY MANAGEMENT PERFORMANCE GRANT BUDGET REQUEST FOR FISCAL YEAR 2010:**

**Motion by Commissioner Burnet, second by Commissioner Smith, to approve the Emergency Management Performance Grant Budget Request for Fiscal Year 2010 and authorized Judge Thompson to sign. Motion carried.**

#### **COMPUTER REQUEST – SHERIFF'S OFFICE:**

**Motion by Commissioner Smith, second by Commissioner Burnet, to authorize the purchase of two computers and monitors for the Sheriff's Office with funding to come from the computer related expenses fund of the general fund. Motion carried.**

#### **FAIR BOARD APPOINTMENT – TED SABEY:**

**Motion by Commissioner Smith, second by Commissioner Burnet, to approve the appointment of Ted Sabey to the Fair Board pending completion of a background check. Motion carried.**

#### **T & N WELL DRILLING ESTIMATE:**

The Court reviewed an estimate from T & N Well Drilling, LLC, for a 900 foot well, 20 HP pump and motor, control panel, wire, 3" pipe and installation for a total of \$13,000.00; This estimate was required by the Court so that Mr. Tibbets could continue to get paid. No action required at this time.



### **COURTHOUSE LIGHTING UPGRADE:**

The need to replace fluorescent light ballasts and bulbs throughout the courthouse was discussed. The new fixtures will be more energy efficient.

**Motion by Commissioner Smith, second by Commissioner Burnet, to authorize expenditures to upgrade lighting in the courthouse as needed. Motion carried.**

### **COURTHOUSE HEATING/COOLING SYSTEM:**

Judge Thompson reported Ron McDermid is researching replacement of the courthouse heating/cooling system.

### **WIND SYSTEMS MAGAZINE AD:**

Judge Thompson requested authorization to expend \$800.00 to place an ad promoting Sherman County in Wind Systems Magazine.

**Motion by Commissioner Smith, second by Commissioner Burnet, to approve the expenditure of \$800.00 for an ad in Wind Systems magazine. Motion carried.**

### **DISCUSSION ITEMS:**

Contract – Waste Management Disposal Services of Oregon, Inc.:

Under review by County Counsel

Commissioner Reports:

Burnet – NORCOR averaging 50-60 empty beds; new board chairman

Smith – Mid-Columbia Center for Living – executive director interviews

Thompson – AOC issues, BETC bill, attending NaCo National Convention in March along with Commissioner Smith

### **CONSENT AGENDA – MINUTES OF FEBRUARY 9, 2010, SPECIAL SESSION, REVENUE/EXPENDITURE SUMMARY (JANUARY) AND TREASURER'S REPORT (JANUARY):**

The Court reviewed all items on the Consent Agenda.

**Motion by Commissioner Burnet, second by Commissioner Smith, to approve the consent agenda as presented. Motion carried.**

### **NCESD PRESENTATION – EMERGING TECHNOLOGIES FOR COLLABORATION:**

The Court discussed the presentation heard during the staff meeting by Rinda Montgomery Conwell of North Central Education Service district on "Emerging Technologies for

Collaboration.” The Court believes this cutting edge technology could be an important educational tool for the school district. It was the consensus of the Court to prepare a letter to the School District acknowledging their support of this program, encouraging the district to explore its possibilities and informing the district the County would be supportive of providing funding should the district choose to pursue inclusion of this program into their curriculum.

**THERE BEING NO FURTHER MATTERS AT ISSUE, COURT WAS ADJOURNED.**

ATTEST:

Caree Thompson  
~~COURT ADMINISTRATIVE~~  
ASSISTANT  
County Clerk/Deputy

[Signature]  
JUDGE

[Signature]  
COMMISSIONER

[Signature]  
COMMISSIONER