



Court Agenda

Special Session

March 30, 2017

9:00 a.m.

1.0 Discussion Items:

1.1 9:00 a.m. Compensation Board

1.2 9:15 a.m. Executive Session in Accordance with ORS 192.660 (2) (i) Personnel

1.21 9:15 a.m. Ross Turney - Assessor

1.22 9:25 a.m. Brad Lohrey - Sheriff

1.23 9:35 a.m. Rod Asher – Weed District Director

1.24 Written Requests

1.25 Court Employees

1.3 Brainstorming for Possible Special Projects

Adjourn Special Session

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

*ORS 192.660 (2) (d) Labor Negotiations ORS 192.660 (2) (h) Legal Rights
ORS 192.660 (2) (e) Property ORS 192.660 (2) (i) Personnel*



**SHERMAN COUNTY COURT
SPECIAL SESSION
SHERMAN COUNTY CIRCUIT COURTROOM**

MINUTES

March 30, 2017

Opened Court: 9:00 a.m.

Present: Judge Gary Thompson, Commissioner Tom McCoy, Commissioner Joe Dabulskis, Administrative Assistant Lauren Hernandez

A quorum was present. No news media was present.

SUMMARY OF ACTIONS TAKEN

Motion by Commissioner McCoy, second by Commissioner Dabulskis, to approve a 2% Cost of Living Adjustment increase for county employees for fiscal year 2017-2018.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

Motion by Commissioner McCoy, second by Commissioner Dabulskis, to go into Executive Session in Accordance with ORS 192.660 (2) (i) Personnel.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

Motion by Commissioner Dabulskis, second by Commissioner McCoy, to approve a third certification for the sergeant position and to authorize Sheriff Lohrey to hire a new deputy at a step higher than step A if warranted. Step increases are approved for Deputy Assessor Drew Messenger, Deputy James Burgett, Deputy Solomon Jacobsen, and Weed Technician Michael Henricksen contingent upon obtaining his Regulatory Weed category for Public Pesticide Applicator's License. Step increases are approved (for those eligible) for the following written requests: Justice Court – Theresa Olsen; District Attorney – Katie Paul; Road Department – Gary Shull, Bruce Olsen; Senior Center – Cindy Heater-Judah, Bonne Whitley.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

Motion by Commissioner Dabulskis, second by Commissioner McCoy, to approve step increases for the following county employees: County Court Administrative Assistant – Lauren Hernandez; Maintenance Technician – Dan Aldrich; Senior Center Manager – Jan Byram.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

1.0 Discussion Items

1.1 9:00 a.m. Compensation Board

Present: Rod Asher, Mark Coles, Ray Mabe, Keith Fritts, Luke Lawrence, Tate Eakin, Gary Shull, Bruce Olsen, Brad Lohrey, Debbie Hayden, Ron McDermid, Jennifer Willie

Debbie Hayden, Finance Director, explained the court will determine the Cost of Living Adjustment (COLA) for the next fiscal year but will make no decision on the insurance plan at this time. The current insurance plan will no longer be offered after January, and a meeting is scheduled between Citycounty Insurance Services (CIS) and a committee of staff member volunteers to discuss two new plan options and to select a new one. One is a copay plan, and the other is a high-deductible plan. Debbie presented a spreadsheet showing what different COLAs will cost the county based on current salaries. The cost of Public Employees Retirement System (PERS) will increase significantly depending on the tier of the employee. The increase will cost the county an additional \$97,000. The employee contribution amount employees pay will remain 6%. Only the employer portion is increasing. Debbie stated the cost of insurance should go down, but the deductible will go up. She suggested the court could offset the reduction in medical benefits by giving a COLA increase. Brad Lohrey, Sheriff, compared COLAs in surrounding areas and found Gilliam County gave 2.2%, Northern Oregon Regional Corrections gave 1.5%, and Frontier Regional gave 2%. The Sherman Public/School Library will wait to hear the court's decision but has budgeted for several options. The school is still undecided. Commissioner McCoy stated the inflation rate for the Portland/Salem index was 1.1%, and at the federal level, the inflation rate was .3%.

Motion by Commissioner McCoy, second by Commissioner Dabulskis, to approve a 2% Cost of Living Adjustment increase for county employees for fiscal year 2017-2018.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

After the insurance committee meets with CIS, the committee will make a recommendation to the court about which insurance plan to adopt. The court will decide whether or not to adopt the recommended plan.

1.2 9:15 a.m. Executive Session in Accordance with ORS 192.660 (2) (i) Personnel

Present: Debbie Hayden, Ross Turney, Rod Asher, Brad Lohrey

Motion by Commissioner McCoy, second by Commissioner Dabulskis, to go into Executive Session in Accordance with ORS 192.660 (2) (i) Personnel.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

- 1.21 9:15 a.m. Ross Turney – Assessor
- 1.22 9:25 a.m. Brad Lohrey - Sheriff
- 1.23 9:35 a.m. Rod Asher – Weed District Director
- 1.24 Written Requests
- 1.25 Court Employees

The court entered into executive session at 9:11 a.m.

The court discussed compensation requests for county employees.

The court reviewed the salary schedule draft incorporating Local Government Personnel Institute recommendations, is recommending it, and will formally adopt it at a later time.

Executive session closed at 9:56 a.m.

Motion by Commissioner Dabulskis, second by Commissioner McCoy, to approve a third certification for the sergeant position and to authorize Sheriff Lohrey to hire a new deputy at a step higher than step A if warranted. Step increases are approved for Deputy Assessor Drew Messenger, Deputy James Burgett, Deputy Solomon Jacobsen, and Weed Technician Michael Henriksen contingent upon obtaining his Regulatory Weed category for Public Pesticide Applicator’s License. Step increases are approved (for those eligible) for the following written requests: Justice Court – Theresa Olsen; District Attorney – Katie Paul; Road Department – Gary Shull, Bruce Olsen; Senior Center – Cindy Heater-Judah, Bonne Whitley.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

Motion by Commissioner Dabulskis, second by Commissioner McCoy, to approve step increases for the following county employees: County Court Administrative Assistant – Lauren Hernandez; Maintenance Technician – Dan Aldrich; Senior Center Manager – Jan Byram.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

1.3 Brainstorming for Possible Special Projects

Present: Debbie Hayden

Commissioner McCoy presented a budget projections spreadsheet, a special projects spreadsheet, and a brief explanation of the special projects spreadsheet.

The budget projections spreadsheet is to help determine how much potential discretionary money Sherman County has to invest in projects before the end of the SIP. Debbie Hayden, Finance Director, provided Commissioner McCoy with actual budget total numbers since 2007, and Commissioner McCoy projected these numbers out to the end of SIP in 2022/2023. The spreadsheet is only a projection of different scenarios of possible projects and the impact of those projects on the budget. The projections are based on funds the Budget Committee approved last fiscal year.

The Additional Fees line item under Wind Revenue is the main source of discretionary funds. The Additional Fees line item is large until 2022/2023 and then declines rapidly. Discretionary funds are funds the county has in balances that are not in any of the three dedicated reserves or are extra above what the county needs to operate. On the projections spreadsheet, a County Operating Reserve Fund was created. The county needs approximately \$8 million of working capital, and this amount will be increased approximately 2% each year. Taking the total county funds, after subtracting the Resident Incentive Annuity Fund, the Courthouse Facility Reserve, the County Reserve, and the County Operating Reserve, the leftover fund balance is discretionary money the court could choose to spend on possible projects.

In scenario one, Commissioner McCoy listed possible upcoming county projects. The scenario assumes the county will have a Discretionary Fund balance of \$15 million available at the end of SIP in 2022/2023. This is in addition to the County Reserve, which will then have a balance of \$22 million. With \$15 million of Discretionary Funds remaining, \$6 million remains available for projects until the end of SIP.

Commissioner Dabulskis asked about the annual \$150,000 payment for the emergency services digital switch. Debbie explained this is for the cost of maintaining and upgrading the digital switch, and Wheeler, Gilliam, and Sherman County each pay a portion of the cost. Commissioner Dabulskis asked about the \$300,000 for engineering for the fairgrounds covered arena. The arena is estimated to be built in 2019/2020, and the projected \$300,000 cost is for the beginning of engineering for the arena a year before the project is projected to start. The total project will cost approximately \$2.5 million, and \$300,000 will be given a year early to get the project planned out. This is merely a projection of one possible scenario.

The County Reserve annually receives 20% of SIP funds, though this was not funded this year due to expenses for the new courthouse facility. It is possible some of the money could be funded depending on the budget. The money not funded this year will be repaid in 2018/2019.

The Biggs Service District Water System Improvements Project will be funded through a \$500,000 United States Department of Agriculture (USDA) grant, a \$1 million USDA loan, and \$500,000 of county funds.

On the special projects spreadsheet, the total revenue minus ongoing expenditure balance plus Discretionary Reserves at the end of 2015/2016 showed total funds available at approximately \$50 million. From this total, the expected contribution to reserve funds was subtracted, including \$12 million to the County Reserve, \$3 million to the Resident Incentive Annuity, and \$1 million for Operating Reserves. This leaves a balance of \$33 million. After taking out funds for the courthouse addition, \$28 million is left available for special projects until 2022/2023. The desired Discretionary Fund balance of \$15 million will be taken from this available \$28 million.

Projects for 2016/2017 approved by the Budget Committee include fiber to Rufus, the emergency services digital switch, other projects, South Sherman Fire & Rescue fire hall, Biggs Service District water project, fiber to Wasco and Grass Valley, and the Cottonwood Experience Center. \$3.3 million is available for special projects. These projects will cost approximately \$2.4 million, increasing the Discretionary Reserves by \$1 million. This \$1 million could possibly be put towards refunding the County Reserve.

Projects for 2017/2018 include the emergency services digital switch, South Sherman Fire & Rescue fire hall, payment to the City of Wasco for the Wasco Annex, and the Starvation Lane Federal Land Access Program (FLAP) Grant match. Last year, the Budget Committee authorized \$250,000 for the fire hall as well as \$110,000 for planning the facility. A total of \$500,000 will be allocated to the fire hall. Assuming the City of Wasco accepts the offer to take over the Wasco Annex, the county will pay \$250,000, and in 2017/2018, half of this payment will be made. For the Starvation Lane FLAP Grant match, \$170,000 is projected. These projects will cost approximately \$695,000.

Projects for 2018/2019 include the emergency services digital switch, the engineering cost of the fairgrounds arena, and the second half of the payment to the City of Wasco for the Wasco Annex.

Projects for 2019/2020 include the emergency services digital switch and the fairgrounds covered arena.

Projects for 2020/2021 include the county's share of the new 911 center and the emergency services digital switch. The 911 center should produce revenue for the county, so the county's contribution will likely be paid back.

Projects for 2021/2022 include Giles French Park and the emergency services digital switch.

Projects for 2022/2023 include the emergency services digital switch.

Of the \$28 million available for special projects, all of the listed project totals were subtracted. The desired Discretionary Fund balance of \$15 million was subtracted, leaving a remaining balance of \$6 million that could be invested in additional projects while leaving \$15 million of discretionary funds available at the end of SIP.

No new projects were added to the list.

The Biggs Service District Water System Improvements Project is funded out of the current fiscal year's budget. South Sherman Fire & Rescue (SSFR) is waiting on the results of the economic salary study. It is unclear if more funds will be request from the Budget Committee for the fire hall project. In the past, the Budget Committee agreed to authorize funds for the project to allow SSFR to apply for grants and have matching funds available. Brief discussion was held about adding a potential truck stop in Kent to the project list, though this project would be years away. Debbie suggested the remaining \$6 million be left in contingency for the future.

Debbie asked if the court would like to try to make the payment to the reserve or hold off this year. Currently, the fund has \$12 million. If the payment is made this year, the beginning fund balance will be \$10 million. The Courthouse Facility Reserve has a balance of \$6 million and needs an additional \$3 million to pay for the project. Debbie stated \$2 million can be paid during the 2017/2018 fiscal year, and the remaining \$1 million can be paid during the 2018/2019 fiscal year. If funds are available before 2018/2019, the payment can be made ahead of time.

Being no further business before the Court, the special session was adjourned at 10:43 a.m.

Sherman County Court

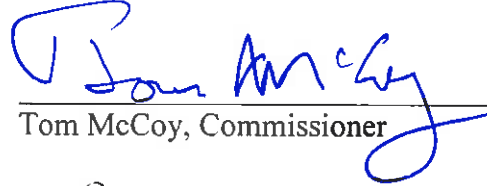


Gary Thompson, Judge

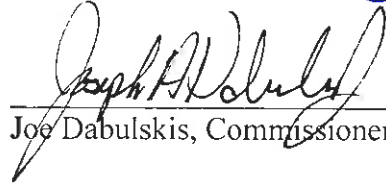
Attest:



Lauren Hernandez
Administrative Assistant



Tom McCoy, Commissioner



Joe Dabulskis, Commissioner