



Court Agenda

January 19, 2011

9:00 a.m.

1.0 Appointment Schedule:

- 1.1** 9:00 a.m. Ron McDermid – Justice Court – Quarterly Report; Courthouse Project Update
- 1.2** 9:30 a.m. Dee Lieuallen, Theresa Mobley – Commission on Children & Families – Quarterly Report
- 1.3** 9:45 a.m. Beth McCurdy – Fair Board – Quarterly Report
- 1.4** 10:00 a.m. Jenine McDermid – County Clerk – Quarterly Report; Subaru Repairs
- 1.5** 10:15 a.m. Bryan Hunt – Tri-County Veterans Service Officer – Quarterly Report
- 1.6** 10:30 a.m. Jessica Metta – Mid-Columbia Economic Development District Project Manager – Quarterly Report
- 1.7** 11:00 a.m. Brad Lohrey – Sheriff – Quarterly Report
- 1.8** 11:15 a.m. Debbie Hayden – Finance Director – Quarterly Report
- 1.9** 11:30 a.m. Dean Dark – Wildlife Services – Quarterly Report
- 1.10** 1:30 p.m. Marnene Benson-Wood – Transit Coordinator – ODOT Public Transit Agency Quarterly Report; 2011-13 Grant Application – State Discretionary Grant Program (Operations); 2011-13 Grant Application - Federal 5310 Program (Vehicle replacement, Preventative Maintenance)
- 1.11** 2:00 p.m. Bill Fashing – Mid-Columbia Council of Governments – Sherman County Housing Inventory
- 1.12** 2:45 p.m. Dan Devlin – Management Resource, LLC – Proposal for Installation of Wireless Access Points

Additions to Agenda:

2.0 Action Items:

- 2.1 Eastern Oregon Visitor Association Trip Planner Ad
- 2.2 Appointments – Special Transportation Fund Advisory Board: Kathy Fritts, Randy Hilderbrand

3.0 Discussion Items:

- 3.1 Thank You Letter – North Sherman Preschool, Inc.
- 3.2 Housing Rehab Program – Update
- 3.3 John Day River Territory: Rural Tourism Studio Completion; Organizational Plans; Oregon Governor’s Conference on Tourism
- 3.4 Commissioner Reports

4.0 Consent Agenda:

- 4.1 Minutes of January 5, 2010
- 4.2 Revenue/Expenditure Summary – December
- 4.3 Treasurer’s Report – December

5.0 Future Agenda Items:

***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
REGULAR SESSION
Sherman County Circuit Courtroom

MINUTES

January 19, 2011 9:05am

Present: Gary Thompson, County Judge; Steve Burnet and Mike Smith, Commissioners; Melva Thomas, Court Administrative Assistant; Jenine McDermid, County Clerk.

SUMMARY OF ACTIONS TAKEN

Motion by Commissioner Burnet second by Commissioner Smith to appoint Gilliam County Justice of the Peace Cris Patnode as judge pro-tem for the Sherman County Justice Court 2011 calendar year. Motion carried.

Motion by Commissioner Burnet and second by Commissioner Smith to approve an additional payment in the amount of \$3,000 to Athay & Associates for revision of the construction documents into two bid packages. Motion carried.

Motion by Commissioner Burnet and second by Commissioner Smith to accept the insurance company's offer of payment in the amount of \$3,009.80 for repairs to the 2002 Subaru. Motion carried.

Motion by Commissioner Smith and second by Commissioner Burnet authorizing the expenditure of up to \$260 for a half-page John Day River Territory ad in the Eastern Oregon Visitors Association Trip Planner. Motion carried.

Motion by Commissioner Burnet and second by Commissioner Smith to appoint Kathy Fritts and Randy Hilderbrand to four-year terms on the Special Transportation Fund Advisory Board pending completion of required paperwork and criminal background checks. Motion carried.

Motion by Commissioner Smith and second by Commissioner Burnet authorizing transfers from County General to other funds in the amount of \$120,508 as recommended. Motion carried.

Motion by Commissioner Burnet and second by Commissioner Smith authorizing Judge Thompson to sign the Lease of Building document between Sherman County and the Sherman County School District for the Sherman County Public/School Library, with a term commencing on April 1, 2010 and ending on midnight March 31, 2060 and base rent in the sum of \$1.00. Motion carried.

Motion by Commissioner Smith second by Commissioner Burnet to approve the ODOT Public Transit Division Agency Quarterly Report for October-December 2010 as presented. Motion carried.

Motion by Commissioner Burnet and second by Commissioner Smith approving and authorizing Judge Thompson to sign the STG State Discretionary Grant Program 2011-13 grant application in the amount of \$30,000 for project administration expense during fiscal years 2011-12 and 2012-13. Motion carried.

Motion by Commissioner Smith and second by Commissioner Burnet approving and authorizing Judge Thompson to sign the Federal 5310 Program 2011-13 grant application in the total amount of \$76,000 for the purchase of a new four-wheel drive vehicle and preventative maintenance for vehicles. Motion carried.

Motion by Commissioner Smith and second by Commissioner Burnet to approve the consent agenda consisting of the January 5, 2010 minutes, December revenue/expenditure summary, revised November Treasurer's Report and December Treasurer's Report. Motion carried.

Motion by Commissioner Smith and second by Commissioner Burnet to approve moving ahead with Management Resource LLC for the first phase of the development of a county-wide wireless network consisting of a physical site survey in an amount not to exceed \$1,200 and for county legal counsel to draw up an agreement for the remainder of the project. Motion carried.

Motion by Commissioner Burnet and second by Commissioner Smith to approve payment to Mid-Columbia Building and Code Services in an amount not to exceed \$2,500 for the plan review fee pertaining to the courthouse renovation project. Motion carried.

1.1 JUSTICE COURT – QUARTERLY REPORT; COURTHOUSE PROJECT UPDATE – RON MCDERMID, JUSTICE OF THE PEACE:

Ron McDermid presented his report for the second quarter of fiscal year 2010-11. Overall, Justice Court revenues were slightly above projected levels. The combined JP fees and violation surcharges line items are above the projected level to date. Traffic filings for this quarter to date are increased over those of the previous fiscal year. Other information regarding collections activity was also reported. It is uncertain if the surcharge will continue into the future and may change based on legislative activity.

A copy of a letter was submitted to the Court by Judge McDermid as required and describing in detail his legal education activity over the past two years. Also received was a request by Judge McDermid for the appointment of Gilliam County Justice of the Peace Cris Patnode as pro tem Justice Court Judge, for Sherman County for the 2011 calendar year.

Motion by Commissioner Burnet second by Commissioner Smith to appoint Gilliam County Justice of the Peace Cris Patnode as judge pro-tem for the Sherman County Justice Court 2011 calendar year. Motion carried.

In other business, Ron reported driver education class applications are now available. He has been in contact with Representative Huffman and Mike Eliason of AOC. There is now legislation being sponsored by the Representative proposing that counties have the same statutory authority as school districts and educational service districts over driver ed programs, including student compensation. This would continue to be an ODOT sponsored program. Representative Huffman has received bi-partisan support for this bill.

With regard to the Courthouse Renovation Project, a meeting was held with Larry McGinnis and Jay McCarthy concerning the thermostat, with a recommendation to move ahead with a modern, web-based monitored system at an estimated cost of well under \$20,000. A work group meeting with Glenn Sexton of NIS and Ron Athay of Athay & Associates was held to review the construction documents. The design team made a determination to split the project into two sets of documents to separate out the ARRA portion of the project, which will make reimbursement simpler. The most affected was Athay's electrical portion of the project, in which he had to redo the documents and also explain the changes in each set, adding an additional expense of \$3,000.

Motion by Commissioner Burnet and second by Commissioner Smith to approve an additional payment in the amount of \$3,000 to Athay & Associates for revision of the construction documents into two bid packages. Motion carried.

Lee Willeman of ODE and Debbie Hayden have been communicating regarding the project reporting process. Lee informed the design team of reporting assistance available from MCEDD. The Court felt MCEDD could be utilized as appropriate. It was hoped additional bid timeline information will be ready in early February.

1.2 COMMISSION ON CHILDREN & FAMILIES – QUARTERLY REPORT – DEE LIEUALLEN AND THERESA MOBLEY:

Dee Lieuallen and Theresa Mobley submitted a written report outlining their quarterly activities including letters of intent for the 2011 OYCC and OYEI summer grant programs for youth; reported on "The Bully Fix" presentation; a grant was received from the Sherman County Cultural Coalition for funding assistance with the Missoula Children's Theatre; collaborated with local counties on a EUDL Grant application;

partnered with other counties and North Central Early Education to submit a grant for parenting education services; worked with Sherman High School staff to write an SDL grant for the purchase of a school/community electronic/digital reader board; attended first aid/CPR training; coordinated the "Husky Hygiene Hustle"; provided the high school with sports program covers containing prevention messages; reported on quarterly reports submitted and an upcoming RFP Committee meeting; distributed water bottles to all students grades 7 through 12 promoting prevention of underage drinking; reported on state budget information. Staff met with representatives from the Office of Healthy Kids regarding new program providing free or low cost health care coverage for Oregon children and will attend training for certified application assisters. Staff presented to the Court an organizational chart, flow charts for SCCC state and federal funds received and 2010-11 program allocations.

1.3 FAIR BOARD – QUARTERLY REPORT – BETH MCCURDY:

Also present were Karl Richter, Erin Weedman, Dee Lieuallen and Debbie Hayden. Beth presented fair board minutes for the months of June through October, as well as unapproved minutes from the January 12th, 2011 meeting. It was recommended by the fair board for the County to handle bathroom repairs at the rental house, establish the monthly rental rate for the house and handle the remaining repairs/improvements needed for the rental house, grandstands and electrical issues. Commissioner Burnet advised a decision would not be made that day and asked for a priority list from the fair board. Erin stated the board has safety concerns with the electrical service, grandstand and house. Beth is in the process of writing a grant to the Oregon Cultural Trust for a new grandstand roof. She added lights were donated by Wasco Electric for the parking lot, but they are need of a pole. The Court will discuss the priority items at a future meeting.

The board also asked about payment for spouses' meals at the state convention, which has been covered by the fair board in the past. Finance director Debbie Hayden, who began payment of fair-related expenses in 2010, advised at that time she had explained to fair staff it is against county policy to cover spouses' meals. She added the County did cover the meals in 2010 and asked that this change be communicated to fair board members. Beth and Melva are in the process of researching the fairs bylaws. Judge Thompson added that fair board responsibilities are addressed in state statute. The board has selected dates, a theme and grand marshals for the 2011 fair.

1.4 COUNTY CLERK – QUARTERLY REPORT; SUBARU REPAIRS – JENINE MCDERMID:

It was reported the November 2010 General Election had a voter turnout of 76% in Sherman County, with 1,253 voters now registered. In 2010 the clerk's office processed 414 recordings, 237 notary requests, 15 surveys, 5 probate/small estates, 9 new juvenile cases, 46 passport applications, 7 marriage licenses, ongoing case filings, voter registration and election system improvements. Jenine McDermid also reported on the progress of the digital imaging project by Family Search; agreements developed and approved by legal counsel for on-line access to public assessment and tax information

and weekly copies of recorded documents; learned of a visit in November to all Oregon counties by Steve Trout, Director of Elections to view voting facilities.

The Court received correspondence from City/County Insurance Services advising the county could either tow the vehicle to a repair shop or receive payment in the amount of \$3,009.80 to cover the estimated cost of front end and windshield repairs needed to the 2002 Subaru as a result of a collision with a deer.

Motion by Commissioner Burnet and second by Commissioner Smith to accept the insurance company's offer of payment in the amount of \$3,009.80 for repairs to the 2002 Subaru. Motion carried.

1.5 TRI-COUNTY VETERANS SERVICE OFFICER – QUARTERLY REPORT – BRYAN HUNT:

The Court received a quarterly report from Bryan Hunt. He reported a total of 35 interviews per month with veterans over the previous quarter, including \$8,448 in recoveries during this period. Also reviewed were his individual county activity report, composite activity report and his quarterly financial report.

1.6 MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT PROJECT MANAGER – QUARTERLY REPORT – JESSICA METTA:

Jessica Metta reported on her activities including work involving the John Day River Territory tourism workgroup; the Sherman County solar program; developments regarding the possible redevelopment of Giles French Park; an urban renewal discussion at the Sherman County Third Thursday lunch; her participation with CGBREZ at the Small and Community Wind Conference in Portland in December and future plans for the CGBREZ booth at the 2011 Wind Power Conference in Anaheim; assisting the Columbia Gorge Arts and Culture Alliance; participation in Gorge Technology Alliance, GAIN and Oregon Connections Telecommunications Conference and other funding opportunities.

1.7 SHERIFF'S QUARTERLY REPORT – BRAD LOHREY:

Sheriff Lohrey spoke about 2010 overall being a good year, despite having two deputies gone for a total of nearly six months. He reported citing 1,756 for traffic violations; served 113 civil papers, much higher number than normal; had 577 actual cases, which was down 30 from 2009; had almost 6,000 calls to dispatch. Deputy Jeremy Shull attended training in Minnesota and is now a certified forensics interviewer for children; Deputy Shull continues his work with the narcotics task force; Deputy Tim Schneider will be attending marine school training to serve as a backup for Marine Deputy Daniel Hall. Officers recently received new uniforms. Tri-County Corrections may be seeing a 30% reduction in funding. He also reported that approximately 100 persons currently living in Sherman County are on probation. The Sheriff said he will be requesting two new cars this year.

1.8 FINANCE DIRECTOR QUARTERLY REPORT – DEBBIE HAYDEN:

Debbie Hayden reported the annual audit is complete. Additionally, a letter has been received from Lori Stieber of the IRS indicating acceptance of their audit. She also reported 91% of the 2010 property taxes have been collected. Personal property tax liens have been filed on some manufactured homes. There was discussion on options to be considered regarding this issue. All SIP revenue payments were received and all transfers and payments to other entities have been made. She completed and mailed W-2s the previous week. Debbie has an appointment scheduled with the accountant to discuss the new accounting standard effective in July. She has also been involved in entering data into the website associated with the HVAC project.

1.9 WILDLIFE SERVICES QUARTERLY REPORT – DEAN DARK:

The Court met with Dean Dark who reported on his activities trapping coyotes, feral pigs and dogs within the county. He will begin pre-baiting traps soon. There are no signs of wolves in the county and he has not seen any signs of beavers returning to the area near Rufus.

2.1 EASTERN OREGON VISITOR ASSOCIATION TRIP PLANNER AD:

Melva Thomas reported the group is proposing to use the same ad as last year, with a couple of changes. She asked the Court to authorize expenditure of up to \$260, which would give flexibility in terms of the size of ad.

Motion by Commissioner Smith and second by Commissioner Burnet authorizing the expenditure of up to \$260 for a half-page John Day River Territory ad in the Eastern Oregon Visitors Association Trip Planner. Motion carried.

2.2 APPOINTMENTS – SPECIAL TRANSPORTATION FUND ADVISORY BOARD: KATHY FRITTS, RANDY HILDERBRAND:

Motion by Commissioner Burnet and second by Commissioner Smith to appoint Kathy Fritts and Randy Hilderbrand to four-year terms on the Special Transportation Fund Advisory Board pending completion of required paperwork and criminal background checks. Motion carried.

2.3 BUDGET TRANSFERS AND PAYMENT AUTHORIZATION:

Motion by Commissioner Smith and second by Commissioner Burnet authorizing transfers from County General to other funds in the amount of \$120,508 as recommended. Motion carried.

2.4 LEASE OF BUILDING BETWEEN SHERMAN COUNTY AND SHERMAN COUNTY SCHOOL DISTRICT FOR PUBLIC/SCHOOL LIBRARY:

Melva Thomas said county legal counsel approved the lease document. There was discussion with regard to the power lift and Commissioner Burnet said the county had agreed to pay half the cost. Fundraising continues for the handicapped accessible door.

Motion by Commissioner Burnet and second by Commissioner Smith authorizing Judge Thompson to sign the Lease of Building document between Sherman County and the Sherman County School District for the Sherman County Public/School Library, with a term commencing on April 1, 2010 and ending on midnight March 31, 2060 and base rent in the sum of \$1.00. Motion carried.

3.1 THANK YOU LETTER – NORTH SHERMAN PRESCHOOL, INC.:

The Court received a thank-you letter from the North Sherman Pre-School Board of Directors for the 2010-11 school year funding contribution.

3.2 EXTENSION/EXPERIMENT STATION HAZARDOUS MATERIALS INSPECTION REPORT:

This report was prepared by Fulcrum Environmental Consulting, Inc. and pertains to the experiment station facility. After discussion and based on the report it was determined a local person/firm could be hired for the demolition of the existing facility. No action taken at this time.

3.3 HOUSING REHAB PROGRAM – UPDATE:

Melva Thomas provided the Court with an income/expense summary July 1, 2010 through current. There are seven loans either finalized or in the works. The program is going well.

3.4 JOHN DAY RIVER TERRITORY: RURAL TOURISM STUDIO COMPLETION; ORGANIZATION PLANS; OREGON GOVERNOR'S CONFERENCE ON TOURISM:

Melva reported on completion of Rural Tourism Studio. The group is now eligible for a \$10,000 matching grant. A USDA Rural Business Enterprise Development grant in the amount of \$11,000 was received. The John Day Territory group will be forming a 501C6 organization, similar to a chamber of commerce. She hopes to attend the Oregon Governor's Conference on Tourism at Eugene in April.

3.5 COMMISSIONER REPORTS:

Commissioner Burnet reported on the first meeting with the extension office architect. The next meeting will be held on January 28th. He learned the library has a checking account for the purpose of book sale revenues and donations for landscaping. He spoke with both the county finance director and school district's business manager with regard to maintenance of this account, with the school district agreeing take this on.

NORCOR will have a bid opening on January 25 and at that point the amount needed for the project and the amount needed from Sherman County will become known.

Commissioner Smith said he visited with Rene' Moore about the proposed new Moro city hall structure and that the council continues to be supportive of the project. He reported on attendance at the HVAC and telecommunication project meetings and observed the teams are working well together and are obtaining input from all county offices. Commissioner Smith suggested the Court consider hiring a maintenance handyman for the county, someone that could also do work at the fairgrounds. Melva added that Debbie Hayden made copies of state statute regarding fairs and fairgrounds and recommended those statutes be reviewed.

1.10 ODOT PUBLIC TRANSIT AGENCY QUARTERLY REPORT; 2011-13 GRANT APPLICATION – STATE DISCRETIONARY GRANT PROGRAM (OPERATIONS); 2011-13 GRANT APPLICATION – FEDERAL 5310 PROGRAM (VEHICLE REPLACEMENT, PREVENTATIVE MAINTENANCE) – TRANSIT COORDINATOR, MARNENE BENSON-WOOD:

Marnene Benson-Wood reported they have five vehicles in service, two of which are backups. The bus barn grant was approved; however the construction cost has increased since the application was submitted. She requested the grant be amended to remove the freestanding passenger shelter and apply those funds toward the bus barn expansion, which is the greatest need. The project must be completed before June 30; has gone out for bid with Lupin Construction submitting the lowest bid. The addition will be extended 30' from the end of the bus barn to the west and will also extend an additional 6' to the north, into the current fenced area of the road department. The Grand Caravan vehicle with a fold down ramp has been ordered and should arrive in April. Marnene also reported receiving paperwork for the new board members.

Motion by Commissioner Smith second by Commissioner Burnet to approve the ODOT Public Transit Division Agency Quarterly Report for October-December 2010 as presented. Motion carried.

Motion by Commissioner Burnet and second by Commissioner Smith approving and authorizing Judge Thompson to sign the STG State Discretionary Grant Program 2011-13 grant application in the amount of \$30,000 for project administration expense during fiscal years 2011-12 and 2012-13. Motion carried.

Motion by Commissioner Smith and second by Commissioner Burnet approving and authorizing Judge Thompson to sign the Federal 5310 Program 2011-13 grant application in the total amount of \$76,000 for the purchase of a new four-wheel drive vehicle and preventative maintenance for vehicles. Motion carried.

1.11 MID-COLUMBIA COUNCIL OF GOVERNMENTS – SHERMAN COUNTY HOUSING INVENTORY – BILL FASHING:

The Court met with Bill Fashing to review the Sherman County Housing Inventory report he completed. In his report he stated there is not a shortage of lots for development. He sees the greatest need currently as rental units for families. After discussion it was agreed to meet for a work session involving representatives of Mid-Columbia Housing Authority, USDA, Bank of Eastern Oregon and local developers. County legal counsel will also be contacted for input.

Additionally, Commissioner Burnet asked John Arens, who was also in attendance about the food funding allocation for the Sherman Senior/Community Center. John said he knows of nothing in the nutrition standards that requires the kitchen to serve fresh versus frozen foods.

4.0 CONSENT AGENDA: MINUTES OF JANUARY 5, 2010; REVENUE/EXPENDITURE SUMMARY – DECEMBER; TREASURER’S REPORT – NOVEMBER (REVISED); TREASURER’S REPORT – DECEMBER:

Motion by Commissioner Smith and second by Commissioner Burnet to approve the consent agenda consisting of the January 5, 2010 minutes, December revenue/expenditure summary, revised November Treasurer’s Report and December Treasurer’s Report. Motion carried.

1.12 PROPOSAL FOR INSTALLATION OF WIRELESS ACCESS POINTS – MANAGEMENT RESOURCE, LLC – DAN DEVLIN:

The Court had a difficult time receiving bids for this project, according to Commissioner Smith. Dan Devlin reported on different locations within the county where broadcast radios could be installed, ranging from Kent to Wasco and possibly installing the higher locations first. He recommended purchasing equipment from Invictus to save the markup cost and also explained the equipment included in this proposal is upgraded from the original. Equipment would need to be installed at Juniper Flat in Washington in order to provide service to Biggs and Rufus as Frontier Telnet has no equipment at the Haystack location. Commissioner Smith asked about usage fees. Dan suggested visiting with Rob Myers regarding the \$6.00 per month per subscriber model, with payback to Sherman County.

It was recommended a site survey first be done at each city and obtain project approval from property owners. This would create the equipment list and then the County could move forward with equipment purchasing and installation. Dan said he would hope for

get 300 accounts over a three year period, with user fees paying for the system monitoring fees, which are estimated at less than \$800 per month. Commissioner Burnet asked about system maintenance. Dan replied he plans to have two local qualified service people able to respond to calls. He was unsure as to the cost of a service call, but didn't think it would be too much. He added that maintenance may be needed due to lightning strikes and at times problems on the subscribers end due to problems with the wind. Also, ISP users of the system out of Erskine will need to pay Frontier Telnet. There was discussion about an equipment survey being the first phase of the agreement.

Motion by Commissioner Smith and second by Commissioner Burnet to approve moving ahead with Management Resource LLC for the first phase of the development of a county-wide wireless network consisting of a physical site survey in an amount not to exceed \$1,200 and for county legal counsel to draw up an agreement for the remainder of the project. Motion carried.

Ron McDermid informed the Court he had just heard from Daryl Sieker and the design team is nearly finished with the plans and expect them to be ready to deliver to building codes by the end of the week. He will deliver the plans, along with payment based on the estimated cost of the overall project.

Motion by Commissioner Burnet and second by Commissioner Smith to approve payment to Mid-Columbia Building and Code Services in an amount not to exceed \$2,500 for the plan review fee pertaining to the courthouse renovation project. Motion carried.

THERE BEING NO FURTHER MATTERS AT ISSUE, COURT WAS ADJOURNED AT 4:25PM.



COUNTY JUDGE

ATTEST: 

COUNTY CLERK



COMMISSIONER



COMMISSIONER