



## Court Agenda

**October 17, 2012**

### **1.0 Appointment Schedule:**

- 1.1** 9:00 a.m. Sandy Macnab – Extension Service – Quarterly Report
- 1.2** 9:15 a.m. Amber DeGrange – Juvenile Director – Quarterly Report
- 1.3** 9:30 a.m. Jan Byram – Senior Center Manager – Quarterly Report
- 1.4** 10:00 a.m. Marnene Benson-Wood – Community Transit/Treasurer – Quarterly Report
- 1.5** 10:30 a.m. Carol Benkosky – Bureau of Land Management – BLM Update
- 1.6** 11:00 a.m. Wade McLeod, Jennifer Simpson – District Attorney – Quarterly Report
- 1.7** 11:15 a.m. Rod Asher – Weed Control/Grounds Maintenance – Quarterly Report
- 1.8** 11:30 a.m. Ron McDermid – Facilities Committee – Server Room Redundant Cooling System Recommendation
- 1.9** 1:30 p.m. Darrin Eckman, Mark Coles – Road Department – Re: Request for Proposals Intent to Award Protest

### **Additions to Agenda:**

## 2.0 Action Items:

- 2.1 Appointment – Board of Property Tax Appeals Alternate
- 2.2 Agreement between Sherman County and Cameron McCarthy Landscape Architecture & Planning – Giles French Park Project
- 2.3 Budget Transfers & Payment Authorization
- 2.4 Authorize Brad Lohrey to Represent County Court at October 18<sup>th</sup> NORCOR Meeting

### 3.0 Discussion Items:

- 3.1 Food Service Inspection Report – Senior & Community Center
- 3.2 Solar Loan Program – Updated Checklist
- 3.3 Wasco Annex – Draft Application for Facility Use
- 3.4 Protest Re: Aggregate Processing System Request for Proposals
- 3.5 Strategic Investment Program Billing
- 3.6 Columbia Gorge Community College – Scholarship Award
- 3.7 RV Park – Project Update
- 3.8 SAIF Dividend
- 3.9 November 7<sup>th</sup> Meeting Location
- 3.10 Holiday Calendar – Christmas Eve & New Year’s Eve
- 3.11 Commissioner Reports

#### 4.0 Consent Agenda:

- 4.1 Minutes of October 3, 2012
- 4.2 Revenue/Expenditure Summary – September
- 4.3 Treasurer’s Report – September

## 5.0 Future Agenda Items:

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



SHERMAN COUNTY COURT  
REGULAR SESSION  
SHERMAN COUNTY CIRCUIT COURTROOM

MINUTES

October 17, 2012 - 9:00 a.m.

Present: Judge Gary Thompson, Mike Smith, Commissioner, Melva Thomas, Court Administrator, Rita Wilson, Deputy Clerk

**SUMMARY OF ACTIONS TAKEN:**

**Motion** by Commissioner Smith, second by Judge Thompson, to approve as presented the ODOT Public Transit Division Agency Report for the period of July 1 to September 30, 2012. Vote: Unanimous.

**Motion** by Commissioner Smith, second by Judge Thompson, to accept Prairie City Builders proposal of \$1,348.95 to do work required to install in-wall air conditioner for the redundancy desired in the server room. Vote: unanimous.

**Motion** by Commissioner Smith, second by Judge Thompson, to authorize Ron McDermid to purchase air conditioner and sleeve, not to exceed \$900.00. Vote: unanimous.

**Motion** by Commissioner Smith, second by Judge Thompson, to accept proposal from Hire Electric in the amount of \$2,352 and not to exceed \$2,600 to install 4 heating units in the storage building with funds to come from Courthouse repairs and maintenance. Vote: unanimous.

**Motion** by Commissioner Smith, second by Judge Thompson, to approve the appointment of Justin Miller as alternate from the Non-Office Holding Pool to the 2012-2013 Board of Property Tax Appeals. Vote: Unanimous.

**Motion** by Commissioner Smith, second by Judge Thompson, to approve a contract agreement for Giles French Park Design and Consulting Services between Sherman County and Cameron McCarthy Landscape Architecture & Planning and authorizing Judge Thompson to sign, pending final approval from County Counsel. Vote: unanimous.

**Motion** by Commissioner Smith, second by Judge Thompson, to approve the following Budget Transfers and Payment Authorizations as requested by the Finance Director: Transfer from County General Fund to Sheriff Vehicle Reserve in the amount of \$40,000, to Emergency Services in the amount of \$18,945, to Senior Center in the amount of \$46,552 and to Wellness Center in the amount of \$2,500 for a total transfer of \$107,997.00. Vote: unanimous.

**Motion** by Commissioner Smith, second by Judge Thompson, to authorize Sheriff Brad Lohrey to represent the Sherman County Court at the October 18<sup>th</sup> NORCOR meeting. Vote: Unanimous.

**Motion** by Commissioner Smith, second by Judge Thompson, to adopt the Sherman County Wasco Annex Application for Facility Use. Vote: Unanimous.

**Motion** by Commissioner Smith, second by Judge Thompson, acting as the Contracting Agency for Sherman County, to deny all tenants of the protest that has been filed by Balzer Pacific dated October 10, 2012, concerning the RFP Intent to Award and authorizing Judge Thompson to sign a letter to that effect. Vote: unanimous.

**Motion** by Commissioner Smith, second by Judge Thompson, to declare December 24<sup>th</sup> and December 31<sup>st</sup> as 2012 holidays for all Sherman County employees. Vote: unanimous

**Motion** by Commissioner Smith, second by Judge Thompson, to approve the Minutes of October 3, 2012, Revenue/Expenditure Summary for September and Treasurer's Report for September as presented. Vote: unanimous.

## **1.0 APPOINTMENT SCHEDULE**

### **1.1 SANDY MACNAB – EXTENSION SERVICE – QUARTERLY REPORT**

Sandy told the Court that the conference room has been used 28 times, hosting approximately 340 individuals.

Just under 30% of the Extension budget has been expended.

He is trying to get funds from OSU. They have received about \$10,000.00 worth of technical equipment. He doesn't have the wiring costs yet. Sandy said he would like to see the building plans for wiring diagrams before installing wiring for the electronic equipment. Polycom will be put into use tomorrow.

Received \$368.00 from Energy Trust.

The stainless steel sink in the conference room is scratched and looks rusty. The Court advised Sandy that it should be covered by warranty. The outside double doors do not seal properly, leaving gaps at the bottom. Commissioner Smith said that this is the responsibility of the contractor and needs to be addressed as such. Melva will contact Milt Ketchum to see if he will contact 2KG and have the problem fixed. If that does not work, the Building Codes people need to be made aware so they can become involved.

It has been nearly a year since Sandy was to begin dividing his time between Wasco and Sherman Counties. He has not been doing that and probably won't. It is easier to work from his main office in Sherman County. Any phone calls from Wasco County can be transferred to the Sherman County office, so it is not a problem for Wasco County patrons get in touch with him.

Some no-till plots were established in Wasco County this year. Sandy said it will be interesting to compare the yields of the plots in the two counties.

Cindy Brown is working with the elementary after school program presenting healthy eating, survival cooking, and food preparation safety. OSU is trying to recruit Cindy to become an OSU employee. This move would be beneficial financially, to both Cindy and her son, who will be attending college at OSU, but Sandy said that the paperwork involved would increase dramatically.

Sandy asked about the official name for the facility. Research and Extension Building was again suggested. Signs for the building were discussed. OSU has a list of language they want used if they pay for the signs. If the county pays for the signs, OSU would have no input as to what the signs say. He also said that he would like to put up signs that can be read from both sides identifying each room inside the building.

The T1 line is costing \$1,200.00 a month. Sandy hopes to get them connected to the County's wireless system for a substantial savings. OSU has concerns about security, but, according to Commissioner Smith, the County's system can be made as secure as OSU needs it to be.

## **1.2 AMBER DEGRANGE – JUVENILE DIRECTOR – QUARTERLY REPORT**

Amber currently has one delinquency case and 12 dependency cases. Dependency cases require much more time than delinquency cases. She closed seven cases and opened four new ones. She attended NORCOR budget discussions, which appears to be up in the air once again. The TOOL Program is going well. Amber attended the OJDD Conference in Bend recently. She told the Court that she doesn't attend as many conferences as she used to.

Oregon Youth Authority is using ORRA, a tool using static factors (79% accurate) to determine where a juvenile should be placed rather than where there is a spot for them and to get an understanding of the risk factors. Discussed Deschutes County closing its Juvenile Detention Center and the impact it will have on NORCOR's juvenile facility.

## **1.3 JAN BYRAM – SENIOR CENTER MANAGER – QUARTERLY REPORT**

Jan reported that not as many events took place at the Senior and Community Center over the summer, but there are several things scheduled for the coming months. The Center menu is advertised and there is good attendance.

The long-term Meals On Wheels driver has retired due to health reasons, and the two back-up drivers are experiencing the crunch of fuel prices. Jan has mentioned this problem to



Commissioner Smith and has talked to Mary at MCCOG to see if there is funding available to reimburse the drivers for travel expenses. Commissioner Smith told Jan to email him with with her questions and he will take them to John Arens at MCCOG. The question of background checks was raised. Melva said that Sherman County's background check/volunteer form is on the County website. Commissioner Smith suggested that Jan have her volunteers complete the county's form now, and another later for MCCOG if they require something different.

There is \$5,902.00 in the gazebo project fund. There is also \$2,500.00 set aside by the Cultural Trust for the project after Jan supplies more information on the application. Two contractors have submitted bids for the project.

The annual Christmas Dinner/raffle is scheduled for December 18<sup>th</sup>. Letters have been sent out to businesses for donations and board members are beginning to solicit donations locally.

The computer in the Fireside Room is being used by some of the seniors. Jan said that she would welcome someone who could instruct the residents with some basic computer skills. Commissioner Smith suggested that perhaps a student from the high school would be willing to do something like this.

#### **1.4 MARNENE BENSON – COMMUNITY TRANSIT/TREASURER –QUARTERLY REPORT**

Marnene was unable to attend the meeting but provided her quarterly report for review.

**Motion by Commissioner Smith, second by Judge Thompson, to approve as presented the ODOT Public Transit Division Agency Report for the period of July 1 to September 30, 2012. Vote: Unanimous.**

Reviewed Treasurer's report; noted that 86% of the County funds are in the Oregon Investment Pool. Current rate is 0.6%.

#### **1.5 CAROL BENKOSKY – BUREAU OF LAND MANAGEMENT – BLM UPDATE**

Carol told the Court that she has worked for BLM for six years; six months in Prineville. She would like to know what topics the Court would like to discuss and how often they want updates from BLM. Commissioner Smith told her that fire protection is a concern, and fire suppression effort coordination. Carol said that there is a lot of unprotected land surrounding BLM land and BLM will respond once a fire reaches their land. She implied that if a fire starts on BLM land they respond immediately if resources are available. If a fire protection association was set up with the communities BLM could respond immediately regardless of where the fire started. Judge Thompson said that many lightening fires start on BLM land. Commissioner Smith asked if BLM ever considers controlled burns after harvest in an effort to prevent the large summer wildfires.

Another issue the Court reported to Carol was noxious weeds. BLM is working on an environmental assessment to study noxious weeds. They are attempting to get more chemicals

to aggressively treat these weeds. Carol said that generally BLM will transfer their funds to the County to take care of weed issues. Judge Thompson said that Sherman NRCS will be conducting a weed inventory along the Deschutes and John Day Rivers in the spring and suggested that BLM coordinate with them.

Law allows BLM to impose a fee for boating and they are proposing adding recreational permits on the John Day River to be implemented beginning the high float season of 2014. There are two days when permits can be obtained online. Historically some individuals get more permits than they need or will use, limiting the number of permits available. This has disadvantaged the outfitters. If no fee is imposed BLM patrols will be decreased significantly. A lot of garbage is being picked up along John Day River and BLM would like to put out dumpsters and improve some of the boat launch areas to help reduce the litter problem.

A handout explaining the renovation for the Maupin Section Foreman's House was reviewed. The goal is for the house to provide interpretive, educational and river information to visitors.

The Court told Ms. Benkosky that they would like updates once or twice a year, or if something significant occurs.

#### **1.6 WADE MCLEOD, JENNIFER SIMPSON – DISTRICT ATTORNEY- QUARTERLY REPORT**

The District Attorney's Office staff reported that it has been a busy year, already outpacing 2008 and 2010. They are anticipating extra expenses for investigations for an upcoming trial. A new laptop is arriving today. Wade told the Court that their copy machine will probably need replaced soon. Jen has some quotes in the \$5,000-\$10,000 range which they don't have in their office machine budget. Judge Thompson brought up the idea of setting up a sinking fund for office automation expenses; perhaps increase the amount put into the computer related fund, changing it to computer/office automation.

#### **1.7 ROD ASHER – WEED CONTROL/GROUNDS MAINTENANCE – QUARTERLY REPORT**

The Court told Rod about their discussion with Carol Benkosky from BLM, and her willingness to work with the County concerning noxious weed control. Rod said that he has worked with BLM in the past; that there is usually a meeting of several agencies in the spring and BLM is included. The Court encouraged Rod to contact Carol.

Rod reported that there is a lot of Skeleton Weed in Sherman County and he wants to know whether he should be spraying some of the bigger plots, or if the land owners need to be notified to take care of it. If he contracts out to private parties he feels he needs bigger equipment that allows him to spray larger areas. He mentioned the John Deere tractor at the fairgrounds. He thought he could put a spray rig on it and try to get some of the larger areas cleaned up. Commissioner Smith said that it was a good idea, but he could see potential "heartburn" over the issue. An agreement would need to be developed between the fair board and the County for the use of the tractor. Rod will look into costs for bigger equipment during the winter months. He is thinking about putting off buying a new pickup from the sinking fund for another year because he spent \$2,400.00 to have it repaired last year. He will hold a

meeting soon to discuss options with his board. Commissioner Smith asked Rod if he has ever done aerial spraying. Rod said that he has had helicopter spraying done and it wasn't very successful. He is thinking about trying fixed wing spraying. He will work with NCRS and ODFW on weed control along the river corridors.

Grounds maintenance: winterizing, disposing of leaves, taking the mower to RDO for service. The grounds maintenance at the Wasco Annex presents a problem in that it is next to impossible to keep the entire facility green. Melva questioned who determined it was the job of the Weed Department's responsibility and not the Wasco Annex property manager's. The group discussed installing an irrigation system in the area at the front of the building and developing a plan for the rest of the grass areas.

**1.8 RON MCDERMID – FACILITIES COMMITTEE – SERVER ROOM REDUNDANT COOLING SYSTEM RECOMMENDATIONS**

Ron presented a bid from Prairie City Builders for installing a through-the-wall air conditioner for \$1,348.95. He can get an air conditioner unit from Home Depot for less than \$750.00

**Motion by Commissioner Smith, second by Judge Thompson, to accept Prairie City Builders proposal of \$1,348.95 to do work required to install in-wall air conditioner for the redundancy desired in the server room. Vote: unanimous.**

**Motion by Commissioner Smith, second by Judge Thompson, to authorize Ron McDermid to purchase air conditioner and sleeve, at a cost of up to \$900.00. Vote: unanimous.**

Ron got a bid from Hire Electric for heating in the storage building. Their proposal included: Four heaters with thermostats and swivel brackets and installation.

**Motion by Commissioner Smith, second by Judge Thompson, to accept proposal from Hire Electric in the amount of \$2,352 and not to exceed \$2,600 to install 4 heating units in the storage building with funds to come from Courthouse repairs and maintenance. Vote: unanimous.**

**1.9 DARRIN ECKMAN, MARK COLES – ROAD DEPARTMENT – RE: REQUEST FOR PROPOSALS INTENT TO AWARD PROTEST**

Received recommendation from County Counsel Will Carey regarding Balzer Pacific RFP protest.

**Motion by Commissioner Smith, second by Judge Thompson, acting as the Contracting Agency for Sherman County, to deny all tenants of the protest that has been filed by Balzer Pacific dated October 10, 2012, concerning the RFP Intent to Award and authorizing Judge Thompson to sign a letter to that effect. Vote: unanimous.**



## **2.0 ACTION ITEMS**

### **2.1 Appointment – Board of Property Tax Appeals Alternate**

**Motion by Commissioner Smith, second by Judge Thompson, to approve the appointment of Justin Miller as alternate from the Non-Office Holding Pool to the 2012-2013 Board of Property Tax Appeals. Vote: unanimous.**

Melva will send a letter of appointment and a letter of thanks to the other applicant.

### **2.2 Agreement between Sherman County and Cameron McCarthy Landscape Architecture & Planning – Giles French Park Project.**

**Motion by Commissioner Smith, second by Judge Thompson, to approve a contract agreement for Giles French Park Design and Consulting Services between Sherman County and Cameron McCarthy Landscape Architecture & Planning, and authorizing Judge Thompson to sign, pending final approval from County Counsel. Vote: unanimous**

### **2.3 Budget Transfers & Payment Authorization**

**Motion by Commissioner Smith, second by Judge Thompson, to approve the following Budget Transfers and Payment Authorizations as requested by the Finance Director: Transfer from County General Fund to Sheriff Vehicle Reserve in the amount of \$40,000, to Emergency Services in the amount of \$18,945, to Senior Center in the amount of \$46,552 and to Wellness Center in the amount of \$2,500 for a total transfer of \$107,997.00. Vote: unanimous.**

Judge Thompson will check into the Wellness Center's budget.

### **2.4 Authorize Brad Lohrey to Represent County Court at October 18<sup>th</sup> NORCOR Meeting**

Commissioner Burnet will be unable to attend the October 18<sup>th</sup> NORCOR meeting.

**Motion by Commissioner Smith, second by Judge Thompson, to authorize Sheriff Brad Lohrey to represent the Sherman County Court at the October 18<sup>th</sup> NORCOR meeting. Vote: Unanimous.**

## **3.0 DISCUSSION ITEMS**

### **3.1 Food Service Inspection Report – Senior & Community Center**

The Senior and Community Center received a score of 100% on the 10/3/12 Food Service Inspection.

### **3.2 Solar Loan Program – Updated Checklist**

Reviewed changes made to Solar Loan Program process checklist. Discussed advertising and re-contacting those who expressed interest at the beginning of the project.

### **3.3 Wasco Annex – Draft Application for Facility Use**

The Court reviewed a draft of the Application for Facility Use for the Wasco Annex.

**Motion by Commissioner Smith, second by Judge Thompson, to adopt the Sherman County Wasco Annex Application for Facility Use. Vote: Unanimous**

Discussed the need for new lights in the cafeteria. In the meantime, those in the building need to be mindful not to turn on more lights than necessary. The electricity bill for the building is very high.

### **3.4 Protest Re: Aggregate Processing System Request for Proposals**

See 1.9

### **3.5 Strategic Investment Program Billing**

Reviewed SIP billing. There were decreases in both Biglow and Hay Canyon additional fee amounts.

### **3.6 Columbia Gorge Community College – Scholarship Award**

Reviewed a letter from Darlene Marick informing the Court that the Sherman County Scholarship for \$2,500.00 was awarded to Julie Dabulskis. Also reviewed a thank you note from Julie Dabulskis.

### **3.7 RV Park – Project Update**

Judge Thompson now has blueprints for the project's completion. He has requested three bids. The Court received a letter from Auscrete regarding the project.

### **3.8 SAIF Dividend**

Sherman County received a dividend check from SAIF Corporation for \$21,711.00 for the policy period ending 2011.

### **3.9 November 7<sup>th</sup> Meeting Location**

Due to a Circuit Court trial planned for the week of November 5, the November 7<sup>th</sup> County Court meeting will be held in the County Court Room.

### **3.10 Holiday Calendar – Christmas Eve and New Year's Eve**

Christmas Day and New Year's Day fall on Tuesdays this year.

**Motion** by Commissioner Smith, second by Judge Thompson, to declare December 24<sup>th</sup> and December 31<sup>st</sup> as 2012 holidays for all Sherman County employees. Vote: unanimous.

### **3.11 Commissioner Report**

**Smith** – All county buildings could be connected to our wireless system without cost. Wasco Annex could be set up free as a county facility. All of the rooms are wired for connection, but there would be minimal setup costs. It was the consensus of the Court to proceed. NCPHD separation facilitation meetings are scheduled for November 5, 30 and December 3. Mark Corey has signed up to represent Sherman County on the CCO Advisory Committee. Mike is working with the phone company to get some outside phones on our system and reduce DSL costs. He feels that we should be able to get the bill down to around \$1,800.00. There were two more lay offs at MCCFL.

**Thompson** – Has talked to Oregon Solutions about possible help getting needed power to Oregon Raceway Park. No word from Bonneville Power. Under SIP programs in Oregon 50% of income tax paid to The State by employees of renewable resources related jobs is supposed to come back to the county. There was never a method formulated to disburse these funds. Currently there is over \$12,000,000 set aside. Jessica Metta's fill-in is working with Klickitat Commissioner Dave Sauter about connecting to Sherman County's wireless system.

### **3.12 Coats Lease**

Lease expired June 30, 2012. Frontier TeleNet equipment that is housed there is being moved to another site, this needs to be done as soon as possible.

## **4.0 CONSENT AGENDA**

### **4.1 Minutes of October 3, 2012**

### **4.2 Revenue/Expenditure Summary – September**

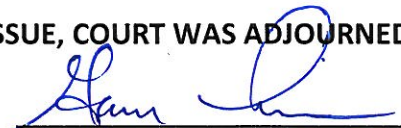
### **4.3 Treasurer's Report – September**

**Motion** by Commissioner Smith, second by Judge Thompson, to approve the Minutes of October 3, 2012, Revenue/Expenditure Summary for September and Treasurer's Report for September as presented. Vote: unanimous.

Adjourned at 2:30 pm.

## **5.0 FUTURE AGENDA ITEMS:**

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

  
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COUNTY JUDGE

ATTEST:   
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DEPUTY CLERK

  
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COUNTY COMMISSIONER

  
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COUNTY COMMISSIONER