



Court Agenda

October 21, 2015

1.0 Appointment Schedule:

- 1.1** 9:00 a.m. Public Hearing - Georgia Macnab/Planning Director, Dan Meader – 2015 Transportation System Plan
- 1.2** 9:30 a.m. Jan Byram – Senior Center Manager – Quarterly Report
- 1.3** 9:45 a.m. Sandy Macnab – OSU Extension – Quarterly Report
- 1.4** 10:00 a.m. Marnene Benson – Treasurer/Community Transit Coordinator - Quarterly Report
- 1.5** 10:15 a.m. Executive Session in Accordance with ORS 192.660 (2) (i) Personnel
- 1.6** 10:30 a.m. Amber DeGrange – Juvenile Director – Quarterly Report
- 1.7** 11:00 a.m. Ron McDermid – Justice of the Peace – Quarterly Report
- 1.8** 11:15 a.m. Georgia Macnab – Planning Director – Quarterly Report
- 1.9** 11:30 a.m. Beth McCurdy – Fair Board – Quarterly Report
- 1.10** 1:00 p.m. Jessica Metta – Economic Development Project Manager – Quarterly Report; Downtown Design Plans; Introduce Temporary Part-Time Project Manager; Housing Proposal
- 1.11** 2:00 p.m. Heath Gardner – Wenaha Group – Architect Selection Process Results; Recommendation for Contract Award
- 1.12** 2:20 p.m. Biggs Service District – Administration

Additions to Agenda:

2.0 Action Items:

- 2.1 Bid Opening - Surplus Pavers
- 2.2 Street Lighting Agreement between Kent Water District and Pacific Power
- 2.3 Letter of Resignation/Retirement – Lee Langston
- 2.4 Letter of Resignation/Retirement – Melva Thomas
- 2.5 Board of Property Tax Appeals (BOPTA) Intergovernmental Agreement between Gilliam County and Sherman County

3.0 Discussion Items:

- 3.1 Governor Brown's Executive Order 15-09 Regarding Reduction of Non-Essential Water Consumption by State Agencies
- 3.2 2015 Financial Projections – Commissioner McCoy
- 3.3 Agreement between Biggs Service District and Terry & Teri Sanderson for Reservoir and Well Site Access
- 3.4 Wasco Annex Rent Amount– Mid-Columbia Center for Living
- 3.5 2015 Levy Certification – Sherman County Assessor
- 3.6 SAIF Dividend
- 3.7 Commissioner Reports

4.0 Consent Agenda:

- 4.1 Minutes of October 7, 2015
- 4.2 Minutes of October 8, 2015 – Special Session
- 4.3 Revenue/Expenditure Summary – September
- 4.4 Treasurer’s Report – September

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

**October 21, 2015
Opened Court: 9:02 a.m.**

Present: Commissioner Tom McCoy, Commissioner Mike Smith, Administrative Assistants Melva Thomas & Lauren Hernandez

A quorum was present. No news media was present.

Additions to Agenda

SUMMARY OF ACTIONS TAKEN

Motion by Commissioner McCoy, second by Commissioner Smith, to approve the Ordinance in the Matter of the Comprehensive Plan Amendment to Repeal and Delete the 2003 Transportation System Plan and Adopt the 2015 Transportation System Plan and Declaring an Emergency and authorizing Judge Thompson to sign.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

Motion by Commissioner Smith, second by Commissioner McCoy, to approve the Ordinance in the Matter of the County Zoning, Subdivision Partitioning and Land Development Ordinance of 1994, as Amended by Ordinance #22-05, an Amendment to Repeal and Delete the 2003 Transportation System Plan Standards and Adopt Updated Standard to Implement the 2015 Transportation System Plan and Declaring an Emergency and authorizing Judge Thompson to sign.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

Motion by Commissioner Smith, second by Commissioner McCoy, to authorize Mid-Columbia Community Action Council to use the Senior Center facility on two separate dates at no cost in order to sign up Sherman County citizens for the Energy Assistance Program.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

Motion by Commissioner Smith, second by Commissioner McCoy, to approve the ODOT Public Transit Division Agency Periodic Report for the first quarter of the 2015-2017 biennium as presented.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

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

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

Motion by Commissioner Smith, second by Commissioner McCoy, to approve the Intergovernmental Agreement for Focus Childcare Network Services between Sherman County and Columbia Gorge Community College Childcare Resource and Referral and authorizing Judge Thompson to sign pending final approval of County Counsel.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

Motion by Commissioner McCoy, second by Commissioner Smith, to approve the Intergovernmental Agreement for Regional Early Learning Hub Coordinator between Sherman County and Columbia Gorge Education Service District and authorizing Judge Thompson to sign pending final approval of County Counsel.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

Motion by Commissioner McCoy, second by Commissioner Smith, to approve the Facility Advisory Committee's recommendation to award a contract to Hennebery Eddy Architects and authorize Wenaha Group to coordinate the Intent to Award followed by a Notice to Proceed barring any formal protest and authorizing Judge Thompson to sign any required documentation.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

Motion by Commissioner McCoy, second by Commissioner Smith, to authorize the development of an Intergovernmental Agreement with the City of Moro to provide administrative services to The Biggs Service District for \$5,000 per year pending approval by County Counsel and acceptance by Moro City Counsel.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

Motion by Commissioner Smith, second by Commissioner McCoy, to add Rene' Moore to the Biggs Service District Bank of Eastern Oregon signature card and authorize her to sign checks up to \$300.00.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

Motion by Commissioner Smith, second by Commissioner McCoy, to accept the bid from Richard Byram in the amount of \$22.50 for used pavers from the Sherman County Senior & Community Center landscape project.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

Motion by Commissioner McCoy, second by Commissioner Smith, to approve advance payment in the amount of \$1,431.00 for the Kent Water District Streetlights on Hwy 97/Dobie Point and Hwy 97/4th St and to cover the monthly cost of street lighting service.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

Motion by Commissioner McCoy, second by Commissioner Smith, to accept a letter of resignation/retirement from Lee Langston, Building Maintenance Technician, effective October 31st, 2015.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

Motion by Commissioner McCoy, second by Commissioner Smith, to accept a letter of resignation/retirement from Melva Thomas, Administrative Assistant, effective November 30th, 2015.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

Motion by Commissioner McCoy, second by Commissioner Smith, to approve the Intergovernmental Agreement between Sherman County and Gilliam County for reciprocal services regarding Board of Property Tax Appeals (BOPTA) for the 2015 BOPTA year.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

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

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

Motion by Commissioner McCoy, second by Commissioner Smith, to approve the Minutes of October 7, 2015, and Special Session Minutes of October 8, 2015, as presented.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

Motion by Commissioner McCoy, second by Commissioner Smith, to approve the Revenue/Expenditure Summary and Treasurer's Report for the month of September.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

1.0 Appointment Schedule:

1.1 9:00 a.m. Public Hearing - Georgia Macnab/Planning Director, Dan Meader – 2015 Transportation System Plan

Present: Dan Meader, Tenneson Engineering; Casey Bergh, Kittelson & Associates; Michael Duncan, Oregon Department of Transportation; Georgia Macnab, Planning Director; Steve Back, The Craftsman Inn Moro

Commissioner Smith opened the public hearing at 9:02 for the 2015 Transportation System Plan. The Court moved into a public hearing for the 2015 Transportation System Plan at 9:03 a.m. Casey Bergh, Kittelson & Associates, handed out an overview of the Transportation System Plan. He explained the Oregon Department of Transportation likes to update the Plan about every ten years. Casey explained the Transportation System Plan was updated because it guides management and development of transportation facilities, identifies transportation needs for the next twenty years, and may help leverage funding opportunities to complete projects. Some of the goals of the Plan are mobility and connectivity, economic development, and safety. Outcomes include projects, programs, policies, pilot projects, and studies.

Owner of The Craftsman Inn Moro, Steve Back, voiced concern about the speed at which traffic flows through the community as well as the signage present. The noise of traffic is also an issue. Steve explained The Craftsman Inn Moro is in a residential zone and a commercial zone on different sides of the building. He requested that the 45mph speed sign visible as traffic heads out of Moro be replaced with a 25mph speed sign. This will help reduce traffic noise and noise from trucks using their Jacobs Engine Brake (Jake brake). Steve also explained the Environmental Protection Agency has recommendations for noise standards, and Moro exceeds those due to the sound of cars and trucks on the highway. The Oregon Department of Transportation is the entity that enforces the noise standards set by the Environmental Protection Agency. Casey responded the Oregon Department of Transportation is looking statewide at speed reduction transitions into all rural communities on highways, and if this issue is not being reassessed currently, it should be in the future.

Casey continued to explain the Transportation System Plan. Work on the Plan began in January of 2015, and included three project Advisory Committee meetings and two public workshops, including a virtual

workshop with interactive maps and a public website: www.shermancountytsp.com. Components of the Plan include an introduction, plans and policies review, goals and objectives, existing (2015) conditions, future (2035) conditions, future needs and alternatives, transportation system plan, and transportation finance elements. Casey briefly reviewed functional classification of roads, roadway design guidelines, a systemic safety plan, a roadway implementation plan, and a pedestrian and bicycle plan.

Cost estimates include near and long term projects. All cost estimates include 30%-50% contingency. Near-term projects include the Roadway Implementation Plan, estimated at \$880,000, the Systemic Safety Plan, estimated at \$1,780,000, and the Pedestrian and Bicycle Plan, estimated at \$489,000, for a total of \$2,615,000. Long-term projects include the Roadway Implementation Plan, estimated at \$3,468,000, the Systemic Safety Plan, estimated at \$3,250,000, and the Pedestrian and Bicycle Plan, estimated at \$4,489,000 for a total of \$9,220,000. Funding opportunities to pursue these projects include grant and external funding, public/private sponsorship, and local taxes or user fees.

Specific changes to the county's ordinances include amending the Comprehensive Plan to adopt the Transportation System Plan as Goal 12 and replace the previous Transportation System Plan and amending the Land Development Ordinance to adopt the roadway design standards and clarify the language for the traffic study requirement. The next step is the adoption of the Plan. The Transportation System Plan Committee has presented the plan to Sherman communities, starting in Grass Valley on October 5th and ending in Wasco on October 20th. Several recommendations to add to the Plan have been made. The Sherman County Planning Commission recommended including illumination along High School Loop Road between the high school and the ball fields. Moro City Council recommended project elements of the downtown plan. Commissioner Smith asked if there is a dedicated cost to the county for adding these recommendations to the Plan or if there are opportunities to get grant funding to support the projects. Casey responded there are opportunities for each city to apply for grant funding depending on the projects they decide they would like to pursue. Georgia Macnab, Planning Director, clarified projects in the plan do not commit the county to any spending, they are just recommendations. If the county chooses to go out for funding, having the projects already listed in the Transportation System Plan will help with the process.

No further public comment was heard.

Hearing closed 9:33 a.m.

Motion by Commissioner McCoy, second by Commissioner Smith, to approve the Ordinance in the Matter of the Comprehensive Plan Amendment to Repeal and Delete the 2003 Transportation System Plan and Adopt the 2015 Transportation System Plan and Declaring an Emergency and authorizing Judge Thompson to sign.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

Motion by Commissioner Smith, second by Commissioner McCoy, to approve the Ordinance in the Matter of the County Zoning, Subdivision Partitioning and Land Development Ordinance of 1994, as Amended by Ordinance #22-05, an Amendment to Repeal and Delete the 2003 Transportation System Plan Standards and Adopt Updated Standard to Implement the 2015 Transportation System Plan and Declaring an Emergency and authorizing Judge Thompson to sign.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

1.2 9:30 a.m. Jan Byram – Senior Center Manager – Quarterly Report

Present: Jan Byram, Sandy Macnab

Motion by Commissioner Smith, second by Commissioner McCoy, to authorize Mid-Columbia Community Action Council to use the Senior Center facility on two separate dates at no cost in order to sign up Sherman County citizens for the Energy Assistance Program.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

Jan Byram, Sherman County Senior and Community Center, presented a quarterly report. Jan informed the Court she had been contacted by the Virtual Dental Home Project regarding a dental service project. The project would allow the Virtual Dental Home Project to bring portable dental equipment into the county, create dental treatment plans with patients, and carry out sections of the plan that can be conducted at the host site. The project asks that community sites acting as host sites assist them with a variety of things including facilitating access to the facility, administrators and staff, and population to be served as well as assisting the dental team in obtaining consent, scheduling appointments, educational activities, and follow-up care. The Court agreed these activities better relate to the Health District and came to the consensus that the county is interested in this service but needs to find the proper avenue to launch it. It was suggested that Jan approach the health clinic to see if they are interested in becoming involved.

Jan expressed appreciation to the Court and to Melva Thomas, Administrative Assistant, for the landscaping at the Senior Center.

1.3 9: 45 a.m. Sandy Macnab – OSU Extension – Quarterly Report

Present: Sandy Macnab

Sandy Macnab, OSU Extension, presented a quarterly report. The Household Hazardous Waste program is going well, and Sandy estimates the free agriculture and household waste cleanup for Sherman County will be scheduled for the first weekend of May. There is a new pill take-back in the Sheriff's Office, and the Household Hazardous Waste program is funding the pick-up and proper disposal of sharps collected at the Sheriff's Office.

Sandy reported Erling Jacobsen retired at the end of July. Nine candidates applied to fill his position, and screening will start late next week. 4-H Youth Development Program Coordinator Cindy Brown will be attending the Coordinated Care Organization Summit. The goal is for Cindy to become certified as a community health worker so she can work with the health clinic to provide extension-based support services. This will push the clinic to a tier two, which allows them higher reimbursement amounts per case.

Regular hour core classes for farmers will not be offered this year, but there are two in The Dalles and Hood River. A program covering cereal diseases, cereal weeds, and pesticide use will be offered in January.

The North Central Livestock Association Bull Tour will start on April 8th, 2016, hopefully making two stops in Sherman County. Sandy informed the Court he is planning on retiring at the end of December. He plans on starting a 10-39 program, which will allow him to work part time to finish projects he has already started.

Sandy notified the Court that snakes and bugs continue to get into the Extension Building. The door has been looked at several times by the manufacturer. It was suggested asking Chris DiLoreto of Di Loreto Architecture to look at the door the next time he is in Moro.

**1.4 10:00 Marnene Benson – Treasurer/Community Transit Coordinator -
Quarterly Report**

Present: Marnene Benson

Community Transit Coordinator Marnene Benson presented a quarterly report. Marnene clarified on the Revenue and Expenses page of her report, the Other Federal Assistance category is a veteran's grant received in the amount of \$19,963.76. Funds have also been received from the Special Transportation Fund (STF) Formula and the 5310 Program for assistance with administrative and operating expenses as well as preventative maintenance. Two vehicles need to be surplus and put in for sealed bids. One accident occurred this quarter when a driver hit a deer. The car has been repaired. Commissioner Smith asked if the Bus Barn is still sufficient. Marnene answered two more bays are needed, preferably with running water, as the current Bus Barn does not have any.

Motion by Commissioner Smith, second by Commissioner McCoy, to approve the ODOT Public Transit Division Agency Periodic Report for the first quarter of the 2015-2017 biennium as presented.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

1.5 10:15 a.m. Executive Session in Accordance with ORS 192.660 (2) (i) Personnel

Present: Brad Lohrey

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

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

The Court discussed personnel issues.

Executive Session closed at 10:32 a.m.

1.6 10:30 a.m. Amber DeGrange – Juvenile Director – Quarterly Report

Present: Amber DeGrange

Juvenile Director Amber DeGrange presented a quarterly report. Amber explained the Intergovernmental Agreement for Focus Childcare Network Services and the Intergovernmental Agreement for Regional Early Learning Hub Coordinator will allow funds to flow through Sherman County to different entities involved with the Four Rivers Early Learning Hub. Sherman County is the Hub fiscal agent. When asked why the Hub coordinator wasn't preparing the intergovernmental documents, Amber explained the Hub coordinator's job is to manage the strategic plan of the Hub governance board, and currently there is no mechanism in place determining how the governance board and the fiscal agent communicate. Because Sherman County is the Hub fiscal agent, an administrative fee can be charged to support time taken to prepare required documentation. When asked if being the Hub fiscal agent creates more work for her, Amber replied it is the fiscal agent's responsibility to develop financial documents, and taking an administrative cut would be sufficient to compensate for the time spent doing so. Administrative fee percentages were discussed. Amber will talk to the Hub board to see what they suggest. Overall, Amber feels the Hub will have a positive effect on Sherman County youth.

Motion by Commissioner Smith, second by Commissioner McCoy, to approve the Intergovernmental Agreement for Focus Childcare Network Services between Sherman County and Columbia Gorge Community College Childcare Resource and Referral and authorizing Judge Thompson to sign pending final approval of County Counsel.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

Motion by Commissioner McCoy, second by Commissioner Smith, to approve the Intergovernmental Agreement for Regional Early Learning Hub Coordinator between Sherman County and Columbia Gorge Education Service District and authorizing Judge Thompson to sign pending final approval of County Counsel.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

1.7 11:00 a.m. Ron McDermid – Justice of the Peace – Quarterly Report

Present: Ron McDermid, Georgia Macnab

Justice of the Peace Ron McDermid presented a quarterly report. First quarter revenues are above the projected level at \$120,487.87. Total traffic related filings are up from the first quarter of last year. Having a consistent staff of officers gives stability and allows for more coverage.

Ron explained very few marijuana-related violations have been filed, but common marijuana-related filings are most likely to be for Minor in Possession, which is accompanied by fines and suspension of driving privileges for up to one year.

While not many marine violations have been filed, Ron explained Sherman County focuses on education instead of citations. Ron praised Deputy James Burgett, stating James knows when it is appropriate to write a citation and when it is appropriate to educate a citizen about proper procedures in lieu of a citation.

1.8 11:15 a.m. Georgia Macnab – Planning Director – Quarterly Report

Present: Georgia Macnab, Beth McCurdy

Planning Director Georgia Macnab presented a quarterly report. The Court was provided with a list of planning activities. Georgia emphasized the Amendment and Conditional Use Permit for the Quarry, the School District Conditional Use Permit expansion, the Conditional Use Permits Telecommunications Facilities-Co-Locations, and the Transportation System Plan. Georgia attended the annual Cottonwood meeting in May. She briefly touched on community planning activities, including an inquiry about solar power from Iberdrola, the RV park quarterly inspection, and the Fire Hall partition in Grass Valley.

Georgia briefly discussed how the marijuana opt-out issue might impact land usage. She explained if the county opts out of the marijuana bill, there is no impact regarding land usage, but if the county does not opt out, land use compatibility statements and documents will need to be in place because the issue affects land use.

1.9 11:30 p.m. Beth McCurdy – Fair Board – Quarterly Report

Present: Beth McCurdy

Beth McCurdy, fair board secretary and member, presented a quarterly report. On November 2nd, a thank-you dinner is being hosted for 4-H and fair volunteers. The fair board meeting for November has been moved from November 5th to October 29th. Fair was successful, and the bleachers the fair board previously bid on from The Dalles Rodeo did not get purchased because they were outbid.

Commissioner McCoy asked if the fair board was going to be able to meet the financial requirements set forth by the Court, including that the fair board not borrow more than \$40,000 from the county at any time during the year and that the board ends up with a \$10,000 beginning balance. Beth replied that currently, the fair board balance is negative \$14,000, so they are on track with the Court's requirements. Beth doesn't anticipate going past the \$40,000.

Commissioner Smith asked about the state fair report. Beth explained the report is due at the end of the month, but she has a rough draft ready. She will email it to the fair board and the Court.

Attendance numbers at fair were up from last year. The dance was changed so that it was in the arena. Minors were present in the adult beverage zone, but because there were monitors, this was legal according to the Oregon Liquor Control Commission. Revenue from the 4-H auction was up. 4-H numbers stayed about the same, and goats and turkeys are now the top two animals. The poultry building is at its maximum capacity, so the fair board is looking at different options for poultry expansion.

Beth reported that after one additional fair board member recommendation, the board will be up to seven members. Commissioner Smith asked for a final copy of the state fair report and an update on financials. The fair board will be hosting the Christmas bizarre at the high school in December, which will bring in additional revenue.

Commissioner McCoy asked about the training the Court provided for the fair board earlier this year. He asked if the fair board would like the Court to provide another training. Beth replied training repetition is helpful and fair board membership has changed, but she will bring this to the board for discussion.

1.4 1:00 p.m. Jessica Metta – Economic Development Project Manager – Quarterly Report;

Downtown Design Plans; Introduce Temporary Part-Time Project Manager; Housing Proposal

Present: Jessica Metta, Jacque Shei, Art and Shirley Decker

Jessica Metta, Economic Development Project Manager, presented a quarterly report. She introduced Jacque Shei, who will be covering all Sherman County projects while Jessica is out on maternity leave. Jessica will return on February 1, 2016.

Jessica explained Sherman County has asked her for help in exploring a partnership model for developing employee housing. She conducted outreach with Mid-Columbia Housing Authority and other entities in exploration of the costs involved and also researched rental rates. A draft housing proposal was shown to the Court. A rough estimate for construction costs on two duplexes is around \$400,000. The proposal continued to outline that when construction is complete, Mid-Columbia Producers, Sherman County School District, and Sherman County would each contribute a third of the total cost of the project. Rental terms and the price of rent were discussed. Jessica acknowledged there are many legal questions to consider, and the proposal is very rough. The next step is to get more detailed, accurate figures, to get the feedback of County Counsel Will Carey, and to contact all entities involved to see if they are still interested in the project and/or the partnership model.

Mark Seder of Seder Architecture + Urban Design finished four city design master plans. The next step is reaching out to each city to explore the creation of a committee or another mechanism to tackle their projects as prioritized. Jackie will help provide organization for the committees as well as assist them in identifying and pursuing funding options. Funding should ideally be a mix of city money, county money, and business money. After identifying the priority of tasks, community-generated proposals can be presented to the Court for consideration.

Jessica helped explore immediate grant opportunities being pursued for the Biggs Junction Water District. She set up a one-stop meeting with the Infrastructure Finance Authority to explore funding opportunities from the state. The more grant funding received for the project, the more affordable payments will be for businesses in the District.

Art and Shirley Decker stopped by to express appreciation for the Court helping Kent with the water study and to support what the Court has done regarding the lights in Kent.

Jessica explained Darrel McSmith is working with the Army Corps to reopen Philippi Park as a partnership. Darrell would be providing money to the Corps to open the park and try to collect donations at the park. Jessica suggested watching to see how this model works out at Philippi Park to see if something similar can be done for Giles French Park.

The Taste of Oregon's Old West festival in September went well with 45 vendors and more than 300 attendees from Portland, Eastern Oregon, Bend, and the four other John Day River Territory counties.

The project to develop a Mack's-to-the-Mouth trail has been put on hold as the Oregon Depart of Fish and Wildlife is not interested in developing the trail due to concern about the land being overused by bikers and hikers. There is no estimated cost for constructing the trail because no feasibility study has been conducted. The Lower Deschutes Canyon Managers group will meet to discuss this issue, and Jacque may be able to attend.

1.11 2:00 p.m. Heath Gardner – Wenaha Group – Architect Selection Process Results; Recommendation for Contract Award

Present: Heath Gardner, Ron McDermid, Rene' Moore

Wenaha Group Project Manager Heath Gardner reported on the architect selection process results. He briefly reviewed the process of publishing the architect Request for Proposal (RFP). A mandatory pre-proposal conference call was held, notes were sent out, and eleven proposals were received from different architect firms. Proposals were received from Architects West, MCA Architects, Trout Architects, Di Loreto Architecture, Steele Architecture, SRM Architects, TVA Architects, Yost Grube Hall Architects, Hennebery Eddy Architects, Pinnacle Architecture, and FFA Architecture. After RFPs were received, Wenaha Group verified all pass/fail criteria within the RFPs, including certifications and Oregon Business Registration. The evaluation committee consisted of Ron McDermid, Justice of the Peace; Debbie Hayden, Finance Director; Brad Lohrey, Sheriff; Scott Rogers, Wenaha Group Project Manager; Heath Gardner, Wenaha Group Project Manager; and Caryn Apple, Wenaha Group Procurement and Contracts Manager, acting as Facilitator. After reviewing all the proposals and scoring them individually, the Committee chose the three top-scoring firms to interview: Hennebery Eddy Architects, Steele Architecture, and Trout Architects.

Heath explained after interviewing all potential firms, Hennebery Eddy Architects stood above the rest because they demonstrated the most relevant experience with communities and projects of the size and scope of the project, they provided the best balance and team dynamic with experienced employees, they had strong in-house expertise in programming and historical preservation, they demonstrated a dynamic and communication style that would best fit the project team and Sherman County, and they had strong assistance with grant funding and support documentation. Because of this, the Facility Advisory Committee recommended that Sherman County Court move to award to Hennebery Eddy Architects and would like permission to move into negotiating a contract with them. Wenaha Group has coordinated Intent to Award to be published in The Dalles Chronicle on October 22nd, which will be followed by a Notice to Proceed on October 29th barring any formal protest.

The proposed timeline estimates the project finishing at the end of summer in 2017. Construction is projected to begin in May or June. Currently, the design phase is in progress. The Facilities Advisory Committee is now in the process of finding a Construction Manager/General Contractor (CM/GC). The pre-proposal meeting for the selection of the CM/GC has been held, and six interested firms participated. After conducting the proposal process, Wenaha Group will approach the Court with a recommendation for CM/GC in December.

The discussions with the architect around the project have been regarding a 10-15 thousand square foot building and undetermined modifications to the existing court house. The anticipated construction cost is about 4.5 million dollars. The total budget will be higher than the construction cost, but cannot be determined until after the programming and design phase.

Motion by Commissioner McCoy, second by Commissioner Smith, to approve the Facility Advisory Committee's recommendation to award a contract to Hennebery Eddy Architects and authorize Wenaha Group to coordinate the Intent to Award followed by a Notice to Proceed barring any formal protest and authorizing Judge Thompson to sign any required documentation.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

1.12 2:30 p.m. Biggs Service District – Administration

Present: Rene' Moore, Will Carey

The Court met as the Biggs Service District Board. Melva Thomas, Administrative Assistant, explained there is currently no Biggs Service District Administrator, and the District needs someone in the position immediately. Biggs Service District has an Intergovernmental Agreement with the city of Rufus to provide administrative services to the District, but the City of Rufus' administrator has been relieved of the job. The District has bills that need to be paid as well as clients in the Biggs area who need to be invoiced for sewer, including reissuing of checks. The District is also in the midst of a water project, and the engineers and Jessica Metta, Economic Development Project Manager, need to know who to contact regarding this.

Moro City Administrator Rene' Moore, who previously served as Biggs Service District Administrator, was asked if she was interested in taking over the position again. Rene' indicated she would like her compensation to be higher than it was in the past due to extra duties accompanying administration of the water project. She proposed compensation in the amount of \$5,000 per year. The Court agreed this was reasonable and asked if Rene' would consider renegotiating the fee once the water project is complete. Rene' replied yes, but the fee being paid must be fair compensation for the time and effort put into the job.

Motion by Commissioner McCoy, second by Commissioner Smith, to authorize the development of an Intergovernmental Agreement with the City of Moro to provide administrative services to The Biggs Service District for \$5,000 per year pending approval by County Counsel and acceptance by Moro City Counsel.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

Motion by Commissioner Smith, second by Commissioner McCoy, to add Rene' Moore to the Biggs Service District Bank of Eastern Oregon signature card and authorize her to sign checks up to \$300.00.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

County Counsel Will Carey advised the Court to send written notice to Rufus terminating the Intergovernmental Agreement between Biggs Service District and the City of Rufus. He also advised asking remittance of the unused portion of the fee paid to the City of Rufus for providing administrative services to Biggs Service District.

At 2:47 Commissioner Smith declared the Court was out of the Biggs Service District Board and was now back in regular session.

2.0 Action Items:

2.1 Bid Opening - Surplus Pavers

Only one bid was received. Richard Byram bid 25¢ each for 90 pavers. The total bid amount was \$22.50.

Motion by Commissioner Smith, second by Commissioner McCoy, to accept the bid from Richard Byram in the amount of \$22.50 for used pavers from the Sherman County Senior & Community Center landscape project.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

2.2 Lighting Agreement between Kent Water District and Pacific Power

The County will pay the street lighting instillation bill in the amount of \$1,431.00 plus pay for monthly services.

Motion by Commissioner McCoy, second by Commissioner Smith, to approve advance payment in the amount of \$1,431.00 for the Kent Water District Streetlights on Hwy 97/Dobie Point and Hwy 97/4th St and to cover the montly cost of street lighting service.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

2.3 Letter of Resignation/Retirement – Lee Langston

The Court reviewed the letter received from Lee Langston.

Motion by Commissioner McCoy, second by Commissioner Smith, to accept a letter of resignation/retirement from Lee Langston, Building Maintenance Technician, effective October 31st, 2015.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

2.4 Letter of Resignation/Retirement – Melva Thomas

The Court reviewed the letter received from Melva Thomas.

Motion by Commissioner McCoy, second by Commissioner Smith, to accept a letter of resignation/retirement from Melva Thomas, Administrative Assistant, effective November 30th, 2015.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

2.5 Board of Property Tax Appeals (BOPTA) Intergovernmental Agreement between Gilliam County and Sherman County

Motion by Commissioner McCoy, second by Commissioner Smith, to approve the Intergovernmental Agreement between Sherman County and Gilliam County for reciprocal services regarding Board of Property Tax Appeals (BOPTA) for the 2015 BOPTA year.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

3.0 Discussion Items:

3.1 Governor Brown's Executive Order 15-09 Regarding Reduction of Non-Essential Water Consumption by State Agencies

The Department of Administrative Services sent a letter to encourage counties to do what they can to relieve drought conditions. Commissioner Smith suggested reading the meter at the court house to see the water usage for the month. He suggested the county look at what its water usage is and discuss how it uses water based on the results.

County Counsel reviewed the Intergovernmental Agreement for Focus Childcare Network Services and the Intergovernmental Agreement for Regional Early Learning Hub Coordinator. He was also provided with an update on the housing proposal.

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

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

Present: Will Carey

The Court discussed personnel issues with County Counsel.

Executive Session closed at 3:33 p.m.

3.2 2015 Financial Projections – Commissioner McCoy

The Court reviewed the spreadsheet of county finances prepared by Commissioner McCoy. It begins with the actuals provided by Debbie Hayden, Finance Director. It goes through the county's revenues, expenses, and balances on one sheet. The spreadsheet outlines projections, a high spending scenario, and a maximum spending scenario.

3.3 Agreement between Biggs Service District and Terry & Teri Sanderson for Reservoir and Well Site Access

The agreement has been signed.

3.4 Wasco Annex Rent Amount– Mid-Columbia Center for Living

Mid-Columbia Center for Living requested a rent quote for rental space in the Wasco Annex. They requested quotes for two days a week and five days a week for a one-year term. The office space will be reserved solely for their use whether they use it for two or five days a week, so only one monthly rental quote is needed. It was agreed that \$375.00 per month, including utilities, is a fair quote.

3.5 2015 Levy Certification – Sherman County Assessor

The Court reviewed the 2015 Levy Certification.

3.6 SAIF Dividend

Sherman County received an annual dividend check from SAIF Company in the amount of \$9966.00.

3.7 Commissioner Reports

McCoy – Attended Senior Advisory Council Meeting; attended Tri-County Court Meeting in Fossil; talked about fiber; met Bob Francis, the new Mid-Columbia Council of Governments Executive Director; attended Northern Oregon Regional Corrections board and task force meetings; attended the Juvenile Task Force; attended the Diversion and Re-Entry Task Force.

Smith – Attended Lower John Day Area Commission on Transportation meeting; discussed bike trail possibilities on the Deschutes; attended Public Health meeting; City of Wasco asked if Court would do town hall on its Ordinance in Wasco; fiber agreement should be moving forward soon; working on trying to get a quote from Day Wireless; got call from construction workers about rental houses available right now and directed them to talk to Moro City Administrator Rene' Moore; working on one veteran issue right now trying to get a veteran into a home - working with Association of Oregon Counties to coordinate.

4.0 Consent Agenda:

4.1 Minutes of October 7, 2015

4.2 Minutes of October 8, 2015 – Special Session

Motion by Commissioner McCoy, second by Commissioner Smith, to approve the Minutes of October 7, 2015, and Special Session Minutes of October 8, 2015, as presented.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

4.3 Revenue/Expenditure Summary – September

4.4 Treasurer's Report – September

Motion by Commissioner McCoy, second by Commissioner Smith, to approve the Revenue/Expenditure Summary and Treasurer's Report for the month of September.

Vote: 2-0

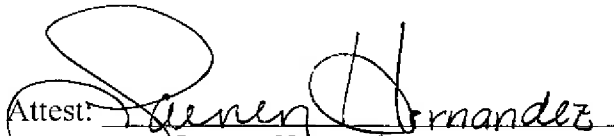
Yes: Smith, McCoy

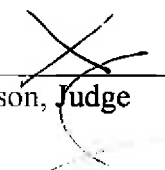
No: 0

Abstain: 0


Being no further business before the Court, the meeting was adjourned at 4:00 p.m.

Sherman County Court

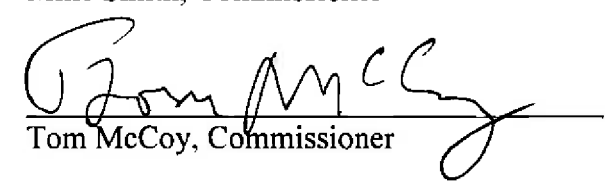
Attest: 
Lauren Hernandez
Administrative Assistant



Gary Thompson, Judge



Mike Smith, Commissioner



Tom McCoy, Commissioner