



Court Agenda

December 15, 2010

9:00 a.m.

1.0 Appointment Schedule:

- 1.1** 9:00 a.m. Brad Lohrey – Sheriff – Sherman County Emergency Fund
- 1.2** 9:30 a.m. Ron McDermid – Facilities Committee – Courthouse Project Update
- 1.3** 10:00 a.m. Milt Ketchum – Ketchum Enterprises – Extension/Experiment Station: Project Management Services; Project Budget; Abatement Study/Plan
- 1.4** 10:30 a.m. Sandy Macnab – Extension Service – OSU Rental Agreement; Intergovernmental Agreement for 4-H Position
- 1.5** 11:00 a.m. Debbie Hayden – Finance Director – Budget Updates
- 1.6** 11:30 a.m. Executive Session in Accordance with ORS 192.660 (2)(e) Property and ORS 192.660 (2)(h) Legal Rights
- 1.7** 1:30 p.m. Dan Devlin – Management Resource, LLC – Proposal for Installation of Wireless Access Points

Additions to Agenda:

2.0 Action Items:

- 2.1 Budget Transfers and Payment Authorization
- 2.2 Senior Center Head Cook - Kitchen Coordinator – Interview Team Recommendation
- 2.3 Wy’East RC&D Council – Request for Contribution
- 2.4 Fair Board Appointment – Jared Collins

3.0 Discussion Items:

- 3.1 Housing Rehab Program – Update
- 3.2 Food Service Inspection Report – Senior Center
- 3.3 Oregon Homeownership Stabilization Initiative
- 3.4 Commissioner Reports

4.0 Consent Agenda:

- 4.1 Minutes of November 3, 2010
- 4.2 Minutes of November 23, 2010 - Amended
- 4.3 Minutes of December 1, 2010
- 4.4 Revenue/Expenditure Summary – November
- 4.5 Treasurer’s Report – November

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

December 15, 2010 9:05am

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

SUMMARY OF ACTIONS TAKEN

Consensus of the Court to donate the balance of \$993 from the Sherman County Emergency Fund to the Sherman County Food Bank.

Motion by Commissioner Burnet and second by Commissioner Smith to approve a transfer from the SIP County Reserve Fund to the Resident Compensation Fund in the amount of \$475,000.00. Motion carried.

Motion by Commissioner Smith and second by Commissioner Burnet to approve payment to the following: Athay & Associates, Inc. in the amount of \$2,000 for services related to outlet location confirmation and circuit load capacity; ATP Engineering, Inc. in the amount of \$7,140 for planning/filing fees and construction administration; Daryl Sieker Architect, LLC in the amount of \$2,430 for architect fees and \$2,700 for SHPO and ARRA related tasks; Worth Technical Services in the amount of \$5,668 for structural engineering related to the HVAC project. Motion carried.

Motion by Commissioner Smith and second by Commissioner Burnet to accept the Agreement for Project Management Services with Ketchum Enterprises, Inc. and authorize Judge Thompson to sign. Motion carried.

Motion by Commissioner Burnet second by Commissioner Smith to approve the Proposal for Professional Services with Fulcrum Environmental Consulting for an asbestos and lead containing materials inspection at the Experiment Station for a cost not to exceed \$3,600. Motion carried.

Motion by Commissioner Burnet second by Commissioner Smith to accept a bid received from Terry Chamness in the amount of \$5,571 for construction of a deck and sidewalk at the Sherman County Public/School Library. Motion carried.

Motion by Commissioner Burnet second by Commissioner Smith to approve a rental agreement with Oregon State University Extension Service commencing on January 1, 2011 and terminating on December 31, 2011 for the Extension Office facility at 409 Hood Street in Moro in the amount of \$0.00 and authorizing Judge Thompson to sign. Motion carried.

Consensus of the Court to transfer funds from General Operating Contingency to the Courthouse Repair & Improvement Reserve Fund for costs incurred with the courthouse improvement project involving the HVAC, telecommunication and electrical systems and window replacement.

Motion by Commissioner Burnet second by Commissioner Smith to approve the transfer of \$55,000.00 from the Renewable Resources Fund for payment to the Sherman County School District. Motion carried.

Motion by Commissioner Burnet and second by Commissioner Smith to adjourn into Executive Session in accordance with ORS 192.660 (2)(e) Property and ORS 192.660 (2)(h) Legal Rights. Motion carried.

Motion by Commissioner Smith and second by Commissioner Burnet to authorize payment for one more year of TSR Reservation fees in the amount of \$64,900.00 from the Renewable Resources Fund to BPA. Motion carried.

Motion by Commissioner Smith and second by Commissioner Burnet to offer the temporary position of Senior Center Head Cook and Kitchen Coordinator to Bridget Poirier. Motion carried.

Consensus to pay annual fees of \$100, but no additional contribution to Wy'East Resource Conservation & Development Area Council.

Motion by Commissioner Smith and second by Commissioner Burnet approve the appointment of Jared Collins to the Sherman County Fair Board, pending receipt of required paperwork and background check. Motion carried.

Motion by Commissioner Burnet and second by Commissioner Smith to purchase \$5 of Senior Center raffle tickets for each employee and to be paid from the County Court miscellaneous fund. Motion carried.

Motion by Commissioner Smith and second by Commissioner Burnet approving the purchase of a new computer for the clerk's office at a cost up to \$750 and to be paid out of the computer-related fund. Motion carried.

Consensus of the Court for Steve Burnet to represent the Court on the Sherman County School District's Advisory Committee.

Motion by Commissioner Burnet and second by Judge Thompson to approve the November 3, 2010 minutes. Motion carried.

Motion by Commissioner Smith and second by Commissioner Burnet to approve the November 23, 2010 minutes as amended. Motion carried.

Motion by Commissioner Smith and Judge Thompson to approve the December 1, 2010 minutes. Motion carried.

Motion by Commissioner Burnet and second by Commissioner Smith to approve the Treasurer's Report and Revenue/Expenditure Summary for November 2010. Motion carried.

1.1 SHERMAN COUNTY EMERGENCY FUND, SHERIFF BRAD LOHREY:

Sheriff Lohrey and Julie Davis appeared before the court with regard to the Sherman County Emergency Fund. This fund was established from donations to help those in need of emergency assistance. It was reported the fund currently has a balance of approximately \$993; a \$15 monthly service fee will begin shortly. Sheriff Lohrey requested permission to close the account and donate the remaining funds to a local organization that can help people in need.

Consensus of the Court to donate the balance of \$993 from the Sherman County Emergency Fund to the Sherman County Food Bank.

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

A bid was received from Day Wireless today, three others were received previously and other bids are on the way, as reported by Commissioner Smith. Dan Devlin will not be able to attend today's meeting. This item will be tabled until the January 5th meeting

2.1 BUDGET TRANSFERS AND PAYMENT AUTHORIZATION:

Motion by Commissioner Burnet and second by Commissioner Smith to approve a transfer from the SIP County Reserve Fund to the Resident Compensation Fund in the amount of \$475,000.00. Motion carried.

1.2 FACILITIES COMMITTEE – COURTHOUSE PROJECT UPDATE – RON MCDERMID:

Facilities Committee member Ron McDermid brought the Court up to date on developments with the courthouse improvement project. The design phase is continuing, with the project currently in the late stages of construction document preparation. A representative of Northwest Information Services (NIS) will be visiting the courthouse on the 16th to begin the data and VOIP study.

On December 13th, Ron McDermid and Debbie Hayden met with Lee Willeman, DOE-ARRA project manager, Daryl Sieker and Larry McGinnis to discuss the reimbursement process. Additionally, State Historic Preservation Office (SHPO) staff Julie Osborne and Joy Serres met with the group concerning the project. The courthouse was entered into the state historic register in 1998. Their greatest concern was window-related; energy efficient window design options will be researched. The design team also is recommending the county meet to discuss advantages of upgrading the thermostat system.

The bid and advertising process was discussed. The Court also reviewed and discussed a document detailing current approvals being requested. As the project progresses, the red oil shed will be surplus and the new emergency generator will be located under an extension of the storage building roof.

Motion by Commissioner Smith and second by Commissioner Burnet to approve payment to the following: Athay & Associates, Inc. in the amount of \$2,000 for services related to outlet location confirmation and circuit load capacity; ATP Engineering, Inc. in the amount of \$7,140 for planning/filing fees and construction administration; Daryl Sieker Architect, LLC in the amount of \$2,430 for architect fees and \$2,700 for SHPO and ARRA related tasks; Worth Technical Services in the amount of \$5,668 for structural engineering related to the HVAC project. Motion carried.

1.3 EXTENSION/EXPERIMENT STATION: PROJECT MANAGEMENT SERVICES; PROJECT BUDGET; ABATEMENT STUDY/PLAN – KETCHUM ENTERPRISES - MILT KETCHUM:

Sandy Macnab was also present for this discussion. The Court began with review of the project budget in the amount of \$839,454. Milt Ketchum explained the square footage may change as the project progresses, although that won't significantly reduce the square foot cost; the architect fees are comparatively low. The conceptual project schedule was also reviewed, with the architect team to be selected by December 31. Final project completion is estimated for November 18, 2011.

A proposal was received from Fulcrum Environmental Consulting for professional services related to asbestos and lead containing materials inspection at the Experiment Station site. There is potential for a local group to be hired for demolition of the structure after the abatement phase is complete. Melva Thomas said the agreement will be reviewed by legal counsel, who will be arriving later in the day. Milt said the county will also need to eventually adopt the project budget, which can be amended and the final date of adoption is prior to going out for bid.

Motion by Commissioner Smith and second by Commissioner Burnet to accept the Agreement for Project Management Services with Ketchum Enterprises, Inc. and authorize Judge Thompson to sign. Motion carried.

Sandy Macnab reported on receiving various grants/donations currently in the approximate amount of \$100,000.00, with two other grants pending. He added the College of Ag Science will match Extension's contribution, which is in the form of data and phone technology services; his estimate is between \$18,000 and \$35,000. Milt added there is \$10,000 in the project budget for establishing communication lines to the new building. He recommended replacing the multiple overhead lines with underground facilities. Although these are not part of the new structure, this would be a good time for the transition. Milt will contact PP&L.

The (RFP) Request for Proposal documents are due on December 20th. It was decided to appoint the RFP Selection Committee and arrange for them to meet at 10:00am on December 21st to review and score the RFP's. The same team will meet on December 29th for the interview process.

Motion by Commissioner Burnet second by Commissioner Smith to approve the Proposal for Professional Services with Fulcrum Environmental Consulting for an asbestos and lead containing materials inspection at the Experiment Station for a cost not to exceed \$3,600. Motion carried.

2.5 LIBRARY DECK:

Commissioner Burnet advised only one bid was received for the deck and sidewalk project located at the public/school library.

Motion by Commissioner Burnet second by Commissioner Smith to accept a bid received from Terry Chamness in the amount of \$5,571 for construction of a deck and sidewalk at the Sherman County Public/School Library. Motion carried.

The lack of a handicapped accessible door leading directly into the library was discussed. Commissioner Burnet said this is the library's responsibility and that fundraising efforts are underway. Milt Ketchum estimated the cost at approximately \$4,000 and said that at the time of construction code guidelines were met, but funding was short.

1.4 OSU RENTAL AGREEMENT; INTERGOVERNMENTAL AGREEMENT FOR 4-H POSITION – EXTENSION SERVICE – SANDY MACNAB:

A rental agreement was received from the Oregon State University Extension Service pertaining to the Extension Office in Moro. Sandy Macnab explained that OSU needs an agreement signed by all entities office space is received from. No fees or charges are involved and this is a one year agreement beginning January 1, 2011 and terminating December 31, 2011.

Motion by Commissioner Burnet second by Commissioner Smith to approve a rental agreement with Oregon State University Extension Service commencing on January 1, 2011 and terminating on December 31, 2011 for the Extension Office facility at 409 Hood Street in Moro in the amount of \$0.00 and authorizing Judge Thompson to sign. Motion carried.

Also received was a proposed Intergovernmental Agreement between Sherman County and Oregon State University Extension Service for a 4-H position. This agreement, if approved, would begin January 1, 2011 and continue, unless otherwise terminated, through June 30, 2012, with OSU funding of .30 FTE. County legal counsel will review the agreement and it will be discussed at a later date.

Sandy presented the annual Agricultural Commodity Sales chart to the county court, detailing sales of crops and livestock. CRP figures were allowed to be included under the “other crop” category this year for the first time. Sandy also reported a waste collection event will be held in Sherman County on Saturday, May 7, 2011.

1.5 BUDGET UPDATES – FINANCE DIRECTOR DEBBIE HAYDEN:

The Court reviewed a worksheet prepared by Debbie Hayden which illustrated income and expenditures related to the fair budget. She advised nearly \$60,000 has been spent in the past six months, not including the new well. The current fair fund balance is \$2,234 and the current fair building maintenance fund balance is \$15,000. The state funding balance is currently \$5,500 and is allocated to the 2011 county fair. It is expected the next state funding payment will be received in December of 2011. No action was taken.

The second topic concerned the County Repair and Improvement fund and payments for the courthouse upgrades. A portion of those improvements will be reimbursed through a grant and should be run through the CR&I fund, which is currently over expended. It was noted that Community Service Fees are deposited into the County General fund. The Court needed to designate which fund the non-reimbursable courthouse improvement expenditures are to be disbursed from.

Consensus of the Court to transfer funds from General Operating Contingency to the Courthouse Repair & Improvement Reserve Fund for costs incurred with the courthouse improvement project involving the HVAC, telecommunication and electrical systems and window replacement.

Additionally, in December a budgeted payment of \$65,000 was due to the Sherman County School District for science teacher funding, but the fund balance currently will not support payment. This payment must be made from SIP dollars.

Motion by Commissioner Burnet second by Commissioner Smith to approve the transfer of \$55,000.00 from the Renewable Resources Fund for payment to the Sherman County School District. Motion carried.

Motion by Commissioner Burnet and second by Commissioner Smith to adjourn into Executive Session in accordance with ORS 192.660 (2)(3) Property and ORS 192.660 (2)(h) Legal Rights. Motion carried. Legal counsel Will Carey was present.

1.6 EXECUTIVE SESSION IN ACCORDANCE WITH ORS 192.660 (2)(e) PROPERTY AND ORS 192.660 (2)(h) LEGAL RIGHTS:

The Court resumed regular session at 12:20pm.

Motion by Commissioner Smith and second by Commissioner Burnet to authorize payment for one more year of TSR Reservation fees in the amount of \$64,900.00 from the Renewable Resources Fund to BPA. Motion carried.

Will Carey said he had reviewed the agreements received from the Extension Service and Ketchum Enterprises and recommended moving forward with both. These agreements will be addressed at the January court meeting. Mr. Carey will also send a reminder letter to a property owner concerning debris not cleaned up as previously agreed; advised water service can be discontinued to property owners for non-payment, but not sewer service; recommended utilizing local contractors for work such as lot leveling, reducing the cost.

2.2 SENIOR CENTER HEAD COOK/KITCHEN COORDINATOR – INTERVIEW TEAM RECOMMENDATIONS:

The team conducted five interviews, with Commissioner Smith representing the Court. The top three candidates were selected, with the number one candidate offered the position, contingent upon preparing an actual meal.

Motion by Commissioner Smith and second by Commissioner Burnet to offer the temporary position of Senior Center Head Cook and Kitchen Coordinator to Bridget Poirier. Motion carried.

2.3 WY'EAST RC&D COUNCIL – REQUEST FOR CONTRIBUTION:

Consensus to pay annual fees of \$100, but no additional contribution to Wy'East Resource Conservation & Development Area Council.

2.4 FAIR BOARD APPOINTMENT – JARED COLLINS:

Motion by Commissioner Smith and second by Commissioner Burnet approve the appointment of Jared Collins to the Sherman County Fair Board, pending receipt of required paperwork and background check. Motion carried.

3.1 HOUSING REHAB PROGRAM – UPDATE:

A profit/loss statement was presented by Melva Thomas. She reported five loans have been approved, another is nearing approval and other loan applications in progress.

3.2 FOOD SERVICE INSPECTION REPORT – SENIOR CENTER:

The Senior Center kitchen received a good report, with no negative marks incurred.

3.3 OREGON HOMEOWNERSHIP STABILIZATION INITIATIVE:

Melva reported Columbia Cascade Housing has funding available for those needing mortgage payment assistance.

3.5 ELECTED OFFICIALS – OATH OF OFFICE:

After discussion, it was decided to administer the oath of office either the morning of January 3rd or prior to court on January 5th, depending on the officials' availability.

3.6 HOLIDAY PLANS:

The Court discussed the upcoming holidays and planning for county employees.

Motion by Commissioner Burnet and second by Commissioner Smith to purchase \$5 of Senior Center raffle tickets for each employee and to be paid from the County Court miscellaneous fund. Motion carried.

3.7 CLERK'S OFFICE – COMPUTER RELATED:

Jenine McDermid requested authorization to purchase a new computer for her office.

Motion by Commissioner Smith and second by Commissioner Burnet approving the purchase of a new computer for the clerk's office at a cost up to \$750 and to be paid out of the computer-related fund. Motion carried.

3.4 COMMISSIONER REPORTS:

Commissioner Burnet received a request from the school district for a member of the county court to serve as an observer on their newly-formed advisory committee. This is not a decision-making position.

Consensus of the Court for Steve Burnet to represent the Court on the Sherman County School District's Advisory Committee.

Additionally, school district representatives requested the county not make decisions on any proposals for funding school-related programs that do not fit into the school's curriculum. The county agreed to make the school district aware when this occurs. Also, Commissioner Burnet will be attending a meeting regarding a new building site for NORCOR.

Commissioner Smith reported on positive progress made with the clinic merger in The Dalles, including change of name and land purchase.

Judge Thompson discussed with the Court the flow of tax dollars to all taxing districts. He also reported on testifying for the Agricultural Steering Committee for Renewable Energy in Salem; attended the Oregon Leadership Summit and also attended the Small Wind Conference.

4.0 CONSENT AGENDA - 4.1 MINUTES OF NOVEMBER 3, 2010:

Motion by Commissioner Burnet and second by Judge Thompson to approve the November 3, 2010 minutes. Motion carried.

4.2 MINUTES OF NOVEMBER 23, 2010 – AMENDED:

Motion by Commissioner Smith and second by Commissioner Burnet to approve the November 23, 2010 minutes as amended. Motion carried.

4.3 MINUTES OF DECEMBER 1, 2010:

Motion by Commissioner Smith and Judge Thompson to approve the December 1, 2010 minutes. Motion carried.

4.4 & 4.5 REVENUE/EXPENDITURE SUMMARY – NOVEMBER; TREASURER'S REPORT – NOVEMBER:

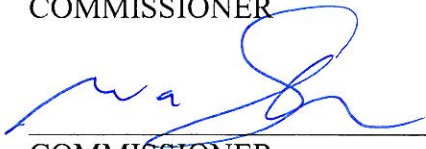
Motion by Commissioner Burnet and second by Commissioner Smith to approve the Treasurer's Report and Revenue/Expenditure Summary for November 2010. Motion carried.

THERE BEING NO FURTHER MATTERS AT ISSUE, COURT WAS ADJOURNED
AT 3:12 PM.


COUNTY JUDGE

ATTEST: 
COUNTY CLERK


COMMISSIONER


COMMISSIONER