



Court Agenda

December 19, 2012

1.0 Appointment Schedule:

- 1.1** 9:00 a.m. Sandy Macnab – Extension Service – Oregon State University Extension Service Intergovernmental Agreement
- 1.2** 9:30 a.m. Debbie Hayden – Finance Director – Employee Handbook; Project Funding Questions; Quarterly Report
- 1.3** 11:00 a.m. Work Session with Hood River County & County Counsel Will Carey – Re: Property in Grant County

Additions to Agenda:

2.0 Action Items:

- 2.1 Community Advisory Council for Sherman County
- 2.2 Bid Opening – Pickup Canopy
- 2.3 Bid Opening – Pickup Bed Liner
- 2.4 Bid Opening – Satellite Dish
- 2.5 Giles French Park Campground Market Analysis & Feasibility Assessment – ECONorthwest Proposal
- 2.6 Recommendation to Hire – Kitchen Assistant at Senior Center
- 2.7 Request for Loan – North Sherman County RFPD

3.0 Discussion Items:

- 3.1 Oregon Raceway Park – Electrical Service Needs Discussion
- 3.2 Letter of Interest Re: MERS Lawsuit
- 3.3 MCP Lease Agreements – Wireless System Equipment
- 3.4 Commissioner Reports

4.0 Consent Agenda:

- 4.1 Minutes of December 5, 2012
- 4.2 Revenue/Expenditure Summary – November
- 4.3 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 19, 2012 9:00am

Present: County Judge Gary Thompson, Commissioner Steve Burnet, Commissioner Mike Smith; Court Administrative Assistant Melva Thomas; Sandy Macnab, Dick Stradley; County Clerk Jenine McDermid.

SUMMARY OF ACTIONS TAKEN

Motion by Commissioner Smith, second by Commissioner Burnet at 10:50am to go into Executive Session in accordance with ORS 192.660 (2)(e)(h) Property and Legal Rights. Vote: Unanimous.

Motion by Commissioner Burnet, second by Commissioner Smith to appoint Mark Corey, Tom McCoy, Amber DeGrange, Kathleen Baker and Commissioner Mike Smith to serve on the Sherman County Community Advisory Council (CAC) to work with Eastern Oregon Coordinated Care Organization and help determine how to best meet the needs of people enrolled in the Oregon Health Plan. Vote: Unanimous.

Motion by Commissioner Smith, second by Commissioner Burnet to award the pickup canopy to Mark Coles with a bid of \$50.00. Vote: Unanimous.

Motion by Commissioner Smith, second by Commissioner Burnet to award the pickup bed liner to Austen Martin for free. Vote: Unanimous.

Motion by Commissioner Smith, second by Commissioner Burnet to award the satellite dish to Rich Stevens for \$75.00. Vote: Unanimous.

Motion by Commissioner Smith, second by Commissioner Burnet to approve a proposal from ECONorthwest to provide market analysis and feasibility assessment of Giles French Park Campground project for an amount not to exceed \$15,000 and authorize this as a change order to the original Cameron McCarthy contract. Vote: Unanimous.

Motion by Commissioner Burnet, second by Commissioner Smith to offer the position of Senior Center Kitchen Assistant to Angela Eckley. Vote: Unanimous.

Motion by Commissioner Smith, second by Commissioner Burnet to deny a loan in the amount of \$50,000 to North Sherman County RFPD for a period of twelve months at an interest rate of 2.6% for purchase of equipment. Vote: Unanimous.

Motion by Commissioner Smith, second by Commissioner Burnet to approve the Minutes of December 5, 2012, Revenue/Expenditure Summary for November and Treasurer's Report for November as presented. Vote: Unanimous.

1.0 APPOINTMENT SCHEDULE:

1.1 SANDY MACNAB – EXTENSION SERVICE – OREGON STATE UNIVERSITY EXTENSION SERVICE INTERGOVERNMENTAL AGREEMENT:

The proposed Intergovernmental Agreement is between Sherman County and OSU and pertains to the County funding OSU educational programs in Sherman County through the Extension Service. County support and funding activities would include office and educational support staff, payroll and other compensation costs; funding for space to house educational programs; utilities, maintenance and repair; funding to support travel and per diem expenses for OSU faculty and staff, including other services such as supplies, materials, publications, etc., and funding for equipment and other capital outlay items and contingency funding as approved by the County. The agreement expires June 30, 2018 but could be extended provided that the total Agreement term does not extend beyond 10 years. The court agreed to amend the expiration date to June 30, 2023. Sandy will send the revised agreement to OSU with suggested corrections, with a final version to be presented to the Court at a later date. County legal counsel will also review the document.

With regard to the new building, Sandy reported the OSU Extension Service has spent between \$12,000 and \$19,000 for connectivity, which has been submitted to Steve Petrie. He added the College of Ag Sciences had originally had promised to match the cost. Approximate expenses included a \$7,300 polycom system, \$1,900 flat screen TV, \$550 for router and cable including installation expense. Sandy added OSU recommended they add \$7,900 as a number to cover ongoing costs. Commissioner Smith said connectivity via the county system would be less expensive than the T1 line. Commissioner Burnet said the County received an \$800 invoice for phone installation. Sandy added they are still having a problem with a door, even though there have been several attempts to correct the problem. Commissioner Burnet added he will move ahead with acquiring title to the land as OSU doesn't want to enter into a lease.

1.2 DEBBIE HAYDEN – FINANCE DIRECTOR – EMPLOYEE HANDBOOK; PROJECT FUNDING QUESTIONS; QUARTERLY REPORT:

Debbie presented to the Court the final draft of an employee handbook for their review. The current personnel policy was blended with the CityCounty Insurance Services sample handbook, which was then reviewed and edited by Local Government Personnel Institute (LGPI) and also approved by their attorney, as well as CIS legal counsel. Most of the material is mandatory and required by law. Debbie worked with Brandi Leos of LGPI. LGPI advised personal leave doesn't have to be addressed in the handbook. Court

members discussed comp time issues and agreed there should be an 80 hour cap for comp time accrued. Debbie suggested allowing employees one year to bring down any excess before losing accrued comp hours as there may be a potential of insufficient funding to cover those hours. The County does not pay for unused sick time when employees leave the county. She will send the handbook to all employees for review and input prior to adoption by the Court.

She also reported the extension building project is currently overdrawn by approximately \$95,600 and inquired about additional project expenses. Commissioner Burnet said the county should receive between \$30,000 and \$40,000 from OSU fairly soon. He recently told Steve Petrie the county won't be funding the chemical shed and there is a good chance OSU could fund the structure. He added the county could possibly assist with completion of the interior. It was agreed the extension building project expenses will be funded from the SIP Additional Funds line item.

Funding for the Giles French Park project was discussed. Judge Thompson will obtain figures for a State Parks planning grant to be funded in the 2013-14 fiscal year. To date \$5,000 has been spent for planning; it was decided this project will also be funded from the SIP Additional Funds line item.

Debbie advised the PERS rate for next two years is 20.86%; it is currently 16.51% and this is based on the PERS study and any legislative changes would be outside of this. She added 95% of this year's taxes have been collected and back taxes are coming in as well and 707 resident comp checks were mailed out.

1.3 WORK SESSION WITH HOOD RIVER COUNTY & COUNTY COUNSEL WILL CAREY – RE: PROPERTY IN GRANT COUNTY:

Legal counsel Will Carey, Hood River County Administrator David Meriwether and Hood River Forest Manager Doug Thiesies joined the meeting.

Motion by Commissioner Smith, second by Commissioner Burnet at 10:50am to go into Executive Session in accordance with ORS 192.660 (2)(e)(h) Property and Legal Rights. Vote: Unanimous.

Regular session resumed at 12:15pm.

2.0 ACTION ITEMS:

2.1 COMMUNITY ADVISORY COUNCIL FOR SHERMAN COUNTY:

The court reviewed applications received from citizens interested in participating on the Eastern Oregon CCO Community Advisory Council. Commissioner Smith explained there is a county advisory committee and a governance committee comprised of one person from each county.

Motion by Commissioner Burnet, second by Commissioner Smith to appoint Mark Corey, Tom McCoy, Amber DeGrange, Kathleen Baker and Commissioner Mike Smith to serve on the Sherman County Community Advisory Council (CAC) to work with Eastern Oregon Coordinated Care Organization and help determine how

to best meet the needs of people enrolled in the Oregon Health Plan. **Vote: Motion carried.**

2.2 BID OPENING – PICKUP CANOPY:

Two bids were received: \$50.00 from Mark Coles for the canopy and \$27.00 from Austen Martin for the canopy and bed liner.

Motion by Commissioner Smith, second by Commissioner Burnet to award the pickup canopy to Mark Coles with a bid of \$50.00. **Vote: Unanimous.**

2.3 BID OPENING – PICKUP BED LINER:

No other bids were received.

Motion by Commissioner Smith, second by Commissioner Burnet to award the pickup bed liner to Austen Martin for free. **Vote: Unanimous.**

2.4 BID OPENING – SATELLITE DISH:

A bid was received from Rich Stevens in the amount of \$.01.

Motion by Commissioner Smith, second by Commissioner Burnet to award the satellite dish to Rich Stevens for \$75.00. **Vote: Unanimous.**

2.5 GILES FRENCH PARK CAMPGROUND MARKET ANALYSIS & FEASIBILITY ASSESSMENT – ECONORTHWEST PROPOSAL:

A letter was received from Colin McArthur who received correspondence from ECONorthwest regarding completion of a market study/feasibility study. This is Army Corps of Engineers requirement. Judge Thompson said funding will be from the SIP Additional Fees. If approved, Colin will prepare a contract amendment for the court to sign.

Motion by Commissioner Smith, second by Commissioner Burnet to approve a proposal from ECONorthwest to provide market analysis and feasibility assessment of Giles French Park Campground project for an amount not to exceed \$15,000 and authorize this as a change order to the original Cameron McCarthy contract. **Vote: Unanimous.**

2.6 RECOMMENDATION TO HIRE – KITCHEN ASSISTANT AT SENIOR CENTER:

Correspondence was received from Senior Center Manager Jan Byram regarding the interview and hiring process for the Kitchen Assistant position. The interview committee recommended Angela Eckley be hired for that position.

Motion by Commissioner Burnet, second by Commissioner Smith to offer the position of Senior Center Kitchen Assistant to Angela Eckley. **Vote: Unanimous.**

2.7 REQUEST FOR LOAN – NORTH SHERMAN COUNTY RFPD:

A letter was received from North Sherman County RFPD requesting consideration of a short-term loan in the amount of \$50,000 for the purchase a stainless steel water tank. After review, it was determined this would not meet with the guidelines of the County's Loan Policy to Public Bodies within Sherman County based on Item 2 of that policy.

Motion by Commissioner Smith, second by Commissioner Burnet to deny a loan in the amount of \$50,000 to North Sherman County RFPD for a period of twelve months at an interest rate of 2.6% for purchase of equipment. Vote: Unanimous.

3.0 DISCUSSION ITEMS:

3.1 OREGON RACEWAY PARK – ELECTRICAL SERVICE NEEDS DISCUSSION:

Legal counsel Will Carey joined the meeting at 10:00am. The Court reviewed notes from a December 11, 2012 meeting pertaining to the Oregon Raceway Park's electrical needs for 3-phase power. In the meeting notes it was recommended ORP have a study done to determine the ability of the existing system to provide 3-phase power to facilitate ORP Phase II development needs. Judge Thompson plans to attend the next meeting.

3.2 LETTER OF INTEREST RE: MERS LAWSUIT:

The Court and legal counsel reviewed a letter received from an attorney regarding MERS fees; Will Carey volunteered to check on this.

3.3 MCP LEASE AGREEMENTS – WIRELESS SYSTEM EQUIPMENT:

Correspondence was received from Jeff Kaser of Mid Columbia Producers regarding the lease between MCP and Sherman County for wireless internet system equipment sites. There are a number of new regulatory issues, both OSHA and food safety related which limit access to the grain elevators. Although there was nothing in the original agreement, the county was asked to name MCP as additional insured on their policy, which Jenine has taken care of. Melva reported MCP may want to buy out the remainder of the county's five-year lease. There are other county-owned facilities in Moro and Wasco available for the equipment. It was agreed to invite Jeff to a future court meeting to discuss the matter. Commissioner Smith will check with Sheriff Lohrey regarding a site as another potential location for the county.

3.4 COMMISSIONER REPORTS:

Commissioner Smith reported the negotiations are complete with North Central Public Health District (NCPHD), and agreements are being prepared by their facilitator which will be sent to each court; in light of recent shooting events he confirmed Sherman County Sheriff's Office and Mid-Columbia Center for Living have Active Shooter agreements in place and Emergency Services has another plan in place; he participated in a local radio broadcast; the Early Learning House was discussed at the Tri-County Court meeting.

Judge Thompson said he and Commissioner Smith will be leaving February 27 for the NACO meeting in Washington DC; he will be speaking at a meeting January 27-28 regarding community wind; he met with CREA and CGBREZ at the AOC meeting and the group was joined by new members Southern Oregon Energy Association and projects discussed involved wind, solar, hydro, biomass, etc; the roof is being installed at the RV Park project.

4.0 CONSENT AGENDA:

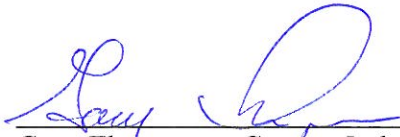
4.1 MINUTES OF DECEMBER 5, 2012:

4.2 REVENUE/EXPENDITURE SUMMARY - NOVEMBER:

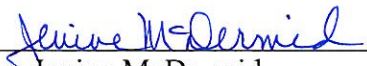
4.3 TREASURER'S REPORT – NOVEMBER:

Motion by Commissioner Smith, second by Commissioner Burnet to approve the Minutes of December 5, 2012, Revenue/Expenditure Summary for November and Treasurer's Report for November as presented. Vote: Unanimous.

THERE BEING NO FURTHER MATTERS AT ISSUE, COURT WAS ADJOURNED AT 12:15PM.



Gary Thompson, County Judge

ATTEST: 

Jenine McDermid
County Clerk

Steve Burnet, County Commissioner



Mike Smith, County Commissioner