



## Court Agenda

**February 16, 2011**

### **1.0 Appointment Schedule:**

- 1.1** 9:00 a.m. Dan Spatz – Columbia Gorge Community College – Proposal for Shared Commitment of Funding & Services
- 1.2** 9:50 a.m. Don Thompson – Lions Club – Anniversary Celebration
- 1.3** 10:00 a.m. Nora Donovan – American Red Cross – Activities & Upcoming Events
- 1.4** 10:30 a.m. Ron McDermid – Facilities Committee – Courthouse Improvement Project Update
- 1.5** 11:00 a.m. Cliff Jett, Karen Kellogg, Larry Triebelhorn, Neil Pattee – County Mayors – Strategic Investment Program (SIP) Funded Activities
- 1.6** 11:45 a.m. Debbie Hayden – Finance Director – Budget Calendar
- 1.7** 1:30 p.m. Dan Devlin – Management Resource, LLC – Physical Equipment Survey for Wireless Access Points; Telecommunications Services Agreement

### **Additions to Agenda:**

## **2.0 Action Items:**

- 2.1 Letter Re: Emergency Services Volunteers
- 2.2 Appointment – Ambulance Service Area (ASA) Advisory Committee
- 2.3 Certificate of Appropriation of Funds in Support of Oregon State University Extension Service
- 2.4 Recommendation for 4-H Youth Program Coordinator/Office Coordinator Position
- 2.5 Bid Opening & Award – Surplus Vehicle: 2002 Subaru Impreza
- 2.6 Letter of Resignation – Groundskeeper at Fairgrounds

## **3.0 Discussion Items:**

- 3.1 Teenage Driver Street Survival Skills Clinic
- 3.2 Benefits of Wind Power
- 3.3 Memorial Donation
- 3.4 Commissioner Reports

## **4.0 Consent Agenda:**

- 4.1 Minutes of February 2, 2011
- 4.2 Revenue/Expenditure Summary – January
- 4.3 Treasurer's Report – January

## **5.0 Future Agenda Items:**

*\*\*If necessary, an Executive Session may be held in accordance with: ORS 192.660 (2) (d) Labor Negotiations ORS 192.660 (2) (h) Legal Rights  
ORS 192.660 (2) (e) Property ORS 192.660 (2) (i) Personnel*



SHERMAN COUNTY COURT  
REGULAR SESSION  
Sherman County Circuit Courtroom

MINUTES

February 16, 2011  
9:00 a.m.

Present: Judge Gary Thompson, Commissioner Steve Burnet, Commission Michael Smith, Court Administrative Assistant Melva Thomas; Visitors Lynn Fluhr, Jim Bird, Joe Sharp, Don Thompson, Cliff Jett, Jaclyn McCurdy.

Additions to Agenda:

- 1.8     1:15 p.m.     Dee Lieuallen & Theresa Mobley – Commission on Children & Families – Request for OYCC Matching Funds
- 3.5     Senior Center Cook Interviews

**SUMMARY OF ACTIONS TAKEN**

**Motion by Commissioner Smith, second by Commissioner Burnet, to authorize matching funds in the amount of \$2,097.94 for the Commission on Children & Families' Oregon Youth Conservation Corps grant application and authorize Judge Thompson to sign collaborative partnership signature sheet. Motion carried.**

**Motion by Commission Smith, second by Commissioner Burnet, to approve a letter as presented to county businesses regarding our emergency services volunteers. Motion carried.**

**Motion by Commissioner Smith, second by Commissioner Burnet, to appoint the following members to the Ambulance Service Area Advisory Committee: Rufus – Ron Jensen, Assistant Fire Chief and Scott Holliday, City Councilor & Fire Fighter; North Sherman RFPD – Rod Asher, Fire Chief & EMT Basic and Martin Richelderfer, North Sherman RFPD Board Chairperson; Moro Fire/Sherman County Ambulance – Jerrilea Mayfield, EMT Intermediate and Bob Stone, EMT Basic, Ambulance Board member & Assistant Fire Chief; and South Sherman RFPD – Lynn Fluhr, Fire Chief & EMT Basic and Jim Bird, South Sherman Board Chairperson. Motion carried.**

**Motion by Commissioner Burnet, second by Commissioner Smith, to approve a Certificate of Appropriation of Funds in support of Oregon State University Extension Service**

authorizing the transfer from the County to OSU Extension Service the sum of \$31,150 in four equal payments of \$7,787.50 for the 2010-2011 fiscal year. Motion carried.

Motion by Commissioner Burnet, second by Commissioner Smith, to approve offering the position of 4-H Youth Program Coordinator/Office Coordinator position to Cindy Brown. Motion carried.

Motion by Commissioner Burnet, second by Commissioner Smith, to award the 2001 Subaru Impreza to Austen Martin with a bid of \$627.99. Motion carried.

Motion by Commissioner Smith, second by Commissioner Burnet, to approve the consent agenda as presented which included the minutes of February 2, 2011, a Revenue/Expenditure Summary for January and the Treasurer's Report for January. Motion carried.

#### **1.1 Dan Spatz – Columbia Gorge Community College – Proposal for Shared Commitment of Funding & Services**

Dan Spatz, Mary Merrill and Nancey Patten were present representing Columbia Gorge Community College.

Dan Spatz, Chief Institutional Advancement Officer for Columbia Gorge Community College, proposed a formal three year collaboration with Sherman and Gilliam Counties focused on the renewable energy industry and other specific services including business counseling and expansion of child care resource and referral services offered by Child Care Partners.

Mary Merrill, director of the Small Business Development Center, proposed development of a full time position for small business counseling to be shared between Sherman and Gilliam Counties. This position would devote 40 hours per week for three years to serve new and existing small businesses. In support of this position, Sherman County would need to provide office space and telecommunications. Mary indicated they would hope to hire someone in the community to fill the position and CGCC Small Business Department could provide the expertise on funding sources to help local businesses.

Nancey Patten, director of Child Care Partners, provides resource & referral to child care providers. The program would like to expand its current services by offering on-site and distance-based training over the next three years. She noted that they would like to spend their limited funding on trainings and not on office rental so requested space and electronic access for trainings and education.

Dan Spatz explained that the Miller Foundation has proposed a \$50,000 challenge grant for the Renewable Energy Technology Scholarship fund. They need to raise a \$50,000 match by March 31, 2011 and requested the County consider a \$15,000 contribution. He noted preference would be given to Sherman and Gilliam County students in scholarships awarded and that they will also contact partners in the renewable energy industry and

other donors. Judge Thompson indicated Sherman County would need to determine what might be available from Strategic Investment Program funds.

## **1.2 Don Thompson – Lions Club – Anniversary Celebration**

Don Thompson invited the Court to attend the 47<sup>th</sup> annual meeting of Lions Club March 14, 6:00 p.m. at the Senior Center. A program and refreshments will be provided. ; would like to talk to all county employees about volunteerism; would like more Lion Club volunteers; would like permission to go to employees to recruit new members; need new young members to replace aging members; consensus of court to proceed;

## **1.3 Nora Donovan – American Red Cross – Activities & Upcoming Events**

Also present Ron McDermid, Latrelle Smoot, Don Thompson, Shawn Payne

Nora Donovan of the American Red Cross met with the Court as the representative for the district which includes Hood River, Wasco, Sherman and Gilliam Counties.

Following a brief overview of the history of the American Red Cross, Donovan explained the five primary services provided by this organization which includes armed forces, health & safety, blood supply, emergency services and international deployment:

- Armed Forces – primarily provide communication services; services to veterans
- Health & Safety – includes first aid, CPR, dealing with blood borne pathogens
- Blood Supply – a primary activity
- Emergency Services – a primary service for the Columbia Gorge area; usually family disasters such as fires or flooding; help displaced families; usually a couple of cases per month
- International Deployment

Donovan noted though the Red Cross changes frequently, the volunteers remain constant and are the backbone of the organization.

Commissioner Smith indicated it has been a long time since the last blood drive was held in Sherman County. Donovan reported there are blood drives planned this year in the area.

## **1.4 Ron McDermid – Facilities Committee – Courthouse Improvement Project Update**

Ron McDermid reported 7 or 8 students have signed up for Driver Education and that he will testify in Salem soon regarding the addition of Counties as providers of these programs so they can qualify for ODOT reimbursement for their students.

The building permit for the Courthouse Improvement project has been approved and received.



The State Historic Preservation Office has completed their review and determined the project will have “no adverse impact” on the building.

Full notice to proceed has been received from the Oregon Department of Energy. Advertising for bids will begin February 17<sup>th</sup> with project plans available on February 22. A pre-bid meeting is scheduled for February 25<sup>th</sup>, 1:30 p.m. in the Circuit Court Room. McDermid noted good cooperation between the design team, MCEDD and the Department of Energy.

Bid opening is scheduled for March 22<sup>nd</sup> and the architect will be the primary reviewer with owner input. A special Court session will be required on March 30<sup>th</sup> to award the bid. The meeting will be scheduled for 10:00 am and will include the presence of the Court, Architect Daryl Sieker and Legal Counsel. Both bid documents will be awarded to a single general contractor. Following the bid award, a pre-construction meeting is scheduled for April 4<sup>th</sup> with construction to begin April 5<sup>th</sup>.

**1.5 Cliff Jett, Karen Kellogg, Larry Triebelhorn, Neil Pattee – County Mayors – Strategic Investment Program (SIP) Funded Activities**

Present: Cliff Jett, Jaclyn McCurdy, Neil Pattee, Karen Kellogg, Rene Moore, Jessica Metta, Carol von Borstel, Debbie Hayden.

Rufus Mayor Cliff Jett reported all of the cities had met recently for the very first time. It was a good meeting and they plan to meet quarterly to collaborate on projects. He added the four administrators already work well together and getting the mayors to work together will be good for the county and the cities. He continued reading a prepared statement indicating how the Strategic Investment Program funds (SIP) have provided new opportunities for the cities and the desire of the cities to be active partners with the county.

Grass Valley Mayor Neil Pattee reviewed how they had used the SIP funds which included catching up on six years of back audits, plans for a new city hall, new restrooms in the park, plans to renovate the pavilion, costs for nuisance abatement/drafting new city ordinance and plans to get new tables and chairs for the pavilion. Grass Valley also hopes to develop a five year plan for the city.

Commissioner Burnet added the Ford Institute Leadership project in Gilliam County purchased a trailer to store and move tables and chairs that are shared by many organizations throughout the county. This might be a project for the county to consider.

Moro City Administrator Rene Moore reported the first \$90,000 of SIP funds was used to buy property for a new city hall and last year’s funds are earmarked for sewer upgrades. Remaining funds will assist with construction of the new City Hall.

Wasco Mayor Karen Kellogg noted SIP funds have made possible the completed bank stabilization on Spanish Hollow Creek and work on the Church Street Bridge repair. Funds are also to be used to assess wastewater collection system and the city is in talks with the School District about the elementary school building.

Mayor Cliff Jett added the mayors had sent a letter to the school district requesting cities be included in their discussions regarding long range planning for the district. The cities have now been included and Jett is serving on a committee to get information out to constituents.

City of Rufus Mayor Cliff Jett reported SIP funds had been used to hire a RARE student, purchased new computers, pressure washer and snow plow, and have hired PARC to develop a funding plan for the Rufus Community Center.

Rene Moore asked if SIP payments will increase to the cities. Commissioner Burnet replied that payments will likely stay the same for the near term since the county needs to save some funds for the future.

**Dee Lieuallen & Theresa Mobley – Commission On Children & Families – Matching Funds Request**

Commission on Children and Families staff members Dee Lieuallen and Theresa Mobley requested matching funds in the amount of \$2,097.94 needed for the Oregon Youth Conservation Corps (OYCC) grant that is due Friday, February 18<sup>th</sup>. The total grant for the program is \$24,329.94. The OYCC youth will be scheduled for 4 day work weeks this summer

**Motion by Commissioner Smith, second by Commissioner Burnet, to authorize matching funds in the amount of \$2,097.94 for the Commission on Children & Families' Oregon Youth Conservation Corps grant application and authorize Judge Thompson to sign collaborative partnership signature sheet. Motion carried.**

**1.6 Debbie Hayden – Finance Director – Budget Calendar**

Finance Director Debbie Hayden reminded the Court of the new compensation process that was used last year and asked if they wanted to follow the same process again this year. It was the consensus of the court to use the same process again this year

Hayden proposed and the Court agreed to schedule Department Head requests for step increases and/or reclassification requests during the regular court session on March 16<sup>th</sup> with the Court acting on the requests during the Special Session to be scheduled on March 30<sup>th</sup> at 9:00 a.m.

Hayden also suggested since we have three veteran budget members there was little need to spend much time going over department budgets but to focus more time and attention on allocation of SIP funds. There will also be a need to meet with Treasurer Marnene

Benson-Wood to determine appropriate investments for the saved funds. The Budget Committee will still want to look at any budget that may vary significantly from previous budgets.

After some discussion, it was agreed to hold Budget Committee meetings on April 18<sup>th</sup> and 19<sup>th</sup> with a regular Court session to follow on April 20<sup>th</sup>.

**1.7 Dan Devlin – Management Resource, LLC – Physical Equipment Survey for Wireless Access Points; Telecommunications Services Agreement**

Present: Ron McDermid

As noted earlier, it has been difficult to obtain three quotes for the proposed wireless project. Commission Smith received a quote from Day Wireless Systems on 12/15/2010 for a total \$102,251.47 including parts and labor and a second estimate received from Management Resource, LLC on 1/4/2011 for a total of \$45,120.00. A third quote was requested but not received.

Dan Devlin of Management Resource noted we had originally talked about three access points per site. After a closer review of the RF studies of all the sites and he is now recommending 9 broadcast sites with 16 access points instead of the original 27. Devlin reviewed the recommended equipment list and proposed a revised budget of \$35,000 which would include coverage of Biggs, Rufus and the Columbia slope area. The budget also includes per diem allowance of \$1,600, router and switches of \$3,000 and a contingency of \$4,400.

For the typical user, the cost would be about \$50 for phone and internet compared to about \$65 with other systems so could save \$15-20/month. However, if the power goes down you would lose your phone. This system would provide a choice to folks that could be cheaper. If client just wants internet and cell phone, would not need a phone line. Devlin indicated they hoped to have an employee living in the county to maintain the system.

Commissioner Burnet asked how long till we double county costs if we add more radios to reach more folks? Added coverage could be funded by the additional houses affected if they want access.

Commissioner Smith noted this is an opportunity to provide a service to folks not in the cities and lower internet costs for folks outside the DSL area.

Devlin suggested the need to get ISP agreement from Frontier TeleNet that they have with Day Wireless to use as a model for development of Sherman County ISP agreement.

Commissioner Burnet expressed concern that this project may be so open ended that we will be required to continually put money into it which he was not excited about.



Ron McDermid commented that we don't know how many will subscribe 50 or 300 and if it doesn't go well is Sherman County still on the hook? Commissioner Smith stated that if doesn't work for us it still has a value that you could sell but that could be pennies on the dollar.

Commissioner Burnet added there is a lot of political capital at risk if we have folks sign up and then it doesn't work out. There are a lot of young farmers interested in the system so they can download data to their equipment.

Melva Thomas asked about contact with property owners for equipment installation and learned we only need to get permission from MCP and the School District (elevators and Wasco school building) which has not been completed to-date.

Consensus of the Court to move forward with the project but not include towers for coverage in Biggs and Rufus since there are other wireless options available in that area. The Telecommunications Services Agreement will be addressed at the next court session once recommended language is received from County Counsel. Devlin will also update the budget to reflect changes regarding Biggs and Rufus. Funding for the project will come out of contingency.

## **2.0     Action Items:**

### **2.1     Letter Re: Emergency Services Volunteers**

The Court reviewed a letter prepared to send to county businesses affected by volunteer emergency services personnel.

**Motion by Commission Smith, second by Commissioner Burnet, to approve a letter as presented to county businesses regarding our emergency services volunteers. Motion carried.**

Shawn Payne will distribute the letter to the businesses

### **2.2     Appointment – Ambulance Service Area (ASA) Advisory Committee**

A letter of recommendation for appointment of Ambulance Service Area Advisory Committee members from all the fire districts was reviewed. It was agreed to have only two members from each district and South Sherman RFPD agreed to remove Alan von Borstel from their district list.

**Motion by Commissioner Smith, second by Commissioner Burnet, to appoint the following members to the Ambulance Service Area Advisory Committee: Rufus – Ron Jensen, Assistant Fire Chief and Scott Holliday, City Councilor & Fire Fighter; North Sherman RFPD – Rod Asher, Fire Chief & EMT Basic and Martin Richelderfer, North Sherman RFPD Board Chairperson; Moro Fire/Sherman County Ambulance – Jerrilea Mayfield, EMT Intermediate and Bob Stone, EMT**

**Basic, Ambulance Board member & Assistant Fire Chief; and South Sherman RFPD – Lynn Fluhr, Fire Chief & EMT Basic and Jim Bird, South Sherman Board Chairperson. Motion carried.**

Shawn Payne will contact the newly appointed members and set up meetings with recommendations due to the Court in 90 days.

**2.3 Certificate of Appropriation of Funds in Support of Oregon State University Extension Service**

**Motion by Commissioner Burnet, second by Commissioner Smith, to approve a Certificate of Appropriation of Funds in support of Oregon State University Extension Service authorizing the transfer from the County to OSU Extension Service the sum of \$31,150 in four equal payments of \$7,787.50 for the 2010-2011 fiscal year. Motion carried.**

**2.4 Recommendation for 4-H Youth Program Coordinator/Office Coordinator Position**

**Motion by Commissioner Burnet, second by Commissioner Smith, to approve offering the position of 4-H Youth Program Coordinator/Office Coordinator position to Cindy Brown. Motion carried.**

**2.5 Bid Opening & Award – Surplus Vehicle: 2002 Subaru Impreza**

Sealed bids were opened for the 2002 Subaru Impreza

\$550.50 – Mark McCavic

\$627.99 – Austen Martin

\$200 – Jim Gaffrey

**Motion by Commissioner Burnet, second by Commissioner Smith, to award the 2001 Subaru Impreza to Austen Martin with a bid of \$627.99. Motion carried.**

**2.6 Letter of Resignation – Groundskeeper at Fairgrounds**

The Court acknowledged receipt of a letter of resignation by Dee Lieuallen as Groundskeeper at the Fairgrounds noting this has already been accepted by the Fair board.

There are no plans to re-rent the house for a while until the situation can be re-evaluated.

**3.0 Discussion Items:**

**3.1 Teenage Driver Street Survival Skills Clinic**

Court members discussed a proposal for Teenage Driver Street Survival Skills Clinic to be held at Oregon Raceway Park in May. The project needs \$4,000 to cover a projected shortfall and the Court questioned the high cost to students of \$250 for a 4 hour clinic. No action was taken at this time.

### **3.2 Benefits of Wind Power**

Final versions of documents on wind power benefits in Sherman County prepared by Jessica Metta of Mid-Columbia Economic Development District were reviewed. These documents will be used to educate legislators in Salem and will also be included in the next edition of the Sherman County Citizen-Reporter.

### **3.3 Memorial Donation**

**Motion by Commissioner Smith, second by Commissioner Burnet, to authorize the expenditure of \$50 as a donation to the Sherman County Historical Society in memory of Helen Macnab. Motion carried.**

### **3.4 Commissioner Reports**

Commissioner Burnet announced a NORCOR meeting on February 17<sup>th</sup> to discuss a proposed new building but indicated the project may be on hold at this time.

Commissioner Smith stated North Central Public Health had concerns about how the state handled meetings to gather information on the possible effects of wind turbines on public health. NC Public Health and most eastern Oregonians were not notified about the meetings and NC did not want to do the study. They now have an advisory board at the state and are being more open about the process. Most opponents to wind turbines have been basing their complaints on the opinion of one doctor from the east coast which the state has giving no credence. Smith also noted a new ruling that public notices are no longer allowed at post offices but intended to check into this. He reminded the Court that Bill Fashing will be the guest speaker at the next Third Thursday meeting to continue discussions on housing.

Judge Thompson reported Senators Wyden and Merkley have helped resolve some issues for Frontier TeleNet and they should start getting their E-rate funds again in the next few weeks. A meeting with OSU about Experiment Stations indicated they may need to shut down half of the experiment stations in the state due to budget cuts. Dr. Stephen Pietre did good job of selling the Moro station since it is heavily supported by the community. Even if closed, this could be an opportunity for Sherman County as property would revert back to the County. Commissioner Smith and Judge Thompson will be meeting with congressional delegates during their DC visit in March.

### **3.5 Senior Center Cook Interviews**

Melva Thomas informed the Court there are currently three candidates to interview for the Senior Center Head Cook & Kitchen Coordinator position. Interviews will be scheduled for the afternoon of February 24<sup>th</sup> with an interview team consisting of Commissioner Smith, Senior Center Manager Katie Kelley and Advisory Board member Don Thompson.

**4.0 Consent Agenda:**

- 4.1 Minutes of February 2, 2011**
- 4.2 Revenue/Expenditure Summary – January**
- 4.3 Treasurer's Report – January**

**Motion by Commissioner Smith, second by Commissioner Burnet, to approve the consent agenda as presented which included the minutes of February 2, 2011, a Revenue/Expenditure Summary for January and the Treasurer's Report for January. Motion carried.**


Meeting adjourned 3:53 p.m.

APPROVED this 16<sup>th</sup> day of March, 2011.

ATTEST:

  
Clerk/Deputy Clerk

SHERMAN COUNTY COURT

  
Gary Thompson, Judge

  
Steve Burnet, Commissioner

  
Mike Smith, Commissioner