



Court Agenda

May 19, 2010

8:30 a.m.

Staff Meeting

Presentation: Oregon Counties

Produced by Association of Oregon Counties

1.0 Appointment Schedule:

- 1.1** 9:30 a.m. Ron McDermid – Facilities Committee – Consultant Quotes: Telecommunications ; Updates: Evaluation Reports for Heating/Air Conditioning System and Window Replacement
- 1.2** 9:50 a.m. Ron McDermid – Justice Court – Computer Hardware Request
- 1.3** 10:00 a.m. Mike DeGrange, Ken DeGrange, Pat Powell – Re: Rock Sales
- 1.4** 10:30 a.m. Bob Skinner – Hire Electric Solar Division – Volumetric Incentive Rate for Solar through the State of Oregon
- 1.5** 11:00 a.m. Dee Lieuallen – Commission on Children & Families – Vehicle Bids
- 1.6** 11:30 a.m. Shawn Payne – Emergency Management – Homeland Security Grant Application for Courthouse Back-up Generator
- 1.7** 1:30 p.m. Biggs Service District Board – Budget Committee Meeting
- 1.8** 2:00 p.m. Executive Session in Accordance with ORS 192.660 (2) (e) Property, (h) Legal Rights; Will Carey, County Counsel
- 1.9** 3:00 p.m. Dick Stradley – Assessor – Employee Update

Additions to Agenda:

2.0 Action Items:

- 2.1 Tri-County Veterans Service Officer Job Description - Revised
- 2.2 Amended 2010-2011 County Assessment Function Funding Assistance (CAFFA) Grant Application Resolution
- 2.3 Budget Transfers and Payment Authorization
- 2.4 Joint Resolution in the Matter of Transferring Six Rivers Community Mediation Services from Four Rivers Community Corporation to Mid-Columbia Council of Governments
- 2.5 Policy – Employee-Incurred Expenses and Reimbursement
- 2.6 Rate Increase Request – The Dalles Disposal
- 2.7 Contract: Boating Safety & Law Enforcement Services between State Marine Board and Sherman County Sheriff’s Office
- 2.8 Resolution in the Matter of Appointment of Karen Kellogg to the Mid-Columbia Housing Authority Board

3.0 Discussion Items:

- 3.1 Senior Center Manager Temp Position – Interview Process
- 3.2 Senior Center Cleaning Services – Update
- 3.3 Tri-County Veterans Service Officer Position – Interview Process
- 3.4 Oregon Protective Leave Law for Domestic Violence Victims – Training Follow-up
- 3.5 USDA Rural Business Enterprise Grant for John Day River Territory Development
- 3.6 Agreement for Use of Equipment for Rescue Purposes
- 3.7 Thank You Card – Rene’ Moore
- 3.8 Commissioner Reports

4.0 Consent Agenda:

- 4.1 Minutes of May 5, 2010
- 4.2 Revenue/Expenditure Summary – April
- 4.3 Treasurer’s Report – April

5.0 Future Agenda Items:

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



SHERMAN COUNTY COURT
REGULAR SESSION
Sherman County Circuit Courtroom

MINUTES

May 19, 2010 9:35am

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

SUMMARY OF ACTIONS TAKEN

Motion by Commissioner Smith second by Commissioner Burnet to move ahead with Tasks 1 through 3 of the Reyes Engineering telecommunication consulting proposal so that the process can begin. Motion carried.

Motion by Commissioner Smith second by Commissioner Burnet to evaluate the overall electrical needs of the courthouse building and authorize Judge Gary Thompson to sign an agreement with Ron Athay's firm not to exceed \$2,000. Motion carried.

Motion by Commissioner Burnet second by Commissioner Smith to allow the Justice Court computer hardware purchase in the amount of \$3,672. Motion carried.

Motion by Judge Thompson and second by Commissioner Burnet to authorize Hire Electric to survey four possible sites for the Volumetric Incentive Rate For Solar program and authorize up to three sites for a fee up to \$250 per site and authorize Judge Thompson to sign for the three sites. Motion carried, with Commissioner Smith abstaining from the vote.

Consensus of the Court to proceed with the Homeland Security Continuity of Operations and Security Grant application.

Motion by Commissioner Burnet and second by Commissioner Smith to accept the Tri-County Veterans Service Officer job description as revised. Motion carried.

Motion by Commissioner Burnet and second by Commissioner Smith for Judge Thompson to be authorized to sign the revised 2010-11 CAFFA Grant Application. Motion carried.

Motion by Commissioner Smith and second by Commissioner Burnet authorizing budget transfers to be made on May 28, 2010. Motion carried.

Motion by Commissioner Smith and second by Commissioner Burnet to approve the resolution for Six Rivers Community Mediation Services and authorize Judge Thompson to sign. Motion carried.

Motion by Commissioner Smith and second by Commissioner Burnet authorizing the purchase of a 2002 Dodge Ram 1500 pickup from Bailey's Used Cars for a price of not more than \$10,786. Motion carried.

Motion by Commissioner Burnet and second by Commissioner Smith to adopt the Employee-incurred Expenses and Reimbursement Policy. Motion carried.

Motion by Commissioner Smith and second by Commissioner Burnet to sign the 2010 Contract for Boating Safety and Law Enforcement Services between the State Marine Board and Sherman County Sheriff's Office for 2010. Motion carried.

Motion by Commissioner Burnet second by Commissioner Smith to approve The Dalles Disposal 1.5% fee increase effective July 1, 2010. Motion carried. **Motion** by Commissioner Burnet second by Commissioner Smith to appoint Karen Kellogg to the Mid-Columbia Housing Authority Board. Motion carried.

Motion by Commissioner Burnet second by Commissioner Smith to approve the consent agenda as presented. Motion carried.

Consensus of the Court for Dick Stradley to hire this person on a 2-1/2 month internship.

Motion by Commissioner Burnet and second by Commissioner Smith to go into Executive Session pursuant to ORS 192.660 (2) (e) Property, (h) Legal Rights. Motion carried.

CONSULTANT QUOTES: TELECOMMUNICATIONS, Ron McDermid – Facilities Committee:

Ron presented a proposal received from Jim Doar of Reyes Engineering for the providing of telecommunication consulting services. Ron is also awaiting word from another consultant. The court discussed the tasks outlined in the report, along with the cost of services. The projected total of Tasks 1 through 3 was \$5,700.

Motion by Commissioner Smith second by Commissioner Burnet to move ahead with Tasks 1 through 3 of the Reyes Engineering telecommunication consulting proposal so that the process can begin. Motion carried.

EVALUATION REPORTS FOR WINDOW REPLACEMENT; HEATING/AIR CONDITIONING SYSTEM, Ron McDermid – Facilities Committee:

Ron McDermid presented a window replacement report prepared by Daryl Sieker, Architect LLC. It was also reported that a final report will be received within the next few weeks from Larry McGinnis regarding the heating/air conditioning needs in the courthouse.

Ron advised he had talked with Ron Athay, an electrical engineer regarding electrical services issues within the courthouse. Ron Athay is willing to expand his proposal to comprehensive evaluation of the courthouse building, main service, sub panels and electrical outlets not to exceed \$2,000 and he would be in a position to perform these services soon.

Motion by Commissioner Smith second by Commissioner Burnet to evaluate the overall electrical needs of the courthouse building and authorize Judge Gary Thompson to sign an agreement with Ron Athay's firm not to exceed \$2,000. Motion carried.

COMPUTER HARDWARE REQUEST, Ron McDermid – Justice Court:

Ron McDermid requested permission for the purchase of computer hardware for Justice Court. This request is for funding from the computer-related fund and would be the first updating of work stations and server for this office in several years.

Motion by Commissioner Burnet second by Commissioner Smith to allow the Justice Court computer hardware purchase in the amount of \$3,672. Motion carried.

ROCK SALES - Mike DeGrange, Ken DeGrange, Pat Powell:

Mike DeGrange, Ken DeGrange and Pat Powell discussed the county's rock sale policy with the Court. They suggested the policy be revised concerning the sale and hauling of rock for private citizen needs as they feel it conflicts with their business. The group was assured the county charges the same rates as private haulers. Current county policy allows the sale of 100 yards of gravel per farm annually. Judge Thompson advised the county has turned a lot of gravel business away, including for wind farm projects. He

said that the current policy should be reviewed with the roadmaster and that the county will put some facts and figures together for further discussion.

VOLUMETRIC INCENTIVE RATE FOR SOLAR THROUGH THE STATE OF OREGON, Bob Skinner of Hire Electric Solar Division:

Bob Skinner of Hire Electric visited with the Court regarding this new pilot program enacted by 2009 HB 3039 and 2010 HB 3690 and begins July 1, 2010. Both private and public entities are eligible to enroll in the program which is administered through the Energy Trust of Oregon or Pacific Power in Sherman County. The initial incentive rate is between .50 and .60 per kilowatt hour. The amount of the VIR (Volumetric Incentive Rate) could change over time, depending on power rates. This program replaces all other incentive programs. He asked the county to consider allowing Hire Electric Solar Division to design a net meter system for up to three county facilities. There is a \$250 application fee per facility, but the fee is refunded if the project is not accepted. The Court discussed locations including the Biggs Service District facility, road department building, senior/community center, fairgrounds and possibly the courthouse. Bob will need to review each facility's power bills for kilowatt usage over the past year.

Motion by Judge Thompson and second by Commissioner Burnet to authorize Hire Electric to survey four possible sites for the Volumetric Incentive Rate For Solar program and authorize up to three sites for a fee up to \$250 per site and authorize Judge Thompson to sign for the three sites. Motion carried, with Commissioner Smith abstaining from the vote.

VEHICLE BIDS – COMMISSION ON CHILDREN & FAMILIES, Dee Lieuallen:

Dee Lieuallen and Theresa Mobley presented bids for a vehicle that can carry their summer youth work crew and equipment. A bid was received from Urness Motors for a Ford Explorer; Ray Schultens: Dodge Durango; Stone's Freeway Auto Center: Mitsubishi Montero; Bailey's Used Cars: Dodge Ram 1500 pickup. After discussion, it was decided Dee would obtain additional information and report back later in the day.

HOMELAND SECURITY GRANT APPLICATION FOR COURTHOUSE BACK-UP GENERATOR, Shawn Payne – Emergency Services:

Shawn reported she is working on a Homeland Security Grant Application for a back-up generator for the courthouse in the amount of \$45,208 and is in need of approval prior to submitting the application. The generator would be for the purpose of continuity of service in the event of a power outage. Discussion ensued involving whether this should be a diesel or propane generator, location in conjunction with a historic structure, size of generator. The electrical engineer could provide the size of generator needed and the most likely location would be attached to the addition near the back of the building. Shawn reported if awarded the grant, the funds are available January 2011 and expire January 2013. This is a reimbursable grant, with no match required.

Consensus of the Court to proceed with the Homeland Security Continuity of Operations and Security Grant application.

**TRI-COUNTY VETERANS SERVICE OFFICER JOB DESCRIPTION,
REVISED, Melva Thomas:**

Melva reported that she has revised the job description based on information received from Paul Conway and that Paul has since reviewed and approved the amended job description. The Court reviewed the changes.

Motion by Commissioner Burnet and second by Commissioner Smith to accept the Tri-County Veterans Service Officer job description as revised. Motion carried.

**AMENDED 2010-11 COUNTY ASSESSMENT FUNCTION FUNDING
ASSISTANCE (CAFFA) GRANT APPLICATION RESOLUTION, Jenine
McDermid:**

Jenine advised the amount of the CAFFA Grant was increased by \$2,352 to allow for grant funding to the Assessor's office.

Motion by Commissioner Burnet and second by Commissioner Smith for Judge Thompson to be authorized to sign the revised 2010-11 CAFFA Grant Application. Motion carried.

BUDGET TRANSFERS AND PAYMENT AUTHORIZATION:

Motion by Commissioner Smith and second by Commissioner Burnet authorizing budget transfers to be made on May 28, 2010. Motion carried.

**JOINT RESOLUTION IN THE MATTER OF TRANSFERRING SIX RIVERS
COMMUNITY MEDIATION SERVICES FROM FOUR RIVERS COMMUNITY
CORPORATION TO MID-COLUMBIA COUNCIL OF GOVERNMENTS:**

Six Rivers Community Mediation Services is now under the Mid-Columbia Council of Governments. Melva presented a resolution for the Court's approval.

Motion by Commissioner Smith and second by Commissioner Burnet to approve the resolution for Six Rivers Community Mediation Services and authorize Judge Thompson to sign. Motion carried.

COMMISSION ON CHILDREN AND FAMILIES – VEHICLE BIDS:

Dee Lieuallen reported back regarding the proposed vehicle purchase.

Motion by Commissioner Smith and second by Commissioner Burnet authorizing the purchase of a 2002 Dodge Ram 1500 pickup from Bailey's Used Cars for a price of not more than \$10,786. Motion carried.

EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT POLICY:

Motion by Commissioner Burnet and second by Commissioner Smith to adopt the Employee-incurred Expenses and Reimbursement Policy. Motion carried.

RATE INCREASE REQUEST – The Dalles Disposal:

The Court received a letter from The Dalles Disposal requesting a 1.5% increase in their fees, offsetting annual operational costs. This increase would be effective July 1, 2010.

Motion by Commissioner Burnet second by Commissioner Smith to approve The Dalles Disposal 1.5% fee increase effective July 1, 2010. Motion carried.

CONTRACT: BOATING SAFETY & LAW ENFORCEMENT SERVICES BETWEEN STATE MARINE BOARD AND SHERMAN COUNTY SHERIFF'S OFFICE:

The Court received a contract for approval between the State Marine Board and the Sherman County Sheriff's Office for boating safety and law enforcement services.

Motion by Commissioner Smith and second by Commissioner Burnet to sign the 2010 Contract for Boating Safety and Law Enforcement Services between the State Marine Board and Sherman County Sheriff's Office for 2010. Motion carried.

RESOLUTION IN THE MATTER OF APPOINTMENT OF KAREN KELLOGG TO THE MID-COLUMBIA HOUSING AUTHORITY BOARD:

A resolution was presented to the Court for appointment of Karen Kellogg to the Mid-Columbia Housing Authority Board.

Motion by Commissioner Burnet second by Commissioner Smith to appoint Karen Kellogg to the Mid-Columbia Housing Authority Board. Motion carried.

DISCUSSION ITEMS:

The Court discussed the following:

- Senior Center Manager Temp Position – Interview Process: It was decided Jodi Whitley, Katie LaDouceur, a board member and commissioners will interview candidates. Interviews are to be scheduled for the 2nd week in June.
- Senior Center Cleaning Services – Only one application has been received to date.
- Tri-County Veterans Service Officer Position – Interview Process: Judge Thompson, along with Gilliam and Wheeler County judges will conduct the interviews. Several applications have been mailed.
- Oregon Protective Leave Law for Domestic Violence Victims – Melva advised there were ten participants in the first training and another will be held in a few weeks.
- USDA Rural Business Enterprise Grant for John Day River Territory Development – Melva reported there already was documentation in the minutes for the pledged \$1,000, which she has taken care of.

- Agreement for Use of Equipment for Rescue Purposes: This agreement is between Sherman County and the Oregon State Parks and Recreation Department, Deschutes River District and pertains to the use of the park's John Deere Gator Utility Vehicle by the County in the event an emergency rescue requirement in the immediate vicinity. This was approved by the Court.
- Thank You Card – A card of thank was received from Rene' Moore for the Court's donation to City of Moro Park in memory of her father.

COMMISSIONER REPORTS

Commissioner Burnet reported that Milt Ketchum has completed a preliminary investigation and is in the process of preparing a report.

Judge Thompson advised that on June 1 he would like one or both commissioners to meet with Obsidian Finance Group from Hillsboro regarding solar projects.

CONSENT AGENDA – MAY 5, 2010 COURT MINUTES, APRIL REVENUE/EXPENDITURE SUMMARIES AND TREASURER'S REPORT:

All items on the Consent Agenda were reviewed.

Motion by Commissioner Burnet second by Commissioner Smith to approve the consent agenda as presented. Motion carried.

BIGGS SERVICE DISTRICT BOARD – BUDGET COMMITTEE MEETING, Rene' Moore:

The annual budget meeting for the Biggs Service District Budget Meeting commenced at 1:30pm, with Todd Coles in attendance.

ASSESSOR EMPLOYEE UPDATE, Dick Stradley:

Dick Stradley reported he would like to hire a new employee who is a certified property tax appraiser, has visited Sherman County and was recommended by Doug Hillpott, Benton County Assessor. Dick would like this hire as a 2-1/2 month internship.

Consensus of the Court for Dick Stradley to hire this person on a 2-1/2 month internship.

Commissioner Smith asked about a parcel of elevator property sold by the county in recent years. The deed will be reviewed as there was language stating the buyer agreed to clean up the property.

Assessor Dick Stradley recited the history of a personal property account that has not paid their tax bill. Will Carey agreed to handle this and advise in writing they need to pay or the matter will be handled in court, working toward a judgment. A judgment can be filed as a foreign judgment in the county in which their corporate offices are located.

Melva Thomas reported on the need to update the bylaws for the Sherman County Ambulance Service, update the ambulance plan and develop a document for the change in ambulance service area regarding memberships. She advised of the need to formalize they're a actually part of the county for budget purposes, etc and the county court should be approving all volunteers. These bylaws should be governed by the county and could be okayed by the ambulance board. Melva said that the ambulance was approved by City/County Insurance Services many years ago. She advised that according to Section 12, election of board members, Item 11 they are elected by their own board. Will Carey added after that is accomplished the next step is for names to be submitted to the county court for approval or denial.

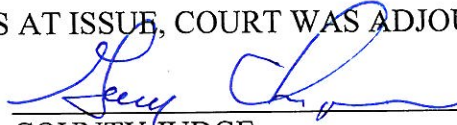
Melva added the Sherman County Ambulance will be taking over the Rufus ambulance service area. A document will be drawn up stating Rufus ambulance will have the option to resume their own ambulance service area if they are able to put a crew together. Will Carey said there needs to be an intergovernmental agreement between Sherman County and the City of Rufus, and he agreed to help with the process.

EXECUTIVE SESSION:

Motion by Commissioner Burnet and second by Commissioner Smith to go into Executive Session pursuant to ORS 192.660 (2) (e) Property, (h) Legal Rights. Motion carried. County Counsel Will Carey was in attendance.


Return to Regular Session

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


COUNTY JUDGE

ATTEST: 
COUNTY CLERK


COMMISSIONER


COMMISSIONER