



## Court Agenda

**September 7, 2011**

### **Additions to Agenda:**

#### **1.0 Appointment Schedule:**

- 1.1** 9:00 a.m. Dee Lieuallen – Commission on Children & Families – Program Contracts for 2011-2012 Fiscal Year
- 1.2** 10:00 a.m. Executive Session in Accordance with ORS 190.660 (2) (e) Property
- 1.3** 11:00 a.m. Ron McDermid, Century Link Representatives – Telecommunications Issues

## 2.0 Action Items:

- 2.1 Intergovernmental Agreement Between Wasco County and Sherman County for Geographic Information System (GIS) Services
- 2.2 Appointment: Sherman County Risk Management Coordinator – Shawn Payne
- 2.3 Closing Documents for Purchase of Lots 5, 6, 11 and 12 in Asher Subdivision Located in Wasco
- 2.4 Fairgrounds Sewer Line Repairs Quote – KIWI 4 Construction
- 2.5 Solid Waste Disposal Permit Renewal for Sherman County Transfer Station
- 2.6 Declare as Surplus Property – Window Air Conditioners (12)
- 2.7 Biennial Intergovernmental Agreement with Energy Facility Siting Council
- 2.8 Membership Dues – Eastern Oregon Visitors Association
- 2.9 Senior Center Back-up Cook Position
- 2.10 Griddle/Grill Quotes for Senior Center Kitchen
- 2.11 Frontier Digital Network Funding Request

### 3.0 Discussion Items:

- 3.1 City of Moro Loan Proposal
- 3.2 Moro Medical Center – Renovation Study
- 3.3 Sherman County Wireless Network – Update
- 3.4 John Day River Territory – Update
- 3.5 Exceptional Food Safety Recognition Program
- 3.6 Transfer Station Inspection Report – Department of Environmental Quality
- 3.7 2010 Material Recovery Survey - Draft
- 3.8 Thank You Note – Munyon Family
- 3.9 Commissioner Reports

#### **4.0 Consent Agenda:**

- 4.1 Minutes of August 17, 2011
- 4.2 Claims – August
- 4.3 Treasurer’s Report - July

## 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

September 7, 2011 9:07am

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

**SUMMARY OF ACTIONS TAKEN**

**Motion** by Commissioner Burnet and second by Commissioner Smith to approve and sign Sherman County Commission on Children and Families 2011-2012 Program Contracts as follows: ABC Huskies Day Care - \$4,500; Columbia Gorge CASA - \$10,985; Cougar Camp - \$2,000; Little Wheats Day Care - \$4,500; Sherman Preschool - \$5,000; Project Alert - \$3,500 (Gonser & Sutherland) ½ prevention and ½ commission dollars \$1,750 each); The Pack - \$4,250; Intramurals - \$1,500. Motion carried.

**Motion** by Commissioner Burnet and second by Commissioner Smith to go into Executive Session in accordance with ORS 192.660 (2) (e) Property. Motion carried.

**Motion** by Commissioner Burnet and second by Commissioner Smith to approve an Intergovernmental Agreement between Wasco County and Sherman County for Geographic Information System (GIS) services effective July 1, 2011 and terminating on June 30, 2012. Motion carried.

**Motion** by Commissioner Smith second by Commissioner Burnet to approve the appointment of Shawn Payne as Sherman County Risk Management Coordinator. Motion carried.

**Motion** by Commissioner Smith second by Commissioner Burnet to approve the closing documents for the purchase of the following property at a cost of \$160,182.04: Lots 5, 6, 11 and 12, Asher Subdivision, Sherman County, Oregon, according to the official plat thereof, recorded November 14, 2008 in Instrument No. 080408, Plat Records. Motion carried.

**Motion** by Commissioner Burnet and second by Commissioner Smith to accept a bid from KIWI4 Construction, Inc., in the amount of \$4,750 to repair sewer line at the Fairgrounds and authorizing Judge Thompson to sign. Motion carried.

**Motion** by Commissioner Smith and second by Commissioner Burnet to approve the Application for Renewal of Solid Waste Disposal Site Permit and authorizing Judge Thompson to sign. Motion carried.

**Motion** by Commissioner Burnet and second by Commissioner Smith to declare as surplus twelve window air conditioners. Motion carried.

**Motion** by Commissioner Smith and second by Commissioner Burnet to approve the Intergovernmental Agreement with the Energy Facility Siting Council (EFSC) for funding not to exceed \$5,000 for accomplishing the work required by the agreement during the 2011 to 2013 biennial period and authorizing Judge Thompson to sign. Motion carried.

**Motion** by Commissioner Burnet and second by Commissioner Smith to authorize the expenditure of \$375 as Sherman County's share of a joint membership in the Eastern Oregon Visitors Association. Motion carried.

**Motion** by Commissioner Smith and second by Commissioner Burnet to approve Pauline Keeney as an additional back-up cook at the Senior & Community Center. Motion carried.

**Motion** by Commissioner Smith and second by Commissioner Burnet to accept a quote from All American Fire Protection, Inc., in the amount of \$14,740 for the purchase and installation of a gas restaurant range and hood in the kitchen at the Senior & Community Center and authorizing Judge Thompson to sign. Motion carried.

**Motion** by Commissioner Burnet and second by Commissioner Smith authorizing the expenditure of up to \$2,500 for legal costs in association with the formation of the Frontier Digital Network. Motion carried.

**Consensus** of the Court to have a meeting with the county finance director, treasurer and legal counsel to establish criteria for making loans available to the cities.

**Motion** by Commissioner Burnet and second by Commissioner Smith to approve the minutes of August 17, 2011 and the Treasurer's Report for July as presented. Motion carried.

**Motion** by Commissioner Burnet and second by Commissioner Smith to approve the payment of claims for August as presented. Motion carried.

**1.1 DEE LIEUALLEN – COMMISSION ON CHILDREN & FAMILIES –  
PROGRAM CONTRACTS FOR 2011-2012 FISCAL YEAR:**

**Motion by Commissioner Burnet and second by Commissioner Smith to approve and sign Sherman County Commission on Children and Families 2011-2012 Program Contracts as follows: ABC Huskies Day Care - \$4,500; Columbia Gorge CASA - \$10,985; Cougar Camp - \$2,000; Little Wheats Day Care - \$4,500; Sherman Preschool - \$5,000; Project Alert - \$3,500 (Gonser & Sutherland) ½ prevention and ½ commission dollars \$1,750 each); The Pack - \$4,250; Intramurals - \$1,500. Motion carried.**

## **1.2 EXECUTIVE SESSION IN ACCORDANCE WITH ORS 190.660 (2) (e) PROPERTY:**

Also present was county legal counsel Will Carey and Ron McDermid.

**Motion by Commissioner Burnet and second by Commissioner Smith to go into Executive Session in accordance with ORS 192.660 (2) (e) Property. Motion carried.**

**Regular session resumed after executive session was complete.**

## **RON MCDERMID, CENTURY LINK REPRESENTATIVES – TELECOMMUNICATIONS ISSUES:**

Finance director Debbie Hayden was also present, along with the following representatives from CenturyLink: Michelle Farnham, Cathy Myszkowski and Karsten Balleby; Mike Smith from Northwest Information Services (NIS).

Discussion ensued regarding features of the proposed phone system and individual phones. The number of T1 lines is reduced from six to four as Extension and Planning offices will be changing locations. All services will be brought in over one PRI (Primary Rate Interface) to the courthouse. The dial tone will come into the courthouse and then calls are routed over the network. A project manager and system designer will be involved in the process. Gary Thompson said that after a final payment in 2012 the courthouse internet service will be free, except for tech services. It was said that the county does need a backup internet system in the event this service fails as many functions now require internet capability. Alarm lines will be run separately from the PRI, but fax lines will be included. A fiber optic line will be run to the Road Department soon. Michelle will review the long distance bills received. Karsten said a 10meg DSL backup internet line could be made available. A decision will be made later. The preliminary contracts will be revised to reflect the changes and will be presented at the next court meeting. Debbie will be the contact person. Ron said most of the courthouse renovation will be completed within the next couple of weeks. All parties agreed would like to move forward as soon as possible.

## **2.0 ACTION ITEMS:**

### **2.1 INTERGOVERNMENTAL AGREEMENT BETWEEN WASCO COUNTY AND SHERMAN COUNTY FOR GEOGRAPHIC INFORMATION SYSTEM (GIS) SERVICES:**



This is an annual renewal of the intergovernmental agreement for GIS services between Sherman and Wasco counties.

**Motion by Commissioner Burnet and second by Commissioner Smith to approve an Intergovernmental Agreement between Wasco County and Sherman County for Geographic Information System (GIS) services effective July 1, 2011 and terminating on June 30, 2012. Motion carried.**

**2.2 APPOINTMENT: SHERMAN COUNTY RISK MANAGEMENT COORDINATOR – SHAWN PAYNE:**

Citycounty Insurance Services is recommending all entities make this appointment to enhance identification of potential risks within the county facilities.

**Motion by Commissioner Smith second by Commissioner Burnet to approve the appointment of Shawn Payne as Sherman County Risk Management Coordinator. Motion carried.**

**2.3 CLOSING DOCUMENTS FOR PURCHASE OF LOTS 5, 6, 11 AND 12 IN ASHER SUBDIVISION LOCATED IN WASCO:**

The Court reviewed closing documents prepared by AmeriTitle and reviewed by county legal counsel pertaining to the purchase of four lots in the Asher Subdivision located at Wasco.

**Motion by Commissioner Smith second by Commissioner Burnet to approve the closing documents for the purchase of the following property at a cost of \$160,182.04: Lots 5, 6, 11 and 12, Asher Subdivision, Sherman County, Oregon, according to the official plat thereof, recorded November 14, 2008 in Instrument No. 080408, Plat Records. Motion carried.**

**2.4 FAIRGROUNDS SEWER LINE REPAIRS QUOTE – KIWI 4 CONSTRUCTION:**

It was reported during county fair week the sewer line that runs from the pavilion and under the parking lot collapsed which caused those restrooms to be out of service.

**Motion by Commissioner Burnet and second by Commissioner Smith to accept a bid from KIWI 4 Construction, Inc., in the amount of \$4,750 to repair sewer line at the Fairgrounds and authorizing Judge Thompson to sign. Motion carried.**

**2.5 SOLID WASTE DISPOSAL PERMIT RENEWAL FOR SHERMAN COUNTY TRANSFER STATION:**

Sherman County's Solid Waste Disposal Permit is due for renewal. The Court reviewed the application prepared by Melva Thomas.

**Motion by Commissioner Smith and second by Commissioner Burnet to approve the Application for Renewal of Solid Waste Disposal Site Permit and authorizing Judge Thompson to sign. Motion carried.**

## **2.6 DECLARE AS SURPLUS PROPERTY – WINDOW AIR CONDITIONERS (12):**

With the completion of the new courthouse heating/cooling system, several window air conditioners are no longer needed. Melva will advertise them at a price of \$25 each.

**Motion by Commissioner Burnet and second by Commissioner Smith to declare as surplus twelve window air conditioners. Motion carried.**

## **2.7 BIENNIAL INTERGOVERNMENTAL AGREEMENT WITH ENERGY FACILITY SITING COUNCIL:**

A new agreement was received from the Energy Facility Siting Council (EFSC). This agreement is effective July 1, 2011 and expires on June 30, 2013.

**Motion by Commissioner Smith and second by Commissioner Burnet to approve the Intergovernmental Agreement with the Energy Facility Siting Council (EFSC) for funding not to exceed \$5,000 for accomplishing the work required by the agreement during the 2011 to 2013 biennial period and authorizing Judge Thompson to sign. Motion carried.**

## **2.8 MEMBERSHIP DUES – EASTERN OREGON VISITORS ASSOCIATION:**

A statement was received for Sherman County's 2011-12 membership with the Eastern Oregon Visitors Association.

**Motion by Commissioner Burnet and second by Commissioner Smith to authorize the expenditure of \$375 as Sherman County's share of a joint membership in the Eastern Oregon Visitors Association. Motion carried.**

## **2.9 SENIOR CENTER BACK-UP COOK POSITION:**

Senior Center Manager Jan Jansen is requesting an additional back-up cook to be available to fill in at the kitchen if needed.

**Motion by Commissioner Smith and second by Commissioner Burnet to approve Pauline Keeney as an additional back-up cook at the Senior & Community Center. Motion carried.**

## **2.10 GRIDDLE/GRILL QUOTES FOR SENIOR CENTER KITCHEN:**

Also present were Senior & Community Center Manager Jan Jensen and Bridget Poirier. The Court reviewed the three quotes received for a 60" gas restaurant range to be

installed in the Senior Center kitchen. Senior/Community Center Advisory Board members preferred the bid proposal submitted by All American Fire Protection, Inc. Also received were two proposals for additional range-related work. Although four companies were contacted, only two proposals were received. Advisory Board members reviewed the proposals and deferred the final decision to the Court.

**Motion by Commissioner Smith and second by Commissioner Burnet to accept a quote from All American Fire Protection, Inc., in the amount of \$14,740 for the purchase and installation of a gas restaurant range and hood in the kitchen at the Senior & Community Center and authorizing Judge Thompson to sign. Motion carried.**

Jan will contact All American to advise they were awarded the bid for the range and to determine the griddle thickness. Judge Thompson will contact All American to learn if they can complete the remaining work, including removal of the current stove and vent. If this is not feasible he will obtain three quotes from a general contractor.

## **2.11 FRONTIER DIGITAL NETWORK FUNDING REQUEST:**

Correspondence was received from Gilliam County Judge Pat Shaw concerning payment of legal expenses for formation of the Chapter 190 Intergovernmental Association. It is anticipated there will be additional legal fees necessary in the future. Judge Thompson confirmed these bills are payable from each county's legal fee line item fund, not from Frontier Telenet.

**Motion by Commissioner Burnet and second by Commissioner Smith authorizing the expenditure of up to \$2,500 for legal costs in association with the formation of the Frontier Digital Network. Motion carried.**

## **3.0 DISCUSSION ITEMS:**

### **3.1 CITY OF MORO LOAN PROPOSAL:**

A debt refinancing proposal was received from the City of Moro. Those present discussed what options including term length, interest rates and collateral. It was decided a work session would be scheduled within the next week to discuss this further.

**Consensus of the Court to have a meeting with the county finance director, treasurer and legal counsel to establish criteria for making loans available to the cities.**

### **3.2 MORO MEDICAL CENTER:**

A copy of a renovation study for the Moro Medical Center was reviewed. Board members will discuss funding plans with the Court at their next meeting.



### **3.3 SHERMAN COUNTY WIRELESS NETWORK –UPDATE:**

Commissioner Smith reported Dan Devlin should be installing equipment on the grain elevators next week and the project budget is in good shape. Judge Thompson heard from a local resident who is happy with their service.

### **3.4 JOHN DAY RIVER TERRITORY – UPDATE:**

An update was received from Melva Thomas. She has been working with Cameron Kaseberg and presented the latest draft of the brochure. The group is applying for additional funding in the amount of \$2,500 which is a 50/50 match for teaching local businesses how to promote the area. Additional funding will be applied for at a later date.

### **3.5 EXCEPTIONAL FOOD SAFETY RECOGNITION PROGRAM:**

A public service announcement was received from the North Central Public Health District that recognized facilities that scored inspection reports of 94% or higher for the first half of 2011.

### **3.6 TRANSFER STATION INSPECTION REPORT:**

The Court received an inspection report from the DEQ for the Sherman County Transfer Station. It was reported the facility is being operated in full compliance with the Solid Waste Disposal Permit.

### **3.7 2010 MATERIAL RECOVERY SURVEY – DRAFT:**

These were preliminary results for material recovery for the Sherman County Wasteshed showing the recovered tons by material for the last three years and the 2010 recovery rate calculations. The final report will be published by the end of September.

### **3.8 THANK YOU NOTE – MUNYON FAMILY:**

The Court received a thank you note for a flower arrangement provided at the funeral of Commissioner Smith's mother.

### **3.9 COMMISSIONER REPORTS:**

Commissioner Burnet said the foundation will be poured at the extension/experiment station next week. The fire hydrant water test was completed and it was determined no sprinkler installation is necessary for the structure as the water flow is adequate.

Commissioner Smith reported the joint public health meeting went well. On another topic, he said there is interest in locating a motocross track at the fairgrounds. Will Carey advised someone should discuss this with CityCounty Insurance, which the commissioner agreed to do.

Judge Thompson advised the RV Park restroom/shower facility is moving forward. All engineering issues have been settled and the foundation will soon be poured. Solar panels will be added after the structure is complete. The Court may look into a hot water system by Silk World in the future for this facility.

Commissioner Smith brought up the proposed solar loan program and said one possibility is to look at a simpler idea of financing these systems through the Renewable Energy fund.

Commissioner Burnet reported Weed Director Rod Asher sent out seven weed letters and received five positive responses. Rod is now doing contract work for these folks. The Soil and Water Conservation District is interested in helping out with noxious weed issues.

Jenine McDermid advised the 2012 primary election process will begin on September 8, when various elected county offices can be filed for. Filing information and forms are available in the clerk's office and online.

#### **4.0 CONSENT AGENDA:**

#### **4.1 MINUTES OF AUGUST 17, 2011; 4.3 TREASURER'S REPORT - JULY:**

**Motion** by Commissioner Burnet and second by Commissioner Smith to approve the minutes of August 17, 2011 and the Treasurer's Report for July as presented. Motion carried.

#### **4.2 CLAIMS – AUGUST**


**Motion** by Commissioner Burnet and second by Commissioner Smith to approve the payment of claims for August as presented. Motion carried.

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

  
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COUNTY JUDGE

ATTEST:   
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COUNTY CLERK

  
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COMMISSIONER

  
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COMMISSIONER