



## Court Agenda

**September 16, 2015**

### **1.0 Appointment Schedule:**

- 1.1** 9:00 a.m.
- 1.2** 10:00 a.m. Georgia Macnab – RV Park Administrator – RV Park Signage
- 1.3** 11:00 a.m. South Sherman Fire Board/South Sherman Economic Development Committee – Presentation on Proposed 911 Center in Grass Valley
- 1.4** 1:30 p.m. Chris Deloreto – Deloreto Architecture – Wasco Annex: Next Steps
- 1.5** 2:00 p.m. Mark Coles, Darrin Eckman – Roadmaster/Tenneson Engineering – Bid Award: Scott Canyon Road Improvement Project

### **Additions to Agenda:**

## **2.0 Action Items:**

- 2.1 Eastern Oregon Counties Association – Dues 2015-2016
- 2.2 Juvenile Crime Prevention Basic Services Intergovernmental Agreement Between Oregon Youth Authority and Sherman County in Support of the Prevention and Reduction of Juvenile Crime and Document Return Statement
- 2.3 Sherman County Investment Guidelines Annual Review
- 2.4 Contract for Services – Transportation Vehicle Cleaning Services
- 2.5 Authorize Regular Monthly Bills

## **3.0 Discussion Items:**

- 3.1 Thank You Note – Sherman County Cultural Coalition
- 3.2 Building Maintenance Position – Update
- 3.3 Malheur County Court Resolution RE: Wilderness Area
- 3.4 Senior Center – Meal Expansion Proposal
- 3.5 Fairgrounds - Auction Update
- 3.6 Patrol Car Update
- 3.7 Commissioner Reports

## **4.0 Consent Agenda:**

- 4.1 Minutes of September 2, 2015
- 4.2 Revenue/Expenditure Summary – August
- 4.3 Treasurer's Report - August

## **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**

**September 16, 2015  
9:00 a.m.**

Present: Commissioner Tom McCoy, Commissioner Mike Smith, Administrative Assistants Melva Thomas & Lauren Hernandez

**Additions to Agenda:**

**SUMMARY OF ACTIONS TAKEN**

**Motion by Commissioner McCoy, second by Commissioner Smith, that the Sherman County Contract Review Board consider the bids from James Dean Construction, Inc., and Elting Northwest, Inc., as non-responsive.**

**Vote: 2-0**

**Yes: Smith, McCoy**

**No: 0**

**Abstain: 0**

**Motion by Commissioner McCoy, second by Commissioner Smith to waive the informality of the prequalification being submitted by a time certain and accept the bid from Thompson Bros. Excavating, Inc., of Vancouver, Washington, in the amount of \$2,544,384.50 for the Scott Canyon Road Improvement Project - REBID, and authorizing Commissioner Smith or Judge Thompson to sign the Notice of Award and any and all documents related to this project.**

**Vote: 2-0**

**Yes: Smith, McCoy**

**No: 0**

**Abstain: 0**

**Motion by Commissioner McCoy, second by Commissioner Smith, to approve Eastern Oregon Counties Association contribution to match last year's contribution in the amount of \$2,500.**

**Vote: 2-0**

**Yes: Smith, McCoy**

**No: 0**

**Abstain: 0**

**Motion by Commissioner McCoy, second by Commissioner Smith, to approve the Juvenile Crime Prevention Basic Services Intergovernmental Agreement (IGA) between Oregon Youth**

Authority and Sherman County for funding in the amount of \$3,858.00 in support of the prevention and reduction of juvenile crime and authorizing Commissioner Smith to sign the IGA and Document Return Statement.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

Motion by Commissioner McCoy, second by Commissioner Smith, to acknowledge completion of the annual review of the Sherman County Investment Guidelines and accept as adopted on April 17, 2013.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

Motion by Commissioner McCoy, second by Commissioner Smith, to approve Transportation Vehicle Cleaning Services Contract between Sherman County Community Transit and Larry Triebelhorn at a rate of \$400.00 per month beginning October 1, 2015 and authorizing Commissioner Smith to sign.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

Motion by Commissioner McCoy, second by Commissioner Smith, to authorize the finance office to pay regular monthly county bills as listed.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

Motion by Commissioner McCoy, second by Commissioner Smith, to approve the Minutes of September 2, 2015, Revenue/Expenditure Summary for August, and the Treasurer's Report for August as presented.

Vote: 2-0

Yes: Smith, McCoy

No: 0

Abstain: 0

**1.0 Appointment Schedule:**

**1.1 9:00 a.m.**

**1.2 10:00 a.m. Georgia Macnab – RV Park Administrator – RV Park Signage**

Present: Georgia Macnab, Elizabeth Mills

Georgia Macnab, RV Park Administrator, explained that an ambulance was called and responded to the RV Park. The driver had difficulty finding the correct site. While there are numbers on utility poles marking each space, some spaces have poles that are concealed because they are in the back

of the site and not the front. Georgia told the Court RV Park Camp Host Jennifer Zimmerlee is working on scraping off the old numbers and replacing them with new ones so they are more visible. Georgia explained she would like a sign stating *Camp Host* with an arrow pointing to that space and also a sign with a legend marking the location of each site.

Georgia asked if she could move forward with the signs. The Court supported this idea and suggested that Georgia, Jennifer, and Shawn Payne, emergency services director, develop a plan and move forward with the project.

### **Elizabeth Mills - Kent Water Survey Results**

Present: Elizabeth Mills

Kent citizen Liz Mills explained that the water find survey results could not identify any sites producing more than the current 8-10 gallons per minute. Commissioner Smith clarified that Kent has a cistern that is between 25,000 and 30,000 gallons, but needs a true water storage cistern for several hundred thousand gallons to better serve the town.

The next step is to call Tenneson Engineering to come to Kent to do a water survey. Tenneson Engineering will come look at the town to estimate a cost for the survey. Commissioner Smith asked if there was a way to go deeper to get more water. Liz answered the water find surveyor used a seismoelectric method which showed that there wasn't much more water to access. She also discussed Kent's water supply, explaining that on average, the town runs out of water four times a year, particularly during seeding time.

Liz expressed appreciation to the county on behalf of the Kent Water Board for reimbursing them for the cost of the water find.

### **1.3 11:00 a.m. South Sherman Fire Board/South Sherman Economic Development Committee – Presentation on Proposed 911 Center in Grass Valley**

Present: Glen Fluhr, Stewart von Borstel, Jesse von Borstel, Carol von Borstel, Bonne Whitley, Neil Patte, Stan Foster, Steve Reinke, Laura Prado

PARC Resources, LLC representative Laura Prado presented to the Court about adding a 911 call center to the proposed South Sherman Fire and Rescue Fire Station facility. She explained the current South Sherman Fire and Rescue facility is too small to serve current needs. The proposed fire station has more bays for equipment, offices for more secure storage, living quarters, and training and meeting rooms.

Commissioner McCoy said the Budget Committee has discussed this project and invited a reasonable proposal for consideration by next year's Budget Committee for support in the amount of \$500,000, plus the \$150,000 they've already authorized.

Laura explained that the new fire station is a great option for a new dispatch center because the cost savings will be significant compared to building two separate facilities, Grass Valley is a central location, the addition holds a significant economic benefit for the county, and it offers security. The estimated cost for the project is 2.4 million dollars. \$2,000,000 is allocated for building the new fire station, and \$400,000 is allocated for the dispatch center.

Glen Fluhr, South Sherman Fire and Rescue District, and Stan Foster, PARC Resources, LLC, explained the preliminary budget looks inflated compared to other similar projects, but it is a purposeful overestimation because they want to assure that they can cover all costs of the project.

Stan said that the size of the facility and dispatch center was developed after looking at South Sherman Fire and Rescue's programmatic needs, looking at other examples of projects similar to this one, and through discussions with architect Mark Seder.

Commissioner McCoy asked how the new dispatch center fits in with the current Condon call center. Commissioner Smith responded the two call centers would function separately but back one another up if one is flooded with calls.

Laura continued, explaining one benefit of the dispatch center addition includes already having amenities like living quarters and a training room, which are already factored into the cost of the proposed fire station facility. The location of Grass Valley is an ideal central location and is also close in proximity to the digital switch. Economically, the proposed addition brings potential jobs into the county and sets up South Sherman for future business development. Sherman Fire and Rescue Fire Station is willing to work with the county to determine who will maintain utilities, maintenance, and potential debt repayment.

Funding possibilities for the project were discussed. The issue of security was brought up. Stan clarified this would be a secure facility, and the design of the new facility will address this. The goal is to prevent routine access - layers of security need to be present.

One concern discussed was the staffing of the proposed facility. It was noted that Condon has a challenge staffing their call center. Steve Reinke, Deschutes County 911 Service District Director, explained it can be difficult to find qualified employees, as the process is rigorous and extremely selective. Commissioner Smith acknowledged that lack of housing for employees is an issue, and lack of fiber technology as well.

Commissioner Smith suggested the next step for the project is to find out the legislation on security required for a facility such as the one proposed.

#### **1.4 1:30 p.m. Chris Deloreto – Deloreto Architecture – Wasco Annex: Next Steps**

Present: Chris Deloreto, Mark Coles

Commissioner McCoy stated it would be advantageous if a long-range plan could be created for the annex. The Court feels they have provided the City of Wasco the opportunity to take ownership of the property, but they have been unsuccessful in identifying a group of citizens willing to take charge.

One long-term plan discussed was to level the main building and remodel the newer part - the gym and music room - to accommodate Potlatch and a pre-school classroom. Chris Deloreto, architect, asked if the roof has had any maintenance work done on it. It has, and the status of the current gym roof is good, according to Chris.

Commissioner McCoy suggested that the gym could be used not only for Potlatch but also as a community center. A variety of suggestions were discussed, including the placement of the library and the use of the gymnasium. Chris suggested formulating costs associated with the renovation to show the public the true value of it. He mentioned a few things to consider when working on an



existing building include plumbing and fire codes, but overall, this building looks very straightforward.

Current funding for the Wasco Annex was discussed. Commissioner Smith acknowledged the county needs to prepare for when SIP dollars are no longer available to support the annex. Chris said the cost of operation will drastically decrease with this proposed renovation, as heating and maintenance costs will decline.

Transitioning into the new facility was discussed. Chris will prepare and send a task list and proposal for the Court to consider. It was recognized that no matter the plan of action taken, funding is going to run out. The goal is to avoid another empty building, and a proposed renovation is one way to accomplish this. After looking at Chris' proposal, the Court will determine the next steps to take.

**1.5 2:00 p.m. Mark Coles, Darrin Eckman – Roadmaster/Tenneson Engineering – Bid Award: Scott Canyon Road Improvement Project**

Meeting as the Sherman County Public Contract Review Board 2:05

Darrin Eckman, Tenneson Engineering, provided a document showing the difference between the first round of bids (3 bids all over 3 million dollars) and the second round of bids (9 bids between 2.5 and 3.6 million dollars). Roadmaster Mark Coles explained the difference in results is because the timeline was opened up, attracting a bigger pool of bidders.

Darrin reviewed the bid results. On September 10<sup>th</sup>, Tenneson Engineering received a total of 9 bids for the rebid projects. There were some discrepancies, irregularities, and omissions within some of the bids, and Darren reviewed examples of these.

The low bidder was Thompson Bros. Excavating, Inc. in the amount of \$2,544,384.50. However, there was a minor irregularity that occurred with the Thompson Bros. bid dealing with the prequalification for the project. They did not submit their prequalification to the office of Tenneson engineering as directed in the Invitation to Bid. However, none of the bid documents state that prequalification is mandatory. Darren reviewed mandatory prequalification procedures and regulations. In this case, the contract documents requested prequalification but did not state that it was mandatory. Therefore, the mandatory prequalification was not a requirement. Darrin suggested that in the future, the contracting agency (Sherman County) may want to consider requiring a mandatory prequalification.

In the case of Thompson Bros., they submitted their Oregon Department of Transportation prequalification approval letter with their bid, demonstrating that they were prequalified with the Oregon Department of Transportation for similar work; thus, their prequalification is presumed.

Tenneson Engineering, acting in direct consultation with County Counsel Will Carey and County Roadmaster Mark Coles, recommends that the Sherman County Public Contract Review Board consider the bids from James Dean Construction, Inc., and Elting Northwest, Inc., non-responsive as well as waive the informality of the prequalification being submitted by a time certain and accept the bid from Thompson Bros. Excavating, Inc., of Vancouver, Washington, in the amount of \$2,544,384.50 for the Scott Canyon Road Improvement Project.

**Motion by Commissioner McCoy, second by Commissioner Smith, that the Sherman County Contract Review Board consider the bids from James Dean Construction, Inc., and Elting Northwest, Inc., as non-responsive.**

**Vote: 2-0**

**Yes: Smith, McCoy**

**No: 0**

**Abstain: 0**

**Motion by Commissioner McCoy, second by Commissioner Smith to waive the informality of the prequalification being submitted by a time certain and accept the bid from Thompson Bros. Excavating, Inc., of Vancouver, Washington, in the amount of \$2,544,384.50 for the Scott Canyon Road Improvement Project - REBID, and authorizing Commissioner Smith or Judge Thompson to sign the Notice of Award and any and all documents related to this project.**

**Vote: 2-0**

**Yes: Smith, McCoy**

**No: 0**

**Abstain: 0**

Commissioner Smith signed the Notice of Award. Darrin explained other bidders now have seven days to submit a bid protest.

**2.0     Action Items:**

**2.1     Eastern Oregon Counties Association – Dues 2015-2016**

**Motion by Commissioner McCoy, second by Commissioner Smith, to approve Eastern Oregon Counties Association contribution to match last year's contribution in the amount of \$2,500.**

**Vote: 2-0**

**Yes: Smith, McCoy**

**No: 0**

**Abstain: 0**

**2.2     Juvenile Crime Prevention Basic Services Intergovernmental Agreement Between Oregon Youth Authority and Sherman County in Support of the Prevention and Reduction of Juvenile Crime and Document Return Statement**

**Motion by Commissioner McCoy, second by Commissioner Smith, to approve the Juvenile Crime Prevention Basic Services Intergovernmental Agreement (IGA) between Oregon Youth Authority and Sherman County for funding in the amount of \$3,858.00 in support of the prevention and reduction of juvenile crime and authorizing Commissioner Smith to sign the IGA and Document Return Statement.**

**Vote: 2-0**

**Yes: Smith, McCoy**

**No: 0**

**Abstain: 0**

**2.3     Sherman County Investment Guidelines Annual Review**



**Motion by Commissioner McCoy, second by Commissioner Smith, to acknowledge completion of the annual review of the Sherman County Investment Guidelines and accept as adopted on April 17, 2013.**

**Vote: 2-0**

**Yes: Smith, McCoy**

**No: 0**

**Abstain: 0**

**2.4 Contract for Services – Transportation Vehicle Cleaning Services**

**Motion by Commissioner McCoy, second by Commissioner Smith, to approve Transportation Vehicle Cleaning Services Contract between Sherman County Community Transit and Larry Triebelhorn at a rate of \$400.00 per month beginning October 1, 2015 and authorizing Commissioner Smith to sign.**

**Vote: 2-0**

**Yes: Smith, McCoy**

**No: 0**

**Abstain: 0**

**2.5 Authorize Regular Monthly Bills**

**Motion by Commissioner McCoy, second by Commissioner Smith, to authorize the finance office to pay regular monthly county bills as listed.**

**Vote: 2-0**

**Yes: Smith, McCoy**

**No: 0**

**Abstain: 0**

**3.0 Discussion Items:**

**3.1 Thank You Note – Sherman County Cultural Coalition**

Court reviewed the thank you note from Sherman County Cultural Coalition regarding the county's continued support of the Coalition.

**3.2 Building Maintenance Position – Update**

The maintenance position job opening has been posted in the Times Journal, The Dalles Chronicle, and Sherman County eNews. It will be advertised until September 25<sup>th</sup>. So far, there has been much interest in the position. Lee has said that he will help train the new employee.

**3.3 Malheur County Court Resolution RE: Wilderness Area**

Court reviewed the letter from Malheur County Court regarding their resolution and opposition to the Owyhee Canyonlands federal designation. They expressed interest in sending a letter to support Malheur County's position on this matter.

Consensus: Authorize Judge Thompson to sign a Sherman County Court letter of support written to Malheur County.

**3.4 Senior Center – Meal Expansion Proposal**

Court discussed a proposal for the addition of a Wednesday night meal at the Senior Center. Administrative Assistant Melva Thomas explained there aren't any meal options for citizens in the

south end of the county, especially during inclement weather. She added some difficulties with this proposal include how this meal might affect Potlatch, the availability of funds, and possible competition with the private sector.

Commissioner Smith expressed concern that this meal might create difficulties if a restaurant wanted to open in town. Commissioner McCoy noted the county is already funding \$100,000 for the Senior Center, and this meal addition is not within budget.

Consensus: Before considering a meal addition, the Court would like to see a more formal proposal.

### **3.5 Fairgrounds - Auction Update**

The fair board was unsuccessful in purchasing any of the bleachers in The Fort Dalles Rodeo Auction, so all funds allocated for this purchase remain in the county fund.

### **3.6 Patrol Car Update**

Dave Conlee, representing Mid-Columbia Producers, came to look at the 2010 Ford Crown Victoria. Mid-Columbia Producers then purchased the car from the county.

### **3.7 Commissioner Reports**

McCoy – Attended Mid-Columbia Producers marketing meeting, starting at 7:00 p.m. every other Friday; talked to Jeff Kaiser about housing; Commissioner Smith and Commissioner McCoy briefly discussed the housing project; attended Soil and Water Conservation District meeting; attended Community Renewable Energy Association meeting in place of Judge Thompson; pump storage needs a study to show that it can pay for itself; attended Cottonwood Canyon event, which had good turnout and many vendors; attended Library Board meeting; Northern Oregon Regional Corrections is setting up a taskforce to evaluate all operations; Commissioner McCoy is on the Juvenile 1 and Reentry 1 taskforces; suggested Commissioner Smith sit in on a mental health taskforce meeting.

Smith – Invited Administrative Assistant Lauren Hernandez to attend different board meetings in The Dalles; attended an all-day radio conference that was financed through State Interoperability Executive Council; 80 people attended, talking about getting all radio systems connected; discussed the applications the state is putting out for Interoperability dollars; met with Will Carey about fiber; attended interviews for Mid-Columbia Council of Governments director; attended Public Health meeting; Wasco now has a new representative; met with Wes Owens about coordinating with mental health employee and fiber connections at the school.

### **4.0 Consent Agenda:**

#### **4.1 Minutes of September 2, 2015**

#### **4.2 Revenue/Expenditure Summary – August**

#### **4.3 Treasurer's Report - August**

**Motion by Commissioner McCoy, second by Commissioner Smith, to approve the Minutes of September 2, 2015, Revenue/Expenditure Summary for August, and the Treasurer's Report for August as presented.**

**Vote: 2-0**

**Yes: Smith, McCoy**

**No: 0**

**Abstain: 0**

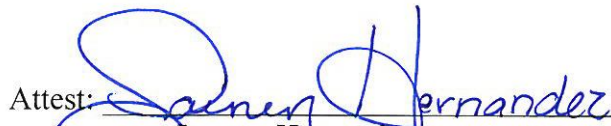
Being no further business before the Court, the meeting was adjourned at 2:24 p.m.

**Sherman County Court**

  
\_\_\_\_\_  
Gary Thompson, Judge

  
\_\_\_\_\_  
Mike Smith, Commissioner

  
\_\_\_\_\_  
Tom McCoy, Commissioner

Attest:   
\_\_\_\_\_  
Lauren Hernandez  
Administrative Assistant