



## Court Agenda

**October 16, 2013**

### **1.0 Appointment Schedule:**

- 1.1** 9:00 a.m. Theresa Olsen – Prevention Coordinator – Quarterly Report
- 1.2** 9:15 a.m. Jan Byram – Senior Center Manager – Quarterly Report; Project Bids
- 1.3** 9:30 a.m. Jenine McDermid – Clerk – Quarterly Report
- 1.4** 9:45 a.m. Beth McCurdy – Fair Board – Quarterly Report
- 1.5** 10:00 a.m. Mark Coles – Road Department – Quarterly Report
- 1.6** 10:30 a.m. Amber DeGrange – Juvenile Director – Quarterly Report
- 1.7** 10:45 a.m. Shawn Payne – Emergency Services – Quarterly Report; Exemption Request – Exception to the Two Person Staffing Requirement
- 1.8** 11:00 a.m. Dr. Metke, Bill Martin, Angie Thompson – Sherman County School District – Quarterly Report
- 1.9** 1:30 p.m. Jessica Metta, Maggie Hanna – Mid-Columbia Economic Development District – Quarterly Report
- 1.10** 2:00 p.m. Marnene Benson-Wood – Treasurer/Transit Coordinator – Quarterly Report
- 1.11** 2:30 p.m. Executive Session In Accordance with ORS 192.660 (2) (h) Legal Rights

### **Additions to Agenda:**

## **2.0 Action Items:**

- 2.1 Cell Phone Allowance Request – Roger Whitley
- 2.2 Gorge Technology Alliance – Sponsorship
- 2.3 Early Learning Division Intergovernmental Contract for Professional Services Amendment #A1
- 2.4 Courthouse Grounds Design Proposals
- 2.5 Declare as Surplus - 200 Jeep

## **3.0 Discussion Items:**

- 3.1 Wasco Senior Housing Survey Results
- 3.2 Letter – Friend & Reagan Re: Significant Audit Findings
- 3.3 Safety Committee Recommendations
- 3.4 Sherman County Wireless Internet Subscriber Stats
- 3.5 Computer System Upgrade
- 3.6 Commissioner Reports

## **4.0 Consent Agenda:**

- 4.1 Minutes of October 2, 2013
- 4.2 Revenue/Expenditure Summary – September
- 4.3 Treasurer's Report – September

## **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*



REGULAR SESSION  
SHERMAN COUNTY CIRCUIT COURTROOM  
MINUTES

October 16, 2013

Present: Judge Gary Thompson, Tom McCoy, Commissioner, Melva Thomas, Administrative Assistant, Rita Wilson, Deputy Clerk.

**SUMMARY OF ACTIONS TAKEN:**

**Motion** by Commissioner McCoy, second by Judge Thompson, to accept a bid of \$16,498.00 from Homeland Contractors to paint the Senior Center exterior, construct a sidewalk and pad for a shed and purchase, deliver and assemble shed. Vote: unanimous.

**Motion** by Commissioner McCoy, second by Judge Thompson, to approve a letter to Oregon Health Authority requesting an Exception to the Two Person Staffing Requirement for the Sherman County Ambulance and allowing an EMT-I to operate at his/her scope of practice without an additional EMT on board and authorizing Judge Thompson to sign. Vote: unanimous.

**Motion** by Commissioner McCoy, second by Judge Thompson, to approve ODOT Public Transit Division Agency Periodic Report for the period July 1 to September 30, 2013 as presented. Vote: unanimous.

**Motion** by Commissioner McCoy, second by Judge Thompson, to authorize a monthly cell phone allowance in the amount of \$30.00 for Roger Whitley pending receipt of cell phone bills demonstrating business use of personal cell phone. Vote: unanimous.

**Motion** by Commissioner McCoy, second by Judge Thompson, to approve sponsorship renewal of Gorge Technology Alliance at the Silicon level in the amount of \$500 for the period October 1, 2013 through September 30, 2014. Vote: unanimous.

**Motion** by Commissioner McCoy, second by Judge Thompson, approve Amendment #A1 to Intergovernmental Contract #9760 for Professional Services between Oregon

Department of Education and Sherman County for Great Start funding in the amount of \$13,316.00, Children Youth & Families funding in the amount of \$10,866.00, Service Continuity funds in the amount of \$19,600.00 and authorizing Judge Thompson to sign. Vote: unanimous.

Motion by Commissioner McCoy, second by Judge Thompson, to accept a proposal from FLI in the amount of \$450.00 to develop a landscape design for the Courthouse grounds. Vote: unanimous.

Motion by Commissioner McCoy, second by Judge Thompson, to declare as surplus 2000 Jeep VIN # 1J4FF48S0YL201522. Vote: unanimous.

Motion by Commissioner McCoy, second by Judge Thompson to accept a bid from Homeland Contractors in the amount of \$490.00 to wash the windows at the Burnet Building. Vote: unanimous.

Motion by Commissioner McCoy, second by Judge Thompson, to approve a letter of commitment to be presented to early childhood programs for funding from Children Youth and Families and Great start grant streams awarded to Sherman County by the Early Learning Division for the 2013-2014 fiscal year. Vote: unanimous

Motion by Commissioner McCoy, second by Judge Thompson, to approve the Minutes of October 2, 2013, Revenue/Expenditure Summary for September and Treasurer's Report for September. Vote: unanimous.

## **1.0 APPOINTMENT SCHEDULE**

### **1.1 Theresa Olsen – Prevention Coordinator – Quarterly Report**

Theresa recapped her written quarterly report. As Prevention Coordinator she was previously .8 fte, but with funding reductions she is .625, which is 25 hrs a week. She also serves as Community Advisory Council Coordinator one hour a week. She completed the year end reporting. OYCC completed their work at the end of August. Theresa said that it worked out well contracting with Dee Lane to do the paperwork portion of that grant.

Theresa and Amber DeGrange met with Jr/Sr High School Principal, Bill Blevins and discussed the programs that the Commission had helped fund with Youth Investment and Juvenile Crime Prevention dollars in the past. The school provided in-kind services such as supervision, supplies, etc. It appears that the school plans to continue these programs and will be expecting the County to cover expenses as in the past. This needs to be investigated further and clarified.

Project Alert started on October 1st and will run for 5 ½ weeks or 11 lessons. Theresa is shadowing the presenters of Project Alert and has spoken with the Wasco County Prevention Coordinator about the possibility of co-facilitating this program in the future.

Office space was discussed. Judge Thompson said that there will be a small room available at the Senior Center soon. The probability of storing the Commission's old records at the Wasco Annex was discussed.

## **1.2 Jan Byrum – Senior Center Manager – Quarterly Report; Project Bids**

Jan reported that the gazebo is finished. She is tentatively planning a dedication ceremony for November 2nd, but is having difficulty coordinating the timing. She has requested that Judge Thompson serve as emcee of the ceremony.

The Mid Columbia Center for Living gave written notice that they were vacating their office at the Sr. Center on October 3; however, they have since given verbal notice that their moving date will be November 1. More information will be available after the Sherman County Medical Clinic holds its board meeting on October 24.

Karen Kellogg resigned from the Sr. Center Advisory Board. A successor will be appointed when Karen's term expires on 12/31/2013.

The Board has proposed purchasing a storage unit to put outside the kitchen and dining area for storage, with a sidewalk from the main building to the storage shed. They also want to paint the exterior of the building. Jan contacted L3 Construction & Flooring, Homeland Contractors and New Visions Construction for bids on these projects. New Visions indicated they are overbooked at this time. The Court reviewed bids from L3 and Homeland Contractors and decided to award the project to Homeland Contractors for their bid of \$16,498.00. Jan will contact them so they can begin work soon and hopefully have the shed in place for storage before the upcoming Thanksgiving dinner on November 20 and Christmas dinner on December 18.

**Motion by Commissioner McCoy, second by Judge Thompson, to accept a bid of \$16,498.00 from Homeland Contractors to paint the Senior Center exterior, construct a sidewalk and pad for a shed and purchase, deliver and assemble shed. Vote: unanimous.**

The City of Moro contacted Jan inquiring if they would be charged to use the Sr. Center's meeting room for their Council meetings. The Court said yes, they would be charged. Both the Jr/Sr High School library and the Steve Burnet building have meeting rooms that can be used free of charge.



### **1.3 Jenine McDermid – Clerk- Quarterly Report**

The Sherman County BOPTA Board has been appointed and will meet February 18<sup>th</sup> at 9 a.m. Information will be coming out on I Learn, the refresher training website. Jenine recently attended an informative BOPTA training in Pendleton. The annual Statement of Economic Interest forms required of all elected and some appointed officials in the state will be on-line beginning January 1.

City County Insurance has a new risk management incentive program that runs now through May 31, 2016. Members are eligible for up to 25% of their 2013-14 liability contribution not to exceed \$5,000.00. Sherman County's liability contribution is \$35,000.00. Members whose 2013-14 liability contribution is over \$30,000.00 can receive an additional \$2,500.00 for a total of \$7,500.00, and Sherman County would be expected to match with an amount of \$2,500.00. This would fund a project of up to \$10,000.00. There is a broad range of projects these funds can be used for. Once a project has been selected, Jenine can submit the proposal on line to John Zackariassen and he can approve it on the spot. Jenine asked the Court if they had had a chance to view the Vimeo. A video entitled Legal Powers and Impediments Affecting Elected Officials. She will resend the link to this video to the Court.

Met with Judge Thompson, Shawn Payne and Sheriff Lohrey to review the annual business continuity plan. This is a plan developed to use in the event of an incident at the Courthouse that would require the county offices to move off-site.

Beginning the first of 2014 recording fees will increase by \$5.00 due to a raise in the Affordable Housing Fee. Also beginning January 1, 2014 Death Certificates recorded in Oregon cannot include the cause of death or other medical information.

### **1.4 Beth McCurdy – Fair Board – Quarterly Report**

Minutes of the June, July, August and September Fair Board meetings were presented to the Board. This year the Fair Board, 4-H Leaders and Extension Office are having a combined thank you dinner Sunday, Oct. 27 at 4 pm at the 4-H pavilion. Beth reported that the 2013 fair went well.

She said that the Fair Board approved the County placing a wireless internet tower on the fair property near the house pump house, but hopefully at no cost to the Fair. She said that the Fair Board is paying for electricity to the pump for the RV Park. The Court said that this is also water to the Fair grounds. The electrical meter connected with the solar project was discussed.

Commissioner McCoy asked for Beth's opinion on the Safety Committee's observation about the safety of the grandstands. She said that she doesn't think the grandstands are any less safe than any other building at the fairgrounds. The restaurant will need a new roof in the near future at a cost of approximately of \$10,000.00.

Beth said that she had asked the Fair Board to entertain the idea of making the Fair Secretary position a Fair Manager position which would be "semi full-time" position; approximately 32 hours a week. She feels there is a lot of potential to expand the use of the fairgrounds if someone had time to market them.

#### **1.5 Mark Coles – Road Department – Quarterly Report**

Mark told the Court that the cost of fog line would be \$300/mile. He would have to purchase a full tote of paint at a cost of approximately \$2,000.00. He is willing to look at some of the more critical areas in the county and estimate the total cost of such a project for next year's budgeting. Mark said he wants to reiterate that others in the county may not share the same opinion of the areas of need, but he will do whatever the Court directs him to do.

They have crushed 7,757 yards of chip rock material and it will be in place by tomorrow afternoon. Next year's projects are a couple of segments of Lonerock Road, Finnegan from Liberty back to the Ball and Finnegan gravel intersection and a segment of Horseshoe Bend between Bourbon and Carlson Lane. Fall grading conditions have been good this year and they will be half-way through fall grading at the end of the day today.

They have experienced multiple electrical problems with the new crusher. Mark talked with the Vice President of Johnson Crushers and he is flying the electrical engineer who designed the control module out next Tuesday to go over issues. Mark also talked with the company about extending the warranty since the crusher is not in use over the winter like it would be in a bigger operation. They are willing to do this.

The proposed speed zone by the Burnet Building was discussed. The ODOT requirements for public paved low volume roads is that the traffic in the area be monitored with radar documenting the speed of a minimum of 25 vehicles in both directions in a three hour period. He hasn't been able to achieve that number. There is not enough traffic to warrant a speed zone. Commissioner McCoy said not to spend a great deal more time on this.

Mark received a call from Mike Blair, OSU Civil Engineer, about the road out to the test plots at the Experiment Station. This is a project that Commissioner

Mark received a call from Mike Blair, OSU Civil Engineer, about the road out to the test plots at the Experiment Station. This is a project that Commissioner Burnet was working on and it got off track after his passing. Mark gave Mr. Blair an estimate of \$26,845.00 for added fill. They want a new road to go in at the weather station. The County needs an IGA with Oregon State University. The road department will have grindings to use for this project; they will do the work and OSU will pay for it.

Concerning the restrooms at the RV Corral, Mark said he doesn't think a French Drain will be the solution to the flooding problem. He feels that some sort of rubberized roofing mat needs to be put up three sides of the building to seal it. This needs to be done before the weather gets worse. He will get some prices on material.

Tammy Sasser, Wind Wave grant writer, inquired about a right-of-way permit for a proposed fiber optic broadband project through Wasco, Gilliam and Sherman Counties. Mark sent her Sherman County's utility permitting information and pointed out a couple of changes that need to be made to the map. He also advised her that Klondike and North Klondike are pretty loaded with windmill developments already. The project is at least a year and a half out.

#### **1.6 Amber DeGrange- Juvenile Director – Quarterly Report**

Amber presented an "entertaining and visual" pie chart depicting the use of her time and a table of a proposed budget showing each Sherman County Early Learning Program with transition funds equally divided. She asked the Court if they want contracts or letters of commitment from service providers. The consensus of the Court was to have Amber develop a letter of commitment which she will prepare and get to the Court by the end of the day. This is something meant to be simple that will keep the programs running until the HUB is developed. The Program Providers will be included in the County quarterly reporting process. Amber will contact the programs and let them know that they can plan on getting these funds.

There is \$19,600.00 in service continuity funds to be used to coordinate grants, or programs. If it goes to programs Amber has to report it. This money has to be expended by June 30, 2014. It was the consensus of the Court to hold onto the money for now. When discussing the transition budget, Court felt that there shouldn't be an administration fee charged since this is such a small budget. Amber will tell Debbie.

Amber advised the Court that she will want to replace her six year old laptop with some sort of tablet in the future. This will be addressed later.



asked about the board formation. Amber said that she sent out a calendar trying to schedule a meeting sometime in November. Hood River has to appoint their governance board member and there isn't a parent or business representative yet. Amber needs to be proactive in getting the four early learning programs to meet the outcomes.

**1.7 Shawn Payne – Emergency Services – Quarterly Report; Exemption Request – Exception to the two person Staffing Requirement**

Shawn presented her written quarterly report.

Scheduled to get Cottonwood Canyon State Park vhf channels on October 29 and 30. The fire chiefs agreed that they only need service on their mobile units. The cost is \$2,200.00.

Shawn presented a letter from Dr. Erin Burnham requesting an exemption under OAR 333-255-0079, which is an exemption to the Two Person Staffing Requirement. This would enable the ambulance to leave the station with less than one EMR and/or one EMT if an EMR and/or an EMT is at the scene. Also, under OAR 333-225-0071 saying that an EMT-I cannot operate as an EMT-I unless there is a minimum of one EMT on board. Sherman County is requesting an exception to this rule to allow an EMT-I to operate at his/her scope of practice, without an EMT on board. This would only be done when the patient's condition warrants the EMT-I level of care.

**Motion by Commissioner McCoy, second by Judge Thompson, to approve a letter to Oregon Health Authority requesting an Exception to the Two Person Staffing Requirement for the Sherman County Ambulance and allowing an EMT-I to operate at his/her scope of practice without an additional EMT on board and authorizing Judge Thompson to sign. Vote: unanimous.**

**1.8 Dr. Metke, Bill Martin, Angie Thompson – Sherman County School District – Quarterly Report**

Dr. Metke introduced himself to the Court and gave an overview of his agenda for the coming year. He typically meets with County officials three times a year; in the fall, the end of January and in May or June.

He has been asked by the School Board to solicit a minimum of three project managers/architects. Bill Martin said that as a Board they feel it is important to have a project manager to deal with building/construction related matters and let the administration handle education of the students. He said that they

want to get someone on board to explore their options, as they have no firm numbers tied with the project.

The use of SIP funds was discussed. Commissioner McCoy told them that it is the school board's decision what to do with the funds they have already received from the County to this point and that the County intends to provide the school with 20% of the gross SIP money as long as it's available. It's another story if the School Board intends to borrow money based on the expectation of future county money; this should be discussed with the County first. Bill Martin said he felt that if the sale of the Wasco School building didn't give the School Board some kind of guarantee that they would continue getting the money, then they really didn't get anything out of that deal. The School District will put together more detailed revenue/expenditure report to show the County Court after their audit is returned.

**1.9 Jessica Metta, Maggie Hanna – Mid-Columbia Economic Development District - Quarterly Report**

Jessica Metta introduced Maggie Hanna who gave a brief presentation on the Agora Platform, an online tool that matches community projects with potential capital investors.

Jessica reported that there was one inquiry about the solar residential loan program. She wants to continue supporting the program and suggests hosting one annual dinner each spring. She participated on behalf of Sherman County and the John Day River Territory in the opening celebration of Cottonwood Canyon State Park. Jessica continues working with Cameron McCarthy on the Giles French Park project. She will meet with the Mayors and City Administrators of Sherman County on October 23rd to share information, ideas and projects for collaboration. The Oregon Economic Development Association's Fall Conference will be in Hood River October 20-22. Also in Hood River on October 24-25 will be the Oregon Connections Telecommunications Conference annual meeting. Columbia Gorge Bi-State Renewable Energy Zone (CGBREZ) meets November 2 at 10am at Columbia Gorge Community College.

**1.10 Marnene Benson-Wood – Treasure/Transit Coordinator – Quarterly Report**

Marnene went over her written quarterly report with the Court.

**Motion by Commissioner McCoy, second by Judge Thompson, to approve ODOT Public Transit Division Agency Periodic Report for the period July 1 to September 30, 2013 as presented. Vote: unanimous.**

**2.0 ACTION ITEMS**

**2.1 Cell Phone Allowance Request – Roger Whitley**

Motion by Commissioner McCoy, second by Judge Thompson, to authorize a monthly cell phone allowance in the amount of \$30.00 for Roger Whitley pending receipt of cell phone bills demonstrating business use of personal cell phone. Vote: unanimous.

**2.2 Gorge Technology Alliance – Sponsorship**

Motion by Commissioner McCoy, second by Judge Thompson, to approve sponsorship renewal of Gorge Technology Alliance at the Silicon level in the amount of \$500 for the period October 1, 2013 through September 30, 2014. Vote: unanimous.

**2.3 Early Learning Division Intergovernmental Contract for Professional Services Amendment #A1.**

Motion by Commissioner McCoy, second by Judge Thompson, approve Amendment #A1 to Intergovernmental Contract #9760 for Professional Services between Oregon Department of Education and Sherman County for Great Start funding in the amount of \$13,316.00, Children Youth & Families funding in the amount of \$10,866.00 Service Continuity funds in the amount of \$19,600.00 and authorizing Judge Thompson to sign. Vote: unanimous.

**2.4 Courthouse Grounds Design Proposals**

Motion by Commissioner McCoy, second by Judge Thompson, to accept a proposal from FLI in the amount of \$450.00 to develop a landscape design for the Courthouse grounds. Vote: unanimous.

**2.5 Declare as Surplus – 2000 Jeep**

Motion by Commissioner McCoy, second by Judge Thompson, to declare as surplus 2000 Jeep VIN # 1J4FF48S0YL201522. Vote: unanimous.

**2.6 Window Cleaning at Steve Burnet Building**

Motion by Commissioner McCoy, second by Judge Thompson to accept a bid from Homeland Contractors in the amount of \$490.00 to wash the windows at the Burnet Building. Vote: unanimous.

**2.7 Reviewed letter prepared by Amber DeGrange for early learning program funding.**

**Motion** by Commissioner McCoy, second by Judge Thompson, to approve a letter of commitment to be presented to early childhood programs for funding from Children Youth and Families and Great start grant streams awarded to Sherman County by the Early Learning Division for the 2013-2014 fiscal year.  
Vote: unanimous

### **3.0 DISCUSSION ITEMS**

#### **3.1 Wasco Senior Housing Survey Results**

Looked over the results of the survey. Will table further discussion for a later date.

#### **3.2 Letter – Friend & Reagan Re: Significant Audit Findings**

Reviewed County audit report.

#### **3.3 Safety Committee Recommendations**

The Safety Committee has two areas of concern: 1) The large rocks in the parking lot at the Burnet Building. The committee feels that there is a potential tripping hazard and/or cars running into them might be a problem. 2) The soundness of the grandstands at the fairgrounds. The Court took both issues under advisement.

#### **3.4 Sherman County Wireless Internet Subscriber Stats**

There are four more subscribers.

#### **3.5 Computer System Upgrade**

Debbie Hayden had prepared a letter to the court informing them that in the process of upgrading the county computers to Windows 7, Progress, the software used for assessment, taxation, financial, payroll, recording and filing activities has to be upgraded too. The estimated cost of this upgrade is between \$75,000.00 and \$100,000.00. Commissioner McCoy voiced his opinion that our vendor (Option 1) should not be charging to upgrade their software. Debbie was invited into the meeting to explain the County's unique situation and the thoughts of the offices who utilize Progress. After discussing the matter at length the Court agreed to proceed with the planned upgrade.

#### **3.6 Commissioner Reports**

McCoy – CAC meeting

Thompson – AOC Region 3 meeting at the Washington Ranch near Antelope. Very good and interesting meeting and interesting venue. CREA Strategic Planning meeting at MCCOG. HUB meeting. Steve Kramer is going to stay on.

**4.0 CONSENT AGENDA**

**4.1 Minutes of October 2, 2013**

**4.2 Revenue /Expenditure Summary - September**

**4.3 Treasurer's Report – September**

**Motion by Commissioner McCoy, second by Judge Thompson, to approve the Minutes of October 2, 2013, Revenue/Expenditure Summary for September and Treasurer's Report for September. Vote: unanimous.**

**5.0 FUTURE AGENDA ITEMS:**

**THERE BEING NO FURTHER MATTERS AT ISSUE, COURT WAS ADJOURNED AT 3:40 pm**

ATTEST:

Rita Wilson  
DEPUTY CLERK

[Signature]  
COUNTY JUDGE

[Signature]  
COUNTY COMMISSIONER