



Court Agenda

February 7, 2018

1.0 Appointment Schedule

- 1.1** 9:00 a.m. Jessica Metta – Mid Columbia Economic Development; Georgia Macnab – Planning Director – Comprehension Economic Development Strategy (CEDS) Project Prioritization
- 1.2** 9:30 a.m. Jessica Metta, Carrie Pipinich – Mid Columbia Economic Development – Sherman Cities Broadband Grant Request
- 1.3** 10:00 a.m. Marnene Benson-Wood – Treasurer – Quarterly Report
- 1.4** 10:15 a.m. Shawn Payne – Emergency Services – Ambulance Service Area Plan
- 1.5** 10:30 a.m. Brad Baird – Anderson Perry & Associates – Biggs Service District Water System Improvements Project
- 1.6** 11:00 a.m. Heath Gardner – Wenaha Group & Steering Committee – Building Update

Additions to Agenda

2.0 Action Items

- 2.1 Appointment: Frontier Telnet Sherman Representative – Gary Thompson, Tom McCoy-Alternate
- 2.2 Appointment: Sherman County Ambulance Service – Kathleen Ahearn, Joseph Belshe, Robert Stone
- 2.3 Department of Human Services Intergovernmental Agreement for Aging and People with Disabilities/Area Agency on Aging
- 2.4 Appointment: Mid – Columbia Community Action Council Sherman Representative – Kari Silcox
- 2.5 Rental Housing Incentive Program Application – Bonnie & Stephen Simpson
- 2.6 Wellness Center Surplus Items
- 2.7 Regular Monthly Bills
- 2.8 Oregon Department of Transportation Grant Agreement
- 2.9 Greater Oregon Behavioral Health, Inc. Blanket Purchase Agreement

3.0 Discussion Items

- 3.1 Website Update
- 3.2 Workforce Housing
- 3.3 County Counsel
- 3.4 Commissioner Reports

4.0 Consent Agenda

- 4.1 Minutes of January 17, 2018
- 4.2 Revenue/Expenditure Summary – January 2017
- 4.3 Claims – January 2017

5.0 Future Agenda Items:



**SHERMAN COUNTY COURT
REGULAR SESSION
SHERMAN COUNTY HEARINGS ROOM**

MINUTES

February 7, 2018

Opened Court: 9:04 a.m.

Present: Judge Gary Thompson, Commissioner Tom McCoy, Commissioner Joe Dabulskis, Administrative Assistants Kayla von Borstel

A quorum was present. No news media was present.

1.0 Appointment Schedule

1.1 9:00 a.m. Jessica Metta – Mid-Columbia Economic Development District; Georgia Macnab – Planning Director – Comprehension Economic Development Strategy (CEDS) Project Prioritization

Present: Georgia Macnab, Carrie Pipinich, Jessica Metta, Larry Hactor, Jessy Rose

Georgia Macnab, Planning Director, spoke with the Court about the need to prioritize projects that were submitted from the County, Cities, and Fair Board in Sherman County. She noted Giles French Park was on the list even though it is not currently an active project. Judge Thompson stated the Corp of Engineers would have a meeting to plan for the Region, and what to do with their land. Commissioner McCoy inquired if there was a way for the County to lease the property from the Corp of Engineers, or if they can charge fees for the Giles French Park to be properly managed. He asked Jessica Metta, Mid-Columbia Economic Development District, and Georgia to keep the Court informed.

County Court prioritized projects that could potentially be completed within the next year. Project prioritizations, with discussion, are as follows: 1 – Biggs Service District Water System: project is almost done; 2 – South Sherman Fire Hall: County Court previously approved \$160,000 for preliminary work and \$250,000 for construction. South Sherman Fire & Rescue (SSFR) must obtain additional grants. The Court will fund up to a total of \$500,000 if SSFR can present a plan to the budget committee before the budget hearing this year. If a plan is not presented, money allocated may no longer be available; 3 – Work Force Housing; 4 – Fair Board Event Center; 5 – City Broadband: It was clarified this is for last mile fiber. The next step is grant application submission for building out fiber within each of the cities to reach residences and businesses; 6 – 911 Call Center; 7 – City of Rufus Well Rehabilitation; 8 – Wasco School Events Center Renovation & Obtaining Grants: County Court previously agreed to give Wasco funds for the next six years to paint the Events Center and perform other maintenance. Roof repair is almost complete; 9 – Kent Service District Water System: Brief discussion held on the feasibility of the project. A feasibility study needs to be completed to determine what it

would cost to bring water from an outside source; 10 – Moro Infrastructure Projects: Moro has many projects they would like to complete such as street scape design and street re-surfacing and repairs. The Court decided to combine all projects together; 11 – Giles French Park

Brief discussion was held of the differences between last year’s list and this year’s project list.

1.2 9:30 a.m. Jessica Metta, Carrie Pipinich – Mid-Columbia Economic Development District– Sherman Cities Broadband Grant Request

Present: Georgia Macnab, Carrie Pipinich, Jessica Metta, Larry Hocter, Jessy Rose

Carrie Pipinich, Mid-Columbia Economic Development District (MCEDD), gave a brief update on the Sherman Cities Broadband Grant. She gave copies of the Request For Information (RFI) submitted in the fall to the Court. Generally RFI’s are submitted, and a few months later full grant applications are submitted. Carrie has been working with Mike Smith, Frontier TelNet, essentially looking at the last piece to connect the cities. The hope is to build an open access fiber system, where service would be purchased from a private provider; however, the system would be publically owned which would leverage the investment the County has made thus far connecting middle mile between communities. This application is for the last piece, also known as last mile fiber. Carrie is looking for any support the County can give to submit with the grant application. Judge Thompson asked if areal fiber will be used for the homes; Carrie replied yes. She stated fiber is the most future proof and has the most capacity currently; wireless is also becoming more effective. Fiber will be in the core area, which is businesses and some homes in the cities; outlying homes will need to be discussed due to cost efficiency.

Jessica Metta, MCEDD, stated the County approved the Request For Proposal (RFP), and is waiting on City of Grass Valley to approve it. The RFP is put forth to private providers to see what it would cost to hook up four cities and Biggs, and to see what would be needed from the public sector to make it feasible for the private provider. The RFP was kept very flexible to receive the best approach from providers. Commissioner McCoy stated the Court cannot allocate large sums to connect only a few homes. He also inquired if Inland was part of the fiber build from Wasco to Biggs, and if they were, would there be a way to connect to it.

Motion by Commissioner Dabulskis, second by Commissioner McCoy, to approve the submission of the Rural Broadband Capacity Pilot Project application.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

Jessica reported her job position has changed, and she will be working on the transportation side of MCEDD; Carrie will be taking over her previous position with Sherman County. Carrie currently does the same work for Wasco County and will now serve as the representative for both Counties. She is also the broadband expert at MCEED, and will take over the housing program as well.

Brief discussion held on housing incentives.

1.3 10:00 a.m. Marnene Benson-Wood – Treasurer – Quarterly Report

Present: Larry Hocter, Jessy Rose

Marnene was unable to attend Court. A written copy of her report had been provided for Court review.

Motion by Commissioner McCoy, second by Commissioner Dabulskis, to approve the Transit Periodic Report as presented.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

1.4 10:15 a.m. Shawn Payne – Emergency Services – Ambulance Service Area Plan

Present: Shawn Payne, Brad Baird, Larry Hoctor, Jessy Rose

Shawn Payne, Emergency Services, attended Court to go over the Ambulance Service Area (ASA) Plan final update. The plan was approved last year, and sent to the State; the State sent it back with revisions needed. The State requested clarification on Sherman County owning Sherman County Ambulance, and Sherman County being in charge of administering the Sherman County ASA Plan. Shawn attended the ASA meeting and was able to gain help on proper wording. The updated language reflects on page 6 of the ASA Plan between “Process” and “Problem Resolution” which states the Advisory Committee advises the County on matters. The second update needed in the ASA Plan was the Oregon Administrative Rules (OAR); it was written in simple form and has been requested to be written in full detail. Court approval was needed in order to resubmit the ASA Plan to the State and Oregon Health Authority. The plan remains effective for four years; every five years the ASA Plan comes up for reassignment. The ASA Advisory Committee suggested to the Court a reassignment period of January 2018 – December 2022. At the time of expiration, reassignment will be advertised as open for other agencies to apply. If the assignment changes in the future, the ASA Plan would need to be reapproved with the new agency information.

Motion by Commissioner Dabulskis, second by Commissioner McCoy, to approve the Sherman County Ambulance Service Area Plan 2018 revision, and authorize Judge Thompson to sign.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

1.5 10:30 a.m. Brad Baird – Anderson Perry & Associates – Biggs Service District Water System Improvements Project

Present: Brad Baird, Larry Hoctor, Jessy Rose, Aaron Cook

Brad Baird, Anderson Perry & Associates, updated the Court on the water study that is in progress. Brad will have a completed copy at the March 7th, 2018 Court session. Commissioner McCoy asked when the grant would be approved. Brad replied approximately two to three months. He gave the Court a map to be included with the water study that showed all four water systems and where each system services. Brad stated the current water systems need to have their lines capped, and should not serve businesses after project completion as the new system should serve all businesses in Biggs. The wells can be kept; they just cannot serve the public. Brad presented a second map which detailed the new water system and where it will serve. Oregon Water Resources Department (OWRD) responded three of the four criteria were acceptable on the well permit; the permit would be denied. After speaking with Brad, OWRD agreed to accept submission of further information to gain approval.

Brad would be meeting with Pat Beers, landowner, later in the day to sign off on the patrician and to get paperwork notarized. In regards to the archeological site, State Historic Preservation Office (SHIPO) accepted the evaluation and no monitoring needed.

Brad continues to work on updating the water use as part of the study. He presented Court copies of a well design and bid packet, as well as an advertisement for drilling of the well. The Court was asked if the bid could go out in the next day's paper; County Court agreed. Bids are to be submitted to Rufus City Hall no later than March 6th, 2018. There will be a pre-bid conference on February 28th, 2018 which allows for those interested, time to see the site and ask questions. Brad presented a list of drillers to send information to and asked if there was anyone else to add. It was suggested to add Devin Kay from Dallesport, Washington. Judge Thompson inquired if there would be issues with United States Department of Agriculture for drilling a well without approved funding. Brad stated the well drilling would be done with County money which should not be an issue, however, he will look into it.

Aaron Cook, Biggs Service District, reported to the court he is making progress with the Data Universal Numbering System (DUNS) number issue. Step one in the process is Internal Revenue Service approval which he received, and step two is approval from System for Award Management (SAM), which he is awaiting. Commercial And Government Entity (CAGE) validation is the final step. Aaron has updated all information from the County Court to the Biggs Service District. The DUNS information is set up as: Sherman County, doing business as, Biggs Service District.

1.6 11:00 a.m. Heath Gardner – Wenaha Group & Steering Committee – Building Update

Present: Larry Hocter, Jessy Rose, Ron McDermid, Debbie Hayden, Heath Gardner

Heath Gardner, Wenaha Group & Steering Committee, presented a project update. The Weed District building is completely done. The new building has a few punch list items to finish which should be completed soon. The upstairs remodel of the original has been started. The foundation for new cupula needs matt footing, concrete, and rebar; steel structure will go all the way to the top of the building for stabilization. Ron McDermid, Justice of the Peace, informed the Court this is due to wind shear and not its weight. Wind shear testing for cupula construction in the attic failed, so an alternative plan was made to have the structure through the building. The funds set aside for cupula construction covers the new stabilization layout costs. Cupula costs total \$250,000 and will be installed in late spring.

Heath provided Court with summary and budget sheets; the budget has been updated with costs to date, and forecasted costs. He noted Court previously approved a budget of nine million dollars, and currently the project is tracking right on budget. The budget sheet shows funds will be spent to zero once completed. Heath discussed the health of the contingency fund. Estimated contingency usage to date is essentially \$260,000 (88%) of the contingency fund. This leaves \$53,000 for items that are currently unknown and could come up during the remodel. The Court asked if this is the right proportion to have left; Health responded no. He hoped to have \$100,000-\$150,000 left in the contingency fund for the remodel to cover any unknown and unexpected costs than may occur. He is concerned with how little is left.

Part of the change order total to date, are value added changes; these are optional additions to the project that the Steering Committee and County Court requested. These changes are items that are one time opportunities to implement, are more cost effective to do now versus later on, or added value to the project. Court previously not to miss opportunities. The moving of power underground to be more stable, creation of storage spaces that would have been otherwise sheet rocked closed, addition of asphalt for Courthouse interaction, paint scope to satisfy State Historic Preservation Office (SHIPO) requirements, and new cupula roughly totals \$95,000 in added value items. Larger unforeseen costs could be such items as underground sewer repair. The Added Value budget was under budgeted.

The Steering Committee recommends County Court to consider increasing the budget by \$300,000. A few issues have already been seen during the start of the Courthouse upstairs remodel, which could decrease the remaining funds significantly. Value added items cannot be done unless the budget is increased. Commissioner McCoy stated the Steering Committee has recommended well in the past on items of good value. The Committee has been practical with recommendations with an emphasis on longevity; no further budget increases would be needed if the current recommendation is approved. It is fully expected that not all funds allocated will need to be used, and there will be funds returned to the County after project completion.

Motion by Commissioner McCoy, second by Commissioner Dabulskis, to approve a \$300,000 increase to the Courthouse Facility Budget as recommended by the project's Steering Committee for a total of \$9,300,000.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

Ron believes an open house could be held in the fall to allow adequate project completion time. Commissioner Dabulskis updated Heath on the library roof; there has been no leakage thus far. Brief discussion held on the original Courthouse upstairs renovation and on lighting restoration.

Additions to Agenda

2.0 Action Items

2.1 Appointment: Frontier Telnet Sherman Representative – Gary Thompson, Tom McCoy-Alternate

Motion by Commissioner Dabulskis, second by Commissioner McCoy, to appoint Judge Thompson as the Sherman County Frontier TelNet Representative, Commissioner McCoy as First Alternate, and Commissioner Dabulskis as Second Alternate.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

2.2 Appointment: Sherman County Ambulance Service – Kathleen Ahearn, Joseph Belshe, Robert Stone

Motion by Commissioner Dabulskis, second by Commissioner McCoy, to appoint Kathleen Ahearn as Position 1 Chairperson, Joseph Belshe as Position 3 Training Officer, and Robert Stone as Position 5 Assistant Training and Safety Officer, to the Sherman County Ambulance Service Board for a term of two years to expire December 31, 2019 pending background checks.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

2.3 Department of Human Services Intergovernmental Agreement for Aging and People with Disabilities/Area Agency on Aging

Motion by Commissioner Dabulskis, second by Commissioner McCoy, to approve the Oregon Department of Human Services, State of Oregon Intergovernmental Agreement for Aging and People with Disabilities (Area Agency on Aging) and authorize Judge Thompson to sign.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

2.4 Appointment: Mid – Columbia Community Action Council Sherman Representative – Kari Silcox

Motion by Commissioner McCoy, second by Commissioner Dabulskis, to appoint Kari Silcox, Senior Center Manager, as a Sherman County Representative for Mid–Columbia Community Action Council (MCCAC).

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

2.5 Rental Housing Incentive Program Application – Bonnie & Stephen Simpson

Motion by Commissioner Dabulskis, second by Commissioner McCoy, to approve \$20,000 for the Rental Housing Development Grant for Bonnie and Stephen Simpson to build two 1,200-1,400 square foot single family homes with payment made once the project is successfully completed.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

2.6 Wellness Center Surplus Items

Motion by Commissioner McCoy, second by Commissioner Dabulskis, to approve the Ab Machine, Leg Squat Machine, Seated Leg Press, Horizontal Leg Press, Stationary Bike, and Elliptical as Sherman County Wellness Center surplus equipment as recommended by the Wellness Center.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

2.7 Regular Monthly Bills

Motion by Commissioner McCoy, second by Commissioner Dabulskis, to approve the authorization of Rita Wilson to pay regular monthly County bills as presented to the Court.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

2.8 Oregon Department of Transportation Grant Agreement

Motion by Commissioner McCoy, second by Commissioner Dabulskis, to approve Amendment Number 1, Oregon Department of Transportation Grant Agreement Number 31434 for Sherman County and authorize Judge Thompson to sign.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

2.9 Greater Oregon Behavioral Health, Inc. Blanket Purchase Agreement

Motion by Commissioner McCoy, second by Commissioner Dabulskis, to approve the emergency signing by Judge Thompson for the Greater Oregon Behavioral Health, Inc. Blanket Purchase Agreement, so Sherman County may provide transportation services in Wasco and Hood River Counties.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

3.0 Discussion Items

3.1 Website Update

Lauren Hernandez, previous Administrative Assistant, has finished Completely Automated Public Turing test to tell Computers and Humans Apart (CAPTCHA) at the end of January, and has been compensated for her time. ProudCity provided a document to her on how to implement CAPTCHA on the website, in which Kayla von Borstel, Administrative Assistant, will need for updating emails or adding new employees. Kayla stated she needs to find this document and file away. The website is a bit complicated to run but the outcome of the website is great. Kayla stated the technical issues she was experiencing have been fixed. She continues to learn to run the website.

3.2 Workforce Housing

Item discussed during Jessica Metta's, Mid-Columbia Economic Development District, appointment. No further discussion needed. Item no longer needs to be reoccurring on future agendas until the Review Committee needs to report to County Court.

3.3 County Counsel

The County is unsure at this time who exactly is replacing Will Carey, County Counsel, due to his passing. The Court will step back until things have settled. Items can be sent to the same office to Polly, Will's Assistant, and to Diana McDougle, Attorney, and they will make sure it gets to right person. In addition, Ruben Cleveland, Attorney, is working on the Sherman Fiber Request for Proposal with Jim Deason which should be ready for the next County Court meeting.

3.4 Commissioner Reports

Commissioner Dabulskis– Attended Regional 911; attended Tri County Court; attended LCDC Region Round Table – several sessions; conducted inventory on County rental tables and chairs at Wasco School Events Center; attended Lower John Day ACT.

Judge Thompson – Attended Tri County Court; attended Mid-Columbia Economic Development District Loan and Executive meetings. Discussion held on County Courtroom design for the Courthouse remodel. County Court would like to see a U-shape table for commissioners with a microphone and tilted touch screens attached for each member of the Court, an Assistant station that includes direct connections to each of the Court screens for packet material, recording equipment for the Administrative Assistant to record and send files from the Courtroom versus using a handheld recorder, and a video screen for potential projection use.

Commissioner McCoy –Attended Frontier TelNet; attended building codes; attended Community Action Council; attended phone interview on Human Papilloma Virus vaccine use in rural communities; attended Mid-Columbia Council Of Governments; attended Mid-Columbia Community Action Council. Brief discussion held on building codes.

4.0 Consent Agenda

4.1 Minutes of January 17, 2018

Motion by Commissioner McCoy, second by Commissioner Dabulskis, to approve the minutes of January 17, 2018, as corrected.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

4.2 Revenue/Expenditure Summary – January 2017

Motion by Commissioner Dabulskis, second by Commissioner McCoy, to approve the Revenue/Expenditure Summary for the month of January 2018, as presented.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

4.3 Claims – January 2017

Motion by Commissioner Dabulskis, second by Commissioner McCoy, to approve the Claims for the month of January 2018 as presented.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

Being no further business before the Court, the meeting was adjourned at 1:29 p.m.

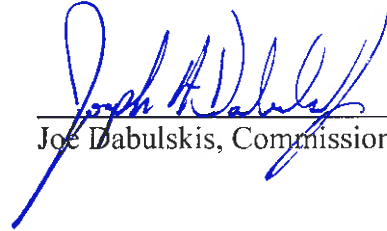
Sherman County Court



Gary Thompson, Judge

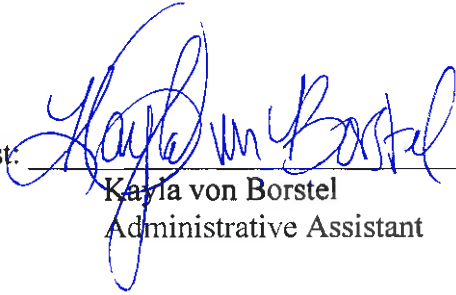


Tom McCoy, Commissioner



Joe Dabulskis, Commissioner

Attest:



Karla von Borstel
Administrative Assistant