



## Court Agenda

June 20, 2018

### Additions to Agenda

#### 2.7 Final Resolution Transfer

### **1.0 Appointment Schedule**

- 1.1** 9:00 a.m. Biggs Service District – Public Hearing – USDA Biggs Water System
- 1.2** 9:30 a.m. Mike Elliot – SAIF Corporation – Workman’s Comp Renewals
- 1.3** 10:00 a.m. Aaron Cook – Biggs Service District – Budget Hearing
- 1.4** 10:30 a.m. Executive Session in accordance with ORS 192.660 (2) (i) Personnel
- 1.5** 11:00 a.m. Executive Session in accordance with ORS 192.660 (2) (f) Exempt Documents
- 1.6** 1:00 p.m. County Counsel Request for Proposal/Qualifications Document Formation

### **2.0 Action Items**

- 2.1 Resolution – Biggs Service District Water System Project Interim Financing
  - 2.2 Courthouse Surplus Items
  - 2.3 Meals on Wheels Driver Volunteer – Nancy Simpson
  - 2.4 Resolution – In the Matter of the County Court Approving the Transfer of Funds Within the County General, Community Transit, Ambulance, Prevention, Community Development, Court Security, Emergency Services, General Road, County Fair, Tri-County Corrections, Wellness Center, Tri-County Veterans’ and Senior Center Funds
  - 2.5 Resolution – Inclusion Under the State of Oregon Deferred Compensation Plan
  - 2.6 Intergovernmental Agreement between Mid-Columbia Economic Development District and Sherman County for Grant Administration for the Biggs Service District Project
- 2.7 Final Resolution Transfer

### **3.0 Discussion Items**

- 3.1 ABC Huskies Child Care Thank You Note
- 3.2 Biggs Service District Audit
- 3.3 Biggs Service District Draft Rates Discussion
- 3.4 Commissioner Reports

### **4.0 Consent Agenda**

- 4.1 Budget Committee Minutes April 23-24,2018
- 4.2 Revenue/Expenditure Summary – May 2018
- 4.3 Treasurer’s Report – May 2018

**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 HEARINGS ROOM**

**MINUTES**

**June 20, 2018**

**Opened Court: 9:00 a.m.**

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

A quorum was present. No news media was present.

**Additions to Agenda**

2.7 Final Resolution Transfer

**1.1 9:00 a.m. Biggs Service District – Public Hearing – USDA Biggs Water System**

Present: Carrie Pipinich, Aaron Cook, Jessie Rose

**Motion by Commissioner McCoy, second by Commissioner Dabulskis, to enter into Biggs Service District Board of Directors.**

**Vote: 3-0**

**Yes: Dabulskis, McCoy, Thompson**

**No: 0**

**Abstain: 0**

Entered Biggs Service District: 9:00 a.m.

Entered Public Hearing: 9:00 a.m.

Local newspapers did not advertise the previous public hearing held, as scheduled for Biggs Service District (BSD), regarding the Biggs Service District Water System project updates to the public. Due to notice failure, another public hearing was set and was currently in session. BSD has a waste water system, with all individuals/businesses connected to private water systems in the area. Those private systems have had some challenges and health related risks that have caused shut downs in the last few years, as well as no fire protection. A larger study was conducted in 2003 to determine what it would take to build a municipal water system in BSD. An application was submitted for United States Department of Agriculture (USDA) Rural Development funding for the development of new water supply well and incorporating one to two existing wells as backup, a 400,000 gallon reservoir which will allow enough system pressure to supply the whole system as well as storage and correct flows for fire protection, and a transmission system throughout the entire District.

Total project budget was approximately \$2.29 million dollars including the additional funds for contingency and administration costs.

Carrie Pipinich, Mid-Columbia Economic Development District (MCEDD), gave Court an updated version of her previous memo. Regarding interim financing for the BSD Water project, she has drafted some loan documents based on sample documents from Debbie Hayden, Finance Officer, and from MCEDD. The loan documents will need to be sent to USDA, and to Bond Counsel, to make sure the documents meet all requirements and do not impact taxes and status of the bond. USDA expects a very clear and specific process for how payments will be processed, how invoices from the contractors will be viewed and approved by the various parties required, and in which ways all the parties will be interacting. This will be helpful moving the project forward, and obtaining approval from USDA on the matter of the funds staying within the County, and being administered for expenses as they accrue. The split in funds between the loan and grant through USDA is yet to be determined.

(3.2) Biggs Service District Audit – She has been working on getting the audit scheduled for BSD, and has been following up with Kim Young and Sam Goldstein from USDA. They have stated the first step was to determine eligibility; however, they cannot make the determination until BSD is up to date on audits. Aaron Cook, BSD Administrator, has been working to get a quote from Oster, and Carrie has been working on a quote from Friend and Regan, and a few other businesses as well. Discussion was held on challenges obtaining an auditor quote and scheduling a date.

(3.3) Biggs Service District Draft Rates Discussion – Rates are required by USDA for the water system; Carrie provided a few scenarios, based off of the Water System Study, to the Board to consider in order to cover the debt service and the regular maintenance on the system. Aaron has been working on obtaining quotes from CH2M Hill to see what it would take for them to operate the water system in addition to the sewer system. He is also reaching out to the Cities for potential operation providers; Rufus is not interested in operating the water system as previously thought. Final numbers may shift depending on interest rates. She reached her scenario numbers dividing by the Equivalent Dwelling Unit (EDU), which was based off what it would take to cover costs of the sewer system. In the first scenario the base rate would include 7,500 gallons with a \$2.50 charge per additional 1,000 gallons of usage. This would raise approximately \$100,000 a year to reserve for future costs, repairs, and projects. The second scenario has a slightly smaller base rate including 5,000 gallons with a larger overage fee of \$3.00 per 1,000 gallons; larger overage charges would hopefully encourage conservative use, however this would accrue slightly less revenue. Scenario 3 used Rufus' base rate and then would charge based on use. Rufus uses a flat rate and then charges usage \$2.50 for 1,000 gallons, and a maintenance fee of \$6.52. Starting in July it will increase to \$7.50 per 1,000 gallons with a late fee of \$7.50. Some cities charge a flat rate with no overage fees. It is believed the current water charge from the private water system is approximately \$50 per EDU, and the estimated \$55 per EDU in the study was to break even. There is not much pre-data to determine accurate base rate numbers; once the project is running the system will need to be monitored several times to confirm the charges are meeting the system's financial needs. The BSD board asked Carrie to run the scenarios by another individual who has worked on rate studies before for some additional feedback, and come back to them with the best recommendation; from there a meeting will be held in BSD for public comment.

Exited Public Hearing: 9:33 p.m.

Exited Biggs Service District: 9:33 p.m.

**1.2 9:30 a.m. Mike Elliot – SAIF Corporation – Workman's Comp Renewals**

Present: Aaron Cook, Mike Elliot, Jessie Rose

Mike Elliot, SAIF Corporation, presented Court a packet regarding their services. Mike wanted to highlight the first page listed services, and the last document informs them of a program called Log and Learn which was just purchased by SAIF. This program allows staff who want to partake in online trainings to do so; this program is part of the SAIF policy now. In the History section, claims the County has had over last five years were listed. The Policy Savings Report showed in the last five years the County saved 22%, due to SAIF reviewing all bills that are submitted for workers. There have not been any Claim Disposition Agreements (CDA), any Disputed Claim Settlements (DCS), and no third party recoveries; the County is using the employee injury program which can potentially help save money as well. The Dividend History section showed last year the County received almost 33% back of the premium paid. Dividend payments are never guaranteed as it depends on SAIF reserves. Dividends are split into two types of dividends, one is based on the premium paid, and the other is based on the County's loss factor. Listed under Rates it showed since 1990, numbers have dropped per premium rates; in 2018 it dropped another 14%, which means insurance companies need to find alternative ways to make up the difference. SAIF is a nonprofit organization and these decreases can cause their rates to rise; they charge only enough to sustain themselves, and if there are funds left over it goes back to businesses in the form of a dividend. If this year's renewal is approved, Sherman County will be paying 15.5% less compared to last year; this is based off how safe the County is compared to others. Rates have gone down over the years as everyone seems to be more aware of safety and proper treatment with every passing year. The amount for barges (Sheriff Department boat) Sheriff's Department, and Ambulance have increased slightly based on the average from all entities within that specific classification. No coverage has changed from last year; the total premium for the County is \$37,227.00.

**Motion by Commissioner McCoy, second by Commissioner Dabulskis, to approve payment to SAIF for 2018 – 2019 fiscal year in the amount of \$37,227.00.**

**Vote: 3-0**

**Yes: Dabulskis, McCoy, Thompson**

**No: 0**

**Abstain: 0**

### **1.3 10:00 a.m. Aaron Cook – Biggs Service District – Budget Hearing**

Present: Aaron Cook, Jessie Rose

**Motion by Commissioner McCoy, second by Commissioner Dabulskis, to enter into Biggs Service District Board of Directors.**

**Vote: 3-0**

**Yes: Dabulskis, McCoy, Thompson**

**No: 0**

**Abstain: 0**

Entered Biggs Service District: 10:00 a.m.

Entered Public Hearing: 10:00 a.m.

Aaron Cook, Biggs Service District Administrator, spoke to the Biggs Service District (BSD) Board about the BSD budget. Debbie Hayden, Finance Officer, has been a valuable resource to Aaron obtaining accurate numbers, and old templates to follow. He had previously tried to combine and simplify the budget which Debbie stated was not needed. There are no major changes from last year, with the exception of the addition of the Water fund to the budget, in the event the system was completed and operational in the next fiscal year. It was noted the operations contract in the budget for the water system was \$9,000 as a place holder for a six month period; Aaron has been waiting for a response back from CH2M on their price, or if a local operator

expresses interest in running the system. If quotes come in higher than the current budget placeholder, a supplemental budget will be required. Revenue in the budget reflected the six month placeholder as well. The Reserve fund and the Union Pacific fund were kept, and are available as there has been no need for them thus far. The tax rate will remain the same, and tax revenue was based off last year's rate as the assessed value is not yet known; it usually increases 1%, however Aaron used last year's rate as he knows that amount is secured to come in at the very least. If additional tax revenue is received, a supplemental budget will be required before those funds can be spent.

Discussion was held on the BSD Water System grant, and the purpose of the Union Pacific Fund.

Exited Public Hearing: 10:15 a.m.

**Motion by Commissioner Dabulskis, second by Commissioner McCoy, to adopt the Biggs Service District budget for the 2018-2019 fiscal year by Resolution No. 2018-01 in the matter of adopting the Biggs Service District budget for the 2018-2019 fiscal year in the total sum of \$2,496,484 and imposing taxes provided for the adopted budget at the rate of \$4.0061 per \$1,000 of assessed value for operations, and that these taxes are hereby imposed and categorized for tax year 2018-2019 upon the assessed value of all taxable property within the Biggs Service District as of July 1, 2018, and authorize the Biggs Service District Board of Directors to sign.**

**Vote: 3-0**

**Yes: Dabulskis, McCoy, Thompson**

**No: 0**

**Abstain: 0**

**Motion by Commissioner McCoy, second by Commissioner Dabulskis, to amend to Intergovernmental Agreement contract with the City of Rufus to increase the administration fee from \$3,000 to \$3,500 effective July 1, 2018, and authorize Judge Thompson to sign.**

**Vote: 3-0**

**Yes: Dabulskis, McCoy, Thompson**

**No: 0**

**Abstain: 0**

Exited Biggs Service District: 10:18 a.m.

**1.4 10:30 a.m. Executive Session in accordance with ORS 192.660 (2) (i) Personnel**

**Motion by Judge Thompson to enter into Executive Session in Accordance with ORS 192.660 (2) (i) Personnel.**

**Vote: 3-0**

**Yes: Dabulskis, McCoy, Thompson**

**No: 0**

**Abstain: 0**

Discussion was held on County Personnel.

**1.5 11:00 a.m. Executive Session in accordance with ORS 192.660 (2) (f) Exempt Documents**

**Motion by Judge Thompson to enter into Executive Session in Accordance with ORS 192.660 (2) (f) Exempt Public Records.**

**Vote: 3-0**

**Yes: Dabulskis, McCoy, Thompson**

No: 0  
Abstain: 0

Discussion was held on the Continuity of Government Plan documents.

**1.6 1:00 p.m. County Counsel Request for Proposal/Qualifications Document Formation**

Present: None

County Court reviewed the draft Request for Proposal (RFP) for Legal Counsel that Kayla von Borstel, Administrative Assistant, had prepared. After brief discussion, County Court agreed for Kayla to release the RFP through the proper avenues seeking County Counsel to include Biggs Service District as soon as possible.

**2.0 Action Items**

**2.1 Resolution – Biggs Service District Water System Project Interim Financing**

**Motion by Commissioner McCoy, second by Commissioner Dabulskis, to approve the resolution for interim financing between Biggs Service District and USDA for the Biggs Service District Water System Project in the amount of \$1,117,110 and authorize County Court to sign pending Legal Counsel approval.**

**Vote: 3-0**

**Yes: Dabulskis, McCoy, Thompson**

**No: 0**

**Abstain: 0**

**2.2 Courthouse Surplus Items**

**Motion by Commissioner Dabulskis, second by Commissioner McCoy, to declare as surplus numerous office and building-related items previously utilized by Sherman County departments and deemed no longer to be necessary in the execution of departmental functions, including numerous executive, task, and other miscellaneous chairs; numerous desks of varying configurations; conference tables; wood cabinets; numerous filing cabinets; antique metal storage unit; several miscellaneous tables; large mailbox/ballot box; used doors; toilet/sink unit from former holding cell; TV/monitors and used copier; and other items as determined.**

**Vote: 3-0**

**Yes: Dabulskis, McCoy, Thompson**

**No: 0**

**Abstain: 0**

**2.3 Meals on Wheels Driver Volunteer – Nancy Simpson**

**Motion by Commissioner McCoy, second by Commissioner Dabulskis, to approve the volunteer application for Nancy Simpson as a Meals on Wheels driver through the Sherman County Senior Center.**

**Vote: 3-0**

**Yes: Dabulskis, McCoy, Thompson**

**No: 0**

**Abstain: 0**

**2.4 Resolution – In the Matter of the County Court Approving the Transfer of Funds Within the County General, Community Transit, Ambulance, Prevention, Community Development, Court Security, Emergency Services, General Road, County Fair, Tri-County Corrections, Wellness Center, Tri-County Veterans’ and Senior Center Funds**

**Motion by Commissioner Dabulskis, second by Commissioner McCoy, to approve, as recommended by the Finance Director, a Resolution In the Matter of the County Court Approving the Transfer of Funds Within the County General, Community Transit, Ambulance, Prevention, Community Development, Court Security, Emergency Services, General Road, County Fair, Tri-County Corrections, Wellness Center, Tri-County Veterans’ and Senior Center Funds, and authorize County Court to sign.**

**Vote: 3-0**

**Yes: Dabulskis, McCoy, Thompson**

**No: 0**

**Abstain: 0**

**2.5 Resolution – Inclusion Under the State of Oregon Deferred Compensation Plan**

**Motion by Commissioner McCoy, second by Commissioner Dabulskis, to approve, as recommended by the Finance Director, a Resolution of Inclusion Under the State of Oregon Deferred Compensation Plan, and authorize Judge Thompson to sign.**

**Vote: 3-0**

**Yes: Dabulskis, McCoy, Thompson**

**No: 0**

**Abstain: 0**

PERS has a program available similar to a deferred compensation plan where an individual can defer money pre-tax that draws interest that can be used when the individual retires.

**2.6 Intergovernmental Agreement between Mid-Columbia Economic Development District and Sherman County for Grant Administration for the Biggs Service District Project**

**Motion by Commissioner Dabulskis, second by Commissioner McCoy, to approve the Intergovernmental agreement between Mid-Columbia Economic Development District and Sherman County for Grant Administration services for the Biggs Service District Water System Project for option 2, in the amount of \$30,000, and authorize Judge Thompson to sign.**

**Vote: 3-0**

**Yes: Dabulskis, McCoy, Thompson**

**No: 0**

**Abstain: 0**

**2.7 Final Resolution Transfer**

**Motion by Commissioner McCoy, second by Commissioner Dabulskis, to authorize County Judge, Gary Thompson, to sign the final Resolution Transferring Funds ending the 2017-2018 fiscal year.**

**Vote: 3-0**

**Yes: Dabulskis, McCoy, Thompson**

**No: 0**

**Abstain: 0**

**3.0 Discussion Items**



### **3.1 ABC Huskies Child Care Thank You Note**

Thank you note received for the use of tables and chairs.

### **3.2 Biggs Service District Audit**

Discussed during the Biggs Service District Public Hearing.

### **3.3 Biggs Service District Draft Rates Discussion**

Discussed during the Biggs Service District Public Hearing.

### **3.4 Commissioner Reports**

Commissioner Dabulskis – Attended Portland General Electric (PGE) meeting; Family Fun Fair, Community Renewable Energy Association (CREA); Association of Oregon Counties; County College class forum and working lands tour; Grass Valley County Market opening day; Wasco City Council.

Judge Thompson – Attended Community Renewable Energy Association (CREA); Association of Oregon Counties; Association of Oregon Counties Administrator meeting; Safety meeting; Mid-Columbia Economic Development District Annual Meeting; Tour of hemp facility and their housing units soon.

Commissioner McCoy – Attended the Portland General Electric (PGE) meeting; Housing Committee call; Center For Living; Oregon State University (OSU) Field Day; Natural Hazard Mitigation Plan.

### **4.0 Consent Agenda**

#### **4.1 Budget Committee Minutes April 23-24, 2018**

**Motion by Commissioner McCoy, second by Commissioner Dabulskis, to approve the Budget Committee minutes of April 23-24, 2018, as amended.**

**Vote: 3-0**

**Yes: Dabulskis, McCoy, Thompson**

**No: 0**

**Abstain: 0**

#### **4.2 Revenue/Expenditure Summary – May 2018**

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

**Vote: 3-0**

**Yes: Dabulskis, McCoy, Thompson**

**No: 0**

**Abstain: 0**

#### **4.3 Treasurer's Report – May 2018**

**Motion by Commissioner McCoy, second by Commissioner Dabulskis, to approve the Treasurer's Report for the month of May 2018, as presented.**

**Vote: 3-0**

**Yes: Dabulskis, McCoy, Thompson**

**No: 0**

**Abstain: 0**

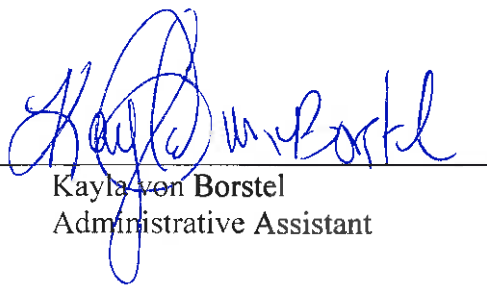
Being no further business before the Court, the meeting was adjourned at 12:00 p.m.

**Sherman County Court**

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

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

  
\_\_\_\_\_  
Joe Dabulskis, Commissioner

Attest:   
\_\_\_\_\_  
Kayla von Borstel  
Administrative Assistant