

**BIGGS SERVICE DISTRICT
REGULAR SESSION
SHERMAN COUNTY COMMISSIONERS MEETING ROOM**

MINUTES

OCTOBER 17, 2018

Opened Biggs Service District: 8:39 a.m.

Present: Chairman Gary Thompson, Director Tom McCoy, Director Joe Dabulskis, Administrative Assistant Kayla von Borstel.

A quorum was present. No news media was present.

Additions to Agenda

1.0 Agenda Items

1.1 8:30 a.m. Call to Order

Chairman Thompson called the meeting to order at 8:39 a.m.

1.2 8:30 a.m. B.C.M. Development Company, Inc. Statutory Bargain and Sale Deed

Present: none

Motion by Director McCoy, second by Chairman Thompson, to approve the Statutory Bargain and Sale Deed between B.C.M. Development Company, Inc. and Biggs Service District for the parcel of land lying in Section 8, Township 2 North, Range 16 East, Willamette Meridian, Biggs Junction, Sherman County, Oregon, in the agreed upon amount of \$25,000.00, pending approval of Pat and Lori Beers.

Vote: 2-0

Yes: McCoy, Thompson

No: 0

Abstain: 0

Brad Baird, Anderson Perry, will need to set up a meeting with B.C.M. Development (Pat and Lori Beers) to review and sign the purchase paperwork.

1.3 8:50 a.m. Other Business/Project Update

Present: Bryan Hunt, Director Dabulskis

Chairman Thompson reported on the new truck stop being constructed in Biggs Service District (BSD). They were ready to start building and they need the water pipe that needs to be laid, which will belong to the County. He told Brad Baird, Anderson Perry, to order the pipe, all parts, and the fire hydrant as the Biggs Service District Board is not knowledgeable enough to know everything that would need to be ordered. Chairman

Thompson contacted Windwave as well, to have the conduit ready to be delivered as soon as it's needed. It was heard at a Frontier TeleNet meeting that Windwave will build their fiber next to the Zayo fiber line.

Chairman Thompson stated Aaron Cook, BSD Administrator, came to speak with Kayla von Borstel, County Court Administrative Assistant, and him, regarding a possible termination of the contract between The City of Rufus and BSD for Administration Services. He inquired that in the event that the City of Rufus did terminate what it would take to do so. Chairman Thompson stated that only a 30 day notice to the BSD Board would be needed. Aaron stated he and the Rufus City Council were thinking of terminating in December to be done at the beginning of the New Year when Judge/Chairman Thompson would also be retiring. Kayla and Chairman Thompson discussed that it might be in the best interest of BSD, for the BSD Board to serve a 30 day notice by the next BSD meeting on November 7, 2018 in order to have a replacement hired to train with Aaron for the duration of November, and to allow the new Administrator time to learn on his or her own for a month before Judge/Chairman's departure. That would ensure that in the event an issue arises, or additional background information was needed, it can still be obtained. Discussion was held that Aaron is unable to keep up with BSD and the City of Rufus together. There was group consensus for Kayla to send Aaron a 30 day notification of contract termination, and to proceed with sending notices to find a replacement. Kayla discussed with the Board that once a replacement was hired, she would like to be taken off the BSD bank account. Currently the BSD Administrator can only sign checks up to \$300, anything over \$300 the County Court Administrative Assistant (Kayla), signs for. Kayla no longer feels comfortable with this, as there have been several late invoices from BSD, that once paid totaled a significant amount of money, which she had to sign for. This makes it seem as if she hadn't paid invoices, and she does not want to be liable for such things that she has no control over; the BSD Board and Administrator need to be the only ones on the bank account. The Board should be responsible for signing on amounts above the Administrators designated amount; The Board agreed.

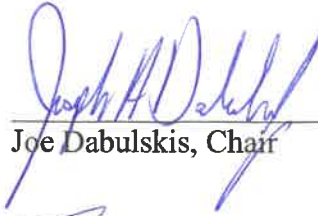
Commissioner Dabulskis was unable to make the beginning of the meeting; he was filled in on the previous topics when he entered the meeting.

Chairman Thompson informed the Board that CH2M Hill/Jacobs provided a quote for Water System Operator Services in addition to the Sewer Services they currently provide; the quote was for \$75,000 - \$100,000 not including electricity, and was for the Water System only. This quote was extremely high, and not economically feasible. The Board will need to research other options.

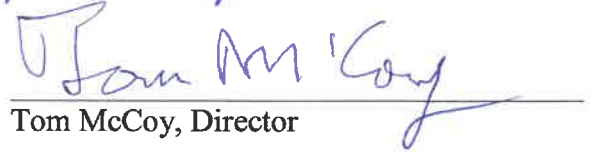
1.4 9:00 a.m. Adjourn

Being no further business before Biggs Service District, the meeting was adjourned at 9:00 a.m.

Biggs Service District



Joe Dabulskis, Chair



Tom McCoy, Director

, Director

Attest: 

Kayla von Borstel
County Court Administrative Assistant