



## **Court Agenda**

**October 2, 2019**

### **Additions to Agenda**

2.4 Sherman County Credit Card Policy

### **1.0 Appointment Schedule**

1.1 9:00 a.m. Jenine McDermid, Clerk – Quarterly Report

1.2 9:15 a.m. Mark Coles, Road Department – Quarterly Report

1.3 9:30 a.m. Shawn Payne, Emergency Services – Quarterly Report

1.4 9:45 a.m. Carrie Pipinich, Mid-Columbia Development District – Quarterly Report

1.5 10:00 a.m. Wes Owens, Sherman County School Superintendent – Quarterly Report

1.6 10:45 a.m. Amy Asher, Prevention – Quarterly Report

1.7 11:30 a.m. Rod Asher, Weed District – Quarterly Report

1.8 11:45 a.m. Rod Asher, Weed District – Equipment Purchase

### **2.0 Action Items**

2.1 BOPTA Pool

2.2 Intergovernmental Agreement – MCEDD – Sherman County Coordinated Transportation Plan

2.3 Sherman County Community Transit – FTA Procurement Policy

2.4 Sherman County Credit Card Policy

### **3.0 Discussion Items**

3.1 Commissioner Reports

### **4.0 Consent Agenda**

4.1 Minutes of September 18, 2019

4.2 Claims – September 2019

### **5.0 Future Agenda Items**

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*\*\*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 COMMISSIONERS MEETING ROOM**

**MINUTES**

**OCTOBER 2, 2019**

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

Present: Judge Joe Dabulskis, Commissioner Tom McCoy, Commissioner Joan Bird, Deputy Clerk/Temporary Administrative Assistant Kristi Brown

A quorum was present. No news media was present.

**Additions to Agenda**

- 2.4 Sherman County Credit Card Policy**
- 4.2 Executive Session ORS 192.660 (2) (i) Personnel**

**1.0 Appointment Schedule**

- 1.1 9:00 a.m. Jenine McDermid, Clerk – Quarterly Report**

Present: Jenine McDermid, Mark Coles

Jenine McDermid, Clerk, presented her quarterly report. She provided the Court with a Press Release from the Oregon Secretary of State's office, which gave a brief overview of the election security training she had received during the Association of County Clerks conference in August. The four hour training involved federal Homeland Security officials, and focused on different scenarios based on topics such as: election security, phishing attempts, and password strengths. She reported the conclusion of the legislative session resulted in some new election laws; beginning January 1, 2020, the State would begin paying postage on all return ballot envelopes; House Bill 2983 reduced the required reporting amount of campaign financing, from \$750 reduces to \$250, effective August 2, 2019; and Precinct Committee Person (PCP) candidate requirements had undergone several changes. Probate filing fees saw an increase as well.

She stated she had no individuals interested in the Board of Property Tax Appeals (BOPTA) for the non-office holding poll. The court may appoint someone not employed by a taxing district, any time before the training starts.

- 1.2 9:15 a.m. Mark Coles, Road Department – Quarterly Report**

Present: Mark Coles, Shawn Payne

Mark Coles, Road Master, gave his quarterly report. He presented plans for the almost final Finnegan bridge design. Stating they would be reviewed and finalized on October 18<sup>th</sup>, then sent to County Counsel for approval. He hoped to begin advertising for bids by October 21<sup>st</sup>, and have a submission deadline of November 19<sup>th</sup>. He

noted the project was running behind schedule due to some issues, but were finally able to move forward as they had received official authorization from the state allowing the project to be completed without permits. Due to the time of year, there had been discussion in regards to moving the project out until spring 2020, but he felt they would not have a hard time getting bids, as contractors would be looking for small winter projects such as this one.

Mark stated the Scott Canyon guard rail damage had been fixed, paid for by the Insurance Company of the driver responsible for the damage. Several Micro-coats were done over the summer. He noted there had been issues with the application, but the company returned and fixed the issues. Road striping was completed once the Micro-coating was fixed. He had been working with the City of Moro to complete an up-to-date city legend. During the 2019-2020 budget session, he budgeted \$185,000 to purchase a new excavator; he was able to purchase a used 2018 excavator with 1,122 hours for \$160,500. He also purchased extra buckets for the excavator, and an extended warranty, which brought the total to \$180,800. The company would be providing training, which will count as official documented training. They had started fall grading, beginning in the south end of the County, following the east side, to the North end, then will loop back to finish at Harris canyon. He provided numbers from the local street and road questionnaire for the previous fiscal year; stating chip sealing and micro-coat projects roughly totaled \$810,000, and snow removal was high for the year, due to the volume of snow, at \$113,918.

### **1.3 ~~9:30 a.m.~~ 9:37 a.m.** Shawn Payne, Emergency Services – Quarterly Report

Present: Shawn Payne, Carrie Pipinich, Wes Owens

Shawn Payne, Emergency Services Director, presented her quarterly report. Stating the Natural Mitigation Plan had been approved, and would be good through 2024. The Sherman County Ambulance had received Honorable Mention for the Rural Health Hero of the Year Award. An Oregon Health Authority site survey was conducted resulting in 4 deficiencies, which had either been taken care of, or were in the process of being taken care of. She stated the Ambulance had been granted an extension for the staffing exception; the exception allowed only one EMT and one EMR in order to allow an intermediate to do intermediate level skills, versus the required two EMT's.

She discussed the staffing struggles she faces for the Ambulance, stating many of the volunteer staff held regular full-time jobs which created a lack of available staff during the day shift. The call volume had increased 20%, over last year and the year before. She had been working on the mutual aid agreements and auto-aid agreements with the fire departments, although she was unsure about South Sherman Fire and Rescue due to its current staffing status. Shawn explained coverage for the South Sherman Fire and Rescue response area would be covered by the North Sherman County Rural Fire Protection District and Moro Rural Fire District, until the staffing issues were resolved.

Discussion was held on her future retirement plans.

### **1.4 ~~9:45 a.m.~~ 9:51 a.m.** Carrie Pipinich, Mid-Columbia Development District – Quarterly Report

Present: Carrie Pipinich, Wes Owens

Carrie Pipinich, Mid-Columbia Development District, gave her quarterly report. She stated the Biggs Service District USDA application was missing one clarification. MCEDD staff had been working on underwriting, in order to submit the application quickly once the missing piece was provided. She and Marla Harvey had been working on the suggested program shifts to the Housing Rehab Grant, and were working through some clarifications of the Rehab process. She planned to meet with the Sherman County Cities, for a Cities collaboration lunch, to discuss whether they would like to adopt the plans presented in the economic opportunities analysis, and what the next steps might look like. Worked with John Day River Territory group towards finding more local

businesses to advertise in the visitors guide for Eastern Oregon. Met with the City of Grass Valley staff to work on a Request for Qualifications for an engineer to find out what the cost would be for the sewer system feasibility study. She noted there would be an upcoming training with the Rural Community Assistance Corporation for Infrastructure Planning and Finance, which involved the Cities and Biggs Service District.

She invited the Court to the Regional Economic Symposium, being held November 1<sup>st</sup>, 2019.

**1.5 10:00 a.m. Wes Owens, Sherman County School Superintendent – Quarterly Report**

Present: Wes Owens

Wes Owens, Sherman County School Superintendent, gave his quarterly report. He thanked the County for its support of the school district, noting SIP funds offer great things to the students, such as the Science teacher grant, green energy, and student scholarships. He stated it was the schools third year of the Positive Behavior Intervention and Support (PBIS) program, which had been pared down, and known throughout the school as: Be Safe, Be Respectful, Be Responsible. They are continuing with the Oregon Response to Instruction and Intervention program, a Kindergarten-6th grade reading support program that comes from the Oregon Department of Education. The School District would have the opportunity to apply for funding via the Student Success Act, and Measure 98; he noted the District was in a good spot when they applied for funds, as one of the requirements was to create a three year plan, and they already had one in place. The North playing field and community space should be ready by spring. Upcoming events for the district were: October 14-19<sup>th</sup> Homecoming week; October 19<sup>th</sup>, a presentation will be held for four individuals being inducted into the Hall of Honor, and a celebration of 151 years of education; October 25<sup>th</sup> & 26<sup>th</sup>, Sherman County would be hosting a six man showcase, for all six man football teams in Oregon.

Discussion was held on the need for a Mental Health professional at the school.

**1.6 10:45 a.m. Amy Asher, Prevention – Quarterly Report**

Present: Amy Asher

Amy Asher, Prevention, gave her quarterly report. She stated the summer swim bus had 90 kids register, and had an average attendance was 45. From August 14<sup>th</sup> - September 16<sup>th</sup>, a DUI campaign was held with the cooperation of the Oregon Department of Transportation, and the Sherman County Sheriff's office. Signs were distributed throughout the County, and there was a DUI prevention walk, on August 24<sup>th</sup>. Oregon Youth Conservation Corps (OYCC) program finished up August 22<sup>nd</sup>. The new OYCC shed was installed; she thanked the Road Department for their help with the shed installation. During the schools' Back to School Night she offered a survey for parents to fill out that focused on parents' understanding of youth and substances. The PACK held a kick off night in order to promote more involvement at the beginning of the school year. The Oregon Health Authority grant agreement had been approved. The Prevention plan had been approved; though it took 2 and half months, and had to be re-written six times.

County Court recessed at 11:13 a.m.

County Court Reconvened at 11:17 a.m.

**1.7 11:30 a.m. Rod Asher, Weed District – Quarterly Report**

Present: Rod Asher

Rod Asher, Weed District, presented his quarterly report, stating staffing was good; the seasonal crew members would continue to work through the end of November, as long as the weather allowed. Winter preparation had

begun. He hosted a Weed tour for the weed board in September. Skeleton weed and puncture vine were coming in stronger this year, due to the Substation fire. New projects and contracts had been added, which continued to keep the staff busy. The Courthouse lawn had some brown spots, and the water system had been tweaked to help the issue. Will be working with Oregon Department of Transportation to trim back the trees at DeMoss Park. Judge Dabulskis requested a list of current projects and contracts for the weed department.

**1.8 11:45 a.m. Rod Asher, Weed District – Equipment Purchase**

Present: Rod Asher

Rod Asher, Weed District, requested authorization to purchase a side by side and trailer. He budgeted \$20,000, to purchase a new side and side. After research he decided the Kubota side by side was what he would like to go with, due to price and specifications.

Judge Dabulskis requested Rod contact other Kubota dealerships to check pricing. Rod stated he was informed the quoted price was a government price through Kubota, but he would be happy to contact other dealerships to research pricing.

**Motion by Commissioner McCoy, second by Commissioner Bird, to authorize the purchase of a 2019 Kubota RTV-X1120 utility vehicle for \$13,250, and an Iron Eagle ATV trailer for \$2,004, pending pricing research on the same utility vehicle model.**

**Vote: 3-0**

**Yes: Dabulskis, McCoy, Bird**

**No: 0**

**Abstain: 0**

**2.0 Action Items**

**2.1 BOPTA Pool**

**Motion by Commissioner McCoy, second by Judge Dabulskis, to approve the appointment of Mike McArthur from the Non-Office Holding Pool, and Joe Dabulskis and Tom McCoy from the Office Holding Pool to the 2019-2020 Board of Property Tax Appeals.**

**Vote: 3-0**

**Yes: Dabulskis, McCoy, Bird**

**No: 0**

**Abstain: 0**

**2.2 Intergovernmental Agreement – MCEDD – Sherman County Coordinated Transportation Plan**

**Motion by Commissioner McCoy, second by Commissioner Bird, to approve the Intergovernmental Agreement between Mid-Columbia Economic Development District (MCEDD) and Sherman County for the development of the Sherman County Coordinated Transportation Plan.**

**Vote: 3-0**

**Yes: Dabulskis, McCoy, Bird**

**No: 0**

**Abstain: 0**

**2.3 Sherman County Community Transit – FTA Procurement Policy**

**Motion by Commissioner McCoy, second by Judge Dabulskis, to approve the Sherman County Community Transportation FTA Procurement Policy.**

**Vote: 3-0**

**Yes: Dabulskis, McCoy, Bird**

**No: 0**

**Abstain: 0**

**2.4 Motion by Judge Dabulskis, second by Commission Bird, to approve the Sherman County Credit Card policy as written subject to CIS' approval.**

**Vote: 3-0**

**Yes: Dabulskis, McCoy, Bird**

**No: 0**

**Abstain: 0**

### **3.0 Discussion Items**

#### **3.1 Commissioner Reports**

Commissioner Bird – Attended County college; visited with Senator Hansel in regards to rolling closures of the Columbia River; Association of Counties district 3 meeting; spoke with Mid-Columbia Public Health district in regards to funding for septic systems; spoke with Patti Fields in regards to a possible project to honor the CCC program at the fairgrounds and grant funding that would be available for the project.

Judge Dabulskis – Attended Association of Counties district 3 meeting; Mandatory reporting class; City of Rufus city council work session with Dan Bubb of Gorge Networks; Mid-Columbia Education Development District board; North Central Regional Solutions Advisory Committee meeting; went on a strategic planning tour with Nate Stice, Regional Solutions, and Carrie Pipinich, MCEDD; Oregon transportation commission/Lower John Day Area Commission on Transportation meeting.

Commissioner McCoy – Attended Sherman County Weed Tour; met with Fritz Bachman in regards to a Mental Health facility; Center for Living building dedication; Coordinated Care Organization 2.0 presentation; Mid-Columbia Housing Authority board meeting; Association of Counties district 3 meeting; Golden Hills land owners meeting.

#### **3.2 Executive Session ORS 192.660 (2) (i) Personnel**

Judge Dabulskis entered into Executive session 192.660 (2) (i) Personnel at 10:26 a.m.

Discussion held on personnel issues.

Exited Executive session 10:31 a.m.

### **4.0 Consent Agenda**

#### **4.1 Minutes of September 18, 2019**

**Motion by Commissioner Bird, second by Commissioner McCoy, to approve the Minutes of September 18, 2019, as corrected.**

**Vote: 3-0**

**Yes: Dabulskis, McCoy, Bird**

**No: 0**

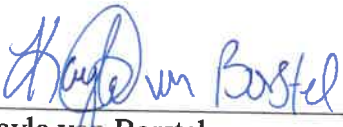
**Abstain: 0**


**Sherman County Court**

  
\_\_\_\_\_  
Joe Dabulskis, Judge

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

  
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Joan Bird, Commissioner

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

Attest:   
\_\_\_\_\_  
Kristi Brown  
Deputy Clerk/Temporary Administrative Assistant

**4.2 Claims – September 2019**

**Motion by Commissioner Bird, second by Commissioner McCoy, to approve the September 2019 Claims.**

**Vote: 3-0**

**Yes: Dabulskis, McCoy, Bird**

**No: 0**

**Abstain: 0**

**5.0 Future Agenda Items**

Being no further business before the Court, the meeting was adjourned at 11:52 a.m.