



**SHERMAN COUNTY COURT
REGULAR SESSION
SHERMAN COUNTY CIRCUIT COURTROOM**

MINUTES

July 19, 2017

Court Opened: 9:04 a.m.

Present: Judge Gary Thompson, Commissioner Tom McCoy, Commissioner Joe Dabulskis, Temporary Administrative Assistant Carmen Frost

A quorum was present.

Judge Thompson introduced guest: Darian Davis, Boy Scout Troop 395, The Dalles, Oregon

Additions to Agenda:

3.8 Jennifer Zimmerlee Hiring Request

1.0 Appointment Schedule:

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

Present: Jenine McDermid

Jenine McDermid, County Clerk, reported on last quarter. Finished the May 16 Special District Election with a 37.1 % voter turnout, which is typical. There were no feeder function issues with the ballot counting machine on election night.

There may be a statewide election in January. It is currently in the signature-gathering stage; will learn more at the clerk's conference in August.

CAFFA (County Assessment Function Funding Assistance) grant accepted; projected funds to be received are \$55,582 which is slightly higher than last year.

Within the next few days the County will be offering Point & Pay service as an option to customers for electronic payment of fees. It will accept American Express, MasterCard, Visa, and Discover. The fee will be 2.5% or minimum fee of \$2.00. Instead of waiting for the check or money order to be received, the payment can now be processed over the phone, and the documents then scanned and emailed to the customer.

Annual insurance renewal is complete; proof of insurance cards for vehicles have been distributed.

BOPTA (Board of Property Tax Appeals) Recruitment: Jenine will contact Jeanne Kuettel and Justin Miller to inquire if they're interested in serving again. Jenine hosted a BOPTA tech group meeting in Rufus at Frosty's in June; had 10 attendees ranging from Multnomah to Union counties. The group meets to discuss possible improvements, upcoming changes, etc. The next training is scheduled for January in Condon.

eRecording services have been working well, including direct deposit of recording fees. There have been no losses, and no one has forgotten to pay their recording fees. eRecordings allow the County to receive electronic recordings instead of over-the-counter or UPS documents. Judge Thompson asked if this is a service the County should offer on the new website. eRecording is offered by title and mortgage companies, who work through vendors such as Helion to transmit documents electronically to the clerk's office. Jenine replied that it would be okay for our document indexes to be available on the website, but not images. The reason being there is information such as social security numbers on many of these recorded documents which needs to be protected from misuse. Also, the Oregon statutes require the clerk's office to charge for copies of documents.

1.2 9:15 a.m. Shawn Payne – Emergency Services Director – Quarterly Report

Present: Shawn Payne

Shawn Payne, Emergency Services Director, provided her quarterly report to the court. She reported that the call volume on ambulance was up, about 30% over last year. Mostly age-related medical calls.

The active 911 is working well for the fires. On June 26 they had four ambulance calls and two fires. With the fire down by DeMoss Springs, many farmers commented how much they like having the active 911.

They will be sending three or four people to school for advanced EMT training, followed by Oregon Certification intermediate training in the spring. The cost will be approximately \$10,000. It's an investment in the crew, and it will allow Shawn to do more. Judge Thompson asked if those receiving the training will then sign a contract to stay with Sherman County for at least a year. Shawn replied yes. Additionally, Shawn is hoping to do an EMR (Emergency Medical Responder) class in the winter for adults and high-school students.

Lastly, Shawn reported on the ASA (Ambulance Service Area) plan. The state is requiring revisions. Sherman County is the only county in Oregon that both administers the plan, and owns the ambulance. She is waiting to hear back from Legal Counsel on how best to word this.

1.3 9:30 a.m. Jan Byram – Senior Center Director – Quarterly Report

Present: Jan Byram

Jan Byram, Senior Center Director, had provided her report to the Court electronically prior to the meeting. Jan discussed the upcoming prime rib dinner fund raiser on September 16 between 5 and 7 p.m. Tickets will be sold in advance, \$15.00 each for adults, \$10.00 each for ages 10 and under. Tickets must be presented at the door. The ticket price at the door will be \$20.00 per person. The silent auction fund raiser will be a two-day event, October 16 and 17, with all donations due by noon October 16, 2017.

Jan received an email from MCCOG (Mid-Columbia Council of Governments) on a mobile eye clinic and AARP's CarFit program. She provided the information to the Court in case they know of someone that would be interested in hosting either of these events.

Jan asked the Court if a decision had been made regarding a replacement for Rick Warrick, who did part-time janitorial and maintenance work at the Center. Judge Thompson replied no. Jan requested that they let her know once a decision is made, as there is no one doing Rick's work. She mentioned that his duties included cleaning and maintenance twice a week, and during special events.

Jan also reported on a broken toilet in the women's bathroom. Dan Aldrich has tried to fix it with parts ordered from Two Dogs, but the parts received were not the correct parts. Judge Thompson suggested it might be less expensive to replace the entire toilet. The Court recommended having Dan either repair or replace the toilet, whichever would be most cost-effective. Additionally, Jan will return the parts to Two Dogs.

1.4 9:45 a.m. Jessica Metta – Mid-Columbia Economic Development District – Quarterly Report

Present: Jessica Metta

Jessica Metta, Mid-Columbia Economic Development District (MCEDD), provided her quarterly report to the Court.

Jessica assisted the Sherman County cities plus Dufur and Maupin in several meetings to review the concept of a shared code enforcement officer. She has developed position details and a Request for Proposals that the cities have been asked to review and approve. Sherman County could consider joining the group if additional code enforcement services are desired in unincorporated parts of the county. Commissioner McCoy suggested once the person is hired, Sherman County can then consider it further.

With the assistance of Carrie Pipinich with MCEDD, Jessica assisted the Sherman County cities in considering a joint request to develop fiber to the homes in the cities. Sherman County could consider joining the request to serve Biggs Junction and/or Kent.

Jessica assisted Sherman County in seeking funding support for a brownfields site assessment for the old gas station and motel property that the County foreclosed on last year. She was successful in getting EPA dollars through Oregon DEQ (Department of Environmental Quality) for them to assess and likely clean up that site to get it ready for sale to a private party. This work will be done by February 2018.

Jessica continues to participate on behalf of Sherman County on the Steering Committee for the John Day River Territory (JDRT), the regional destination marketing organization covering Sherman, Gilliam, Wheeler and Grant Counties. Jessica is leading a sub-committee to implement a \$5000 Travel Oregon grant to install tourist welcome kiosks at each of the gateways into the JDRT. The kiosk design has been completed and fabrication will begin soon. The most recent plan for a Sherman County kiosk is at the lighted intersection in Biggs on the Grand Central corner. Jessica also assisted the JDRT in seeking a Resource Assistance for Rural Environments (RARE) participant this year. This will be an 11-month intern who will help coordinate the activities of the JDRT.

Jessica has been visiting the four City Councils to reintroduce the work that she does for Sherman County and to provide an update on MCEDD's Comprehensive Economic Development Strategy. Jessica also hosted a

quarterly coordination meeting of the four cities, met with new city staff in Moro and Rufus to offer assistance, researched training opportunities for the cities and is monitoring progress in the Grass Valley School sale.

1.5 10:15 a.m. Dean Dark – Wildlife Services – Quarterly Report

Present: Dean Dark

Dean Dark, Wildlife Services, provided his quarterly report to the Court. Dean reported that he is getting traps cleaned up. Keeping dogs trained for potential large predatory cats in the fall.

Commissioner McCoy asked if the Trump budget will have an effect on Wildlife Services. Dean said it probably will with the downsizing of government and may restrict future hiring.

Dean will start trapping otters after mass gathering. No beaver problems in the past two years, however, there may be a problem in Spanish Hollow.

In two weeks, Dean will be attending the annual wildlife services specialist meeting in Colorado.

1.6 10:30 a.m. Nate Stice – Regional Solutions – Quarterly Report

Present: Nate Stice

Nate Stice, Regional Solutions, provided a draft of the meeting notes from the Sherman County Outreach Meeting that was held on June 14. The final version will provide an update and next steps on projects. Nate reported that they need to follow up on financing for the fire districts and moving forward with Giles French, and that he is working with Mike Smith to obtain funding for broadband.

Regarding the sit-down truck stop in Kent, Nate feels feasibility studies will need to be done. Judge Thompson reported that he has been in touch with Neil Hanson, a resident who lives 1 mile east of Kent. Mr. Hanson is willing to help with this project; he has land available and a 75-gallon-per-minute well. Judge Thompson mentioned that the County is not interested in building it, but is interested in marketing the idea of a truck stop in the Kent area. Nate mentioned that the water resources would need to be verified.

Nate reported that he has been tracking the progress with Grass Valley school and was aware that it had sold. He is now waiting for the City to provide buyer information so that his team can offer their help.

1.7 10:45 a.m. Aaron Cook – Biggs Service District – Quarterly Report

Present: Aaron Cook, Debbie Hayden

Aaron Cook, Biggs Service District Administrator, reported there is one repair in process at Dinty's Market. They located the issue and will need to fix a pipe. It has been a process because of time and resources, but the water is still working. Two Dogs Plumbing is handling it; not yet sure of the cost. The leak has been repaired multiple times. It is right outside the property line, so Biggs Service District (BSD) has decided to take care of it for them as a good-faith effort. Because it has been repaired and patched many times in same spot, Aaron is recommending a permanent fix this time, rather than another temporary fix, so that it will be more solid. BSD has submitted DEQ compliance with CH2M. They have secured their contract renewal with CH2M. After 2018 they will need to negotiate again.

No problems with the sewer. Billing is going well; everyone continues to pay on time.

Judge Thompson reported that Sherman County has signed a contract with DEQ to clean up brownfields. They'll remove the fuel tanks from the service station. He also told Aaron about the three individuals living illegally on the site and that an eviction notice will be sent.

1.8 11:00 a.m. Randy Hermanns and Don Thompson, MicroSphere, and Matt McGowan, PayneWest – IT Security Discussion and Cybersecurity Policy

Present: Randy Hermanns, Don Thompson, Matt McGowan, Ron McDermid, Debbie Hayden

After Ron McDermid provided introductions, Commissioner McCoy asked Don Thompson, MicroSphere, to explain the County's computer security system and confirm that the County has the necessary safeguards in place.

Don began by providing a brief history. In approximately 2004, Sherman County internet services and email were provided by the Education Service District (ESD). All the computers were inter-connected and email services were inconsistent and unreliable. The first thing MicroSphere accomplished was to put the Sherman County Clerk, Assessor, Sheriff, and Treasurer on a separate network behind a firewall and isolate them from the ESD. Since doing this, for the most part, no data has been lost and there has been no downtime from failure in the past 13 years.

Of course, new exploits will happen and constant vigilance is necessary. The first line of defense is to prevent a mass loss of data instead of an isolated incident recoverable from backups. In addition, it is important to make the servers inaccessible from the internet. Currently, all Sherman County departments are isolated. Additionally, a watchdog has been placed on the Sherman County computers, which protects against hackers accessing vulnerable ports. The goal of MicroSphere is to minimize the overhead and maximize the security so that the staff can be as productive as possible.

Matt McGowan, PayneWest, provides the County's cybersecurity and liability insurance policy. Matt made the point that no matter how much protection is placed on a computer, there is always the risk of human error which, in his experience, is often the key piece that leads to a security breach. For instance, an email that looks like it's coming from someone you know, resulting in giving out sensitive information to the wrong person without realizing it. Matt emphasized the importance of insurance and that coverage is still critical.

Commissioner McCoy asked if the County is doing everything necessary, including training the employees. Matt suggested keeping the employees informed on up-to-date methods hackers use. Don added that it's important to watch attachments. If it's a jpeg, that's normal, if it's a zip file or a bat file, that's not normal and could be a red flag.

1.9 1:00 p.m. Rod Asher – Weed Department – Hiring Request

Present: Rod Asher, Mark Coles

Rod Asher, Weed District Supervisor, reported that the Weed District has been shorthanded. Rod has been trying to hire for the skeleton weed survey crew since the beginning of June. So far, all the applicants have been under the age of 18; because of safety issues, Rod doesn't want to hire anyone under 18. Rod is requesting

that a short-term exception be made to the “hiring relatives” policy to allow him to hire his son for the month of August.

Commissioner McCoy checked with Debbie Hayden, Finance Director. Debbie said it can be approved by the Court if someone other than Rod acts as his direct supervisor. Rod agreed and will have Tom Macnab supervise.

Motion by Commissioner Dabulskis, second by Commissioner McCoy, to make a short-term exception to the employee handbook on the policy of “Hiring Relatives” as requested by Rod Asher, Weed Department Supervisor.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

1.10 1:15 p.m. Debbie Hayden – Finance Director – Preserving Oregon Grant, 2018 Health Insurance, and Revenue/Expenditure Summary

Present: Debbie Hayden, Ron McDermid, Rod Asher, Julie McAllister, Teresa Olsen, Melanie Corey, Mark Coles, Georgia Macnab, Tom Macnab, Brad Lohrey, Jeremy Shull

Debbie Hayden, Finance Director, explained that Sherman County is needing to make a decision about which employee health plan to choose for 2018. Most of the employees that have given feedback to Debbie prefer staying with the traditional co-pay plan. This plan includes a hearing aid option which is not included in the high-deductible plan. Both plans include acupuncture and chiropractic options.

With the high-deductible plan, employees would be given a health-savings account. The employer can contribute up to the initial deductible amount (\$1500 for single, \$3000 for family). There was a general discussion among those present regarding how the benefits of each plan differ based on a person’s age; for younger employees, the employer-paid contribution will grow over time, but older employees and employees with high medical expenses could potentially pay significant amounts up front. It was also noted that the employer cannot contribute to a health-savings plan for retired employees.

Commissioner McCoy asked, and Debbie confirmed, that the plan can be changed on a year-to-year basis. Commissioner McCoy noted that the consensus appeared to be the co-pay plan for this year, and if anyone objected, that this was the time to let the Court know. No one present objected to the co-pay plan for 2018. Debbie asked if the Court would like to add the acupuncture and chiropractic rider; Commissioner McCoy replied yes.

Motion by Commissioner McCoy, second Commissioner Dabulskis, to select the co-pay plan as the employee health insurance plan for 2018, and to include the hearing aid rider and acupuncture/chiropractic rider.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

Debbie explained that the County had applied for a Preserving Oregon grant to help with repainting and repair work on the County Courthouse wood work and metal work. Sherman County applied for \$20,000; was awarded \$10,000.

Motion by Commissioner McCoy, second by Commissioner Dabulskis, to approve the Preserving Oregon Grant, #PO-17-5, in the amount of \$10,000, for the purpose of repairing siding and windows, and repaint the Sherman County Courthouse, and authorize Judge Thompson to sign.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

Motion by Commissioner McCoy, second by Commissioner Dabulskis, to approve the Revenue/Expenditure Summary for the month of June 2017, as presented.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

2.0 Action Items:

2.1 Website Redesign, Review Referrals

Present: Jenine McDermid

Court discussed referrals and reviewed the proposals of ProudCity and Solutions IT. Based on referrals, the Court is leaning toward hiring ProudCity to build the new County website.

Commissioner McCoy stated that we need to make sure the County will have ownership independent of the developer before making a hiring decision, confirm that Sherman County can have backups of the website, and get clarity on the cost of the project and the monthly fee for hosting.

Carmen will contact ProudCity to confirm County ownership, cost (initial and monthly), copies of backups and determine if they would start the project now or wait until Lauren Hernandez, Administrative Assistant, returns from maternity leave.

Motion by Commissioner Dabulskis, second by Commissioner McCoy, to hire ProudCity for the purpose of designing and implementing a new website for Sherman County, contingent upon final confirmation of costs, ownership, and copies of backups.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

2.2 MCCOG Meals Contract Budget Modifications

Motion by Commissioner McCoy, second by Commissioner Dabulskis, to approve the Meals Contract Budget Modifications for Fiscal Year 2016 – 2017 between Mid-Columbia Council of Governments/Area Agency on Aging and Sherman County, and authorize Judge Thompson to sign.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

3.0 Discussion Items:

3.1 Thank you Letter – P.O. Box 402

The Court reviewed the letter.

3.2 Resignation Letter – Kyle Blagg

The Court reviewed the letter.

3.3 Resignation Letter – Taylor Olsen

The Court reviewed the letter and confirmed that hiring a replacement is in process.

3.4 Ron McDermid – Justice Court – Quarterly Report

The Court reviewed and accepted the report.

3.5 Georgia Macnab – Planning – Quarterly Report

The Court reviewed and accepted the report.

3.6 Marnene Benson-Wood – Community Transit – Quarterly Report

The Court reviewed and accepted the report.

Motion by Commissioner Dabulskis, second by Commissioner McCoy, to approve the Transit Periodic Report for the 8th quarter of Biennium 2015 – 2017, April 1 to June 30.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

3.7 Commissioner Reports

Commissioner McCoy – Attended Community Advisory Committee meeting; attended Bev Clarno book signing party at the Annex; attended the North Central Public Health District (NCPHD) board meeting

and also participated in an NCPHD conference call to approve the minutes; attended the website redesign meeting. Commissioner McCoy reported that the Tri-county court meeting is cancelled due to low attendance with harvest.

Commissioner Dabulskis – Attended Fair Board meeting, and website redesign meeting.

Judge Thompson – Attended CREA meeting last Friday; will be attending Frontier Telenet Digital meeting on Thursday; Sunday will be traveling to Portland to attend the NW Economic Development Summit.

3.8 Jennifer Zimmerlee Hiring Request

Jennifer Zimmerlee, Fair Board Member, requested the Court approve hiring a general laborer to help with cleaning, garbage pickup, weeding, bug deterrent, marking sites and other various items as needed for the month of August 2017. This would include deep cleaning of facilities before and after the fair, and daily cleaning during the fair. Judge Thompson noted that the person would have to pass a background check.

Motion by Commissioner McCoy, second by Commissioner Dabulskis, to approve Jennifer Zimmerlee's request to hire a general laborer for the month of August, to be paid \$400 in wages, and additional wages as needed, not to exceed \$800.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

4.0 Consent Agenda:

4.1 Minutes of June 21, 2017

Motion by Commissioner McCoy, second by Commissioner Dabulskis, to approve the minutes of June 21, 2017, as corrected.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

4.2 Minutes of June 30, 2017

Motion by Commissioner McCoy, second by Commissioner Dabulskis, to approve the minutes of June 30, 2017, as presented.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

4.3 Minutes of July 5, 2017

Motion by Commissioner McCoy, second by Commissioner Dabulskis, to approve the minutes of July 5, 2017, as presented.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

4.4 Minutes of July 12, 2017

Motion by Commissioner McCoy, second by Commissioner Dabulskis, to approve the minutes of July 12, 2017, as presented.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

4.5 Treasurer's Report –June 2017

Motion by Commissioner McCoy, second by Commissioner Dabulskis, to approve the Treasurer's Report for the month of June 2017, as presented.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

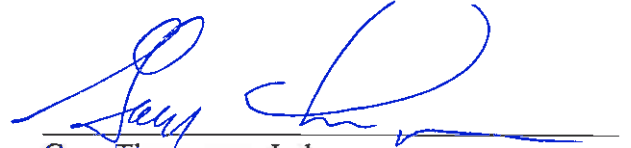
Abstain: 0

5.0 Future Agenda Items:

No future agenda items presented.

Court Closed: 2:25 p.m.

Sherman County Court



Gary Thompson, Judge



Tom McCoy, Commissioner

(absent)



Joe Dabulskis, Commissioner

Attest: 
Carmen Frost
Temporary Administrative Assistant