

September 18, 2019

Judge Farrar called the regular Gilliam County Court meeting to order at 10:00 a.m. at the Gronquist Building in Arlington, Oregon. Present were Judge Elizabeth Farrar, Commissioner Leslie Wetherell, Commissioner Sherrie Wilkins, and Court Administrative Assistant Teresa Aldrich.

### **REVISIONS TO AGENDA**

Judge Farrar pulled 4.4 Consider Approval of Revised City of Condon Ward Street Lease Agreement, added 5.5 Consider Approval of Courthouse Roof Replacement Change Order Requests, added 5.6 Update on Batch Plant and tabled 6.2 Inland Development Proposals for Fiber at Fairgrounds and Road Department Facilities.

### **IN THE MATTER OF PUBLIC COMMENTS/CORRESPONDENCE**

Julius Courtney was present and thanked the Court for making the effort to hold meetings in Arlington. There was no correspondence.

### **IN THE MATTER OF CONSENT AGENDA**

**Motion** by Commissioner Wetherell, second by Commissioner Wilkins, to approve the Consent Agenda. Farrar – Yes; Wetherell – Yes; Wilkins – Yes; **Motion Carried.**

The Consent Agenda included the following:

Approval of September 4<sup>th</sup> Regular Meeting Minutes

Approval of Oregon Department of Energy IGA #19-030

Approval of Department of Land Conservation and Development 2019-2021 Planning Assistance Grant

### **IN THE MATTER OF FRONTIER TELENET UPDATE**

No updates as the next Frontier Telenet meeting will be in late October.

### **IN THE MATTER OF PILLAR CONSULTING PROJECT MANAGEMENT PROPOSAL FOR WARD STREET SHOP**

Judge Farrar noted approval of the Revised Lease Agreement is still pending while Counsel finalizes a few details related to termination and payback clauses.

Commissioner Wetherell asked about the cause for the delay. Judge Farrar expressed the slow turnaround time at Counsel's office was a factor, and suggested the Court consider utilizing the County's telecommunications attorney, Christy Monson, who is also a municipal attorney, to take on a broader scope and help clear out the backlog of pending projects. Regarding the project management proposal, Judge Farrar confirmed funds would come from Special Transportation's budget, specifically state grant funds.

**Motion** by Commissioner Wilkins, seconded by Commissioner Wetherell, to approve the professional services agreement with Pillar Consulting Group, in the amount up to

\$12,440.00, for design and project management services for the Ward Street Shop alteration project. Farrar – Yes; Wilkins – Yes; Wetherell – Yes; **Motion Carried.**

#### **IN THE MATTER OF NONPARTISAN COMMISSIONER INITIATIVE**

Judge Farrar explained the process of referring the initiative to the ballot will likely require several public hearings, and because of this, there was not enough time for the initiative to be included on the November ballot. The Judge will bring a proposed timeline back to the Court later this fall.

#### **IN THE MATTER OF THE CHIEF OF STAFF CANDIDATE LETTER OF EMPLOYMENT**

Judge Farrar reviewed the hiring process, and announced the preferred candidate, Lisa Atkin, has been given a conditional offer of employment pending the Court's decision today. The only request from the candidate during negotiations was for a total of 10 vacation days, which is an additional ½ day of vacation over what is normally provided to new hires. After discussion it was the consensus of the Court to approve the additional ½ day of vacation. Judge Farrar noted the employment agreement is an at will agreement, which allows either party to walk away at any time.

**Motion** by Commissioner Wetherell, seconded by Commissioner Wilkins, to hire Lisa Atkin for the position of Chief of Staff and to approve the employment letter regarding the same. Farrar – Yes; Wilkins – Yes; Wetherell – Yes; **Motion Carried.**

#### **IN THE MATTER OF COURTHOUSE ROOF REPLACEMENT CHANGE ORDERS**

Jeff Schott was present to discuss two change orders for the Courthouse roof replacement project. The first change order received is for an additional \$751.65 for materials needed to adhere the roofing to the metal decking over the back door. The second change order is to use tapered insulation to address drainage and puddling concerns. The change order amount had not been received yet; however, Jeff Schott estimated the cost of the second change order to be around \$5,000. After a discussion, it was the consensus of the Court to authorize the Judge to approve the change orders.

#### **IN THE MATTER OF THE BATCH PLANT**

Judge Farrar noted that Hood River Sand and Gravel has been in contact with her and is interested in leasing the batch plant. Hood River Sand and Gravel has asked the Court to consider reducing the per cubic yard production charge in the lease from \$7.00 to \$5.00 due to the broken boiler system. It was the consensus of the Court to pursue a new lease with those new terms. The Judge will bring a revised lease agreement back to the Court.

## **IN THE MATTER OF INVESTMENT OPTIONS FOR NATIONWIDE RETIREMENT PLAN**

**Motion** by Judge Farrar, seconded by Commissioner Wilkins to select Option 1 and approve the Fixed Account Amendment to the Group Flexible Purchase Payment Deferred Variable Annuity Contract with Nationwide Life Insurance Company. Farrar – Yes; Wilkins – Yes; Wetherell – Yes; **Motion Carried.**

## **IN THE MATTER OF BARNETT & MORO P. C. LETTER OF ENGAGEMENT**

In a review of the auditing services agreement with Barnett & Moro, P.C., it was discovered that auditing services for the Gilliam County Fair Board were not included. To correct this oversight, Barnett & Moro, P.C. has prepared a second letter of engagement to cover auditing services for the Gilliam County Fair Board.

**Motion** by Commissioner Wilkins, seconded by Commissioner Wetherell to approve the letter of engagement from Barnett & Moro, P.C. for auditing services for the Gilliam County Fair Board for the years ending June 30, 2019, 2020 and 2021 as presented. Farrar – Yes; Wilkins – Yes; Wetherell – Yes; **Motion Carried.**

## **IN THE MATTER OF COURT MEMBER REPORTS**

Commissioner Wetherell:

- Registered for the Association of Oregon Counties Conference
- Attended September 10<sup>th</sup> North Central Public Health District Health meeting. Noted the meeting was informative and shared information about the opioid crisis.
- Noted that she would like the mandatory reporting and department reporting to continue. The Court discussed the reporting schedule and the consensus was once a year, in the quarter prior to budget season, would be helpful.
- Attending the Oregon Association of Counties District 3 meeting on September 26<sup>th</sup>.

Commissioner Wilkins:

- Attended September 10<sup>th</sup> Port of Arlington meeting. Reported the Port Board appointed Steve Shaffer to fill the position left vacant by Aaron Fitzsimmons and the local towing business is doing very well.

- Attended the Citizens Advisory Council meeting with Waste Management. Discussions about rail delays and possible solutions continue. Volunteered to research ODOT rules and regulations regarding rail delays.
- Attending the last session of County College, September 19, 20 and 21<sup>st</sup>.
- Attending the Oregon Association of Counties District 3 meeting on September 26<sup>th</sup>.
- Attending Business Oregon Enterprise Zones and Tax Incentives Workshop, October 1<sup>st</sup>.
- Discussed HVAC units causing leaking at Ardent Mills. Jeff Schott joined the conversation and explained the situation is an ongoing problem related to an aging HVAC system. The question is who is responsible for these repairs. Commissioner Wilkins will follow-up with Ardent Mills. Judge Farrar will share the contract with Legal Counsel and ask for an opinion.

Judge Farrar:

- Discussed accessibility upgrades at the Gilliam County Library. Jeff Schott described some solutions as a buzzer at back entrance and thumb turn on the inside of the back door. Upgrades could cost \$2,000 - \$5,000. Consensus was for Jeff Schott to proceed with those upgrades.
- Noted a vacancy on the Library Board. A notice has been posted in the Times-Journal and the County website.
- Reported Legal Counsel will be in the area on November 14<sup>th</sup> and would like to meet with the Court.
- Noted the need for County-issued cell phones for the Juvenile Director and Victim's Advocate Coordinator. These positions are sensitive and require availability 24/7. After a discussion, the consensus was to approve County-issued cell phones for the Juvenile Director and Victim's Advocate Coordinator.
- Noted that she and Teresa are in the beginning stages of a policies and procedures update project.
- Noted possible cancellations to Court meetings scheduled for October, November and December. After a discussion, the Court decided to cancel the October 16<sup>th</sup> meeting due to the Judge's wedding and November 20<sup>th</sup> meeting due to AOC Annual Conference. There is also a possible cancellation of the December 18<sup>th</sup> meeting, depending on business before the Court. Special meetings will be called as needed.

**IN THE MATTER OF ANNOUNCEMENTS**

Judge Farrar noted the following:

- Association of Oregon Counties District 3 Meeting on September 26<sup>th</sup>.
- A work session to discuss the RRed Zone (Rural Renewable Energy Development), is scheduled for 8:30 – 10:00 am prior to the Regular Court Meeting on October 2, 2019.
- Business Oregon Enterprise Zones and Tax Incentives Workshop, October 1, North Gilliam County Rural Fire Protection Building, Arlington, OR
- Noted October 1<sup>st</sup> is the Chief of Staff’s first day.
- The next regular meeting of the Gilliam County Court will take place Wednesday, October 2, 2019 at 10 a.m. in Condon.

**IN THE MATTER OF ADJOURNMENT**

It appearing to the Court that there was no further business to be conducted at this time, Judge Farrar adjourned the meeting at 11:02 a.m.

**GILLIAM COUNTY COURT**

By \_\_\_\_\_  
Elizabeth Farrar, Judge

By \_\_\_\_\_  
Leslie Wetherell, Commissioner

By \_\_\_\_\_  
Sherrie Wilkins, Commissioner

Teresa Aldrich \_\_\_\_\_  
Court Administrative Assistant