

3-04-2015

Judge Steve Shaffer called the regular Gilliam County Court meeting to order at 10:05 am. The meeting was held at the Gilliam County Courthouse, Courtroom located at 221 S. Oregon St. Condon, OR. County Court members present were: Judge Steve Shaffer, Commissioner Dennis Gronquist and Commissioner Michael Weimar. Absent: None

IN THE MATTER OF ADDITIONS TO AGENDA

The following items were added to the agenda: Volunteer Appreciation Dinner, the Pledge of Allegiance, schedule work session.

IN THE MATTER OF SPECIAL TRANSPORTATION STAFF REPORT

Special Transportation Coordinator Marla Davies requested approval to apply to ODOT/Public Transit Division for three grants:

- \$160,000 in 2015-17 STF Funding (\$0 grant match required)
Grant to support wages/benefits for coordinator/dispatcher, program operating costs, and provide required match funds for two grants listed below.
- \$99,980 in 2015-17 "5310" Funding (\$10,268 required match)
Grant to resize fleet with small ADA vehicle, mobility management for dispatcher wages, expenses to change name of transportation service, capital preventative maintenance and Lonerock vehicle shelter.
- \$125,622 Region 4 Transportation Proposal (\$14,378 required match)
Grant to purchase 14 passenger ADA ramp style low floor bus and a building in Lonerock to house Gilliam County Transportation vehicle.

Davies explained the County office in-kind match will be used as allowed at a value of \$360 per month for grant match, as well as other revenues.

Davies introduced the Special Transportation Advisory Committee members in the audience: Mike Cronk, Crystal Holmes, Shirley Ludlow, Steve Webb, Dawn Parm. Also on the committee but unable to attend the meeting was Dave Klein.

Davies reported on the following items:

- Davies plans to request a part-time position in the next budget as she needs coverage when she is out of the office.
- Want to change the name of the program from Gilliam County Special Transportation to Gilliam County Transportation.

- Gilliam County's Coordinated Human Services Public Transportation Plan was last updated in 2009 and is due for an update. Projects are included in the plan. The State will provide staff assistance.
- Implementing new background check process for drivers.
- Issuing pre-paid cell phones for volunteer drivers.
- Arlington Bus Barn was recently broken into, door was repaired.
- Weatherstripping will be added to garage doors of both transportation buildings.
- Honda Odyssey and CRV were recently added to the fleet. Will retain the 2011 Toyota Sienna for a spare vehicle.
- Plan to update the ADA vehicles. If grant application is successful will purchase ADA bus, overview given of the benefits of the new ADA bus. No plans to purchase new vans over the next biennium.

Kathy Langan was in the audience and asked if it would be possible to establish an emergency number for weekends for Gilliam County Transportation. She offered to take calls.

Several members of the audience offered positive comments regarding the transportation services.

Davies mentioned Gilliam County Transportation would be interested in occupying office space at the Gilliam County Grain Lab which is a location that would allow space for washing vehicles.

IN THE MATTER OF STF PUBLIC HEARING

This being the time and place, Judge Shaffer opened the Public Hearing at 10:08 a.m. to obtain citizen views and respond to questions about Gilliam County Special Transportation Fund (STF) and 5310 Enhanced Mobility of Seniors & Individuals with Disabilities funding allocations for the 2015-17 biennium.

Shirley Ludlow: commended Marla Davies for doing an excellent job.

Crystal Holmes: Gilliam County is the only transportation system in the State that does not charge a flat fee to riders. Pay is by donation only and the system operates with volunteer drivers. As a passenger, she does not mind waiting for other passengers, it's a great service that is being provided.

Aletta Clark: Everything is going well, it will be great when there is a vehicle in Lonerock.

Candace Beebe: Agreed with Clark noting Lonerock is an aging population.

Coordinator Marla Davies explained the Special Transportation Advisory Board is looking at putting a transportation building in Lonerock and assigning the Toyota Rav4 to that location. The

building would be attached to the pole building the fire truck is in. Davies said they can build a garage less than 200 feet with no foundation or electricity.

Judge Shaffer inquired about efforts to recruit volunteer drivers. Davies said *The Times Journal* was asked to publish an informational article about the service. Holmes said whenever she hears of someone retiring she asks if they would like to volunteer to drive. Langan spoke positively about her experience as a volunteer driver noting there are benefits to volunteering such as drivers meals are paid and they have opportunities to shop.

Steve Webb expressed concern that sometimes passengers don't have available funds for meals. Volunteer drivers occasionally purchase meals for passengers. He suggested the Court consider looking at ways to fund passenger meals if needed. Commissioner Gronquist asked the Committee to provide more input on the subject. Commissioner Weimar mentioned churches may have funds available for these situations. Commissioner Gronquist concurred noting organizations such as Arlington HELP may be an option.

An audience member mentioned restrooms in the bus barns would be a nice addition.

There being no further testimony, the Public Hearing was closed.

- **Motion** was made by Commissioner Weimar, seconded by Commissioner Gronquist, to approve the grant submittal request to apply to ODOT Public Transit for \$160,000 in 2015-17 STF Funding, \$99,980 in 2015-17 "5310" Funding and \$125,622 in Region 4 Transportation Proposal.

Discussion – noted a \$10,268 grant match on "5310" Funding grant application and \$14,378 grant match on Region 4 Transportation Proposal.

Vote: Shaffer – Yes; Gronquist – Yes; Weimar – Yes; **Motion Carried.**

Davies said at times there is a need for volunteers to ride with passengers that have difficulty getting in and out of the bus. Brief discussion followed regarding her request for a part-time position with Judge Shaffer suggesting this individual could possibly ride along when needed. No decisions were made, Judge Shaffer will discuss further with Davies.

IN THE MATTER OF WEED CONTROL SPECIAL ASSESSMENT PUBLIC HEARING

This being the time and place, Judge Shaffer opened the Public Hearing at 11:00 a.m. to receive evidence in the matter of the Weed Control Special Assessment.

Sandy McKay, Gilliam County SWCD, was present, no testimony.

There being no public testimony, Judge Shaffer closed the Public Hearing at 11:12 am. A second Public Hearing will be held in Arlington on March 18th.

IN THE MATTER OF BUDGET CALENDAR

The Court acknowledged receipt of 2015-16 FY Budget Calendar with the first meeting scheduled May 6th and budget adoption June 3rd.

Judge Shaffer suggested a work session be scheduled at the next Court meeting in order to provide direction/create guidelines for the Budget Officer.

IN THE MATTER OF MISCELLANEOUS ITEMS

As previously decided by the Court, the Volunteer Appreciation Dinner is scheduled for Wednesday, April 15th. Judge Shaffer reported a caterer has been contacted and plans for the event are in the works. The Commissioners concurred they support Judge Shaffer decisions on the details of the event.

The retirement gathering for Susie Anderson is Thursday, March 26th at the Round Up Grill.

IN THE MATTER OF COMMUNITY DEVELOPMENT/COUNTY COURT ADMINISTRATIVE ASSISTANT HIRE

Judge Shaffer reported Rachel Weinstein was hired to replace Michelle Colby who is moving in to Planning Director position. Rachel will begin her employment with Gilliam County mid-March.

IN THE MATTER OF CONSENT AGENDA

Motion was made by Commissioner Weimar, seconded by Commissioner Gronquist, to approve February claims, pending review. Shaffer – Yes; Gronquist – Yes; Weimar – Yes; **Motion Carried.** Minutes of February 4 were tabled.

IN THE MATTER OF FACILITY USE AGREEMENT WITH CONDON UCC

Motion was made by Commissioner Gronquist, seconded by Commissioner Weimar, to approve Agreement for Use of Facility between Gilliam County and the Condon United Church of Christ for use of the Fellowship Hall and kitchen for the Condon Senior Meal Site effective January 1, 2015 through December 31, 2017 at a monthly rate of \$350. Shaffer – Yes; Gronquist – Yes; Weimar – Yes; **Motion Carried.**

IN THE MATTER OF MORGAN INDUSTRIAL LEASE AGREEMENT AMENDMENT

Commissioner Gronquist explained the reason for the amendment, the company wants to reduce the acreage in the lease as they only need the property where the windmill components are stored and no longer need the additional acreage.

Motion was made by Commissioner Gronquist, seconded by Commissioner Weimar, to approve Second Amendment to Lease Agreement with Morgan Industrial updating the lessee name to

Omega Morgan, eliminating the North and South Sites, leaving the Middle Site at 4.7 acres as originally described and reducing the monthly rate to \$1,550. Shaffer – Yes; Gronquist – Yes; Weimar – Yes; **Motion Carried.**

IN THE MATTER OF WI CONSTRUCTION LEASE AGREEMENT

Judge Shaffer reported WI Construction recently contacted the Treasurer's Office as they are unhappy with the increase in the monthly rate they are being billed for the land lease. Treasurer Hammer instructed them to contact Judge Shaffer. Judge Shaffer said he will encourage them to make an appointment with the County Court. Brief discussion followed regarding the differences in the leases and the infrastructure.

IN THE MATTER OF RESOLUTIONS ON COMMUNITY DISPUTE RESOLUTION

Gilliam County received invitation to participate in the selection process for 2015-17 Community Dispute Resolution Program grant funds pursuant to ORS 36.160. Gilliam County must formally notify Grantor of its desire to be a participant in the expenditure of funds for community dispute resolution programs within Gilliam, Hood River, Sherman, Wasco and Wheeler Counties and agree to engage in a process to select entities qualified, capable and willing to provide community dispute resolution services. Grant funds for Gilliam County will be approximately \$851 for the period of July 1, 2015-June 30, 2017.

Motion was made by Commissioner Weimar, seconded by Commissioner Gronquist, to approve Joint Resolution No. 2015-02 in the matter of participation in funding activities of the Oregon Office for Community Dispute Resolution. Shaffer – Yes; Gronquist – Yes; Weimar – Yes; **Motion Carried.**

Motion was made by Commissioner Weimar, seconded by Commissioner Gronquist, to approve Joint Resolution No. 2015-03 designating Wasco County as Community Dispute Resolution Coordinator for the five participating counties. Shaffer – Yes; Gronquist – Yes; Weimar – Yes; **Motion Carried.**

IN THE MATTER OF GILLIAM COUNTY WEBSITE

Elizabeth Farrar presented a handout on website comparisons between the current website (Revise) and a redesigned website (Wordpress), giving an overview of the benefits of a new website versus disadvantages of the current website explaining the current website is a closed platform in contrast to Wordpress which is a free open platform with a responsive design custom-built for mobile device users. She asked the Court to consider a redesigned website noting studies show 55% of users are now tablet or smartphone.

Farrar noted the following:

- Google is giving priority to websites that are responsive.

- Currently the annual fee for hosting the website is \$2,000. If the County opted to move to open platform the anticipated annual fee for hosting the website would be between \$250 - \$600.
- Redesign would provide more security as the passwords would be in-house.
- Current website has served the County well but it may be time to consider updating it.
- Estimated timeframe for a redesign is 8 -10 weeks, noting customization could add to the timeframe.
- In response to Judge Shaffer's question if system could use bar codes, Farrar said it could do most anything you would want, the only real limitation currently would be due to cell service, but as an example there could be bar codes all over the county that would bring up a webpage with information. Judge Shaffer would like to see a tri-fold brochure developed that would take people to the website. Farrar said open source platform allows you to take what webdesigners have created and integrate into your website for reasonable cost and allows you to be as creative as you want.

Judge Shaffer mentioned the current website contract is up for renewal. Michelle Colby was present and said March is the month the current contract renews. It could be terminated at any point but she does not think a refund would be issued.

The handout Farrar provided noted the cost for a new website will depend on the specific design requirements for the project offering to further discuss the requirements and then provide a detailed cost estimate. It was the consensus of the Court to move forward with the redesign of the website.

IN THE MATTER OF FIRE PROTECTION SYSTEM PROPOSALS

Jeff Schott of Pillar Consulting Group was present and gave an overview the following proposals:

- Pillar Consulting Group Proposal for Project Management & Design Services for Gilliam County Courthouse Fire Sprinkler System. Revision 1. Project Summary – Gilliam County entered into contract with Oregon Dept. of Justice to install sprinkler systems in the Courthouse. Carlson Veit Architects in conjunction with Interface Engineering developed a preliminary scope of work and cost opinion for the project. Pillar Consulting proposal includes services for project management (and owner representation), civil design, and an allowance for structural design associated with the project. The proposal assumes that Carlson Veit & Interface Engineering will prepare architectural, mechanical, and electrical design documents and that Armstrong Engineering will provide a limited scope of survey services for civil design.
- Carlson Veit Architects Proposal for architectural and engineering services for the reference project, working with MFIA, Inc. for fire sprinkler and alarm systems engineering and Construction Focus for cost estimating services.

Motion was made by Commissioner Weimar, seconded by Commissioner Gronquist, to approve Pillar Consulting Group, Inc. proposal for project management and design services for Courthouse fire sprinkler system in the amount of \$32,000. Shaffer – Yes; Gronquist – Yes; Weimar – Yes; **Motion Carried.**

Motion was made by Commissioner Weimar, seconded by Commissioner Gronquist, to approve Carlson Veit Architects PC proposal for design services in the amount of \$35,325 which also includes the optional service of pre-bid meeting. Shaffer – Yes; Gronquist – Yes; Weimar – Yes; **Motion Carried.**

IN THE MATTER OF COURTHOUSE PHONE SYSTEM

Michelle Colby reported Gilliam County recently received an invoice for a one year maintenance agreement for the phone system. After some research she has learned the original purchase of the system included a three year maintenance agreement and now the County is being billed for the fourth year. She further explained that next year the Court will be pressed with the issue of updating the system as the current phone software will no longer have support. She said the maintenance agreement is a warranty for replacement value for the Courthouse phone system. Options moving forward would be looking to see if there a compatible system with lower maintenance costs. Commissioner Gronquist suggested renewing the maintenance agreement for another year. Colby concurred adding the County should look at options for next year.

Motion was made by Commissioner Gronquist, seconded by Commissioner Weimar, to approve the Cisco SMARTnet Maintenance purchase in the amount of \$3,217.50. Shaffer – Yes; Gronquist – Yes; Weimar – Yes; **Motion Carried.**

IN THE MATTER OF COURTHOUSE TECHNOLOGY UPGRADES

Assessor Dave Messenger and Michelle Colby were present for the discussion. Messenger said in mid-January the Assessor's office lost some electronic files which were not recoverable. The computer backup and saves he thought were in place were not. He explained a letter was then sent to NCESD Superintendent Robert Waltenburg regarding the matter. Subsequently Messenger, Colby and Judge Shaffer met with Waltenburg to discuss the issues the County is presently having. Hardware needs were identified and the NCESD was asked for a recommendation of hardware that would remedy some of the issues and for information on updating the wireless routers in the Courthouse to increase the security of the network. NAS (Network Attached Storage Unit) was recommended. Messenger suggested the NAS be stored in the lower vault. He contacted Dry Canyon as they are familiar with the building and he feels they should do the wiring for these projects. He asked NCESD for costs, excluding the wiring, and asked Dry Canyon for cost for the access points. Messenger presented a diagram showing the hardware in the server room and then showing the proposed set up. He recommends proceeding with the replacement of the NAS unit. The application server in the server room is seven years old and reaching the end of its life and should be replaced as well. The server replacement and

NAS unit cost is estimated at \$8,081. The NAS back up unit, UPS and accessories are estimated at \$4693.

Discussion followed on the Courthouse wireless system and options. Vault cable drop and electrical Dry Canyon estimated at \$2,501. Depending on the brand the wireless access points ranged from \$3,520 to \$7,701.

Motion was made by Commissioner Gronquist, seconded by Judge Shaffer, to move forward with all recommended purchases. Shaffer – Yes; Gronquist – Yes; Weimar – Yes; **Motion arried.**

IN THE MATTER OF COLUMBIA HILLS MANOR PROPERTY TAX EXEMPTION

The Court discussed the process and timeframe for the Columbia Hills Manor application for property tax exemption. It was reported CHM Board members are on the Arlington City Council agenda tonight and will request the City's approval of the property tax exemption. If approved by the Arlington City Council, combined with the County Court approval, it will meet the 51% or more of the total combined rate of taxation requirement.

IN THE MATTER OF COURT MEMBER REPORTS

Judge Shaffer gave an update on the Mid-Columbia Council of Governments building code fees issue which continues to be a discussion item.

Letters of requests for funding were distributed. The letters were received from the entities the Court invited to submit their FY 2015-16 budget requests. These requests will be discussed at the next Court meeting.

The Host Fee Agreement with Waste Management will expire December 31, 2015. It was the consensus of the Court to send a letter to Waste Management to schedule a time to begin discussions on the Host Fee Agreement.

IN THE MATTER OF NEXT MEETING

The next regular meeting of the Gilliam County Court will be held March 18, 2015 beginning at 10:00 a.m. at the Arlington City Hall, Arlington, OR.

It appearing to the Court there was no further business to be conducted at this time and no additional matters to be considered Judge Shaffer adjourned the meeting.

GILLIAM COUNTY COURT

By _____
Steve Shaffer, Judge

By _____

Dennis Gronquist, Commissioner

By _____

Michael Weimar, Commissioner

Leanne Durfey-Recorder