

7-19-2017

Judge Shaffer called the regular Gilliam County Court meeting to order at 10 a.m. The meeting was held at Gilliam County Courthouse in Condon, Oregon. Present were Judge Steve Shaffer, Commissioner Michael Weimar and Commissioner Leslie Wetherell.

IN THE MATTER OF CHANGES TO THE AGENDA

Judge Shaffer noted the following changes to the agenda:

- Correction of error in salary schedule
- Proposal for provision of schematic design services, Bus Barn, Condon

IN THE MATTER OF SAIF WORKERS' COMPENSATION PROPOSAL

County Clerk Ellen Wagenaar was present to discuss a Workers Compensation proposal from SAIF. Also present were Jay LaRue of LaRue Insurance and Scott Moss of City County Insurance Services. It was noted the SAIF estimate is less but the multi-line credit given by CIS offsets the difference and taking that into account the CIS estimate is less. LaRue noted the coverage was renewed with CIS effective July 1 so if it was cancelled now there will be a fee adding further cost to the County. He estimated \$10,000 including the fee and coverage for July. Commissioner Wetherell commented that if we don't have any problems with CIS she doesn't see any reason to change. Judge Shaffer agreed. It was noted Gilliam County was a founding member of City County Insurance Services. Wagenaar commented that the County had three large workers comp claims during the past year, and that the current arrangement with CIS has worked well. Commissioner Weimar asked if LaRue would still be the agent if the County switched to SAIF, and LaRue said he could be but he had not been brought in to the SAIF proposal process. Wagenaar pointed out there is an added cost if the County has a workers' comp agent. She thinks the County should have an agent. The Court agreed and reached a consensus to continue with workers' compensation coverage through City/County Insurance Services with Jay LaRue as agent.

IN THE MATTER OF RENEWAL OPTIONS ON EMPLOYEE INSURANCE BENEFITS

Present to discuss City County Insurance Services Request for Coverage (RFC) renewal options on employee benefits was Gilliam County Clerk Ellen Wagenaar. After brief discussion, the Court agreed to select the following options:

1. A new employee hired any day during the month will receive insurance coverage effective the first day of the following month. This is a change from the current parameter in which coverage begins the first day of the month following two months of employment, which in some cases, can be nearly 90 days, depending on hire date.

2. Continue alternative rider that includes coverage for acupuncture and chiropractic.
3. Continue not to cover orthodontia.
4. Add the option of DisabilityFLEX (short term disability insurance) with premium paid by the employees that opt to add the coverage.

IN THE MATTER OF PILLAR CONSULTING GROUP PROPOSALS

Jeff Schott of Pillar Consulting presented three proposals for 1) Courthouse roof replacement design and project management, 2) Fairgrounds caretaker house demo project management, and 3) Gilliam County Bus Barn schematic design services, as follows:

- 1) Schott presented a proposal for design and project management services associated with installing a new roof on the courthouse. Proposed time and materials budget is \$19,500 plus \$1,000 for reimbursable expenses. Schott recommends the County consider insulating the roof in conjunction with roof replacement and will include that option in the design. Commissioner Weimar asked about a potential timeline for completion of the project, and Schott indicated that a Request for Bids would probably go out to the public in fall or winter, with roof construction completed in 2018.
- 2) Regarding demo of the Fairgrounds caretaker house, Schott presented a time and materials budget of \$3,900, excluding any reimbursable expenses. If it is determined that asbestos abatement is required, the estimated fee will be approximately \$7,900. The Court agreed to schedule an asbestos abatement assessment as soon as possible. Schott also noted that the demolition could be done via RFP to local contractors or by the County Road Department. Commissioner Wetherell asked if it is determined that the Road Department can do this how much of the scope of services would be eliminated and Schott indicated a savings of approximately \$1,000 as Pillar Consulting then wouldn't write the RFP, have the walk-through or do the contract forms. Ideally, the asbestos assessment will be done as soon as possible and from there the plan will be to demo the building after the Fair with project completion before the ground freezes this winter.
- 3) Regarding the Gilliam County Condon Bus Barn, Schott submitted a proposal for schematic design services associated with expansion of the existing Bus Barn in Condon at \$5,000, excluding reimbursable expenses. The expansion would include covered storage for up to five vehicles, tire storage, an office, a restroom, and possibly a wash area for vehicles – approximately 1,200 to 1,400 square feet of additional space. A preliminary estimated cost of the project is \$300,000. Gilliam County Transportation Coordinator Marla Davies said that funding isn't a problem with \$238,000 currently available in a transportation project line item, in addition to the project grant funding. The Court discussed the possibility of a new

building, and Schott advised that the existing building sits on an attractive piece of property, is near the Courthouse and already has utilities. He recommended that the County have Armstrong Surveying and Engineering conduct a survey of property lines. Commissioner Weimar expressed concern about space for an addition, and Schott said the building would be L-shaped, and that there is space to build to the south and to the east, with restrictions on the north and south. Commissioner Weimar said he could see no reason not to proceed with the initial steps. The Court agreed to move forward, and Schott offered to obtain a proposal from Armstrong for surveying.

MOTION by Commissioner Weimar, second by Commissioner Wetherell, to enter into contracts with Pillar Consulting Group for the following:

- 1) design and project management services associated with installing a new roof on the Courthouse, contract cost not to exceed \$19,500 plus \$1,000 for reimbursable expenses
- 2) to provide project management services associated with the demolition of the Fairground caretaker house, contract amount of \$3,900, excluding possible reimbursable expenses which are unknown at this time, if asbestos abatement is determined to be required, the estimated contract fee will be approximately \$7,900
- 3) to provide schematic design services associated with the expansion of existing bus barn in Condon, contract fee not to exceed \$5,000 excluding reimbursable expenses.

Shaffer – Yes; Weimar – Yes; Wetherell – Yes; **Motion Carried.**

Judge Shaffer asked Schott about the status of roof leaks at the IBR building. Schott said there are some leaks coming through units, but probably not through the roof itself. He indicated the roof should still have some life, as that type of roof generally lasts 15 to 30 years. He recommended the warranty be reviewed and contacting the original installer.

Regarding the Ardent Mills floor and concrete repairs project, Schott said there was no response to the first Request for Proposals, but two bids were received with the second RFP. He will bring the proposals to the Court at the August 16 regular Court meeting.

IN THE MATTER OF WASTE MANAGEMENT QUARTERLY REPORT

Waste Management Senior District Manager Alan Anderson presented a quarterly report for Columbia Ridge Landfill and Chem Waste Management. Volumes at both facilities are up substantially and the remainder of the year looks good. Columbia Ridge host fees paid to Gilliam County year to date are \$1,885,869, and Chem Waste Management has paid to Gilliam County \$47,752 year to date.

Anderson also reported that Waste Management:

- Added 6,000 feet of track, which has been beneficial based on increased volumes.
- Hosted a 5K Get Fit Challenge.
- Continues with a mentor program with senior operators and recent hires.
- Is considering hosting a barbecue this fall, with tours and an educational presentation.
- Is reviewing a potential internship program for high school students.
- Has reinstated the scholarship program for the class of 2017.
- Jobs are still available at both sites. However, lack of housing is a serious problem.
- Continues with Phase 2 of the railroad project, which includes paving for safety and dust-suppression. Phase 2 also includes acquisition of an indexer, which provides an automated method of moving railcars.

Judge Shaffer asked about WM's relationship with Metro. Anderson indicated that things appear to be going well and that two Metro staff were present at the dedication of the Gronquist building. He also said that Metro is interested in delivery by rail to reduce truck traffic, thus minimizing the global footprint. Currently, WM receives one train per day, but a potential contract with Metro could add an additional two to four trains per week, which would necessitate expansion. Commissioner Weimar expressed concern about potential loss of truck driving jobs, but said that getting the tonnage is most important. Judge Shaffer suggested it might be good to do an analysis to discover how many drivers live within the County, which he estimates at 40 to 50 percent.

IN THE MATTER OF CONSENT AGENDA

MOTION by Judge Shaffer, second by Commissioner Wetherell, to approve June 7 and July 5 regular Court meeting minutes. Shaffer – Yes; Weimar – Yes; Wetherell – Yes; **Motion Carried.**

MOTION by Commissioner Weimar, second by Commissioner Wetherell, to approve authorization to the Gilliam County Assessor to process the Gilliam County Homestead Rebate Program 2017-18 payment, not to exceed a maximum of \$500 per qualifying homestead. Shaffer – Yes; Weimar – Yes; Wetherell – Yes; **Motion Carried.**

IN THE MATTER OF SALARY SCHEDULE

Judge Shaffer reported that an error was made on the new salary schedule, as one row wasn't entered into the calculations. However, the salary schedule is unchanged. Judge Shaffer and Commissioners Wetherell and Weimar noted the error and will initial the corrected copy.

IN THE MATTER OF RESOLUTION NO. 2017-10 EXTENDING WORKER'S COMP

The Court discussed a Resolution extending Workers Compensation coverage to volunteers. There was brief discussion regarding section #3 (Manual labor by elected officials) which is one of the options the County is not selecting. It was noted that paid elected officials are covered as employees. . It was not clear whether an elected official would be covered under workers comp if there were volunteering for something that didn't fall within the scope of the elected office. The Resolution is limited to certain non-paid volunteers.

MOTION by Commissioner Weimar, second by Commissioner Wetherell, to approve Resolution No. 2017-10 extending Workers Compensation coverage to volunteers of Gilliam County. Shaffer – Yes; Weimar – Yes; Wetherell – Yes; **Motion Carried.**

IN THE MATTER OF OHA INTERGOVERNMENTAL AGREEMENT, CCS CONTRACT RENEWAL AND AMENDMENT

Judge Shaffer clarified Intergovernmental Agreement #153157, Tort Liability Coverage as a Provider for the Psychiatric Security Review Board (PSRB), previously discussed and tabled at the last Court meeting. He spoke with Kimberly Lindsay, Executive Director for Community Counseling Solutions, and she recommends that the Court approve Agreement #153157 between Oregon Health Authority and Gilliam County which extends additional coverage to protect the County from tort liabilities when providing services for persons under the jurisdiction of the PSRB. The Court also discussed the renewal of the agreement between Gilliam County and Community Counseling Solutions and an Amendment that adds the State of Oregon, acting by and through Oregon Health Authority (OHA), as a third party to the contract between Gilliam County and Community Counseling Solutions.

MOTION by Commissioner Weimar, second by Commissioner Wetherell, to approve Agreement #153157 between Oregon Health Authority and Gilliam County, and Agreement CCS-1 between Gilliam County and Community Counseling Solutions for 2017-18, and also accepted an Amendment to the Agreement adding OHA as a third party. Shaffer – Yes; Weimar – Yes; Wetherell – Yes; **Motion Carried.**

IN THE MATTER OF REVIEW OF ODOT AGGREGATE SITES

Gilliam County Planner Michelle Colby presented an Agreement with Tenneson Engineering for review of ODOT aggregate sites for fiscal year 2017-18. The Agreement is the same as one presented last month but includes expanded information regarding scope of work. In response to a question by Judge Shaffer, Colby confirmed that the cost of the project is \$10,000, but that help from the State may potentially offset the

expense. Regarding Les Ruark's previous letter of concern regarding lack of opportunity for public participation in the matter, Colby said that a follow-up letter from Ruark indicated he is no longer concerned about the county entering into the contract as he now understands it is project specific rather than a general consulting contract.

MOTION by Commissioner Weimar, second by Commissioner Wetherell, to accept an agreement between Gilliam County and Tenneson Engineering Corporation for review of ODOT aggregate sites for fiscal year 2017-18. Shaffer – Yes; Weimar – Yes; Wetherell – Yes; **Motion Carried.**

IN THE MATTER OF RENEWAL OF WEBSITE MAINTENANCE AGREEMENT

Michelle Colby presented an Agreement with Elizabeth A. Farrar for provision of website maintenance services for the County's website for July 1, 2017 to June 30, 2018. According to the Agreement, Farrar is guaranteed a minimum of 12 hours of billable work throughout the term of the Agreement, not to exceed \$3,600. Colby also noted written communication was received from Les Ruark inquiring if website maintenance would be combined with the new IT Coordinator position. Brief discussion followed and it was noted initially the new position would not eliminate the website maintenance contract. Judge Shaffer said he would like to see the IT coordinator assume those duties at some point in the future.

MOTION by Commissioner Weimar, second by Commissioner Wetherell, to approve a website maintenance agreement with Elizabeth Farrar, not to exceed \$3,600, with a minimum of \$1,200. Shaffer – Yes; Weimar – Yes; Wetherell – Yes; **Motion Carried.**

IN THE MATTER OF CONCRETE BATCH PLANT

Judge Shaffer noted there were no responses to the County's Request for Proposals for lease of the concrete batch plant at Shutler Industrial Park, although there were some queries. Peter Mitchell, Economic Development Officer for Port of Arlington, said that there is still interest, although some have expressed concern about the three-year minimum commitment. Judge Shaffer said the County may have to consider alternate possibilities, but no decisions were made.

IN THE MATTER OF CORRESPONDENCE

Judge Shaffer noted the following correspondence:

- Thank you note from Wright Chevrolet Inc. for purchase of vehicle
- Letter of thanks from Oregon State Parks Foundation for support of the Cottonwood Canyon Experience Center campaign, and for attending student presentations for Cottonwood Crossing Summer Institute.

IN THE MATTER OF FRONTIER TELENET FIBER PROJECT DISCUSSION

Mike Smith, Frontier Telenet Marketing Manager, was present for a discussion regarding fiber within Gilliam County. Smith outlined various aspects of the fiber project and the involvement of participants, including Gilliam County, City of Condon, Home Telephone, Columbia Basin Electric Cooperative, and possibly Zayo Group and Windwave Communications. He also noted that larger companies such as Google, Amazon and others require buried cable and won't work with aerial fiber builds. Judge Shaffer stressed the need for all interested parties to work together to determine the best solution. No decisions were made at this time.

Smith also informed the Court that Frontier 911 has signed an agreement with Burns Paiute Tribal Police.

IN THE MATTER OF HOME TELEPHONE PROPOSAL

Ken Gross of Home Telephone informed the Court that Home Telephone recently completed a substantial construction project west of Condon to service the Air Base and other entities along the way, and noted that fiber is a necessity to service the citizens of the County. He presented two proposals for fiber build in Gilliam County, as follows:

- Option 1: Purchase a 12-count bundle of fiber for \$2.1 million. Gilliam County would own the fiber and would be responsible for taxes and maintenance fees for the bundle.
- Option 2: The County would lease a 12-count bundle for \$2.1 million. The County would hold a 20-year lease and would retain full control of the bundle, but would not have maintenance costs or other fees.

No decisions were made at this time.

IN THE MATTER OF COLUMBIA BASIN ELECTRIC REQUEST

The Court discussed a letter from Columbia Basic Electric Cooperative CEO/General Manager Thomas Wolff regarding the County's fiber plan. The letter noted that CBEC's current strategic plan is to reach all areas of Gilliam County with fiber to homes, and requested that the Court keeps CBEC in mind when preparing a RFP for such a partnership. No decisions were made at this time.

IN THE MATTER OF MEALS CONTRACT BUDGET MODIFICATION

The Court discussed a modified Services Contract with Mid-Columbia Council of Governments/Area Agency on Aging for fiscal year 2016-17 (Modification No. 1). The modifications include budget changes for Condon and Arlington Senior Meal Sites, effective June 11. According to the modification, Arlington will receive \$3,120 (OAA Congregate Meals reimbursed), originally \$2,110; and \$1,112 (NSIP Congregate Meals reimbursed), originally \$762. Condon will receive \$4,744 (OAA Congregate Meals

reimbursed), originally \$4,313; and \$1,690 (NSIP Congregate Meals reimbursed), originally \$1,558.

MOTION by Commissioner Weimar, second by Commissioner Wetherell, to approve Modification No 1 between Mid-Columbia Council of Governments /Area Agency on Aging and Gilliam County. Shaffer – Yes; Weimar – Yes; Wetherell – Yes; Motion Carried.

IN THE MATTER OF COURT MEMBER REPORTS

Judge Shaffer reported that:

- NORCOR has received a letter from Oregon Law Center regarding possible violation of Oregon State Law regarding ICE Prisoners. The letter has been turned over to Legal Counsel Will Carey.

Commissioner Wetherell reported that:

- She is still attempting to arrange meetings with Portland Metro Councilors. Two scheduled meetings have been cancelled.

Commissioner Weimar reported that:

- The transportation bill before the Oregon State Legislature passed. Although it isn't what was originally planned, it will provide money to the County Road Department. The bill also includes an earmark for Arlington Pedestrian Safety Improvements, but nobody appears to know what the project entails.

IN THE MATTER OF THE NEXT COURT MEETING

The next regular Gilliam County Court meeting will be held on Wednesday, Aug. 2, 2017, beginning at 10:00 a.m. at Gilliam County Courthouse in Condon, Oregon.

It appearing to the Court that there was no further business to be conducted at this time and no additional matters to be considered, Judge Shaffer adjourned the meeting at 3:00 p.m.

GILLIAM COUNTY COURT

By _____

Steve Shaffer, Judge

By _____

Michael Weimar, Commissioner

By _____

Leslie Wetherell, Commissioner

Mary H. Dyer/Recorder