



## BOARD OF COMMISSIONERS MEETING MINUTES

December 15, 2009

**BEFORE THE BOARD OF COMMISSIONERS**  
County of Lake County  
State of Oregon

### WORK SESSION

The Lake County Board of Commissioners met in Work Session on Tuesday, December 15, 2009 at 9:00 a.m. The following members were present: Chairman Bradley J. Winters, Dan Shoun and Ken Kestner. Also present: Administrative Assistant Bob Pardee and Clerical Assistant Karen Smith.

Deletions: None  
Addition: Resolution 2009-012-Paisley Airport, Appropriation Transfer; Partnership Agreement-CC&F/State of Oregon

#### **9:00 a.m. – Central Oregon Intergovernmental Council ~ Perry Andrews:**

##### *Annual Update:*

Perry Andrews of the Central Oregon Intergovernmental Council introduced David Berman and Kevin Bradley. Mr. Andrews indicated he had come before the Board several months ago and requested Title III monies to establish a year around work program. He continued by saying they were here today to give the Board an update of what had been accomplished through the funding they had received.

Mr. Berman reported on the projects that had been worked on this year. The sprinkler system in Egan Park was mentioned as well as projects with the Forest Service and Bureau of Land Management (BLM). The total man hours for the Title III projects: last summer were 2,546; total cost paid out for those man hours \$28,406; with 460 supervisor hours. On the Title III dollars for the school year; the school crew: 304 man hours; total cost paid out for those man hours \$3,326; with 51-1/2 supervisor hours. Mr. Berman continued with non Title III County projects for the school year: 1,083 man hours; total cost for those man hours \$12,322; with 213 supervisor hours. The Title III funds were used for projects in Egan Park and the fair grounds. The total Title III funds paid out - \$31, 732. For the non Title III projects \$12,332 was paid out.

Mr. Bradley stated that Lake County had given a Title III grant of \$15,000 and they greatly appreciated the Counties contribution. He continued by saying, "For the \$15,000 investment, it was evenly distributed by \$35,000 to \$40,000 of Title III projects". Those dollars have helped us expand, and we have been able to get additional funds from other sources to do projects that do not fall under Title III". Mr. Bradley explained how they broke the program down.

Commissioner Shoun asked if it would be possible for Mr. Bradley and Mr. Berman to coordinate with Ann Crumrine, Lake County Treasurer, to make sure they have the necessary

forms for tracking the information needed. He continued by mentioning a possibility of getting a Title II project and it being an opportunity for students to get credit for their learning. Commissioner Shoun asked, "Where are we at to getting a program in the South County as well as the potential growth of the program in the Central and North Regions?" Commissioner Shoun indicated the schools he was thinking of were Paisley and North Lake. Mr. Bradley answered they have not talked to Paisley or North Lake as of yet. Mr. Berman stated they have done projects with the Christmas Valley and Paisley youth, individually.

Mr. Bradley continued with some statistics on the non-crew portion of the program. He stated they had put 34 young people to work this past summer, with a payroll of approximately \$81,000; 10 of those were hired full time by the employers, until they went back to school. There are still 5 of the 11 that have full time jobs in the Lakeview area.

Mr. Bradley stated they have really appreciated the support they have gotten from the whole community in the Lakeview area.

Commissioner Winters indicated he had received a call from Larry Hills acknowledging the benefits of the program for the Forest Service/BLM. Commissioner Winters stated the work done in Egan Park, fair grounds and Drews Reservoir, for the County, was very much appreciated. He said he appreciated the COIC coming in to give the Board a report of what the Title III money had been used for. He asked how their funding was looking for next year.

Discussion continued on the outlook for their funding this next year.

Commissioner Winters mentioned the Title II program and that it might be good for COIC to apply for those funds as well.

Discussion continued on the Forest Service Title III projects and if there had been any problems. COIC was given some names of contacts in the Forest Service office in Paisley.

Mr. Bradley stated they greatly appreciated the Title III grant funds the County had given to them.

Break: – 9:30

Resume: - 9:33

### **9:30 a.m. – Jail Inspection Update ~ Lt. Paul Havel:**

Lt. Paul Havel, Lake County Jail Manager stated he had sent the Board an e-mail regarding the recent Jail Inspection and he was available to answer any questions the Board might have in regards to his report.

Commissioner Shoun responded by stating Lt. Havel's job had been outstanding.

Ray Bledsaw, Citizen, asked which sheriff's departments had done the inspection of the jail. Lt. Havel stated there were 5: Crook, Marion, Lane, Columbia, and Union counties that participated in the jail inspection. Mr. Bledsaw asked what was reported. Lt. Havel answered with an explanation of the 336 standards; the result of the inspection showed the levels of compliance and non-compliance in regards to those standards. "We were 75.8% fully compliant; 15.9% partial compliant and 9.3% non-compliant."

Discussion continued on what had occurred in 2003 with the jail's compliance rating and subsequent improvements. Commissioner Shoun indicated the job Lt. Havel and his staff had done was tremendous.

Commissioner Winters indicated he wanted to thank Lt. Havel and wanted to make sure the staff knew that the Board appreciated the work that has been done.

Commissioner Shoun stated without the leadership we have in the jail, it would be tough to get to the place we are now.

Lt. Havel continued with the partial compliance of 15.9% being on the classification standards in the jail. He stated last week he had talked with other jail commanders, while attending the Winter Conference in Bend, who is facing similar situations regarding staff, properly trained on classifications. Lt. Havel indicated he is working with a couple of adjoining counties to host a training program in Lakeview. He continued by saying the non-compliance issues were mainly due to facility problems.

Discussion continued on the different thoughts and how to get the jail where it needs to be. Training was discussed and the challenge in getting the jail employees trained without sending them away from the area. The classification of inmates and the challenges of this were discussed with the requirements they are suppose to meet.

#### **10:00 a.m. – Business Department ~ Jay Collins:**

##### *Direct Deposit – Discussion:*

Jay Collins and Nicky Alves of the Business Services Department came before the Board to discuss direct deposit. Mrs. Alves asked if the Board had reviewed the information that had been submitted.

Commissioner Shoun indicated it was pretty straightforward but the forms were a little confusing – the question of providing a voided check was brought forward. Mrs. Alves explained what they were asking for and why.

Mrs. Alves continued with the options and felt it was safer to use the same options each pay period. Mrs. Alves explained that the entire check could go into an employee's primary account; or split the amount, up to three different accounts. She explained the Business Department is hoping, sometime in the future, to have the ability to notify or present employee's their draft check stub electronically, if they desire to have it that way.

Mrs. Alves continued by saying the payroll department is required to show the employees what their net pay check amount was and how much was deducted from it. Mrs. Alves stated she was hoping the department heads would handle making sure the *pay drafts* are handed out to their employees, rather than her hand delivering the checks to all of the departments. She stated right now she is depositing checks for 5 different employees each pay period and the Office Manger at the Road Department is depositing all of their checks except two.

Mrs. Alves stated the Business Department could not require existing employees to use this service. But when there are new hires, when the position is offered, they can be given the forms at that time. She provided some sample reasons that may prevent someone from using this service.

Discussion continued on the forms that would be submitted. Mentioned was the need to have a decision made to give the employees the option of having a document in their hands to know what was deposited. With Mental Health, Public Health and Road Department, the department heads pick up their checks in the clerks office and hand deliver them to their employees. Mrs. Alves stated it might be appropriate if a policy was set by the Board stating: the copies of the checks would be in the appropriate slots, in the clerk's office, with the department heads required to do all the delivering to their employees. The privacy issue was mentioned as something that would need to be looked at.

Discussion continued with the payroll schedule and how it might affect each pay period.

Ann Crumrine, Lake County Treasurer, stated there were 27 pay periods this year and that might cause a glitch. She stated the union contract states the paydays need to be on the 10<sup>th</sup> and 25<sup>th</sup> of each month.

Mrs. Alves indicated the pay periods would be from the 1<sup>st</sup> through the 15<sup>th</sup> and the 16<sup>th</sup> to the last day of the month. The current pay schedule is from the 5<sup>th</sup> day of the month through the 20<sup>th</sup> and the 21<sup>st</sup> though the 5<sup>th</sup> day of the next month.

Mr. Collins indicated it would simplify things; the Road Department is closed on Fridays and because of this paydays were always getting moved around.

Mrs. Alves stated the pay dates would not change. Time sheets will be due on the 1<sup>st</sup> and the 16<sup>th</sup> of each month.

Commissioner Winters asked if they wanted to schedule a staff meeting to notify everyone. Mr. Collins said they were going to be meeting with department heads today and would provide them with a payroll schedule through April 2010.

Mrs. Alves indicated the program would not be fully implemented until April in order to get all the forms back and the information into the system. She stated they will be running a trial run with the bank to make sure everything is working as it should.

Commissioner Winters asked if they wanted the Board to agree to the direct deposit today. Mrs. Alves answered 'yes'.

**The Board instructed the Business Services Department to proceed with implementing a Direct Deposit option for County Employees.**

Mrs. Crumrine indicated there would be fees associated with the banks for going with direct deposit. Mrs. Alves said in the bank agreement it states a \$5.00 charge will be implemented for each file, but because of the county's relationship with the bank they may waive a lot of the fees.

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Commissioner Winters asked Mr. Collins about the credit card policy that the Auditors had brought forward, if this was being corrected. Mr. Collins answered the department heads had been notified of the documentation that would be needed.

Break: - 10:43 a.m.

Resume: - 10:58 a.m.

**Budget Matters:**

*Resolution 2009-010, Public Health, Unanticipated Revenue:*

The Board discussed this resolution of unanticipated revenue coming into Public Health. The amount to be brought in is \$4,560 to be expended out in the line items indicated in the resolution document.

*Resolution 2009-011, Community Development, Unanticipated Revenue:*

Commissioner Winters indicated this resolution was for unanticipated revenue in Community Development 402 fund; Lake District Hospital Building Permits Fees of \$43,768 from last fiscal year has come in.

**Addition:**

*Resolution 2009-012, Paisley Airport Department, Appropriation Transfer:*

Commissioner Winters indicated this resolution was an appropriation transfer from the Paisley Airport runway maintenance fund for \$260 to the Road Department. He stated this would keep us within the Budget Rules and Regulations.

Commissioner Kestner asked what type of work was done. Commissioner Winters answered it was for weed spraying done by the Road Department.

**Technology:**

*Printer Purchase Request:*

Bob Pardee, Administrative Assistant, explained the budget quote he had received last. He explained that the network printer in the commissioner's office had been salvaged from another department and was now in need of being replaced.

Mr. Pardee indicated he had obtained a quote from Associated Business Systems for the purchase of a color copier that would also replace the fax machine: the cost to purchase is \$2,903. The machine would have a service agreement with the benefit of having all service and maintenance covered at a fee of \$54.25 per month and all supplies, except the paper for 5 years or 60 months.

Commissioner Shoun asked if the machine could be programmed to default to black & white and that color would be an option. Mr. Pardee indicated 'yes'.

Mr. Pardee explained the benefits of having a color copier; Printer/Fax/ Copier/Scanner combination. He proposed paying for this through Central Services because it would be a network printer and if other department heads had the need for a color copier they could be accommodated.

*Copier Lease - Replacement:*

Mr. Pardee also explained that the copier downstairs lease agreement has expired. Mentioned was the hi-speed printer in the business office that prints all payables and paychecks;

it is consistently failing, which is not acceptable. Mr. Pardee suggested replacing the copier in the downstairs hallway and put this unit; Ricoh MP 2550; in the Business Office; everyone on the lower floor would still be able to use the machine for photo copies but it would also be used as the high speed printer for the check runs. He continued with the combined savings of removing the two pieces of old equipment and replacing them with one new machine on lease; would be \$140.60 less than what is being paid now.

Commissioner Winters asked, "If the Board considered this purchase, replace both the existing HP Network Printer and the Photocopier with one networked copier/printer/scanner/fax, would it be within the contract rules". Mr. Pardee answered the purchase of the Color Printer/Copier/Fax and Scanner did not come near the \$75,000 capital purchase rule. He continued to say he would still like to obtain some other quotes for the equipment downstairs because it is a longer investment. He would like to have a decision for the network color printer tomorrow. Commissioner Winters stated that tomorrow the Board would consider the purchase of the Color Copier and a decision on the copier lease, within County guidelines.

*Wide-Format Printer Consideration:*

Mr. Pardee continued with the next item as something to think about for the next budget cycle; would be a new wide format printer/copier/scanner in the Clerk's office. He suggested there was a real need to digitize the wide format documents for storage purposes, to be networked and managed by departments. In the new fiscal year if we are looking at purchasing something different, it would be in the range of \$19,000 but it could be leased over a 3 to 6 year period. He indicated he would be bringing more information, in regards to this, to the Board during the budgeting process.

**Other Business:**

*Commission on Children & Families – CC&F Board Recommendation:*

Discussion continued on appointment recommendations received from Molly Wiseman, Directory of Commission on Children & Families (CC&F): Glenna Wade to fill the North Lake position and Rick Brown to be named as Chairperson to the CC&F board to fill the remainder of Ruby Duffner's term – terminating December 2010.

A question was asked of Molly Wiseman, Director of Commission on Children & Families (CC&F), if Glenna Wade was related to Christopher Wade and if this was addressed in the bylaws of the Commission on Children & Families. Mrs. Wiseman answered they were husband and wife but there wasn't anything in the bylaws prohibiting this.

Mrs. Wiseman continued with the recommendations for the Chairperson to fill the remainder of Ruby Duffner's term. She mentioned the membership training and Mr. Brown had come forward stating he felt he could fulfill the obligation of chairperson.

**Addition:**

*Partnership Agreement ~ CC&F/State of Oregon:*

Mrs. Wiseman stated this was a 2009-11 Partnership Agreement between the State Commission on Children and Families (OCC&F) and Lake County and asked if the original was here for the Boards signatures. Mrs. Wiseman indicated she had sent the document to Legal Counsel Jim Bailey for his review.

Commissioner Winters requested an overview of the document.

Mrs. Wiseman stated “this is a standard Partnership Agreement that the State Commission on Children & Families (CC&F) puts out every biennium”. “The County agreeing to meet all the requirements necessary and then the State making the funds available.” Mr. Wiseman stated she would make the CC&F Board aware of the agreement at the next meeting.

*Maintenance Assistance Program ~ Oregon State Marine Board:*

Mr. Pardee indicated this was a program the County had participated in for many years with the State of Oregon. The State allocates, from boat registrations, funds to maintain boat launches. The amount received in Lake County is approximately \$8,500 for this agreement. By signing this agreement we will continue to receive the money, for the purpose of supplementing the maintenance budget of the three boat launches.

It was agreed this would be acted on in tomorrow’s regular session.

*Board of Property Tax Appeals – Recommended Appointments:*

The Board discussed the recommended appointments submitted by Stacie Geaney Lake County Clerk: Ken Kestner, Ora Temple and Barry Gray. It was indicated this would be acted on during the Regular Meeting scheduled for tomorrow.

*Purchase of Surplus Equipment of Basin Transit:*

Commissioner Winters indicated he had been working with Mr. Pardee on possibly purchasing a surplus utility pickup, with a snow plow, and two retired bus-stop shelters from Basin Transit in Klamath Falls.

Discussion continued on the mileage of the equipment and the low Kelly Bluebook value on some of the equipment. The price of \$3,500 for the utility pickup and \$50 each for 2 shelters that had been offered were discussed. The uses for the equipment and where it might be stored (the snowplow on the pickup) were discussed. Also discussed was the need to designate personnel to operate the equipment.

Commissioner Winters indicated his thoughts on paying for this was through the Industrial Development Funds – the fair grounds revenue stream is starting to fall. The Board agreed with this. Commissioner Winters then asked Mr. Pardee for his thoughts.

Mr. Pardee asked who would manage the vehicle; where would the maintenance be paid from; how will it be assigned; and who will be ultimately responsible for the vehicle. Commissioner Winters answered the vehicle itself fits the day-to-day operations of the fair grounds. He indicated he favors housing the vehicle at the fair grounds.

Mr. Pardee suggested making the vehicle purchase part of the vehicle pool – assign that vehicle to a department for use – if it is going to be used in multiple departments, paid for through the vehicle fund - it can then be assigned to the fair grounds, etc. – to make it consistent with the rest of the vehicle pool. It was suggested the fair board might want to look at this.

Discussion continued on this issue and the need to be consistent with a management plan for the equipment. Discussed was having the equipment assigned to some department but being able to use the vehicle to assist in other areas, such as the airport. Discussion continued on the benefits of having the equipment assigned to the fairgrounds and then the road department not needing to maintain the fairgrounds.

**Commissioner Winters moved to take \$3,500 out of the Industrial Development Fund for the purchase of a 1997 GMC Service Truck with equipment, for multiple uses in the County. Commissioner Kestner second. Motion carried.**

Mr. Pardee asked for a discussion of where the vehicle would live in the budget because of the license and insurance fees. Commissioner Winters indicated the vehicle pool fund would be used for this. Mr. Pardee indicated there needed to be some ground rules from the beginning.

Commissioner Winters said one thing that was not discussed was the maintenance of the vehicle, if this was being paid from the vehicle fund. Mr. Pardee indicated that if \$3500 was spent from that fund there would still be enough money for a replacement vehicle. Mr. Pardee continued by saying the vehicle should only be assigned to one department.

Discussion continued on the passenger shelters being purchase through facilities because they would be used on the Courthouse grounds as weather shelters for employee breaks and citizen use. It was stated the \$100 for the shelters was well within the budget.

*Review Draft Railroad Lease:*

Commissioner Winters asked the other Board members if they were ready to discuss this. Mr. Bailey had issued the information some time ago. Commissioner Winters indicated this *Draft* had updates discussed in a prior meeting. Points of discussion on the *Updated Draft Railroad Lease*:

Page 1: – nothing was discussed.

Page 2: – (Rent) no inflation factor, should be stated as negotiable; terms and extensions.

3.03: - Payments Due: – The first business day.

Page 3: – does not address: fences, weed control, railroad right-of-ways.

5.06: – Add: necessary for written approval; agreed time not reasonable time; sole cost and expense.

5.05: – Counties responsibility: A: natural disaster; B: non-routine structure failures different than maintenance. What A & B are saying - if any natural disaster occurs and insurance is not available, it will become the responsibility of the County. There may be an expense for liability insurance. B: non-routine structure failures – this indicated the County would be fully responsible for, for instance, a bridge structure failure – and the question becomes “where will we find the money”.

Page 4: – Documentation to be provided.

Page 5: - 7.02: – Actual cost on rail line – concern about not being able to pay the taxes. Identifying the Counties cost for the lease of the rail line.

Page 5: - 9.01: – 10% revenue collected for Sublease.

Page 6: – Taxes – should be the lessee responsibility.

Page 9: – 18.03: – 60 days needed (termination of the lease).

18.04: – improvements in writing needed – exclusive of grant dollars.

Mr. Pardee stated the Surface Transportation Board (STB) decision to approve the County's partition for 'adverse abandonment' will not be fully effective until December 17<sup>th</sup>. They have 'noticed' us that it is approved, effective December 17, 2009.

Commissioner Winters stated he wanted the changes submitted to Legal Counsel and reprinted for tomorrow's meeting and then submitted to the Railroad Advisory Committee and Lake Railway's Legal Counsel for review.

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Mrs. Crumrine brought forward to the Board information on the Department of Energy grants for the Courthouse Building; stating it was pretty disappointing. "The Level II study we were waiting on did not provide enough information." She said we are not, at this point in time, putting in an application for window replacement. "The company R&W Engineering that was supposed to be working on the Level II study did not submit the information." The Level II study was supposed to show what would be saved in energy costs. Mrs. Crumrine stated we will be submitting the application for the video conferencing, technology for the Courthouse, Public Health and Mental Health.

Commissioner Shoun asked who had hired the R&W group. Mrs. Crumrine answered "they were hired by the Oregon Energy Trust to look at a lot of the public facilities".

Mr. Pardee continued with an explanation of how R&W was involved.

Mr. Crumrine indicated it is really out of our hands.

Mr. Pardee indicated that in Lake County the only segment that qualifies for the Oregon Energy Trust opportunities is the Pacific Power region. It was indicated that Pacific Power has been very supportive.

Commissioner Shoun stated a letter should be issued to the Oregon Energy Trust that the services provided by R&W Engineering were unacceptable.

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Mrs. Crumrine updated the Board, stating there will be some funds available in January for feasibility studies for renewable energy in communities. "Bob Rogers thought it might be a good idea to look at the possibility of the geothermal well and a feasibility study." "The issue is there is a 25% match – the grant total would be approximately \$50,000 - if we were to do this as Lake County and not a partner with the Town of Lakeview, our match could be up to \$12,500." Mrs. Crumrine indicated her feeling is we are going to be paying \$62,500 to probably show what we already know.

Commissioner Shoun asked if it would be possible to send Mr. Rogers an e-mail and asked him to provide us with his estimate of what it would cost to test the well but not necessarily a feasibility study.

Discussion continued on the town owning the well and they should take the lead on this. Partnering with the Town of Lakeview and their letter of support was discussed. The opportunity for the well was discussed. Mentioned was the Board meeting with the Town of Lakeview on the 22<sup>nd</sup>. It was stated the meeting with the Town would be a good opportunity for a discussion about a future intergovernmental agreement.

### **Liaison Updates:**

Commissioner Winters reported this afternoon Legal Counsel, Eric Shpilman and himself would be talking in a conference call, regarding after hours service, to find what the requirement might be and to get some direction for the Board. This could be an addition for tomorrow's meeting.

Commissioner Winters reported on Element Power and their looking at 1000+ acres in the Christmas Valley area for a renewable energy site. He indicated there is going to be more and more developers interested in looking at this area and will keep the Board updated.

Commissioner Winters reported on Oregon Solutions and the Backscatter Site Project. The General Services Administration (GSA) process has slowed down the progress of the project. Jim Walls reported Lake County Resources Initiative along with Terse Hampton has mapped out some tasks to get done before April when the Oregon Solutions Funds will cease. Commissioner Winters informed the Board as to the people involved in the conference call and first meeting. He indicated Lake County was in good shape with the ordinances in place – mentioned were the guidelines needed for the leasing of private lands for wind projects.

Commissioner Winters reported on the discussion of reorganization. Mr. Collins is trying to meet with each of the Board members individually. Commissioner Winters indicated he feels during the budget hearings might be a good time to bring this forward. Commissioner Kestner commented there was a need to move slowly through the process. Commissioner Shoun said it would be a process that would take time to get right. Discussion continued on the Board needing to keep it in the forefront and the dialogue with the Business Office continuing.

Commissioner Shoun reported on the continuing efforts by the Association of Counties (AOC) to keep in the forefront, the issue of Fremont/Winema National Forests not receiving any recovery act dollars. Commissioner Shoun mentioned the Associated Press article that came out last week about County payments for schools stating the National Association of Counties (NACo) is right on top of the issue and is asking for additional input of ideas. He indicated he would keep the Board updated with any new information.

The Board discussed the agenda for tomorrow's meeting.

Commissioner Winters reported he had talked with Molly Wiseman, Director of CC&F, about the letter regarding the Mental Health office hours changing in North Lake.

There being nothing further to come before the Board, the Lake County Board of Commissioners Work Session adjourned at 12:22 p.m.

Respectfully Submitted,

Karen Smith  
Clerical Assistant

Board Approval,

Bradley J. Winters  
Chairman

Dan Shoun  
Vice Chairman

Ken Kestner  
Commissioner