The Lake County Board of Commissioners met in Work Session on Tuesday, August 16, 2011 at 9:03 a.m. The following members were present: Chairman Dan Shoun, Vice Chair Bradley J. Winters and Commissioner Ken Kestner. Also present: Administrative Assistant Denise Thorsted.

Additions: Appointment of Board member to the Regional Solutions Team
Deletions: None

9:00 a.m. – Community Corrections IGA, Director Kiki Parker-Rose
Mrs. Parker-Rose confirmed that there were two parts to the request needing to be approved. The first was a resolution regarding the Klamath and Lake Counties Community Corrections Plan Budget for the 2011-2013 Biennium. The other was IGA #4548 between the State of Oregon and Lake County. Both plans were to be reviewed by Legal Counsel prior to decision at the August 17th Regular Session meeting.

The Resolution had been reviewed and approved by the Lake County Public Safety Coordinating Council. Jail beds under the biennial plan were discussed. It was confirmed that if Lake County were to choose different opportunity, this Resolution could be amended to reflect that change. Discussion followed.

The IGA presented was for the first time, as explained by Mrs. Parker-Rose, only a one year plan rather than the biennial plan it had been in the past. This was due to the fact that the legislature was to now convene annually. Discussion followed on budget changes that had occurred.

Mrs. Parker-Rose explained that community service crews were no longer to be administered through the Juvenile Department (cost savings of $15,000 to Community Corrections). Due to that change Community Corrections was looking to hire a part-time position which had previously been filled but eliminated due to budget issues. Mrs. Parker-Rose agreed to work with the Treasurer on a resolution if necessary.

Decision on this topic was scheduled for the August 17, 2011 Regular Session meeting.

9:10 a.m. – Fremont-Winema Travel Management Plan Update
Individuals from the United States Forest Service (USFS) were in attendance for this discussion: Deputy Forest Supervisor Rick Newton, Michelle Jones and Dennis Scott.
Mr. Newton reminded the Board that the Travel Management Plan had been signed June 2010. The mapping portion of this plan had been more complex than expected and researching was taking place to make it more user friendly along with having all of the necessary criteria being met. Release of maps for the forest was expected to be delayed until after the first of the year. Once released to the public, maps were to be available at all USFS offices and on the website. Discussion followed on interactive maps.

Commissioner Winters stated that he was not in support of the Travel Management Plan and that the burden of enforcement of individuals traveling on a closed road would fall on the USFS. As seventy-eight percent of lands were publically owned (about 40% of those were forests), the general public would not expect to be required to use a map when utilizing those lands. Mr. Newton felt that enforcement started with education. Discussion followed.

Mr. Newton confirmed that there had not been a line item added to the budget for enforcement of this plan. Enforcement was included in the base program and was one obligation of the plan. Commissioner Winters did not want to see other items neglected in order to have this plan carried out.

Commissioner Shoun shared some of Commissioners Winters’ “passion” on this topic and added that he recognized that local officials were stuck in the position of executing decisions made in Washington DC and by others. Moving forward, it would be essential to continue to inform these decision makers of public concerns on these types of issues.

Commissioner Kestner expressed his concern toward the enforcement portion of this plan. The concern was for those individuals camping on a road where they had camped for years in the past having to move once they had set up camp. Mr. Newton confirmed that this would be up to the discretion of the officer at the time the incident occurred. Discussion continued.

Level I roads were discussed. All Level I roads were to be closed under this plan. The Board expressed their displeasure of this occurring since their request had been that during Phase I, all Level I roads be left open with sound analysis to have taken place during Phase II.

Commissioner Winters felt that if the above process had been followed, only the roads necessary would have been closed. Commissioner Kestner felt that these closure had not taken into consideration “mom and pop solitary” camping and that the concerns of this Board had not been taken into consideration. Discussion followed on prior discussions that had occurred.

Mr. Newton stated that public interests and concerns regarding public lands were very broad. There was the opportunity of updating the map each year. There were corrections to the data base (about 150) remaining that were to be reflected on the maps when released early next year. There was also an abbreviated public involvement process to take place as per agreement with appellants and this Board's request. Discussion followed.

Mr. Newton confirmed that under Phase II they would be looking at providing “motorized trails” and to analyze the system to accommodate this type of recreational use. User groups had expressed the need of having areas specific to their type of activity with no dead ends or other recreational use “zig zagging” through their areas of use. Discussion followed on motorized recreational use.
Commissioner Kestner asked that the desires of individuals seeking solitude camping remain an objective in the plan moving forward. Mr. Newton stated that over time, these types of opportunities would be accommodated and that there were over 5,000 miles of opportunity remaining at this time. Discussion followed on environmental analysis being conducted and questions being addressed regarding this plan.

Discussion continued on Level I roads. Mr. Newton confirmed that most Level I roads had been designed for timber use and were never intended for public use. Commissioner Winters discussed the general distrust of the public toward the USFS and the public perception that forests were being closed. Mr. Newton expressed the importance of educating the public on the establishment of Level I roads and the Travel Management Plan.

National Environmental Protection Act (NEPA) involvement in this plan was discussed. Commissioner Kestner stated that over several decades there had been nothing in place to address the continued use of Level I roads that had remained open and allowed to be used by the public. Commissioner Kestner added that there was no mention in the recreation portion of the plan recognizing Level I’s or consideration of how this decision would affect Level I’s.

Ms. Jones confirmed that over the years some Level I roads had not been “effectively” closed. She explained that an “open road” was different than a “passable road”. Not all closed roads were barricaded or blocked off but were considered to be “in storage”. Commissioner Kestner felt that the environmental assessment had not addressed the traditional, historical, solitude or dead end roads as recreational. Mr. Newton disagreed.

Commissioner Shoun felt that if the focus had been on the Level I roads, regardless of status, that were causing resource damage and removing them from the system, it would have then been possible to focus on looking at the over all system logically to address the solitude camping and other needs. He felt that this had been done in reverse and that it was now going to be more difficult and time consuming to evaluate and reintroduce roads that should not have been included in the closures.

Mr. Newton felt that the main “failure” for management had been to not be straightforward and aggressive with the management of Level I roads. Public perception had been that these roads were part of the road system when they actually were not. He also felt that there was an “over reaction” taking place in regards to Level I roads. Seventy to ninety percent of these roads were in closing themselves and were already not in use.

There were also responsibilities from safety and wildlife management standpoints as well. There was not a growing road maintenance budget to handle those responsibilities. Discussion followed on fiscal and safety concerns.

Commissioner Winters stated that his desire for Phase II to show enhanced travel on forest lands. He also addressed the biomass coming into the county, stewardship sales occurring and the need for active forest management that could potentially find the need to utilize current Level I roads. Commissioner Shoun confirmed that these roads would still remain for administrative use. Discussion followed on increased usage of forest land for recreation such as ATV, fishing, camping, hunting and use by cattlemen.

The Board appreciated those in attendance for today’s update.
Break:  10:30 a.m.
Resume: 10:35 a.m.

10:30 a.m. — IT Plan discussion, Scott McMahon and Land Manager Bob Pardee

Commissioner Shoun began the discussion by stating that he would like to have the presentation include information on how this Plan was expected to bring the County up to date. Mr. McMahon confirmed that to be the reason for establishing this plan. The draft document submitted would be considered a “living document” (constantly changing).

This plan was expected to be reviewed annually and was designed to tie back to the budget. In the past there had been no plan in place and as such repairs or replacement occurred on an as needed basis with no budgeting having taken place. This plan would put the County on a three to five year replacement program allowing for better control of expenses to take place.

Mr. McMahon confirmed that some of the items in the draft had already occurred or were in the process of taking place. Commissioner Shoun stated his agreement with having a plan in place.

This Plan was broken down by department identifying the specific needs for each. There was also a “Training Plan” included in this document. The training would be to meet basic needs such as: Excel, desktop 101, Window 7, file security and permissions and file management.

Budgeting for this plan was discussed. This plan did not include computers located at the Road Department. The plan included a three year breakdown on computer hardware, software and maintenance contracts.

Commissioner Kestner inquired about the potential of having a centralized filing system that would allow departments to locate information stored on the server. For instance, locating information regarding a decision made by the Board of Commissioners rather than requiring the Clerk to search for the information. Discussion followed.

Mr. McMahon provided a summary of the “Best Practices” portion of the plan. These items were to be considered “industry” best practices with each individual entity determining their own needs. This section included: technology use policies, email & internet usage, password security, licensing & copying of software, information access, usage and distribution, organizing software, budgeting and training.

Discussion followed on the licensing and copying of software section. One of the challenges in the past had been departments/individuals utilizing either their own software or purchasing their own equipment and then requiring assistance when it did not work. Mr. Pardee added that there also needed to be only licensed and approved software uploaded to County equipment.

Commissioner Winters confirmed that the licensing and copying issue would need to be addressed in a technology policy approved by the Board. Mr. Pardee confirmed that he would be working with Business Manager Jay Collins to incorporate those policies and have it compliment the Employee Handbook. Discussion followed.
Mr. Pardee confirmed that he and Mr. McMahon planned to have this plan, along with the Best Practices Appendix adopted by the Board within the next two months. Following that approval, policies would be drafted and brought forward for approval as well.

Mr. McMahon addressed the section discussing the implementation of an IT Management Team. The desire was to have a small group to meet and review the vision for the IT Plan. Commissioner Shoun asked for Mr. McMahon to meet with Department Heads to provide an overview of this plan.

**Other Business:**
*Fairgrounds Maintenance, Fairgrounds Manager Teresa Thomas*

Fair Board member Sean McCallister joined Mrs. Thomas for this discussion.

Mrs. Thomas began by discussing the “Fairgrounds Project List 2011” provided to the Board. She stated that she had worked with Treasurer Ann Crumrine on the budget information provided. The beginning fund balance provided was $19,360. The Fair Board planned to save $10,000 for the next year leaving a working balance of $9,360.

The Fair Board had made a priority list of projects to be paid from the working balance. These included among others: residence deck, concrete, new storage building, re-mortar on south restrooms and several smaller items.

Other project needs (not included in the working balance) included: main water line replacement, electrical in building #2, parking lot and entry doors to building #1. Discussion followed on these items. The total of these projects was estimated to be $19,481.03.

Mrs. Thomas provided information regarding the electrical issues with building #2. This was felt to be the number one issue as it was a safety hazard. The hope was to have this completed prior to fair. Two prices were provided: one to provide a temporary fix and the other for a permanent fix (adding new circuits for food vendors directly from the transformer).

The doors for building #1, Mrs. Thomas explained, were not likely to be able to be completed prior to fair. They would need to be ordered and would require a contractor to install. Discussion followed.

Mrs. Thomas felt that it would be possible to have a portion of the parking lot completed prior to fair, but not the entire parking lot. Cost for this project was discussed. Commissioner Winters felt that the issue of the pavement could not be correctly addressed until the drainage issue had been resolved. Discussion followed.

The main water line replacement had been scheduled for August 12th but was postponed until a plumber could be available. This was not expected to take place until after fair. Discussion followed on this project.

The Board agreed that the main safety issue was the electrical in building #2. The Request for Quote process was discussed. With the short period of time prior to fair this would require a decision with a short turn around time (potentially at the August 17th meeting).
Discussion continued on the electrical considering the options of temporary fix versus permanent fix. Commission Winters expressed his desire to not expend funds on a temporary fix, as it would be a waste of funds. Mr. McCallister agreed that this would not be considered “good business”. Mr. McCallister added that to have a fire during fair time would be a “total loss” and would be catastrophic safety wise. Commissioner Kestner agreed. Discussion followed on the vendor outlet concern.

Commissioner Shoun stated that in light of the occurrence at the Indiana State Fair, the Fairgrounds could not go into fair knowing there was a safety issue. Request for Quotes (RFQ) process was discussed. Mrs. Thomas agreed, following this meeting, to obtain RFQs and bring them back to the Board at the August 17th Regular Session meeting and to keep Legal Counsel in the loop. Discussion followed on the need to meet future growth needs and capacity.

**Land Sale Quit Claim Deed, Property and Land Manager Bob Pardee**

Mr. Pardee that this Quit Claim Deed was from the June 2011 Land Sale. Funding had been received and cleared.

Decision was scheduled for the August 17, 2011 Regular Session meeting.

**Airport-Professional Services Agreement for Master Plan Update, Bob Pardee**

Mr. Pardee provided a brief history: in 2010 following a Request for Proposals, WH Pacific had been selected to facilitate technical planning and oversight for a number of Airport Improvement Projects.

The Agreement submitted for approval was to be a five year Master Plan between Lake County and WH Pacific as required for Airport Improvement projects. Upon approval, it was to be submitted to the Federal Aviation Administration (FAA) before any projects had begun. Fiscal impact to Lake County was $6,500. The Agreement had been approved by Legal Counsel.

Mr. Pardee asked about projects as we moved forward, was it the desire of the Board to have him approve the tasks as they come forward or to bring them before the Board each time. Discussion followed.

Commissioner Shoun felt it would only be necessary to remain updated. Commissioner Kestner felt that as it was a Federal action to take place, a Commissioner should do the actual signing of these projects. The Board agreed that as Liaison, Commissioner Kestner would provide authorization on projects.

Mr. Pardee also provided a brief update on fuels at the Lake County Airport. In early June, Jet A fuel had been purchased. Again in early August it had been necessary to purchase 100 low lead fuel. Fuel prices being what they were, Mr. Pardee confirmed that there was a potential in the future of the airport needing a loan (to be repaid as fuel was sold) for additional fuel. Discussion followed on fuel expenditure versus fuel sales.

Mr. Pardee explained that in the past, there had not been a budgeted line item for fuel within the Airports budget. Commissioner Shoun stated that he would like in the future to have it listed as it’s own line item to allow for better tracking of Airport expenses. Discussion followed.
Feed-in – Tariff opportunity was also addressed. Mr. Pardee confirmed that there were six weeks remaining. Mr. Pardee felt that this was a good program but with the projects needed at the Courthouse (such as roof and windows) the timing was not right. The Board agreed.

With concurrence, the Board of Commissioners agreed that Lake County would not be moving forward at this time with the Feed-in-Tariff program.

Silver Lake Church discussion

Road Master Rick DuMilieu and Planning Director Darwin Johnson joined for this discussion.

Leon Baker had submitted a letter detailing the request being made. This letter was discussed.

Mr. DuMilieu stated that Mr. Baker had brought forward the desire to put in place a handicap parking space and septic tank at the Silver Lake Church. The request had included for the County to vacate twelve to fifteen feet (or if possible, the entire street) of Fifth Street to allow this to happen. Mr. DuMilieu confirmed that this was not allowable as it would place the right of way within a foot of the roadway creating a road hazard.

Mr. Pardee confirmed that he had provided Mr. Baker with information regarding the vacation request process. Discussion followed.

Mr. Johnson discussed the septic tank issue and the potential of encroaching further on the highway line. Mr. DuMilieu confirmed that this church had possibly been built prior to the road having been placed. This facility was already within a foot of the County Road.

All agreed that this request would require the proposal go through the Planning Commission process. Discussion followed on issues involved with the septic tank request.

Mr. Johnson agreed to be in communication with Mr. Baker regarding the Planning Commission process.

Department Updates:

Mr. DuMilieu addressed the topic for the August 17th Agenda regarding pavement for the playground for School District #7.

Mr. DuMilieu stated that he would need to have clarification on the geothermal retrofit lines. His did not want to see the new pavement being disturbed to put in the lines. Commissioner Shoun stated that his understanding was that once the work being conducted at the school at this time was completed, everything was to be in place. Discussion followed.

Additions:
Appointment of Board member to the Regional Solutions Team

A request had been made by the Governor’s Central Oregon Regional Coordinator Annette Liebe to appoint a member of this Board to the Regional Solutions Team.

Commissioner Shoun moved to appoint Commissioner Brad Winters to the Governor’s Regional Solutions Team. Commissioner Kestner second. Motion carried.

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Liaison Updates:

Commissioner Winters confirmed that there was to be a South Central Oregon Commission on Transportation meeting in Klamath Falls on August 18th. Commissioner Winters was also planning to attend a meeting that same day at 1:30 with the Governor.

Commissioner Winters was also going to meet Lake County Mental Health Director Jack Breazeal regarding the topic of the Mental Health facility. Discussion followed.

Commissioner Winters also confirmed the South Central Oregon Economical Development meeting on August 26th.

Commissioner Kestner addressed the topic of the IGA for services to Harney County by the Lake County Building Official. It had been expressed to Harney County of the need for them to fill their own Building Official position. Judge Steve Grasty had asked for one more month of services. Building Official Tony West and Commissioner Kestner had agreed to provide additional service on a week by week service.

Commissioner Kestner also addressed the over hang above the Memorial Hall entrance. This issue needed to be addressed as it was an extreme “eyesore”. Discussion followed.

Commissioner Kestner confirmed that Bobbie Steninger had inquired about a 9/11 ten year Remembrance Walk-a-thon beginning and ending on the Courthouse lawn. There was a meeting scheduled for August 17th to organize the event. Discussion followed.

Commissioner Shoun discussed a letter received regarding public health. Commissioner Shoun agreed to follow-up with Director Mary Wilkie.

Commissioner Kestner confirmed that an invitation had been received to attend a Department of Forestry field trip on September 9th and a public meeting on September 8th. Commissioner Winters confirmed he planned to attend. Commissioner Shoun was scheduled to be in Madras at the District II meeting.

Commissioner Shoun confirmed that there was a meeting scheduled for August 18th with Mr. Pardee, Mayor Mark Douglas and Mark Williams with the ZX/Simplot regarding the Paisley Airport.

Senator Jeff Merkley was scheduled for a Town Hall Meeting in Paisley August 28th from 1:00 until 3:00.

Commissioner Shoun confirmed that he had spoken with Judge Grasty regarding the Payment in Lieu of Tax (PILT) plan. Judge Grasty was to represent eastern Oregon in Washington DC on this topic. Commissioner Shoun was considering attending as well beginning September 13th returning September 15th. The Board extended their support for Commissioner Shoun’s attendance.

There being nothing further to come before the Lake County Board of Commissioners, the meeting adjourned at 12:26 p.m.
Respectfully Submitted,

Denise Thorsted
Administrative Assistant

Board Approval,

Dan Shoun
Chairman

Bradley J. Winters
Vice Chairman

Ken Kestner
Commissioner