The Lake County Board of Commissioners met in Work Session on Tuesday, October 18, 2016 at 9:00 a.m. The following members were present: Vice-Chair Dan Shoun and Commissioner Brad Winters. Chair Ken Kestner was absent from today's proceedings. Also present: Administrative Assistant Denise Thorsted, Road Department Superintendent Kevin Hock, Business Manager Jay Collins and Lake County Examiner Member of Press Jimmy Hall. Number of Public present: 3.

Additions: None
Deletions: 9:00 am Solar Payment-in-Lieu of Tax Request

The Work Session was called to order by Vice-Chairman Shoun and the Pledge of Allegiance was recited.

9:00 am – Session Called to Order

Other Business:

**Solar PILOT Application Draft, Assessor Dave Knowles:**
Ms. Thorsted confirmed the purpose of the draft form submitted was to assist with the Solar PILOT Application process. Discussion followed on the potential of adding right-of-way permit information. Ms. Thorsted agreed to work with Assessor on this change.

**Gabion Basket Quotes, Road Superintendent Kevin Hock:**
Superintendent Kevin Hock confirmed three bids had been received for three Gabion baskets to be included in the Dog Lake Lane Rehabilitation project. Recommendation was to go with lowest bid received from ACF West in the amount of $34,922.64. Conversation occurred on equipment to be used, and spec comparisons of the bids received.

**Update to Lake County Employee Handbook, Business Manager Jay Collins:**
Mr. Collins confirmed that due to legislative changes as well as policy changes the Employee Handbook was in process of being updated. The Board was asked for direction for managerial involvement in this process. Commissioner Shoun recommended the draft be forwarded to all department heads and a meeting scheduled for review and input. Following discussion, a smaller management team was to be assembled for preliminary review including: Sheriff Taylor, Kevin Hock and Ms. Thorsted.
Mr. Collins confirmed the intent to include the County’s Mission Statement. Discussion occurred on timeline for moving forward.

**Lake County Public Transit Requests, Transit Manager Denise Thorsted:**

**Resolution 16-10-19/Authorizing Signing Authority:**

Confirmation was given that during the recent Program Review that had occurred request had been made for a Resolution authorizing signing authority for transit reporting, grant applications and other non-contractual items related to transit. Approval would grant the Transit Manager this signing authority.

**Lake County Public Transit Code of Ethics and Conflict of Interest Policy:**

Also noted in the recent Program Review that occurred was the need for a Transit Code of Ethics and Conflict of Interest Policy. This policy was necessary for compliance of State and Federal requirements related to transit funding.

**Lake County Public Transit Zero Tolerance Drug and Alcohol Testing Policy:**

In addition to the Program Review for meeting State and Federal requirements related to transit funding was the adoption of a Transit Zero Tolerance Drug and Alcohol Testing Policy.

**Lake County Public Transit Procurement Manual:**

The final request presented was for the adoption of a Transit Procurement Manual.

All items brought forward for consideration related to Transit had been reviewed by Legal Counsel, Oregon Transit Department and the parties involved in the recent Program Review. Confirmation was given that providers were to also adopt these same policies.

**Department Updates:**

Ms. Thorsted provided an update on the County’s Fleet Program and scheduled upcoming trainings including Active Shooter Training and Transit.

In terms of the Fleet Program, review had been made for temporary vehicle replacement for the Public Health Department. One Pool vehicle was to be assigned to this department lessening the availability for Pool vehicles. The Committee felt this was a good move as this replacement was not budgeted for the current year. Confirmation was given that in the past Public Health had secured dollars for these types of purchases. Request was made to work with this Department Head to determine potential funds during the next budget cycle for replacement of the vehicle no longer in service.

*Consensus was given to temporarily transfer Pool vehicle to the Public Health Department and to auction the vehicle no longer in service.*

Road Superintendent Kevin Hock asked about the purchasing process for this department. Conversation occurred on potential purchasing needs, possible addition of temporary operators and landfill operations.
Liaison Updates:
Commissioner Winters –
- Attended recent Area Commission on Transportation meeting is Silverton.
  Discussion had occurred on partnership needs for improvements and Connect Oregon
  process/ranking.

Commissioner Shoun –
- Planned to sit on a Wildland Fire Leadership Counsel call later this morning
  regarding Cohesive Strategy national communications and preparing for future fire
  seasons.
- Confirmed he was scheduled to be in DC for “transition” process the week of
  November 30th. Tentative at this time.
- Working with local agency/group on the North Warner’s “Two Chiefs” grant. Could
  possibly travel for this grant as this project was currently No. 2 on the list of
  consideration.
- Confirmed he was asked to attend discussion in Colorado later this month (all
  expenses paid), not able to attend but had asked to be kept in the loop for future
  discussion.
- Attended the Governor’s Drought Task Force meeting the previous week. Was glad
  that he had attended as the view of the group had not been to look at future
  considerations.

Executive Session: 192.660 (2) ()
No executive session was held during today’s session.

Break: 9:48 am
Resume: 10:02 am

10:00 am – Lake County ESD Update/Mentor Program Request,
ESD Superintendent Bob Nash provided the Board with information on new hires,
Kindergarten camps held in Lakeview and Paisley, grant funding received, activities being
promoted and other related ESD items.

Mr. Nash introduced Kathy Miles and Heather Gibson with the Lake County Mentor
Program and confirmed current issues with obtaining grant funding. Hope was to secure
sufficient funds for the current year and for the sufficient reserves as well. Additional
information was provided by Mrs. Miles and Ms. Gibson. Request was made for County
contribution to this program of $5,000. Mrs. Miles confirmed that two past grants received were
not obtained for the current year, other grant requests were “pending”.

The Board expressed their support for the Lake County Youth Mentor Program and the
positive outcomes the program was providing. Commissioner Shoun asked if decision on the
matter could be postponed until next year’s budget process was underway. Mr. Nash expressed
concern for depleting reserves for this program if contribution was delayed. Conversation
occurred on past funding streams and numbers impacted by this program.

The Board agreed to review potential funding options for this request. Consideration on
this item was scheduled for the October 19th Regular Session.
There being nothing further to come before the Lake County Board of Commissioners, this meeting adjourned at 11:00 a.m.

Respectfully Submitted,

[Signature]
Denise Thorsted
Administrative Assistant

Board Approval,

Absent
Ken Kestner
Chairman

[Signature]
Dan Shoun
Vice Chairman

[Signature]
Bradley J. Winters
Commissioner