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, February 16, 2016 at 9:00 a.m. The following members were present: Chair Ken Kestner, Vice-Chair Dan Shoun and Commissioner Brad Winters. Also present: Administrative Assistant Denise Thorsted, Treasurer Ann Crumrine, Road Master Rick DuMilleu, Facilities and Properties Manager David Berman, Business Manager Jay Collins and Lake County Examiner Member of Press Jimmy Hall. Number of Public present: 0.

Additions:  
Remotecel – Material Quotes  
EOCCO Member Recommendation(s)  
Wolf Depredation Grant Application  

Deletions:  
None

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

9:00 am –Department Update/Building Department

Assistant Building Director Jennifer Stephens provided information on the EPermitting Program and GIS program changes completed through Lane County. Additionally, concerns were expressed for net having availability for permits to be issued at times she was unavailable or out of the office as this was an inconvenience to the permittee.

All agreed that there was an immediate need for discussion to occur for significant cross training within the Building/Survey/Planning departments as there were only two staff persons within these departments. Confirmation was given that this had been the intent of the Board at the time the half-time position had been increased to a full-time position.

Conversation occurred on the potential need in the future for having a Building Official on staff as permit and inspection numbers increased for Klamath County (position currently contracted out to Klamath County). Ms. Stephens added that there was potential for the new position to also be tasked with inspections as was the current situation. The Board agreed to hold conversations with the current Building Official, Planning Director and staff for these departments to lay out a plan for moving forward with cross-training and staffing.

Discussion followed on projects currently underway across the County.
Other Business:

2016/2017 Budget Assumptions, Treasurer Ann Crumrine:

Mrs. Crumrine confirmed this was to be the first part of the process moving into budget discussions for the upcoming fiscal year with specific impacts to General Fund. Documentation presented and discussed included: 2016/2017 Budget Building – Assumptions, Draft 16-17 General Fund Revenue, 16/17 General Fund Expenses, Admin Cost distributions and Open Requests submitted.

By consensus the Board agreed to the following:

- Payment in Lieu of Tax (PILT) = $800,000
- Unappropriated Ending Fund Balance (UEFB) = $925,000
- Contingency = $200,000
- Salaries COLA = 2.6% (as a place marker) with acknowledgement that union negotiations were set to begin and final determination to be made.

Assumption discussions included:

- PILT – unknown factors related to funding decision to be made Congress and the need for Road Department funding considerations to be made.
- UEFB – used to cover costs until payments such as PILT and tax collection revenues occur starting in November of each year.
- Contingency – historically set at $200,000
- Salaries – Although union negotiations were to begin, an amount needed to be added with note of amount being subject to change depending on those outcomes. The Board expressed concern for CPI levels not meeting previous amounts set and with having to write in an amount prior to negotiations.

Today’s Assumption discussions also included consideration of Specific Reserves (shown in Fund 103). These Reserves were not appropriated and were intended as “savings accounts” only, meaning they were not to be expended during the budget year. After discussion, the following consensus was reached for each Reserve fund:

- Facility Reserve - amount remained at $150,000
- Fair Board/Roping Club Reserve - remained at $4,655 (dollars donated for indoor arena)
- Onsite Program - Confirmation was given that the State program amount requirement had been met and was to be maintained for the life of the program. $10,000
- Technology Upgrade - Confirmation was given for future significant software purchases to occur. Request was made for increase with consideration during budget process to add additional if dollars were available. Increased to $55,000
- Fleet Reserve – Funds reserved for the unfortunate event of a fleet vehicle needing to be replaced prior to being cycled out. $35,000

Conversation occurred on the need for a Code/Nuisance/Animal Control position. Board agreed the Town of Lakeview would be a key player in pursuing direction for meeting these needs.

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Confirmation was given that **Open Requests** were also part of today’s discussion. The Board agreed that Open Requests submitted would only be considered following budget determinations and only if funding was available. These Requests were for one time, outside normal budget submitted for County department including:

- **Airport Conference Room/Kitchen Upgrade**: Confirmation was given that this project had been approved for the current budget year at $6,000 and not yet completed so carryover was needed. The scope of the project was looking to change with the following items to be added: hanger ceiling ($7,000), hanger lighting/wiring ($18,000) for total project amount of $31,000.
- **County/Schmuck Museum Parking Lot Paving**: Project total estimate $42,000
- **Fairgrounds Bathroom/Shower Building**: Tear down and reconstruction of south lawn structure estimated at $70,000. Cost could potentially be significantly reduced if project completed by staff rather than contracting out.
- **Fairgrounds Food Court Paving Project**: Estimated at $42,000. The Board agreed this project was likely to be the highest priority of Open Requests moving forward to Budget Committee considerations.
- **Sheriff Department Vehicle Repeaters**: to meet safety needs for deputies in areas of the County where cell service/radio service is not available. Conversation determined this to be an immediate need. **Consensus** was given for the Treasurer to determine potential options for current budget year funding.

In conclusion of Budget Assumption discussions, information was presented and discussed related to Admin Cost distributions.

**Break:** 10:50 am  
**Resume:** 10:58 am

**OACES Intergovernmental Agreement, Road Master Rick DuMillieu:**  
Agreement was made that clarification was needed from Association of Oregon Counties on potential costs to the County and purpose of the agreement presented. Mr. DuMillieu agreed to work with AOC representative prior to tomorrow’s session.

Conversation occurred on the Planning Commission meeting scheduled for this evening.

**Additions:**

**Remodel – Material Quotes, Facility and Properties Manager David Berman:**  
Confirmation was given that a material list had been forwarded to four suppliers for bid. Two were either unresponsive or incomplete (Home Depot and Lowe’s), two submitted qualifying bids (inclusive of doors). ProBuild at $19,943.74 was recommended over the bid received from Diamond of $27,127.89. In addition to the four suppliers, a bid request had been made to Pacific Pine Products for “doors only” ($11,712). Mr. Berman was asked to provide written information on the bids submitted prior to tomorrow’s session. Confirmation was given that True Value had also been asked to submit but was unable to at this time.

**Wolf Depredation Grant Application, Commissioner Winters:**  
Commissioner Winters provided an update on committee meetings that had been held and discussed the draft of the grant provided. The grant application to be submitted to the Oregon Department of Agriculture was for a total of $16,000 for education, non-lethal prevention, human presence and reduction of attractants (such as bone piles).
Consensus of the Board was given to submit the Wolf Depredation Compensation and Financial Assistance Grant Program application to the Oregon Department of Agriculture.

Other Business cont.:
Solar PILT Request Process Discussion, Board of Commissioners:
Ms. Thorsted confirmed the need for direction related to the process for Solar PILT projects to be managed. The Board agreed that for consistency the most likely avenue was for them to be filtered through the Enterprise Zone Manager/Economic Development. Commissioner Kestner added that this would be a good fit as there were two options for these types of projects and the Zone Manager was the one with the most knowledge for determining the best choice in order to be brought forward for consideration. Commissioner Kestner (as liaison) agreed to speak with the Enterprise Zone Manager for her input prior to tomorrow’s session. This item was added to tomorrow’s session for further discussion.

Additions cont.:
EOCCO Member Recommendation(s), Commissioner Kestner:
Commissioner Kestner confirmed the recommendation(s) to appoint the following to the Eastern Oregon Coordinated Care Organization Advisory Council: Darwin Johnson, Melinda Bentley, Beth Hadley, Delores Jo Caffrey and Nonie Moss.

Commissioner Shoun moved to appoint Darwin Johnson, Melinda Bentley, Beth Hadley, Delores Jo Caffrey and Nonie Moss to the Eastern Oregon Coordinated Care Organization Advisory Council as stated.
Discussion: Ms. Bentley was confirmed to be part of Advantage Dental
Motion carried.

Commissioner Kestner agreed to obtain a current listing of members.

Other Business cont.:
County Broadband Options Discussion, Board of Commissioners:
Information was provided by Commissioner Kestner on potential future broadband options for coverage not currently available through private providers within Lake County. These options included the potential of a cooperative or the hiring of a consultant to investigate possible options for potentially three Oregon counties (Lake, Malheur and possibly Harney). Costs associated would be divided between the counties to be served. Confirmation was given that Board approval would be needed prior to any hiring to occur or costs to be expended.

Liaison Updates:
Commissioner Winters –
- Discussed the recent Governor’s Transportation Panel held the previous Friday.
- Discussed the need for the Code Enforcement/Nuisance/Animal Control position and agreed to take lead on pursuing options.

Commissioner Shoun –
- Confirmed recent discussion with Headwaters Economics Group on work being done to develop proposals for work with Congress on a new and better way for funding programs (PILT, SRS). Conversation occurred.
Commissioner Kestner –
- Confirmed recent hiring of new Fairgrounds Manager Ronne Lindsay
- Planned to attend NACo Telecommunications session in Washington DC later this week
- Confirmed Board of Property Tax Appeals was scheduled for later this afternoon

Travel Budget Conversation: the Board agreed to review individual projected travel through the end of the current budget year and provide potential options. Conversation confirmed that the overall Material and Services within the Commissioner budget still including the annual payment to be made to Klamath Community College which was not historically paid until the end of the fiscal year.

Department Updates:
No other Department Updates were provided during today’s session.

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

There being nothing further to come before the Lake County Board of Commissioners, this meeting adjourned at 12:11 p.m.

Respectfully Submitted,

Denise Thorsted
Administrative Assistant

Board Approval,
Ken Kestner  Dan Shoun  Bradley J. Winters
Chairman  Vice Chairman  Commissioner

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