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 18, 2012 at 9:00 a.m. The following members were present: Chairman Bradley J. Winters, Vice Chair Ken Kestner and Commissioner Dan Shoun. Also present: Administrative Assistant Denise Thorsted and Lake County Examiner press member Peter Clark.

Additions: Christmas Valley Annex Parking Lot
Airport – Jeff Caines, Oregon Department of Aviation

Deletions: Hall Motor Company
EMR Contract

The Work Session was called to order by Commissioner Winters and the Pledge of Allegiance was recited.

Commissioner Winters disclosed that he had signed the GovTeller contract as it was an annual contract simply requiring signature for the County to receive credit card payments.

A retirement cake was to be served at 1:30 pm Wednesday acknowledging Eric Shpilman’s retirement and 19 years and 8 months of service to Lake County citizens.

Other Business:
Budget Committee Member Recommendation, Treasurer Ann Crumrine:

Recommendation presented was to appoint Tom Burkholder to the Lake County Budget Committee. Mrs. Crumrine had received confirmation from Legal Counsel that there was no conflict of interest with Mr. Burkholder serving on both the Budget Committee and Planning Commission. Mr. Burkholder had been the only applicant for this position.

2013 Budget Calendar, Treasurer Ann Crumrine:

Mrs. Crumrine discussed the schedule presented and pointed out that the Budget Committee Mid-Year Review was scheduled for January 29, 2013. Discussion followed on open request criteria and projections for PILT funding.

9:30 am – Fair Board Request:

Present for this discussion were: Fairgrounds Manager Don Moore and Board Member Barb Stephens.
**Fairgrounds Tractor Purchase Request:**

Commissioner Kestner confirmed that the Fairgrounds was in need of a larger tractor for use at the Fairgrounds for better treatment of the arena and other tasks. The current tractor was not designed to do the type it was doing. Discussion followed on other uses and the potential of purchasing a suitable tractor from the Road Department. Commissioner Kestner confirmed that the request before the Board was for partial General Fund funding of this purchase.

Mr. DuMilieu provided information on the tractor to be considered. He also confirmed that the Road Department was looking to purchase a larger, heavier commercial tractor for their use as the one being offered was too small and inadequate for his department’s needs. Anticipated cost for proposed purchase from the Road Department was $5,000.

Discussion followed on safety issues with the current situation and asked for a proposal to be presented regarding the funding request amount.

**Other Business:**

*Snow Removal Equipment/Airport Discussion, Lands Manager Bob Pardee:*

Mr. Pardee discussed this related need for the Lake County Airport. As the current loader served both the Airport and the Fairgrounds, Airport equipment would also require replacement. The Airport was interested in making an investment of a used backhoe with a long life cycle. If the 920 were to be sold by the Road Department, these funds could be used toward replacement cost. Mr. Pardee confirmed that the Airport was able to contribute $5,000 for this purchase.

Discussion continued. A proposal for this purchase was to be presented in the near future.

**Fair Board Request cont.:**

*Fair Board Member Recommendation:*

Fair Board Member Barb Stephens’ term was due to expire December 31, 2012. Recommendation of the Fair Board was to reappoint Mrs. Stephens’ for an additional three year term.

**Commissioner Shoun moved to approve the recommendation to (re)appoint Barb Stephens to the Lake County Fair Board for an additional three year term.** Commissioner Winters second.

Discussion: The Board thanked Mrs. Stephens for her service.

**Motion carried.**

*Fairgrounds Part-time employee discussion:*

Mrs. Stephens confirmed that she had offered to voluntarily use a paint sprayer to help “beautify” various County buildings. Mrs. Stephens had hoped to utilize Warner Creek Host Crews for some projects, but in order to do so she would be required to be a County Employee. Discussion followed on request for her to become an as needed part-time employee and compliance needs for this type of position.

Following discussion, Commissioner Kestner agreed to work with Human Resources and others on this concept.
Other Business:

Fleet Policy Discussion, Lands Manager Bob Pardee:

Mr. Pardee confirmed that both policies had been sent to all Department Heads for review. Discussion followed on the draft policies presented and wording included. These policies were intended for the County and the Fleet Manager to have something to manage to.

The first plan (Fleet Management Plan) included wording regarding “Monthly Use Report” (Section 5a) to be completed by each driver of a County owned vehicle. This report was intended to better track mileage and note vehicle issues and reasoning for why or why not an issue was resolved (or not). Discussion occurred. The second plan (Fleet/Driver Safety Program) was postpned until further review could be completed.

Discussion occurred on potential driver safety trainings and driver eligibility.

Break: 10:17 am
Resume: 10:28 am

10:15 am - Kadrmas Road/Geothermal Project Road Permit, Road Master Rick DuMilieu

Also present for this discussion were Lakeview Town Manager Ray Simms and Darrell Anderson (Anderson Engineering). Permit documentation was provided by Mr. DuMilieu and Mr. Anderson.

Mr. Simms confirmed that work was to begin once paperwork was completed with the USDA for funding (possibly end of February). Discussion followed on the potential placement of the pipeline to be used for the Town of Lakeview/School District #7 and Lake District Hospital geothermal project. Anticipated placement for this line was expected to be in the road bed along the south side of Kadrmas Road.

Mr. Anderson explained that the geothermal line was currently mapped to lay 14 feet from the center line of the road. The line was to be placed here rather than in the ditch to avoid wetland issues and to better insure proper maintenance and protection. Conversation continued.

Commissioner Shoun asked if the Town would entertain annexing in this road. According to Mr. Simms, funding was not available at this time for maintenance if annexed. Discussion followed on the portion of the road already annexed and potential future improvement projections such as natural gas line, sewer/water and bike lanes. Following conversation, provisions were to be put in place for connections for the geothermal lines in the future including the Lake County Incubator Building.

On a side note, Mr. Simms provided an update on the recent request received for handicap parking for Courthouse access. Additional spaces throughout the Town were under consideration and spaces were anticipated in the near future.

Addition:

Airport-Jeff Caines:

Mr. Pardee introduced Jeff Caines as the new Department of Aviation Planner tasked with State Capital Improvement Program (FAA allocated funding). Lake County Airport Manager Bert Young and Ron Wilson (Christmas Valley Airport) were also present for this discussion. Documentation was presented for the Board to review.
Discussion followed on “Entitlement” dollars anticipated ($73,450/2013 & $1,043,045/2014), the Airport’s economic impacts to the community, the ability to trade funds with other eligible airports and the potential increase to the jet fuel tax. Mr. Caines confirmed during conversation that no Entitlement dollars for the Lake County Airport had been lost to date. Christmas Valley Entitlement dollars, funding needs and needed improvements were also discussed.

Break: 1200 pm
Resume: 12:15 pm

Christmas Valley Annex Parking Lot:

This addition was a continued discussion on the request made by Lake County citizen Carl Shumway regarding a parking area adjacent to the North Lake Annex to be used for Flaweree Park. Mr. Shumway had offered to donate labor, gravel and equipment if needed for this request.

Commissioner Winters stated that he appreciated Mr. Shumway’s offer and believed there was a need to improve the entire area for parking including removal of trees and brush for the County and for public use. The Lake County Building Department was currently in the process of pulling information to verify that there would be no issues with moving forward with this request.

The Road Department confirmed that there was rock available and also that the Road crew was in the area and available to complete the necessary work. Payment would be made from General Fund to the Road Department for the work and the rock to be provided. Road Master DuMilleu confirmed that this was acceptable. Commissioner Winters asked that the Board consider approval contingent upon no issues being found by the Building Department.

Commissioner Winters added there was also a need for a storage building to be considered as “phase II” of this project in the future. Commissioner Shoun asked for Mr. Pardee to include storage buildings for both the Annex and the Courthouse during the upcoming budget process. Mr. Pardee confirmed that he was already in the process.

Commissioner Winters moved to approve the improvement request made for parking behind the North Lake Annex for public use of Flaweree Park with the Road Department to conduct the work and to be reimbursed from Facility Reserves contingent upon no issues found by the Lake County Building Department. Commissioner Shoun second.

Discussion: placement of and entry to parking area
Motion carried.

Additional discussion followed on request to potentially come before the Board from Roger Chase (citizen) for the purchase County property adjacent to his own.

Break: 12:32 pm
Resume: 1:34 pm
**Liaison Updates:**

**Commissioner Winters:**
- Confirmed that he would be introducing Community Justice Director Jake Greer to District Attorney Stapleton later in the afternoon
- Confirmed that he had been elected to one more year of the Christmas Valley Chamber
- Confirmed that the STIP Project was currently ranked #3
- Confirmed that as he was now ACT Chair, he would step down from SCOEDD Chair. Discussion followed on promoting Commissioner Kestner to the Vice Chair for SCOEDD.

**Commissioner Shoun:**
- Confirmed that the State Forester would not be attending the upcoming Barry Point Fire land owner meeting, staff would be attending in his place. Discussion followed.
- Provided an update on conversations occurring with Apache County forester on lands management ideas and potential visit to that location in the future

**Commissioner Kestner:**
- Provided an update on the recent Sage Grouse meeting he had attended

**Other Business:**

**Building Evacuation Plan, Lands Manager Bob Pardee:**

Mr. Pardee stated that this Plan was being brought back to the forefront for discussion due to the recent bomb scare event that had occurred and stressed the need to have a plan in place for future events. This Plan would identify key coordinators and ensure that all employees are accounted for if an incident is to take place. Discussion followed on the Plan presented and Site Emergency Coordinator to be designated.

Following discussion, the Board agreed that the Sheriff's Department would be in charge of evacuation procedures. Mr. Pardee as Facility Manager and Ms. Thorsted as Commissioners Assistant were directed to work as backup in contacting department heads and begin evacuation process as directed by the Sheriff/Law Enforcement.

Commissioner Shoun expressed the need to have (once approved) this plan be included as part of the new employee orientation process. Discussion followed on conducting drills in the future to determine any missing parts not already incorporated in the Evacuation Plan.

The Board asked that this draft be held until a drill and meeting to educate Department Heads could take place. The final draft of the Evacuation Plan was to be submitted for approval in the upcoming months.

**Interlocal Contract Wasco County Sheriff, Sheriff Phil McDonald:**

Sheriff McDonald confirmed that the Contract presented was to allow for aircraft to cross the Oregon border during search and rescue or other related events.

Decision on this matter was scheduled for the December 19th Regular Session meeting.

**Fleet Policy Discussion, Lands Manager Bob Pardee:** Discussion above
**Tractor Purchase Request:** This topic was discussed during the Fair Board Request portion of this meeting.

**Department Updates:**
None

Commissioner Winters confirmed that he had received an invite from the Oregon Air National Guard to visit (along with two other elected officials) the 173rd Fighter Wing in Klamath Falls for a briefing on air space expansion concept intended to have the Guard train in a more cost effective manner. This would include a helicopter flight from Klamath Falls to Alkali Lake and then to Burns.

There being nothing further to come before the Lake County Board of Commissioners, the meeting adjourned at 2:28 p.m.

Respectfully Submitted,

[Signature]
Denise Thorsted
Administrative Assistant

Board Approval,

[Signature]
Bradley J. Winters
Chairman

[Signature]
Ken Kestner
Vice Chairman

[Signature]
Dan Shoun
Commissioner