BOARD OF COMMISSIONERS MEETING MINUTES
March 18, 2015

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

REGULAR SESSION

The Lake County Board of Commissioners met in Regular Session on Wednesday, March 18, 2015 at 10:00 a.m. The following members were present: Chair Bradley J. Winters and Commissioner Dan Shoun. Board Vice-Chair Ken Kestner was absent from today’s proceedings. Also present: Commissioner Administrative Assistant Denise Thorsted, Legal Counsel Jim Bailey, Road Master Rick DuMilitoe, Facility and Properties Manager David Berman and Member of the Press Jimmy Hall. Number of Public present: 2.

Additions: Equipment Shed Quote/Road Department, Action/Consideration
Meeting Minutes, Action/Consideration
Deletions: None

The Regular Session was called to order by Chairman Winters and the Pledge of Allegiance was recited.

10:00 am – Public Comment

Steve Brown Superintendent for Warner Creek Correctional Facility provided information on the upcoming National Corrections Employee week to be held the first week of May. An invitation was extended to the Board to attend a recognition ceremony scheduled for May 6th.

Other Business:

Elected Official Compensation Review Committee Member, Action/Consideration:

Confirmation was given that one application was received for this position.

Commissioner Shoun moved to approve the recommendation to appoint Melissa Cheyne to the Lake County Elected Official Compensation Review Committee presented. Commissioner Winters second. Motion carried.

Land Sale Order (revised), Action/Consideration:

Confirmation was given that properties were to be added to the 2015 Land Sale to be held in June.

Commissioner Shoun moved to approve the “Order for Sale of County Properties” as presented. Commissioner Winters second. Motion carried.
Road Naming/Oster Farm Lane Recommendation, Action/Consideration:
A brief overview of the process followed for this recommendation was provided.

Commissioner Shoun moved to approve the naming of the northern most road presented as Oster Farms Lane. Commissioner Winters second. Motion carried.

Additions:
Meeting Minutes, Action/Consideration:
Commissioner Winters moved to approve the February 17, 2015 Work Session Meeting Minutes as presented. Commissioner Shoun second. Motion carried.

Commissioner Winters moved to approve the February 18, 2015 Regular Session Meeting Minutes as presented. Commissioner Shoun second. Motion carried.

10:10 am – Department of Environmental Quality/Activities and Programs Update:
In attendance for today’s discussion were Eastern Region Administrator Linda Hayes-Gorman, Deputy Director Joni Hammond and DEQ Regional Solutions Center Liaison Kelly Hill.

Open discussion was held on items such as the incoming biomass plant and landfill changes/upgrade joint efforts. Appreciation was expressed by the Board for DEQ’s willingness to assist as items were brought forward including air quality and the potential for bringing natural gas into the area. Commissioner Winters confirmed that through Regional Solutions, there was a place holder for funding to assist if project moved forward ($1 million).

Mrs. Hayes-Gorman appreciated the proactive stance the community had played on the EPA designation proposal. These efforts were expected to assist the DEQ in other communities in the future facing this type of designation. Confirmation was given that avoiding non-attainment status, future industry and business will be more easily allowable.

Other Business (cont.):
Oil Bid Recommendation/Road Department, Action/Consideration:
A brief overview for this request was given. An invite was to be extended to one bidder (Western Emulsions) for testing of product over the upcoming paving season for future bid considerations. Recommend award to Idaho Asphalt had been reached due to “proven product”. Legal Counsel confirmed there was no issue with recommendation presented.

Commissioner Shoun moved to approve the recommendation for purchases from Idaho Asphalt for CMS-2S ($554.00) and CRS-2P ($484.00). Commissioner Winters second. Motion carried.

Under Sheriff Position Proposal, Action/Consideration:
A brief summary of this item was provided including this position was expected to bring forward accountability and an “appropriate chain” of command and would be effective at time of approval. No added personnel was anticipated from this proposed change.

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Commissioner Winters moved to approve the recommended Undersheriff position as presented. Commissioner Shoun second.
Discussion: budget for this position had been confirmed with the Treasurer. Swearing in ceremony was to be scheduled in the near future. Conversation occurred on additional position changes anticipated to come forward for this department.
Motion carried.

Additions (cont.):

**Equipment Shed Quote/Lake County Road Department, Action/Consideration:**

Four quotes were confirmed to have been received for this proposal. Confirmation was given that this shelter was needed for equipment previously stored at the Industrial Park.

Commissioner Shoun moved to approve the quote recommendation received from Jasco Construction for construction of Road Department equipment storage building in the amount of $47,984.00 as presented. Commissioner Winters second.
Discussion: no issues per Legal Counsel. Amount confirmed to be allowable within current budget.
Motion carried.

**Cancellation of Delinquent Personal Property Tax Proposals, Action/Consideration:**

Legal Counsel confirmed this process to be routine and appropriate. Confirmation needed from Assessor on potential number to be assigned.

Break: 9:40 am
Resume: 9:48 am

Orders, per Legal Counsel were to be assigned Order numbers.

Commissioner Winters moved to approve Order No. 3-18-15A in the matter of the cancellation of delinquent personal property taxes as presented. Commissioner Shoun second. Motion carried.

Commissioner Winters moved to approve Order No. 3-18-15B in the matter of the cancellation of delinquent personal property taxes as presented. Commissioner Shoun second. Motion carried.

**Courthouse Office Space Request for Proposals, Action/Consideration:**

Facility and Properties Manager David Berman provided an overview of the project and Request for Proposals (RFP) presented. Per Board request, two contractors were asked to review specs and confirm they represented a buildable project. Both confirmed the specs to be “buildable”. Conversation followed on the contracting to be done following this process to include a completion date.

Commissioner Shoun moved to approve the Request for Proposals for the Courthouse Remodel Construction project as presented. Commissioner Winters second. Motion carried.

Mr. Berman confirmed that Airport Manager Tom Andrews was still awaiting contractor information regarding repair to hanger door discussed during the previous day’s Work Session. Topic was to be revisited at a later date.
10:45 am – Data Security Plan Policy Review, Possible Action/Consideration


Review was done of drafted policies related to the protection of confidential data as required by both State and Federal guidelines. These policies were intended to cover all devices utilized for the handling of information including but not limited to mobile devices (cellphones), computers and laptops and any other device holding confidential data related to County business. Confirmation was given that these policies had been drafted in order to meet requirements and establish procedures for managing issues as they were to arise. These policies were expected to provide users with guidelines and rules associated with use of public computers and the information associated.

Information was given on the process that had been followed and trainings that would need to occur. In coordination of the policies presented, there were a number of “solutions” identified that would also need to be addressed. The group had prioritized these needs as follows: Review permissions on file servers per application, data encryption, email “disclaimer”, internet usage and tracking, network usage tracking and passwords. Estimated costs associated were given and discussed. Following approval the County Employee Handbook was to be reviewed and amended to avoid any conflicting information. Policies would be effective immediately upon Board approval.

In addition, discussion occurred on steps to be followed for reporting of issues (to IT manager, department head, business manager).

Break: 11:39 am
Resume: 11:42 am

Conversation occurred on cellphone stipends and liabilities associated with cellphone use including both business and personal. Confirmation was given that under Federal law, there was no differentiation of personal versus County owned devices as any issue would be due to the data involved and not the phone itself.

Recommendation was given by Legal Counsel for adoption by the Board at their earliest convenience (during today’s session if possible).

Commissioner Shoun moved to approve the following Data Security policies: Acceptable Use Policy, Confidential Data Policy and Mobile Device Policy as presented. Commissioner Winters second. Motion carried.

Discussion followed on the prioritized “solutions” provided earlier and possible timeframes (six months total) for completion. Confirmation was given that this budget was anticipating the need for resolution due to the server issue that had occurred earlier in the year. If so, potentially some if not all items could be managed in this budget year. Mr. Brown and Ms. Thorsted were asked to work the items to be completed in the current budget year.
Commissioner Winters moved to approve the prioritization of Data Security Solutions presented with resolution to be brought forward to cover costs if necessary. Commissioner Shoun second. Motion carried.

Consensus of the Board was given for Legal Counsel to review Employee Handbook for necessary changes.

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

**Legal Updates:**
No Legal Updates were provided during today’s session.

**Liaisons:**
No Liaisons were provided during today’s session.

**Executive Session 192.660 (2) ():**
No Executive Session was held during today’s Regular Session meeting.

There being nothing further to come before the Lake County Board of Commissioners, this meeting adjourned at 11:55 a.m.

Respectfully Submitted,

Denise Thorsted
Administrative Assistant

Board Approval,

Bradley J. Winters  Absent  Dan Shoun  Chairman
Ken Kestner  Vice Chairman

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