BOARD OF COMMISSIONERS MEETING MINUTES
March 6, 2012

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, March 6, 2012 at 9:00 a.m. The following members were present: Chairman Bradley J. Winters and Vice Chair Commissioner Ken Kestner. Commissioner Dan Shoun was absent from these proceedings. Also present: Administrative Assistant Denise Thorsted.

Additions: Water Master Update
Deletions: None

9:00 a.m. – Public Hearing/Supplemental Budget, Treasurer Ann Crumrine
Hearing Open: 9:02 a.m.

Mrs. Crumrine explained that there were two separate requests for this hearing. Both required public notification due to the adding of a category not previously budgeted.

Resolution 2011-07/Round-Up Association reflected revenue not previously budgeted. The Round-Up Association anticipated purchasing a new sound system for the grandstands, which would be considered a Capital purchase (also not budgeted). The cost anticipated was around $13,000.

Resolution 2011-11/Economic Development pertained to the ruling stating that Lottery Funds be budgeted in a Special Revenue Fund. This Resolution was necessary due to the fact that timelines around the County budget process and the final decision from the State not coinciding. The $8,500 discussed would increase Lottery Funds and Transfers Out.

Hearing Closed: 9:05 a.m.

A second hearing on this matter was scheduled for the March 7th Regular Session meeting followed by possible action/consideration.

Addition:
Water Master Update: Water Master Brian Mayer presented to the Board documentation on current water storage levels. Snow pack at this time was 55% of average levels. Levels at Dismal Swamp (47%) and Cedar Pass (51%) were discussed. Discussion followed on current, anticipated water storage levels and expected weather for the upcoming week.

Hydrographic Data for Thompson Valley Reservoir was provided. In order to meet the storage water contracts, 10,100 acre feet was needed to fulfill the water storage contracts. Mr. Mayer anticipated there was enough storage to meet those requirements. Storage levels for Drews Reservoir were also expected to fulfill contracts. Discussion followed on conditions in
Klamath County and the potential of there being a “Drought Declaration” for that County. Conditions of Hart Lake were confirmed to be at a half foot below spill, had carry over and looked good for the upcoming summer.

The Board asked Mr. Mayer to provide an addition update in two weeks. Update was to be scheduled for March 20th Work Session.

**Other Business:**

Road Department Update/Request: Road Master Rick DuMilieu presented information obtained for the purchase of a rock screen. Mr. DuMilieu explained that rather than continuing to rent a rock screen as had been done in the past, it would be more cost effective to purchase. Information was provided for comparison for the following: new 2012 rock screen ($198,776), slightly used 2007 ($117,000) and a used 2004 ($119,000). Information on each was discussed.

Mr. DuMilieu confirmed that his recommendation was to purchase a “slightly used and well maintained” 2007 model. Also discussed were anticipated cost savings for this purchase such as having cleaner rock (requiring less oil).

Decision on this request was added to the March 7th Regular Session agenda for action/consideration.

**Break:** 9:25 a.m.
**Resume:** 9:31 a.m.

**9:30 a.m. – Fairgrounds, Manager Don Moore**

Board Member Reappointment: Mr. Moore confirmed that the recommendation from the Lake County Fair Board was to reappoint John Taylor to the Lake County Fair Board.

This topic was scheduled for the March 7th Regular Session meeting for action/consideration.

Funding Request(s): Mr. Moore confirmed that he, along with Board member Barb Stephens (present), were at this time presenting two separate requests from the Lake County Fair Board.

The first request was for the re-keying of the buildings located at the Lake County Fairgrounds. Issues were emerging from buildings not being secured due to so many keys being out and no way of knowing who all had keys. Keys were also not marked making it difficult to determine which key went to which lock. Estimated cost for this request was $2,168.00.

Commissioner Winters expressed his support of the Fairgrounds and asked why there was a need for the Fairgrounds to request General Fund dollars with the additional funding received from the State. Mr. Moore confirmed that the Fairgrounds budget was being designated for more direct needs such as tables, partitions, sound system (to work in the buildings) and garbage cans.

Mr. Moore was encouraged to work with the Fair Board to review the list of needs previously presented. Mr. Moore confirmed that there was a potential for Open Requests from the Fair Board for the upcoming budget process. Discussion followed on needs at the Fairgrounds. Following discussion, this request was anticipated to be paid from facility reserves.
Decision on this request was scheduled for the March 7th Regular Session meeting.

The second request was for the purpose of completing the OIT Wind Generation Project located at the Lake County Fairgrounds.

There had in the past been a Blue Sky Grant awarded for demonstration purposes. History on this project was provided by Commissioner Winters. The total amount anticipated for this project had been $8,829. OIT had previously paid $4980 for the completion of this project but over the years this funding had been absorbed into the day to day operations of Fairgrounds. The County/Fairgrounds had already purchased the wind generator, pole, mounting bolts and rebar for this project.

Commissioner Winters confirmed that until the grant through Pacific Corp. was complete and approved, Lake County was not able to apply for additional grants through Pacific Corp. Approval of this request would allow for the inverter controls, concrete and other supplies to allow completion. The digging and installation were also included. The amount of this request was for up to $4,000.

Final decision on this request was scheduled for the March 7th Regular Session meeting.

Break: 10:02 a.m.
Resume: 10:09 a.m.

10:00 a.m. – Department Quarterly Updates

Lake County Airport: Airport Manager Bert Young began by discussing snow plowing that had occurred at the Airport during the past winter. Aviation fuel sales were lower than expected and were anticipated to remain that way due to the current economy. Discussion followed on current fuel costs.

The upgrade taking place on the well house located at the Airport was moving forward. The outside was complete and the electrical upgrade, insulation and sheet rock were still being worked on. Mr. Young added that there was a real need to upgrade the appearance of the Airport beginning with the furniture and waiting area. First impressions were important and there were improvements that needed to occur to entice and accommodate any increased business. Discussion followed.

Work was being done to with the Interagency Fire Center for additional parking during extreme/heavy fire seasons. Mr. Young anticipated completion within the next sixty days. Discussion followed on anticipated needs.

Mr. Pardee added that later in the month, the quarterly meeting with WH Pacific was to take place (time and date not yet set). The Airport Advisory Committee was working to review and update the Airport Master Plan. In early April, Mr. Pardee expected a firmer schedule from the Department of Aviation on the Pavement Maintenance Program. Mr. Pardee had also been informed that he should expect an invitation to the Aviation Inter-mortal Committee meeting to be held in Salem to give a presentation on the Connect IV project submitted.

Mr. Pardee also provided an update on the Paisley Airport confirming that the once nonfunctional beacon at the airport had now been repaired. The runway light fixtures had been
repaired and lights were to be upgraded to LED style lights. This was anticipated to be a substantial cost savings for the airport. Discussion continued on current fuel sales.

Surveyor, Darryl Anderson: Mr. Anderson confirmed that there had been approximately twenty documents filed in the Surveyor’s Office since July 1, 2012 (including surveys and partitions) and approximately thirty corner recoveries had been filed (most were through the Forest Service). With the current economic conditions, filings were lower than normal.

Mr. Anderson provided information on requests received and answered electronically and on the converting of records taking place. Discussion followed on the recent turnover in this department that had occurred and funding of the position currently split between the Building/Planning and Surveyor. Mr. Anderson did not anticipate filling this position at this time. If there was a concern about the current situation or if the economy to improve, the position would be reviewed.

Mr. Anderson stated that the department was working to setup a computer on the customer counter to allow individuals to find information themselves. Mr. Anderson expressed his concern for the security of the records being stored in Memorial Hall. These files were currently locked, but Mr. Anderson asked that they be placed in a more secure area. Discussion followed on digitizing of documents and archiving of documents.

Lake County Treasurer: Mrs. Crumrine confirmed that the implementation of credit card processing from non-property tax departments. Most recently added to this process was the Lake County Fairgrounds. Discussion followed on the on-line transactions taking place.

The Treasurer Office was continuing to work on the Fraud Risk Assessment follow-ups for assessments submitted by department heads. Currently, comparisons were being done on the assessments returned, but Mrs. Crumrine stated that not all departments had submitted information. Discussion followed.

Mrs. Crumrine was working to extend the Investment Securities that were approved last spring. The processes for these extensions were discussed.

As far as trainings/conferences were concerned, Mrs. Crumrine had attended the Treasurers Fall Conference. At this conference, a speaker had talked about public service and felt that it would be a benefit to have such a speaker come and speak. The Spring Conference was being held this week, but due to conflicts with the budget packets distributed this week, Mrs. Crumrine did not attend.

Mrs. Crumrine confirmed that she was looking at ways to continue/further her education. Some of these options included: Treasurer’s Certification and Certified Public Accountant (CPA). The Treasurer’s group had asked for Mrs. Crumrine to serve on their Leadership Board (declined at this time due to travel time). Discussion followed on certifications and interest rates.

The budget document for the upcoming budget year was anticipated to look the same. Changing the format would require the purchase of new software.

Motel Tax was anticipated to be significantly lower in the upcoming quarter. Discussion followed.
Other Business:

Road Department Update: Mr. DuMilieu provided information on the work anticipated to take place in the upcoming months.

Break: 10:55 a.m.
Resume: 11:00 a.m.

Flex Time Policy discussion: Two draft policies had been presented to the Board: one flexing hours within a work week and the other flexing within a single pay period. The second draft was expected to create the potential for overtime pay or carry over at time and a half. These policies were intended to address non-exempt employees that were outside of the Courthouse Union Contract. Mr. Collins confirmed that he had worked with Legal Counsel on the drafts submitted.

Discussion followed on potential issues with future contract negotiations and other potential impacts of the draft policies presented. Concerns noted from the draft submitted included: impacts to contract negotiations, short staffing in departments with only one or two employees and limitations of departments.

Mr. Collins confirmed that by law the County was allowed to offer Comp Time, but it had to be done at time and a half. The County was allowed to set maximum accumulation hours (up to 280) and designate the period of time those hours were to be used within. Discussion followed.

This topic was scheduled for possible action/consideration for the March 7th Regular Session meeting.

Liaison Updates:

Commissioner Kestner confirmed that he had been approached by the American Red Cross to pass a Proclamation for the “American Red Cross Month” for the month of March. Item added to the March 7th Regular Session meeting.

Commissioner Winters was continuing with efforts to bring natural gas to the Lakeview area with the help of Senator Ron Wyden and others.

Commissioner Winters asked that the appointment of the Lake County Advisory Committee occur during the next Work Session (discussion) final approval at the next Regular Session.

Commissioner Kestner was continuing efforts to coordinate space for treatments to Veterans with Post Traumatic Stress. Commissioner Kestner was also working with the Veterans Administration to offset costs for Veterans traveling to Medford (and elsewhere) for Veterans medical care.

There being nothing further to come before the Lake County Board of Commissioners, the meeting adjourned at 11:22 a.m.
Respectfully Submitted,

Denise Thorsted
Administrative Assistant

Board Approval,

Bradley J. Winters
Chairman

Ken Kestner
Vice Chairman

Dan Shoun
Commissioner