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, July 24, 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 press member Peter Clark, Lake County Examiner.

Additions: Railroad 100th Anniversary Discussion
Deletions: Title II/Title III
Telephone System Contract

9:00 am – Goose Lake State Park Flag Pole, Eagle Scout Stephen Hedlund:
Eagle Scout Stephen Hedlund confirmed that he was requesting funds for the Eagle project he was planning to install at Goose Lake State Park. Present for this discussion were: Gene Hedlund, Cathy Hedlund and Tim Harris from Goose Lake State Park.

Mr. Hedlund provided a brief history on his involvement with the Boy Scouts of America and a description of the project stating that a flag pole was to be placed at the entry of the park. He planned to seek additional funding from other organizations as well. During discussions Commissioner Shoun agreed to personally donate seven bags of cement, Commission Kestner agreed to donate rebar for the project and Commissioner Winters agreed to donate funds for other materials/items such as a flag.

Total funding needed was anticipated at $579 with completion of the project by end of summer/early fall.

Commissioner Shoun moved to approve the donation of $100.00 to Eagle Scout Steven Hedlund for the Goose Lake State Park Flag Pole project. Commissioner Kestner second. Motion carried.

The Board commended Mr. Hedlund for his work on this project and for his work to become an Eagle Scout.

Break: 9:10 am
Resume: 9:15 am

Discussion continued on Mr. Hedlund’s Eagle Scout project. Commissioner Winters purposed the option of seeking a flag from our State Representatives previously flown of the Nation’s Capital. Mr. Hedlund agreed to notify the Board of the Representative the flag was to be requested from.
Other Business:

Representation of CCO Governing Body: Commissioner Kestner provided the Coordinated Care Organization structure to those present. Eastern Oregon Coordinated Care Organization (EOCCO) had been designated by the State of Oregon to serve Lake County. An invitation had been extended to have a Commissioner from Lake County serve as a representative on the EOCCO Board.

Commissioner Shoun moved to approve the appointment of Commissioner Kestner to the Eastern Oregon Coordinated Care Organization Board as a place holder for the time being. Commissioner Winters second.
Discussion: Commissioner Winters extended appreciation to Commissioner Kestner for his work to date on this matter. Commissioner Kestner stated that it would be important to have all providers/parties meet to discuss continued representation on this Board.
Motion carried.

County Logo Adoption: Administrative Assistant Denise Thorsted confirmed that she was working with Shasta Litho to determine a cost for having the initial set up of the logo done. A call had also been received from the Town of Lakeview regarding any issues with the same logo recently painted on the Town’s water tower. Ms. Thorsted assured the Town Manager that there was no issue and appreciated the Town’s use of the logo. Discussion followed.

Ms. Thorsted asked the Board to consider the direction to be taken regarding the website if the new logo were to be adopted. This change would require the programmer (Revize) to make the changes necessary and would have a cost associated (cost to be determined). The Board agreed the website would need to match the new logo is adopted. Discussion followed.

Final decision on this matter was postponed until costs could be presented.

9:30 am – Park and Rec. Advisory Committee Preliminary Discussion, Ann Crumrine:
Mrs. Crumrine discussed recent interest in a possible Park and Recreation District. Options to having a Park and Rec. District included a Taxing District (voter approved) that would be managed by a Board or through task resources already available.

Mrs. Crumrine discussed the operation of Park and Rec. Districts in other counties in Oregon. She also discussed the “Economic Development” possibilities that this type of district could create. Activities and entities that had potential for inclusion were discussed. Mrs. Crumrine asked the Board to consider the establishment of a Park and Recreation Advisory Committee to act as a task to assess the potential of a District. Following discussion the Board agreed that the Economic Development Committee would be a good place to start.

Mrs. Crumrine agreed to attend the next Economic Development meeting scheduled for August 20, 2012 @ 10:00 am in Memorial Hall.

Other Business cont.:
IT Department discussion: Update on the new contracted person for IT needs was provided. Cory Hanks had been on board with AccTech for nearly thirty days and had been working on many of the IT tasks requiring attention.
The Board expressed concern for the amount of time it was taking for transferring responsibilities to Mr. Hanks and expressed their desire to have the contact person changed from Property and Lands Manager to the Commissioner’s Administrative Assistant.

Mr. Pardee provided information on the transition of duties taking place and items requiring attention (such as a phone line) for the IT transfer to be completed. Four departments had been setup to utilize “FacilityDude.com” for submitting work orders. Discussion followed.

Following discussion the recommendation made by the Board was to move the “contact” person to the Commissioner’s Assistant.

By consensus of the Lake County Board of Commissioners, the role of contact person was transferred to the Commissioner’s Administrative Assistant and for the Property and Land’s Manager and Administrative Assistant to work on transitions in a (soft) thirty day period.

Mr. Pardee, Ms. Thorsted and Mr. Hanks were directed to work together to educate and setup all departments on FacilityDude.com.

**Department Updates:**

**Property and Lands Department:**

**Commercial Ground Lease Opportunity/ConnectOregon IV Project:** Prescott Rice (With rotor Aviation) was present for this discussion.

Mr. Pardee confirmed that the Lake County Airport was likely to receive a ConnectOregon IV project. With rotor Aviation had been a key component in this process and was now ready to move forward with the construction of a hanger at the Airport.

Mr. Pardee was in the process of receiving confirmation from the ConnectOregon Aviation (COA) Coordinator on approval to move forward with the project prior to the contract with the Oregon Department of Transportation for ConnectOregon IV being signed (anticipated for late September). Approval was needed to insure that the investment of the County’s match was allowable prior to receiving the Notice to Proceed. Discussion followed. Mr. Rice confirmed With rotor’s desire to begin construction by September 1st.

Once the rules regarding the expenditure of match funds were reviewed by the COA Coordinator, the Airport contractor WH Pacific would work with With rotor Aviation on the installation of the hanger. Mr. Pardee confirmed that regardless of findings, the only County funds to be spent were the match funds already budgeted.

Mr. Pardee stated that this was intended to be only an updated and that at the August 1st Regular Session meeting, the recommendation would be for the Property and Lands Manager to negotiate terms and investment needs for the Board to review.

**Jail Air Handling System:** Sheriff Phil McDonald, Mr. Pardee and Lieutenant Paul Havel were present for this discussion.
Commissioner Winters confirmed that there was a need to upgrade the air system currently in the jail (1953/1954 model) and that one response was received from the Request for Quotes sent out. The quote received was from Start's Electric for a four ton heat pump that was a complete system (including electric furnace). The system presented was slightly over current capacity allowing for a small expansion if desired in the future. Building Official Tony West inquired on the process that had been followed and the system being presented.

Break: 10:43 am
Resume: 10:53 am

Commissioner Winters confirmed that a step had been missed in the process and that Mr. West would work with Mr. Pardee and others to review the quote received and the system presented. Further discussion and action were postponed until a later date.

Window Replacement Discussion: Don Barbour, Sales Representative for Jeld-Wen Inc. Windows and Doors was present for this discussion.

Mr. West introduced Mr. Barbour to those present. Mr. Barbour presented to the Board options for the replacement of the Courthouse windows and warranties associated. Discussion included the types of glass, style of window, and process to be taken and timeline for replacement of windows.

The Board discussed the need to review the findings (once received) from the architecture group hired to look at the potential expansion of the jail in order to move forward properly in the replacement of the Courthouse windows. Discussion continued on potential of a space needs assessment for the Courthouse and verification of the future layout of the building. Items included: ventilation, windows, security, need for expansion of jail, flow of like departments and potential partial replacement of windows.

Further discussion was tabled until assessment finding for the jail could be reviewed.

Break: 11:55 am
Resume: 1:15 pm

Public Input:
Citizen Chuck Kelley asked to address the Board regarding the need for better and enforced weed control. The Board informed Mr. Kelley of the reinstatement of the Lake County Weed Board. This Board was in the process of setting bylaws and objectives and expressed that the County and the Weed Board were dedicated to the enforcement and management of noxious weeds within Lake County.

Commissioner Kestner also briefly discussed with Mr. Kelley (as he was a Hospital Board member) the recent selection of Eastern Oregon Coordinated Care Organization (EOCCO) as the CCO for Lake County and the need for all providers to discuss representation on the EOCCO Board.
Other Business cont.:

Office Space, Dr. Calvo/Veteran’s Services: Mr. Pardee confirmed that Dr. Calvo currently provided services for Lake County Veteran’s. This service was a needed service that needed to have an agreement in place. In lieu of monetary compensation, the County had been and would continue to provide space for services to be administered. The contract presented had been reviewed by Legal Counsel with no issues found. Discussion followed.

Commissioner Kestner moved to approve the Lease Agreement between Dr. Peter Calvo, PsyD and Lake County for providing services to Lake County Veteran’s as presented. Commissioner Shoun second. Motion carried.

Courthouse Roof Specs. Discussion: Mr. Pardee confirmed that at this time he was asking for the Board’s approval to send out the Request for Proposals (RFP) presented for the Courthouse Roof Overlay. This RFP would not obligate the County in anyway. Roof inspections that had taken place and advertising of the RFP were discussed.

Consensus of the Lake Board of Commissioners was to move forward with the Lake County, Oregon Request for Proposals for the Courthouse Roof Overlay as presented.

Airport Manager Recruitment: Mr. Pardee confirmed that to date there were no RFP responses received for the Airport Manager posting. Following discussion Mr. Pardee agreed to work with Commissioner Kestner on the strategy to follow moving forward for the contracting of this position.

Addition:
Railroad 100th Anniversary Celebration Discussion: Commissioner Kestner and Administrative Assistant Denise Thorsted provided information on work being done for the planning of the Lake County Railroad 100th year Celebration. A tentative date had been set for October 6, 2012 to be located in the area adjacent to the Depot with current owner conducting tours. Discussion followed.

Other Business cont.:
Meeting Minutes:

Commissioner Shoun moved to approve the July 10, 2012 Work Session Meeting Minutes as presented. Commissioner Winters second. Motion carried.

Commissioner Shoun moved to approve the July 11, 2012 Regular Session Meeting Minutes as presented. Commissioner Winters second. Motion carried.

Liaison Updates:
Commissioner Shoun:
- Provided information on discussion that had occurred regarding possible Title II project at the Ski Hill. This would be to conduct a forest health project with the help of neighboring landowners and the Ski Club.
- The Natural and Renewable Institute was gaining ground
- Expressed the need to determine the Title II/Title III percentages once paperwork was received.
- Provided information on the Lakeview Stewardship Group field trip/meeting

July 24, 2012 – Board of Commissioners Work Session Minutes – Page 5 of 6
Commissioner Shoun cont.:

- Provided information on the Land Conservation and Development Commission meeting he had attended the week prior. Asked for the Board’s support regarding an invitation extended to him to sit on the Board once there was a vacancy. Discussion followed.

Commissioner Kestner:

- Discussed the Economic Development meeting held recently. The Economic Development Committee had discussed with emphasis the need for Board of Commissioners to support the Innovation Center that was in the beginning stages of development. The Board confirmed their support.
- Discussed the “fly-in” to take place by Congressman Walden on August 8th.
- Sage Grouse Implementation meeting was scheduled for July 25th and Sage-grouse EIS conference call immediately following.
- Next Innovation Center meeting was scheduled for July 26th @ 1:00 at the Extension Office.
- Discussed the need for Harney County to hire a Building Official rather than continuing to utilize Lake County’s Building Official. Discussion followed.

Commissioner Winters:

- Discussed the first draft that had been presented by the architect working on the Jail assessment. The draft was not as desired and was being redrafted. Discussion followed.
- South Central Oregon Economic Development District/Area Commission on Transportation meeting was scheduled to be in Memorial Hall August 3rd.
- Discussed the potential enclosure of the “foray” between the exhibit buildings located at the Fairgrounds. Work was being done with Mr. West on this matter and would be seeking approval of the Fair Board. Potential cost if contractor were to do work was estimated to be "between" $12,000 - $15,000 and asked for the Board’s support for seeking Request for Quotes. Discussion followed.

The Lake County Board of Commissioners agreed with the seeking of Request for Quotes regarding the enclosure of the Exhibit Building foray.

There being nothing further to come before the Lake County Board of Commissioners, the meeting adjourned at 2:22 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

July 24, 2012 – Board of Commissioners Work Session Minutes – Page 6 of 6