



For Recording Stamp Only

Deschutes County Board of Commissioners
1300 NW Wall St., Bend, OR 97703-1960
(541) 388-6570 - Fax (541) 385-3202 - www.deschutes.org

MINUTES OF WORK SESSION

DESCHUTES COUNTY BOARD OF COMMISSIONERS

WEDNESDAY, MAY 25, 2016

Present were Commissioners Alan Unger and Anthony DeBone; Commissioner Tammy Baney was out of the office. Also present were County Administrator Tom Anderson; Deputy County Administrator Erik Kropp; County Counsel David Doyle; Chris Doty and George Kolb, Road Department; and Susan Ross and Lee Randall, Property & Facilities. No representatives of the media or other citizens were in attendance.

Chair Unger opened the meeting at 1:32 p.m.

1. Request for Grant Application Approval – Federal Lands Access Program

Chris Doty and George Kolb of the Road Department were present to review the success of the Federal Lands Access Program (FLAP). The funding application would be for work done in fiscal year 2019. Three projects will be candidates for funding applications: Cascade Lakes Highway chip seal and shoulder work, George Millican Road chip seal, and a Cascade Lakes Highway bicycle safety study. The Cascade Lakes Highway chip seal and shoulder work is intended to include a 25% match. The George Millican Road chip seal project will be a joint application with Crook County and will include a 50% match split between each county.

Discussion was held on the Cascade Lakes Highway bicycle safety study. There are safety concerns and a comprehensive study could evaluate any necessary improvements to accommodate cycling.

Other projects were considered, but are not a part of the application for funding: Crooked River Ranch alternative access, Three Creeks Road overlay, 45 Road from Sunriver to Mt. Bachelor, and Cascade Lakes Highway right-of-way clearing and parking study. The parking study would be an item done due to a safety concern with the Forest service parking areas being overcrowded, and the Forest Service wants to enforce against illegal parking in those areas that causes spillover onto the highway.

The Road Department is requesting consideration of approval to submit the FLAP application on the top three priority projects by the July 1 deadline. There is a project prioritization committee that includes ODOT and the Forest Service that reviews all applications.

DEBONE: Move approval of Board Chair Signature on the Federal Lands Access Program grant application of the Road Department.

UNGER: Second.

VOTE: DEBONE: Yes.
BANEY: Absent.
UNGER: Chair votes yes.

2. Discussion of Revised Facilities Maintenance Policy BLDG-1

Susan Ross and Lee Randall of Property & Facilities presented the revised maintenance policy. The policy revisions update the name of the department and address increased calls and projects.

DEBONE: Move approval of County Administrator Signature.

UNGER: Second.

VOTE: DEBONE: Yes.
BANEY: Absent.
UNGER: Chair votes yes.

3. Other Items.

None were offered.

4. Adjourn.

Being no further discussion, the meeting was adjourned at 2:00 p.m.

APPROVED this 22nd Day of June 2016 for the
Deschutes County Board of Commissioners.

Alan Unger

Alan Unger, Chair

-absent-

Tammy Baney, Vice Chair

ATTEST:

Bonnie Baker
Recording Secretary

Anthony DeBone

Anthony DeBone, Commissioner



Road Department

61150 SE 27th St. • Bend, Oregon 97702
(541) 388-6581 • FAX (541) 388-2719

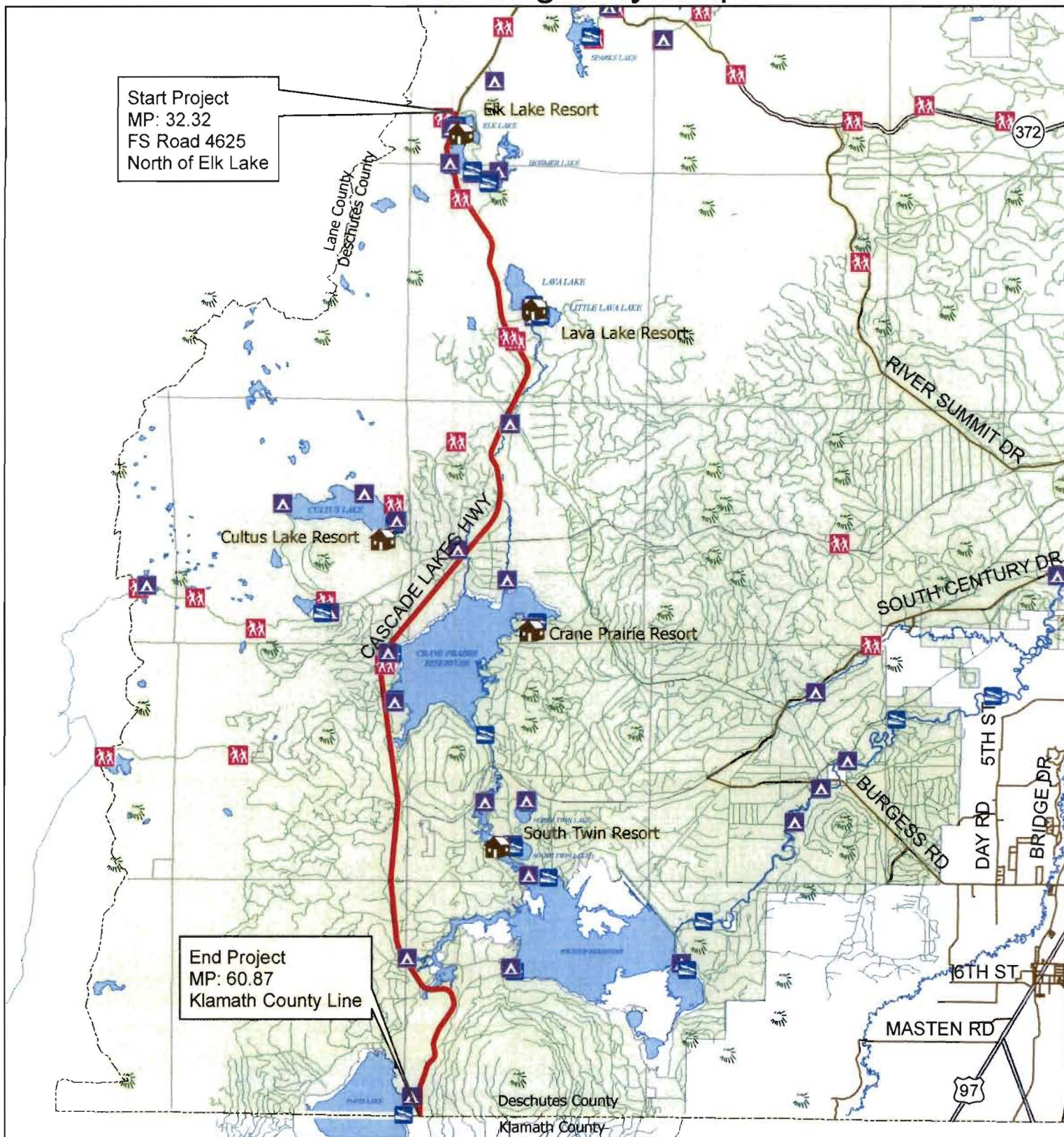
Deschutes County FLAP Project Candidates: FY 19-21 Delivery

1. Cascade Lakes Highway chip seal and shoulder work
 - a. End Red Cinder Oil Mat (MP 33+/-) to Klamath (MP 62 +/-), 29 miles
 - b. FY19 only
 - c. \$1.77M estimate: 25% match (\$1.33M in funding for \$442k match)
 2. Geo Millican Road chip seal
 - a. Joint application potential with Crook County
 - b. 50% Match (\$700k total project, \$350k match or \$175k each county)
 - c. FY 19 only
 - d. 7.5 miles of DC, 7.5 miles of CC
 3. Cascade Lakes Highway: Bicycle safety study
 - a. What facilities are appropriate for CLH given the seasonal nature, traffic volumes, and limited width facilities
 - b. Study will focus on data gathering, analysis of conflicts, low cost alternatives to widening, etc.
 - c. Low cost item, \$100,000
-
4. Crooked River Ranch alternative access.
 - a. Joint app with Jefferson County
 - b. Improved BLM access to Steamboat Rock area, Steelhead Falls, etc.
 - c. Determined to not be a candidate per FHWA – WFL until such time that ROW is obtained from BLM.
 5. Three Creeks Road overlay and FDR
 - a. 3.7 miles Deschutes County portion
 6. 45 Road: Winter Ops technology plan
 - a. Winter ops assistance, pavement sensors, cameras, etc.
 7. Cascade Lakes Highway: ROW clearing
 8. Cascade Lakes Highway: Parking study

Apply

Do not apply

2016 Cascade Lakes Highway Chipseal - FLAP 21



Start Project
MP: 32.32
FS Road 4625
North of Elk Lake

End Project
MP: 60.87
Klamath County Line

Legend

- Portion to Chipseal
- County Routes
- BOAT LAUNCH
- CAMPGROUND
- RESORT
- TRAILHEAD
- MOUNTAIN PEAK
- USFS Roads
- County Line
- River
- Lake
- USFS

0 3 6 9 12 Miles



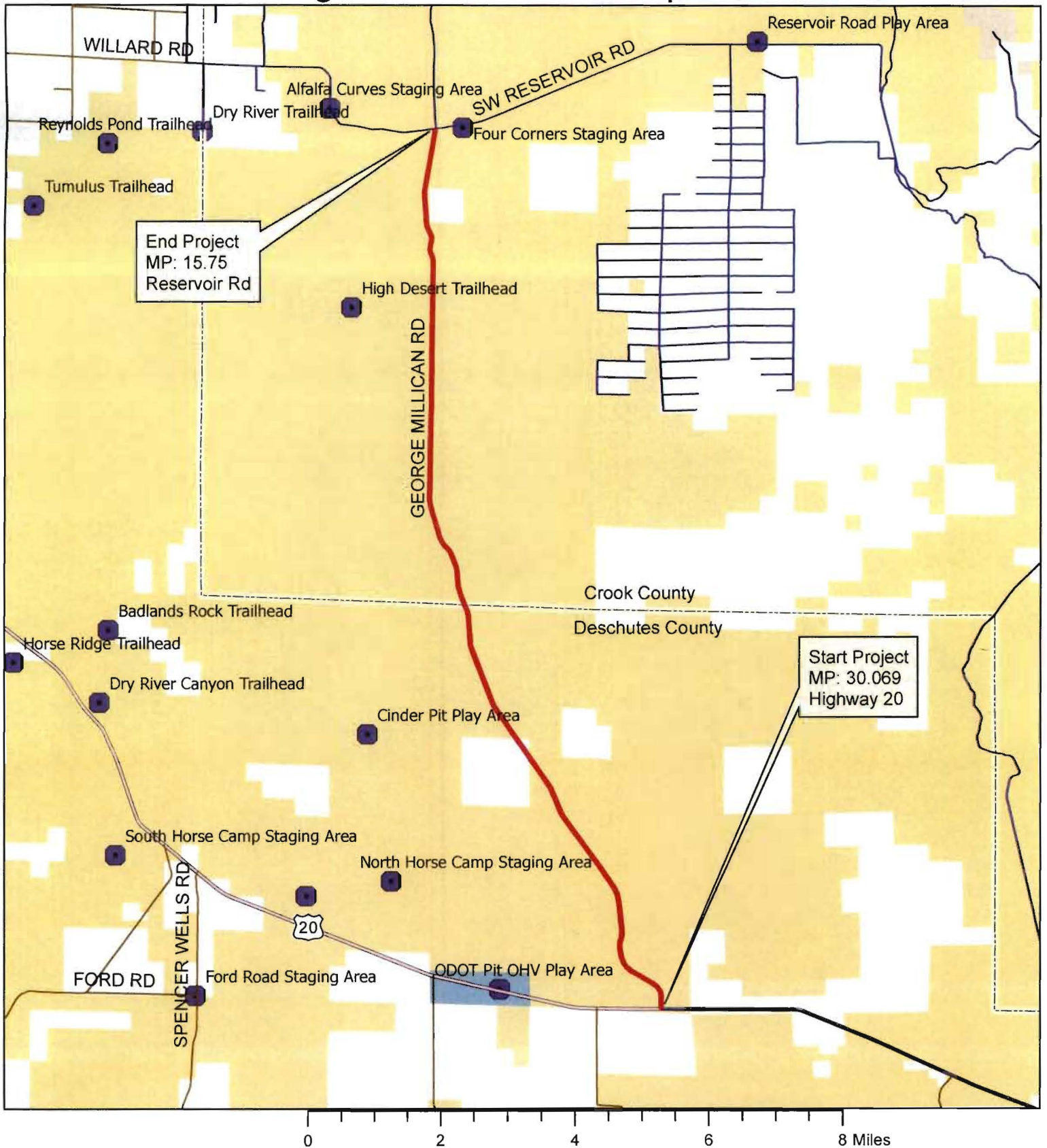
Printed:
May 20, 2016

John Anderson, GIS Analyst
 Phone: (541) 322-7102
 Email: john.anderson@deschutes.org
 Address: 61150 SE 27th St
 Bend, OR 97702

Road Department

The information on this map was derived from digital databases on Deschutes County's G.I.S. Care was taken in the creation of this map. Deschutes County cannot accept any responsibility for errors, omissions, or positional accuracy and, therefore, there are no warranties which accompany this product. However, notification of any errors will be appreciated.

2016 George Millican Road Chip Seal - FLAP 21



Legend

- BLM Recreation Sites
- Portion to Chipseal
- Crook County Roads
- Deschutes County Routes
- County Line
- BLM



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Property & Facilities Department
Susan C. Ross, Director

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(541) 388-6594 • Fax: (541) 317-3168
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May 18, 2016

TO: Board of County Commissioners

FROM: Susan Ross, Property & Facilities Director

RE: FACILITIES MAINTENANCE POLICY BLDG-1

Attached is the revised Facilities Maintenance Policy that we discussed at previous work sessions. The primary purpose of the revision was to include a statement regarding centralization of all capital construction within the Property & Facilities Department as recommended by an internal audit conducted several years ago.

We also took the opportunity to update the language to refer to the "Property & Facilities Department" instead of "Building Services" and included paragraph #4 dealing with items attached to the ceiling (our number one fire code violation each year).

All changes are in red so that you can easily track them. Staff requests Board approval and authorization of County Administrator signature of Policy No. BLDG-1.

attachment

FACILITIES MAINTENANCE POLICY

STATEMENT OF POLICY

It is the policy of Deschutes County to maintain continuity and appearance of county facilities, facilitate ease of maintenance, extend the life of assets, comply with safety protocols, and to establish consistent standards for use of County facilities.

APPLICABILITY

This policy applies to all County personnel and all other individuals who use County facilities.

POLICY AND PROCEDURES

1. Where feasible, full-height panels systems instead of hard walls will be used to create separation of spaces. This will allow flexibility in the future if the space needs to again be reconfigured.
2. Animals are not allowed in County facilities, including County vehicles. The exceptions are certified service animals and treatment animals that are both licensed and insured. Fish tanks are permitted.
3. Space heaters are not permitted unless required for medical reasons. Heaters upset the heating/cooling systems and the electrical system and **can become** fire hazards. If an individual heater is approved, it will be provided by Property & Facilities. ~~Other Appliances, such as coffee-makers~~ that do not have automatic shutoffs (such as certain types of coffee makers) are prohibited.
4. No items are to be attached to the ceilings. Items such as plants, decorative lights, and other types of decorations are not to be hung on the ceiling or attached to the ceiling grid. These types of items can block required emergency signage and notification devices or sprinkler heads, and may put too much strain on the ceiling grid.
54. All furniture purchases must be ordered through the Property & Facilities Department Building Services. The furniture will be pre-assembled and will consist of a standard finish to match existing County furniture. Desk and work surfaces will be height adjustable by crank, electric motor, or torsion lever.
65. Chair mats are required at all desk areas to reduce the wear and tear on carpets.
76. County buildings and individual offices are to be painted the standard color(s) as established by Building Services Property & Facilities. All painting must be conducted by Building Services Property & Facilities.

- ~~87.~~ ~~Building Services~~Property & Facilities will establish the standards for window ~~blinds~~treatments, light ~~fixtures~~bulbs, ~~flooring~~carpet, vinyl, laminate, and other finishes. ~~Building Services~~Property & Facilities will be responsible for ordering and installing these items.
- ~~98.~~ Services of outside contractors (such as electricians) will be acquired by ~~Building Services~~Property & Facilities. Individual employees or departments should not hire contractors to ~~perform~~ work in County facilities.
- ~~109.~~ ~~All requests for remodels or construction are to be submitted to the Director of Property & Facilities.~~ Work requests for routine maintenance are to be submitted ~~to the Building Services Manager through the electronic work order system.~~
- ~~11.~~ ~~All requests for remodels, construction, or office reconfigurations are to be submitted to the Director of Property & Facilities. Oversight and management of capital construction projects for facilities that are intended for tenancy or occupancy is to be centralized within the Property & Facilities Department. Departments that oversee facilities that are not occupied such as landfills and roads are responsible for their own capital construction oversight and management, although Property & Facilities may be engaged to act in a consultant role if requested by the managing department.~~

Any exceptions to this policy must be approved by the County Administrator or his/her designee.

Approved by the Deschutes County Board of Commissioners ~~June 28, 2006~~May 25, 2016.

~~Dave Kanner~~Tom Anderson
County Administrator



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WORK SESSION AGENDA

DESCHUTES COUNTY BOARD OF COMMISSIONERS

1:30 P.M., WEDNESDAY, MAY 25, 2016

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be addressed at the meeting. This notice does not limit the ability of the Board to address additional subjects. Meetings are subject to cancellation without notice. This meeting is open to the public and interested citizens are invited to attend.

Work Sessions allow the Board to discuss items in a less formal setting. Citizen comment is not allowed, although it may be permitted at the Board's discretion. If allowed, citizen comments regarding matters that are or have been the subject of a public hearing process will NOT be included in the official record of that hearing. Work Sessions are not normally video or audio recorded, but written minutes are taken for the record.

1. Request for Grant Application Approval – Federal Lands Access Program –
Chris Doty, George Kolb

2. Discussion of Revised Facilities Maintenance Policy BLDG-1 - *Susan Ross*

3. Other Items
These can be any items not included on the agenda that the Commissioners wish to discuss as part of the meeting, pursuant to ORS 192.640.

Meeting dates, times and discussion items are subject to change. All meetings are conducted in the Board of Commissioners' meeting rooms at 1300 NW Wall St., Bend, unless otherwise indicated. If you have questions regarding a meeting, please call 388-6572.

Deschutes County encourages persons with disabilities to participate in all programs and activities. To request this information in an alternate format, please call (541) 617-4747, or email ken.harms@deschutes.org.

At any time during the meeting, an executive session could be called to address issues relating to ORS 192.660(2)(e), real property negotiations; ORS 192.660(2)(h), litigation; ORS 192.660(2)(d), labor negotiations; ORS 192.660(2)(b), personnel issues; or other executive session categories.

Executive sessions are closed to the public; however, with few exceptions and under specific guidelines, are open to the media.

4. Adjourn

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