

BOARD OF COMMISSIONERS

MINUTES OF THE BOARD SESSION – Regular Session

Wednesday, November 13, 2024  
9:00 a.m.

Senator Hearing Room  
555 Court Street NE  
Salem, OR 97301

**PRESENT:** Commissioner Kevin Cameron and Commissioner Danielle Bethell. Also present were Jan Fritz, chief administrative officer, Steve Elzinga as county counsel, and Brenda Koenig as recorder.

**ABSENT:** Commissioner Colm Willis

Commissioner Cameron called the meeting to order at 9:02 a.m.

*(Video Time 00:03:55)*

**PUBLIC COMMENT**

None.

*(Video Time 00:03:59)*

**CONSENT**

BOARD OF COMMISSIONERS

Board Committee Appointment – Budget Committee

1. Approve an order appointing David Kinney to the Marion County Budget Committee with a term ending June 30, 2027.

HUMAN RESOURCES

2. Approve the recommendation to update the classification, adjust the pay grade upward for class code #206, Assistant Director of Juvenile Department, and retitle to Juvenile Deputy Director; update the classification, adjust the pay grade upward for class code #227, Assistant Juvenile Supervisor, and retitle to Juvenile Assistant Program Supervisor; update the classification, uphold the pay grade for class code #225, Juvenile Detention Supervisor, and retitle to Juvenile Detention Manager; and update the classification and uphold the pay grade for class code #230, Juvenile Program Supervisor.

TAX OFFICE

3. Approve an order for a property tax refund in the amount of \$23,233.63 for Gene R. Oster, tax account 516760.

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**MOTION:** Commissioner Bethell moved for approval of the consent agenda. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

(Video Time 00:05:17)

## **ACTION**

### **BOARD OF COMMISSIONERS**

4. Consider approval of Amendment #1 to two Memorandums Of Understanding (MOU) with Marion County Public Works to reallocate American Rescue Plan Act (ARPA) funding for the following two projects through December 31, 2026:

- Decrease funding in the amount of \$4,500,000 for the Brooks Community Service District (BCSD) Wastewater System Improvement Project for a new MOU total of \$500,000; and
- Increase funding in the amount of \$4,500,000 for the Brooks Community Service District (BCSD) Drinking Water System Improvement Project for a new MOU total of \$14,348,000.

–Brian Nicholas

#### ***Summary of presentation:***

- In 2023 the board awarded ARPA funds for two projects in Brooks:
  - Phase one improvements to the Brooks sewer system; and
  - Phase one construction of a water supply system.
- Master plans were completed for both projects:
  - It was determined that it would be more beneficial to transfer sewer system funds into the water system project.
- This would complete phase one of the water project:
  - This project is a greater need.
- Minor improvements will be done to the sewer system; and
- Both projects are on track to be completed in 2026.

#### ***Board discussion:***

- None.

**MOTION:** Commissioner Bethell moved to approve Amendment #1 to two Memorandums Of Understanding (MOU) with Marion County Public Works to reallocate American Rescue Plan Act (ARPA) funding for the following two projects through December 31, 2026:  
Decrease funding in the amount of \$4,500,000 for the Brooks Community Service District (BCSD) Wastewater System Improvement Project for a new MOU total of \$500,000; and  
Increase funding in the amount of \$4,500,000 for the Brooks Community Service District (BCSD) Drinking Water System Improvement Project for a new MOU total of \$14,348,000.  
Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

*(Video Time 00:13:15)*

### BUSINESS SERVICES

5. Consider approval of the Public Improvement Agreement with Garland DBS, Inc. in the amount of \$194,806 for the removal of skylights and a roof replacement at the Marion County Public Works Building #13 through June 30, 2025.

–Terry Stoner and Wesley Miller

#### ***Summary of presentation:***

- The skylights in the roof have been leaking for an extended period of time;
- The entire roof will be replaced, and it will not have any skylights;
- The previous skylights were incorrectly installed;
- No lights need to be installed in the area; and
- This is the roof of the shop in an area where trucks park.

#### ***Board discussion:***

- None.

**Motion:** Commissioner Bethell move to approve the Public Improvement Agreement with Garland DBS, Inc. in the amount of \$194,806 for the removal of skylights and a roof replacement at the Marion County Public Works Building #13 through June 30, 2025. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

(Video Time 00:08:19)

### PUBLIC WORKS

6. Consider approval of the Contract for Services with Coastal Forest Products, dba, Highway Fuel Company in the not-to-exceed amount of \$350,000 for the acceptance of yard debris materials collected from the Salem-Keizer Recycling and Transfer Station (SKRTS) and the North Marion Recycling and Transfer Station (NMRTS) through October 31, 2027.

–Andrew Johnson

#### ***Summary of presentation:***

- Yard debris collected from the public at SKRTS and NMRTS goes to Brown’s Island;
- During the winter months Brown’s Island is hard to access because of water:
  - There was also road damage causing a six-month closure.
- This is a back-up contract for when Brown’s Island is not accessible, and another company can take yard debris from the transfer stations.

#### ***Board discussion:***

- None.

**MOTION:** Commissioner Bethell moved to the Contract for Services with Coastal Forest Products, dba, Highway Fuel Company in the not-to-exceed amount of \$350,000 for the acceptance of yard debris materials collected from the Salem-Keizer Recycling and Transfer Station (SKRTS) and the North Marion Recycling and Transfer Station (NMRTS) through October 31, 2027. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

(Video Time 00:16:43)

7. Consider approval of Amendment #1 to the Contract for Services with Tait North America Inc. to add \$12,346,144 in American Rescue Plan Act (ARPA) funds for a new contract total of \$12,506,276 to provide design, supply, installation, commissioning, and technical support for the Marion County Public Safety Radio Communications System Project through June 30, 2026.

–Brian Nicholas

#### ***Summary of presentation:***

- Marion County operates a few radio networks:
  - A two channel VHF system for the Sheriff’s Office;
  - A one channel UHF system for Marion County Public Works (MCPW); and
  - There are 14 radio sites with seven receive only.
- Proposed county-owner radio channels:
  - There are five channel 7/800 MHz trunked;
  - A one channel VHF;
  - There will be 14 send and receive sites; and
  - Sites will be spread more evenly throughout the county.

- The prospective users various law enforcement agencies, fire departments, and other emergency services;
- The project timeline entails the following:
  - In February 2022 ARPA funds were awarded for the project;
  - In October 2023 a Request for Proposal (RFP) was issued for a radio vendor;
  - In March 2024 proposals were opened and five were received;
  - In June 2024 Tait was selected as the preferred vendor;
  - In August 2024 a fast-start contract was done as some equipment needs to be replaced soon;
  - In July 2025 there will be factory acceptance testing;
  - In February 2026 system deploys and is optimized; and
  - In October 2026 will be the system migration.
- The contract scope entails the following:
  - A Tait 5-Channel 700/800 MHz P-25 Trunked Land Mobile Radio System;
  - Aviat Digital IP Backhaul Data System;
  - Scout EX Dispatch Console System:
    - There are nine seats at METCOMM 911;
    - There are five seats at Santiam Communications Center; and
    - There are three seats at MCPW.
  - Eltek DC Power Systems;
  - Providing 557 Tait TB9900 Mobile Radios and installation;
  - Providing 1,233 Tait TB9900 Portable Radios;
  - All engineering, design, testing and installation; and
  - Includes three-year factory support.
- The financial summary entails the following:
  - Tait North America, Inc.:
    - Original fast-start contract for \$160,132;
    - Amendment number one for \$12,346,144:
      - Contract total is \$ 12,506,276.
  - Other project components:
    - Consultant services for \$2,218,675;
    - Civil site improvements for \$4,500,000;
    - Tower climbing services for \$500,000; and
    - Contingency for \$880,064.
  - Total project estimate is \$20,605,015.

***Board discussion:***

- The project will not be completed until 2026;
- The radios being utilized are the most current and will be functional in 2026;
- Improvements are needed at the radio sites;
- Funding sources for the project include:
  - MCPW Road Funds;
  - ARPA funding;

- Congressional directed spending of \$1.2 million; and
- Agencies that will use the system.
- This is an important project for the community in terms of public safety and emergency response;
- Salem’s system already uses Tait radios and agencies will be able to connect with each other;
- The board will be provided information on how each item is funded; and
- Thankful to Representative Kurt Schrader and Senator Fred Girod for their help in getting some funds for the project.

**MOTION:** Commissioner Bethell moved to approve Amendment #1 to the Contract for Services with Tait North America Inc. to add \$12,346,144 in American Rescue Plan Act (ARPA) funds for a new contract total of \$12,506,276 to provide design, supply, installation, commissioning, and technical support for the Marion County Public Safety Radio Communications System Project through June 30, 2026. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

*(Video Time 00:41:34)*

***Recess as Board of Commissioners.  
Convene as Contract Review Board.***

### **CONTRACT REVIEW BOARD ACTION**

#### HUMAN RESOURCES

1. Consider approval of an order denying a protest to the approved Special Procurement to allow Human Resources to directly award a contract for the Absorb Enterprise Learning Management System. –Jeff White

***Summary of presentation:***

- The county is in the process of looking for a new Enterprise Resource Planning (ERP) system;
- Learning management is one of the components of the ERP;
- The Absorb Enterprise Learning Management System contract has expired;
- Marion County Human Resources asked to renew the contract until next the new ERP system is further progressed and it’s components are better known;
- A special procurement requires public notice:
  - A protest was received stating they provide a learning management system and should have the opportunity to propose theirs.
- The ERP system has not progressed enough to know what is needed for all components to work seamlessly together; and
- A request for proposal may come in the future or the new ERP system will have this function already in place.

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**Board discussion:**

- The contract that will be awarded will be for up-to-two years;
- Marion County goes out for RFP often and there is evidence of this:
  - Contracts have been modified to be three-year terms, with options to extend; and
  - This allows other companies to be involved.
- Going through an RFP process now would be a waste of time and money as in two years there will be a new ERP system in process.

**MOTION:** Commissioner Bethell moved to approve an order denying a protest to the approved Special Procurement to allow Human Resources to directly award a contract for the Absorb Enterprise Learning Management System. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

**Adjourn as Contract Review Board.  
Reconvene as Board of Commissioners.**

*(Video Time 00:47:18)*

Commissioner Cameron introduced a new employee Toni Whitler, Senior Policy Analyst, for the BOC.

*(Video Time 00:49:38)*

**PUBLIC HEARINGS  
9:30 A.M.**

None.

Commissioner Cameron adjourned the meeting at 9:52 a.m.

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CHAIR

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COMMISSIONER

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COMMISSIONER

**Board Sessions can be viewed on-line at**  
<https://www.youtube.com/playlist?list=PLSUQ1gg6M78UsBE3q6w4rdf59Z5rXkEi5>