

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.

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

*(Video Time 00:02:54)*

## **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 the county with American Rescue Plan Act (ARPA) funds for two projects for the City of Brooks Community Service District:
  - Phase one improvements to the City of Brooks sewer system; and
  - Phase one construction of a new 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 has 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 00:05:53)*

Commissioner Cameron requested unanimous consent to move to item #6 on the Board Session Agenda.

*(Video Time 00:10:49)*

#### 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:***

- A Capital Improvement Project has been approved to replace the roof on building 13 on the Marion County Public Works campus;
- The skylights on the roof have been leaking for an extended period of time;
- The entire roof will be replaced, and the skylights will be discarded;
- The previous skylights were incorrectly installed;
- The entire roof will be dismantled and replaced with a newly expanded structural panel;
- There will be no skylights on the replaced roof;
- Insulation will be replaced;
- The replaced roof will have a 30-year warranty; and
- This is the roof of the shop in an area where trucks park.

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

- The structure does not need any new lighting;
- Trucks park on one side of the structure so there is very little activity;
- The other side of the structure contains archived material and is well lit; and
- The structure is not part of the main building.

**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 00:06:00)*

#### 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 Salem-Keizer Recycling and Transfer Station (SKRTS) and the North Marion Recycling and Transfer Station (NMRTS) goes to the Brown’s Island compost facility;
- During the winter months Brown’s Island is hard to access because of the high water:
  - There was also road damage causing a six-month closure.
- The contract is a long-term back-up plan for when Brown’s Island is not accessible:
  - Another company can haul the yard debris from the transfer stations.

#### **Board discussion:**

- None.

**MOTION:** Commissioner Bethell moved to approve 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 00:08:37)*

Technical difficulties. Commissioner Cameron moved to item #4 on the agenda to allow time to address the issue.

(Video Time 00:14:19)

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 multiple radio networks:
  - A two channel Very High Frequency (VHF) system utilized by the Marion County Sheriff's Office (MCSO);
  - A one channel Ultra High Frequency (UHF) system utilized by Marion County Public Works (MCPW) for daily operations; and
  - The two radio systems combined occupy 14 different broadcast and receive sites around Marion County:
    - Seven send and receive sites are for the MCSO;
    - Seven receive only sites are available to fill in coverage gaps; and
    - MCPW has two antennas.
- Staff are proposing to migrate to five channel trunked radio system:
  - The current two channel system does not meet the needs of the MCSO.
- Trunked radio systems provide for the following:
  - Increased capacity that can serve all first responder agencies; and
  - One VHF system will be maintained as a technical channel.
- Staff anticipate moving away from some radio sites to new radio sites;
- Coverage will be more evenly spread around the county to eliminate coverage issues that the current system has;
- There is a large list of prospective user agencies including members of Metcom 911;
- Public safety radio communications within the county will improve;
- The project timeline entails the following:
  - In February 2022, the board awarded ARPA funds for the project;
  - A technical specification was developed that describes what a radio vendor will need to provide to meet the county's needs;
  - Discussion with prospective users occurred between February of 2022, and October of 2023 to determine needs;
  - In October 2023 a Request for Proposal (RFP) was issued for a radio vendor;
  - In March 2024 the proposal process opened:
    - The county received five proposals.
  - In June 2024 Tait North America Inc. was selected as the preferred vendor;
  - In August 2024 a contract was executed;
  - In July 2025 factory acceptance testing will occur;
  - In February 2026 the system will be deployed out to the radio sites and then optimized; and
  - October 2026 will be the system migration.

- The contract scope entails the following:
  - Tait North America Inc. will provide the following:
    - A five channel, trunked Land Mobile Radio (LMR) System;
    - An Aviat Digital IP Backhaul Data System;
    - A Scout EX Dispatch Console System:
      - Metcom’s 911 current system is not P25 compliant;
      - The new system will be P25 compliant; and
      - The contractor will install:
        - Nine new 911 dispatch console seats at Metcom’s 911 primary dispatch center;
        - Five console seats at the Santiam Communication Center; and
        - Three console seats at MCPW.
    - An Eltek DC Power System;
    - The installation of 557 dual band radios;
    - An estimated 1,233 portable radios;
    - Provide all engineering, design, testing, and installation processes; and
    - Three years of factory support to allow for a transition time to run and manage the system.
- The financial summary entails the following:
  - Tait North America, Inc.:
    - The original contract is for \$160,132;
    - Amendment #1 adds funds in the amount of \$12,346,144; and
    - The new contract total is \$ 12,506,276.
  - Other project components include:
    - Consultant services for \$2,218,675;
    - Civil site improvements for \$4,500,000;
    - Tower climbing services for \$500,000; and
    - A three percent contingency is \$880,064.
  - The total project estimate is \$20,605,015.
- The board is considering Amendment #1 to the contract today; and
- Amendment #1 is for \$12,506,276.

***Board discussion:***

- Mobile radios are installed in vehicles and portable radios are worn by emergency personnel;
- The project will not be completed until 2026;
- The radios being utilized will be the most current and will be functional in 2026;
- A seat is defined as a workstation;
- Improvements are needed at the radio sites;
- Funding sources for the project include:
  - Marion County Public Works road funds;

- American Rescue Plan Act (ARPA) funding;
- Congressionally directed spending of \$1.2 million; and
- Agencies that will utilize the system.
- This is an important project for the community in terms of public safety and emergency response;
- The City of Salem’s system already uses P25 compliant radios:
  - Agencies will be able to connect with each other; and
  - There will be different preprogramed talk groups for different types of work.
- The funding dollars will help with cross collaboration:
  - Response will be better and cleaner.
- The board will be provided with information on how each group or category is funded; and
- Commissioner Bethell expressed her appreciation to former United States Representative Kurt Schrader and current Oregon State Senator Fred Girod for their support and assistance in getting some funding 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 00:39:03)*

***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:
- The county would like to obtain different modules for some of the following:
  - Payroll;
  - General ledger; and
  - Learning management:



- It is unknown what the options will be until the proposals are received and a vendor is selected.
- The county's current contract for the learning management system has expired;
- In October the board approved a Special Procurement process that allows the county to keep the current system until more information is received;
- A Special Procurement requires public notice:
  - A protest was received requesting an open and competitive process; and
  - The protest expressed that they could provide the same service.
- The ERP system has not progressed enough to know what is needed for all components to work as one integrated system;
- Staff recommended denying the protest and allowing the ERP process to move forward; and
- The county is not ready to perform a Request For Proposal (RFP) process for the learning management system at this time but may do so in the future.

***Board discussion:***

- The contract that was awarded was for up to two years;
- The ERP process is extensive;
- The county performs an RFP or Open Procurement process the majority of the time:
  - Contracts have been modified to be three year terms, with options to extend; and
  - This allows other companies to be involved.
- It is in the best interest of the taxpayers to perform a short contract extension for the early learning management system;
- Going through an RFP process now would be lengthy for a temporary transition;
- Packages may be decided later after the county's needs are assessed;
- It can be a waste of money and time to perform another process; and
- It would impact employee trainings.

**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 00:44:50)*

The commissioners welcomed new employee Toni Whitler to the Board of Commissioners Office.



(Video Time 00:47:11)


Commissioner Bethell recognized an organization for veterans:


- Stay Alive Vets (SAB) invests in activities and opportunities for veterans who are navigating life challenges;
- The organization works to reduce veteran suicides;
- She encouraged individuals to support the organization that helps veterans;
- Veterans can be overlooked; and
- Veterans can face benefit challenges.

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

None.

Commissioner Cameron adjourned the meeting at 9:50 a.m.

  
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CHAIR

  
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COMMISSIONER

**Not Present At Meeting**  
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COMMISSIONER

**Board Sessions can be viewed on-line at**

**<https://www.youtube.com/playlist?list=PLSUQ1gg6M78UsBE3q6w4rdf59Z5rXkEi5>**