

BOARD OF COMMISSIONERS

MINUTES OF THE BOARD SESSION – Regular Session

Wednesday, February 16, 2022  
9:00 a.m.

Senator Hearing Room  
555 Court Street NE  
Salem, OR 97301

**PRESENT:** Commissioner Danielle Bethell and Commissioner Colm Willis. Also present were Jan Fritz, chief administrative officer, Jane Vetto as county counsel, and Brenda Koenig as recorder.

**ABSENT:** Commissioner Kevin Cameron

Commissioner Bethell called the meeting to order at 9:00 a.m.

**PUBLIC COMMENT**

None.

*(Video Time 00:00:45)*

**CONSENT**

BOARD OF COMMISSIONERS

OLCC Applications – Recommended Approval

1. Miyoko Japanese Buffet, Inc., dba, Miyoko Japanese Buffet –Salem, Oregon

TAX OFFICE

2. Approve an order for a property tax refund in the amount of \$16,380.20 for Lal Din and Parveen Sidhu.

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

(Video Time 00:01:21)

## ACTION

### BOARD OF COMMISSIONERS

#### Board Committee Appointments

### SOLID WASTE MANAGEMENT ADVISORY COUNCIL

3. Consider approval of an order reappointing Julie Jackson to the Solid Waste Management Advisory Council (SWMAC) with a term beginning on February 26, 2022 and ending on February 26, 2026. –Brian May and Julie Jackson, Republic Services

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

Brian May:

- SWMAC is a citizen advisory group for items related to solid waste;
- The council is comprised of 16 members chosen from the following groups:
  - Eight citizens at large;
  - Three business and industry representatives; and
  - Four solid waste representatives.
- Ms. Jackson represents the transfer station and compost facility; and
- She has just finished her first four-year term on the council.

Julie Jackson:

- Ms. Jackson has worked in the industry and for Republic Services for approximately 17 years;
- Her degree in education has been useful when doing outreach and education on recycling and waste reduction;
- The Republic Services division she currently works at is comprised of the following:
  - Four hauling divisions;
  - A landfill;
  - A compost facility; and
  - Other smaller divisions.
- Ms. Jackson has an overall picture of the industry;
- As part of her job Ms. Jackson stays current with legislation that impacts the industry;
- She also stays current with new innovations in the industry;
- The Willamette Valley was the first group in the state to collect food waste at the curb; and
- A large part of Ms. Jackson's job is looking at waste reduction.

***Board discussion:***

None.

**MOTION:** Commissioner Willis moved to approve an order reappointing Julie Jackson to the Solid Waste Management Advisory Council (SWMAC) with a term beginning on February 26, 2022 and ending on February 26, 2026. Seconded by Commissioner Bethell; motion carried. A voice vote was unanimous.

*(Video Time 00:05:57)*

**HEALTH AND HUMAN SERVICES**

4. Consider approval of Amendment #3 to the Contract for Services with Woodburn Ambulance Service to add \$150,000 for a new contract total of \$450,000 to continue to provide COVID-19 outreach services including door-to-door vaccine administration and transportation to vaccine sites for vulnerable individuals through December 31, 2022. –Ryan Matthews

***Summary of presentation:***

- Woodburn Ambulance has been one of the county’s primary partners throughout the pandemic assisting with the following:
  - Testing;
  - Personal Protective Equipment (PPE) distribution; and
  - Setting up vaccine sites and booster clinics.
- The amendment would fund the following for homebound or medically fragile individuals:
  - Provide in-home vaccine administration; and
  - Provide transportation to vaccine sites.
- The intent of the services is to remove any barriers that may exist for individuals interested in obtaining the vaccine or a booster shot;
- The contract could also potentially help with test kit distribution:
  - Woodburn Ambulance could distribute test kits at vaccine clinics.
- The original contract is tied to funding from the Oregon Department of Administrative Services that expired December 31, 2021; and
- The additional funding for the amendment comes from other COVID-19 funds that are available in 2022.

***Board discussion:***

- Woodburn Ambulance will invoice the county for costs associated with providing services for some of the following:
  - Hosting a COVID-19 event;
  - Assisting homebound individuals with vaccinations.
- Rates have been established for the services provided;
- The county can only be billed for services up to the amount of the contract:
  - The contract does not allow the county to be overbilled.

- The services are community driven:
  - Individuals can call the HHS helpline; or
  - They may get connected through other community-based organizations or referrals.
- Ms. Vetto clarified that the contract has a compensation of \$80 per hour, per staff member, and \$5 per vaccination.

**MOTION:** Commissioner Willis moved to approve Amendment #3 to the Contract for Services with Woodburn Ambulance Service to add \$150,000 for a new contract total of \$450,000 to continue to provide COVID-19 outreach services including door-to-door vaccine administration and transportation to vaccine sites for vulnerable individuals through December 31, 2022. Seconded by Commissioner Bethell; motion carried. A voice vote was unanimous.

*(Video Time 00:11:48)*

5. Consider approval of Amendment #4 to the Contract for Services with Interface Network, Inc. to add \$375,000 for a new contract total of \$818,896.77 to continue to provide COVID-19 outreach services through January 30, 2023. –Ryan Matthews

***Summary of presentation:***

- Interface Network, Inc. is currently coordinating and operating the county’s vaccine and testing sites;
- Interface Network, Inc. plans and promotes vaccine and testing events;
- This is another vaccine option for individuals that may not be able to visit a primary care physician;
- The original contract is tied to funding from the Oregon Department of Administrative Services that expired at the end of 2021;
- The additional funding for the amendment comes from other COVID-19 funds that are available in 2022; and
- HHS may not need to utilize the entire \$375,000:
  - HHS wants to have the funds available if they need to increase the number of testing or vaccine events.

***Board discussion:***

- The incorrect term date of January 30, 2023, was listed on the Board Session Agenda and referenced in the agenda item language prior to the HHS presentation:
  - The correct term date for the contract is June 30, 2023; and
  - The correct term date of June 30, 2023 was entered into the motion and approved.
- The contract lists some of the following wraparound services that may be available to qualifying individuals:
  - Food;
  - PPE;
  - Rent;

- Utilities;
- Car insurance;
- Phone service;
- Gas cards; and
- Other needs.
- There are other rental assistance programs available in the state and the county;
- Wraparound services help individuals access and navigate supports that are available:
  - More clarification related to the qualification requirements for wraparound services was requested;
  - Community members may need assistance with some of the following:
    - Accessing services;
    - Determining what an individual is qualified for; and
    - How to apply for a service.
  - Other sources may be available that have resources that need to be spent before they expire.
- The social services provided by the contract are for individuals who are isolating due to COVID-19:
  - If an individual's ability to work is impacted due to COVID-19 the county could potentially cover rental costs, so that the individual is able to quarantine; and
  - More clarification was requested to determine the types of social services that are being offered.
- There are numerous programs available in the county that provide support in specific areas of need.

**MOTION:** Commissioner Willis moved to approve Amendment #4 to the Contract for Services with Interface Network, Inc. to add \$375,000 for a new contract total of \$818,896.77 to continue to provide COVID-19 outreach services through June 30, 2023. Seconded by Commissioner Bethell; motion carried. A voice vote was unanimous.

*(Video Time 00:20:05)*

#### JUVENILE DEPARTMENT

6. Consider approval of the Contract for Services with Justice Benefits, Inc. in the amount of \$600,000 for Title IV-E Claiming Services through January 31, 2025. –Alicia Cozad

***Summary of presentation:***

- Justice Benefits, Inc. provides oversight for the county's Title IV-E reporting;
- The county receives federal reimbursement for services provided when children are identified who are at risk of being removed from their homes:
  - The reimbursement helps offset local and state costs.
- The contract funds the following positions:
  - Two mental health professionals; and
  - Approximately 75 percent of the funding is for a management analyst.

**Board discussion:**

- Justice Benefits, Inc. was the contractor in the prior contract for these services;
- A request for proposals was submitted and Justice Benefits provided the best bid;
- The two mental health professionals funded through the contract are family transition specialists who provide the following service:
  - Assist with identifying youth who are at risk from being removed from their home:
    - May be increased behavioral issues in the home;
    - Parents may be struggling with maintaining housing;
    - Individuals may be in a drug treatment program that impacts the ability for a youth to return to the home.
      - Additional resources may be added when an at-risk youth is identified.
  - Skill building with families and the youth to assist with the transition back to the home.
- The contract also provides funding to the following:
  - The Family Support Program that works with at-risk youth ages 9 to 13; and
  - The Guaranteed Attendance Program (GAP).
- Justice Benefits, Inc. provides the oversight of the county's reporting to the federal government to ensure all federal requirements are being met.

**MOTION:** Commissioner Willis moved to approve the Contract for Services with Justice Benefits, Inc. in the amount of \$600,000 for Title IV-E Claiming Services through January 31, 2025. Seconded by Commissioner Bethell; motion carried. A voice vote was unanimous.

*(Video Time 00:24:35)*

**PUBLIC WORKS**

7. Consider approval of Amendment #2 to the Contract for Services with ADCOMM Engineering, LLC to add \$540,350 for a new contract total of \$1,107,650 to complete Phase 1 for preliminary engineering and begin Phase 2 for implementation and procurement for the Marion County Radio Communications project. –Brian Nicholas

***Summary of presentation:***

- Marion County Public Works has been evaluating the county's public safety radio needs for several years:
  - Staff started with evaluating the needs of the Sheriff's Office;
  - The old system is comprised of several subsystems that have been built over the years;
  - Other first responder agencies also utilize the system; and
  - It was determined that it was time to update the county's radio system to a centrally managed system.
- Phase 1 of the project was for preliminary engineering:

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- Phase 1 was an assessment to decide what the county's future radio system should look like;
- ADCOMM Engineering recommended the following 7800 dual band system:
  - A 7800 radio in the valley areas; and
  - Maintaining a VHF system in the foothills:
    - VHF propagates better over rough terrain.
- Phase 1 was completed a year ago.
- Funding for Phase 2 has been procured;
- Phase 2 will include the following:
  - In-depth stakeholder engagement with first responder agencies in the county to ensure all needs are being met;
  - Initial design of the system; and
  - Development of procurement specifications.
- The system will be manufacturer designed;
- The selected radio manufacturer that supplies the components will perform the factory design:
  - They will be required to write the performance procurement specifications.
- The amendment does not include the construction phase of the project:
  - Public Works will be requesting approval of Phase 3 at a future date to perform construction oversight services; and
  - Amendment 2 will provide for the procurement phase of the contract.

***Board discussion:***

- The following three entities are working together on the project:
  - Marion County Public Works;
  - Radio Technology Services:
    - They will do most of the stakeholder engagement.
  - ADCOMM Engineering:
    - They will provide the engineering for the project.
- The cost of participating in the system could present a challenge to small rural fire districts in the county:
  - The county anticipates finding a solution so that all agencies can participate.
- Phase 2 includes a technical advisory committee that will be comprised of the following representatives:
  - Three from Marion County Public Works;
  - Three from the Sheriff's Office;
  - Three from Metcom members representing fire districts;
  - Three from Metcom members representing city police; and
  - One from Marion County Fire District #1.
- Commissioner Willis requested that St. Paul be added as a member on the technical advisory committee;
- Besides St. Paul there are at least three other rural fire districts that are in similar financial situations;

- Small rural fire districts within the county often have unique radio systems and should be consulted during this process;
- Districts may have different paging systems and protocols for calling in volunteers that will need to be factored into a solution that works for everyone;
- Smaller districts may not have the technology available to support all the new system capabilities:
  - Pagers may still be the best option for outreach.
- The existing radio system does not have to go away:
  - A pager function may be able to be supported;
  - Some of the small agencies will want to keep their existing systems; and
  - Individuals from the industry will be part of the team tackling some of the hurdles that are encountered.

**MOTION:** Commissioner Willis moved to approve Amendment #2 to the Contract for Services with ADCOMM Engineering, LLC to add \$540,350 for a new contract total of \$1,107,650 to complete Phase 1 for preliminary engineering and begin Phase 2 for implementation and procurement for the Marion County Radio Communications project. Seconded by Commissioner Bethell; motion carried. A voice vote was unanimous.

*(Video Time 00:34:56)*

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

### **CONTRACT REVIEW BOARD ACTION**

**SHERIFF’S OFFICE**

1. Consider approval of an order for a Contract Specific Special Procurement for the county to award a Purchase Order to Rogue Jet Boatworks for the purchase of a replacement watercraft based on written quotes by the Oregon State Marine Board in accordance with ORS 279B.070.  
–Commander Jeff Stutrud and Camber Schlag

***Summary of presentation:***

Commander Jeff Stutrud:

- The county has had a successful relationship with the Oregon State Marine Board for over 20 years;
- The Marine Board provides equipment and watercraft used by the Sheriff’s Office to patrol some of the following waterways located within the county:
  - Detroit Lake;
  - The Willamette River in the winter season; and
  - Smaller waterways.
- The current IGA expires June 30, 2023;



- Part of the IGA funding is utilized for the purchase of boats; and
- An end of season inspection last year, determined that it is time to replace a 1998 boat.

Camber Schlag:

- The Oregon State Marine Board provided the Sheriff's Office with a completed written request for quotes for replacing the watercraft;
- The request before the board today is for approval of the special procurement to accept the written quotes completed by the Marine Board;
- An Oregon revised statute for intermediate procurements authorizes a contracting agency to award a procurement of goods or services that are in the price range from \$10,000 to \$150,000;
- The county's public contracting rules allow for \$10,000 to \$100,000; and
- Staff is requesting the marine board quotes be allowed.

***Board discussion:***

- The boat will cost approximately \$116,000; and
- The Sheriff's Office received \$25,000 for the sale of the old boat, and those funds will go towards the purchase of the new boat.

**MOTION:** Commissioner Willis moved to approve an order for a Contract Specific Special Procurement for the county to award a Purchase Order to Rogue Jet Boatworks for the purchase of a replacement watercraft based on written quotes by the Oregon State Marine Board in accordance with ORS 279B.070. Seconded by Commissioner Bethell; motion carried. A voice vote was unanimous.

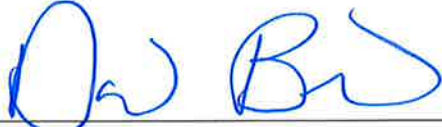
***Adjourn as Contract Review Board.  
Reconvene as Board of Commissioners.***

(Video Time 00:40:46)

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

None.

Commissioner Willis read the calendar;  
Commissioner Bethell adjourned the meeting at 9:45 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>**