



Management Update Summary Minutes

OREGON

August 20, 2024. 9:30 AM

Courthouse Square, 555 Court St. NE, Salem
5th Floor, Suite 5232, Commissioners Board Room

ATTENDANCE:

Commissioners: Kevin Cameron, Colm Willis, and Danielle Bethell. Staff: Jan Fritz, Matt Lawyer, Trevor Lane, Shawnnell Fuentes, Alvin Klausen, Brian Nicholas, Dennis Mansfield, Max Hepburn, Jennifer Chun, Phil Blea, Mark Luidahl, Ryan Crowther, Lari Rupp, Kelli Weese, Carl Lund, Ryan Matthews, Gary Christofferson, Steve Brooks, Tsige Woldegiorgis, Chris Eppley, Skylar Stangeland, Scott Norris, and Chad Ball.

Jan Fritz called the meeting to order at 9:32 a.m.

INFORMATIONAL:

1. Valley Fab Rural Industrial Property Tax Exemption Application

-Kelli Weese, Kip Morris

Summary of presentation:

- The program allows businesses to receive tax exemptions for up to three years:
 - This is for new business operation improvements.
- Valley Fab is located in Brooks and manufactures steel agricultural and other similar equipment;
- Currently 81 individuals are employed at the company;
- The expansion will be for \$3.7 million:
 - Facility construction will be \$1.5 million; and
 - New machinery will be \$2.2 million.
- The expansion will allow for an additional eight employees;
- First source hiring agreement states that the company will work with Oregon Workforce to hire new employees:
 - This is a mandatory aspect of the program.

Board Direction:

- The Board of Commissioners (BOC) is good to proceed.

2. Santiam Canyon Rail Trail Grant Application

-Carl Lund, Lari Rupp

Summary of presentation:

- The rail trail is split into two parts:
 - From Minto Rest Area to the city of Gates; and
 - City of Gates to the City of Mill City.
- Last year's application was 17th out of 19 applications:
 - Trying to get more points with new application; and
 - Applying more often raises points.
- Last year's application is used with some updated information;

- Asking for about \$1 million from Minto Rest Area to city of Gates; and
- Asking for about \$6 million city of Gates to Mill City

Board Direction:

- The BOC is good to proceed; and
- Mr. Lund to e-mail grant application to the BOC.

3. Mill Creek Bridge Replacement Project – Construction Phase Services

-Ryan Crowther

Summary of presentation:

- Moving forward with design of bridge;
- The bridge is near Mill Creek Road and 70th Avenue;
- Project includes realigning 70th Avenue with the intersection for safety improvement;
- Consultant has a few tasks left:
 - Utility coordination.
- Construction phase services include the following:
 - Inspection:
 - County does not have an inspector specializing in bridges.
 - Project management.
- Contract is completing formatting and language updates;
- Project is federally funded:
 - Majority paid by federal funds through local bridge program.
- Mill Creek Road will be closed next summer:
 - Outreach for this has started;
 - Outreach will continue; and
 - Doing when school is out as Cascade High School is nearby.
- Contract is for hiring a consultant to oversee a contractor:
 - Federal funds require paperwork, and they will help with this process.

Board Direction:

- Mr. Crowther will send total cost amount to the BOC; and
- The BOC is good to proceed.

4. Proposed Board Orders for Land Development Engineering & Permits Practices

-Max Hepburn

Summary of presentation:

- Last discussed a year ago;
- The BOC has given direction to create board orders for land development engineering and permits;
- Existing non-conforming access materials on rural roadways:
 - Concrete driveways on rural roads done before 2016 will not require asphalt.

Board Direction:

- The BOC is good to proceed with the item as an action item.

5. Purchase Order 2025 Freightliner Dump Truck

-Scott Wilson

Summary of presentation:

- Item removed from the agenda.

Board Direction:

- N/A

6. Electronic Construction Management System (EMCS) Replacement Project

-Lani Radtke, Gary Christofferson

Summary of presentation:

- EMCS is used to oversee and pay contractors;
- Marion County created a program 25 years ago and currently issues are arising:
 - Causes payment delays.
- A Request for Proposal (RFP) was done and RTVision was the best fit:
 - Cost is \$148,250 for 5 years.
- Major portion is an upfront cost to get the system up and running;
- Same program is used by many jurisdictions around the United States;
- Other benefits of program include:
 - Tracking abilities;
 - Tracking documentations; and
 - Effective budget management.
- Essential operational software:
 - Small contract version of Enterprise Resource Planning (ERP).
- Current software has crashed multiple times:
 - Corrupted the interface.
- Complex program:
 - More efficient to purchase instead of IT to rebuild software.
- IT ensured that all IT requirements are met;
- There are interface capabilities;
- Reports will have ability to be exported out;
- Annual license fee per user is \$1,100:
 - There will be up to 20 licenses; and
 - This cost is included in the \$148,250 total.
- IT's role is ensuring that the county can use the application, and it is secure;
- Three software companies responded to the RFP;
- Software has the capability to be integrated into ERP:
 - This is a task that can be added; and
 - Plante Moran is aware.

Board Direction:

- The BOC is good to proceed.

7. Proposed Clear Zone Departmental Policy

-Lani Radtke

Summary of presentation:

- Follow-up from a June 4, 2024, management update and a work session;
- Clear zone compliance policy regarding utility companies;
- The current standard is the requirement of 10 feet clear zone adjacent to all roadways under the county's jurisdiction;
- Policy provides specificity, expectations, and an exception process to the utility companies;
- The policy maintains the 10-foot rule but allows the exception;
- Drafted as a Marion County Public Works (MCPW) policy:
 - If enacted as MCPW policy a board order is not needed; and
 - It can then be modified by the MCPW Director.
- Board order modifications must be made through the board.

Board Direction:

- Policy must state that modifications come to the board before it is modified; and
- The BOC is good to proceed.

8. Retroactive Subrecipient Agreement with Jefferson Fire District and Marion County

-Brian Nicholas

Summary of presentation:

- This has previously been approved as a consent item;
- The Oregon Department of Emergency's (OEM) template has a mistake:
 - It was not fully executed as it was not sent to Jefferson Fire.

Board Direction:

- The BOC is good to proceed with item on consent.

9. ARPA – North Santiam Canyon Sewer Project Early Work Amendment 2

-Brian Nicholas

Summary of presentation:

- Early Work Amendment with Slayden Constructors to scope and clear the pathway for the interconnect pipe between Mill City and Gates;
- Amendment #2 is for early work site evaluation that must be performed at the proposed new treatment plant location;
- Modeling and infiltration tests were done to build hydraulic model:
 - Shows how water moves from the system to the river.
- Department of Environmental Quality (DEQ) asked for validation testing:
 - Amendment #2 does this.
- Scope of work:
 - Contractor will build 50 feet by 50 feet filtration pond;
 - Introduce potable water from the city water system;
 - Track changes in the groundwater elevation; and
 - Data is given to engineers to be validated.
- Essential scope of work as it is permitting related;
- Two more amendments in process for plant equipment;
- Tracked by water elevation rising creating a mound:
 - Mound is then tracked; and
 - Time of transport to the river is tracked.
- MCPW offered to add an electrolyte, but DEQ declined.

Board Direction:

- The BOC is good to proceed.

10. Furniture Purchase from Miller Knoll for Psychiatric Crisis Center

-Mark Luidahl

Summary of presentation:

- Seeking approval for purchase order of \$300,000.00 for the purchase of new furniture for the behavioral health center;
- Will also aid with future Marion County Health and Human (MCHHS) Services remodels;
- Purchase order (PO) is with Pacific WR Furniture company:
 - Provided furniture and installation for the 3160 Center Street building.
- Possible future Woodburn remodel may utilize this PO;
- PO adds three years and \$300,000 to cover costs;
- Processing grant from the Oregon Health Authority (OHA) of \$2.9 million:

- It will be used for the furniture order; and
- This grant and furniture costs will be added into the supplemental budget.
- Initial approved budget did not include a furniture budget costs were uncertain at the time;
- Furniture purchased will be the Herman Miller Line;
 - There will be 68 workstations; and
 - Lobby furniture.
- Current furniture in the Psychiatric Crisis Center will be used on the first floor of the 3180 Center Street building; and
- The Beverly Avenue building furniture is outdated and will be surplus.

Board Direction:

- The BOC is good to proceed with the item on the consent agenda.

11. Carroll’s Group Home – Inpatient or Residential Treatment Services

-Jennifer Chun

Summary of presentation:

- Carroll’s Group Home has two residential facilities:
 - Each house 10 individuals.
- Contract is for \$225,000 and retroactive from January 1, 2024, to June 30, 2025;
- Contract funds individuals who are not Medicaid eligible or do not receive income to pay room and board until income is available, typically Social Security;
- MCHHS acts as the fiscal intermediary for payment processing:
 - It is then paid by OHA.
- This is a mental health residential facility:
 - Step down from Salem Hospital and a secure residential facility.
- There are five other residential facilities that will be processed for payment:
 - Behind on payments at this time.
- Behind because of delays with the OHA contract.

Board Direction:

- The BOC is good to proceed.

12. Purchase Order Authorization for Critical Care and Emergency Medical Equipment

-Ryan Matthews

Summary of presentation:

- Last discussed in April;
- Received approval from the board to get \$750,000 in ARPA funds for Marion County’s Intellectual and Developmental Disabilities (IDD) program:
 - For getting emergency and preparedness supplies to IDD families and individuals;
 - Came from the wildfire impacts on this population; and
 - Oregon Department of Human Services (DHS) identified ARPA funds for this.
- The total amount was split into two parts:
 - The first was \$375,000:
 - Worked with Emergency Management to develop emergency supply and food kits.
- Approved in April to pursue a state pricing agreement with a company that had ready-made emergency kits;
- Applications were sent to the 2,850 enrolled individuals in the IDD program:
 - Received requests from 1,715 individuals for a best fit kit for them.

- Working on purchasing the order and the company will deliver kits directly to families;
- There are different types of kits;
- The next wave of funding is for power generators and other like items;
- DHS has a GIS map of where vulnerable populations reside;
- Previously in emergency management a health and safety desk are set up:
 - IDD coordinators would have a full list of all IDD individuals and their addresses; and
 - MCHHS called and arranged supplies and evacuation.

Board Direction:

- The BOC is good to proceed.

13. IGA Amendment 5 with OHA to Add Funds Non-OHP Community and Residential Assistance

-Ryan Matthews

Summary of presentation:

- Non-OHP (Medicaid) individuals placed in various types of homes are paid for by OHA to ensure their beds are paid for;
- Amendment adds \$126,573.60;
- Funds are received as invoices are received from homes:
 - Invoices are submitted to OHA who reimburses MCHHS; and
 - More funds are awarded based on needs.
- Funds may be used for other services including dental services; and
- The total is \$478,000 and this increases as time goes by.

Board Direction:

- Produce report on why and how long individuals have been on this assistance; and
- The BOC is good to proceed.

14. Purchase Order Authorization of Postage Accounts for FY 24/25 Elections

-Bill Burgess

Summary of presentation:

- Need to add more funds into the postal service;
- Proposing \$155,000 into the account:
 - \$60,000 in the main postage account;
 - \$12,000 in the return mail account;
 - Anticipated cost of November 2024 election is as follows:
 - Ballots \$31,250;
 - Voter pamphlets \$13,750; and
 - Return mail \$7,500.
 - Anticipated cost of May 2025 election is as follows:
 - Ballots \$31,500;
 - Voter pamphlets \$13,750; and
 - Return mail \$7,500.
- These funds are already in the budget and is not additional funding; and
- Over the \$100,000 and needs BOC authority for the PO.

Board Direction:

- The BOC is good to proceed with item on consent.

15. Ask Alex Online Benefit Education Portal

-Lori Klemsen

Summary of presentation:

- Item removed from the agenda.

Board Direction:

- N/A.

16. Enterprise Event Management Software PO Approval

-Steve Brooks

Summary of presentation:

- This is an annual renewal for security information and event manager platform;
- Consumes data from various sources and gives single point for exploration and make decisions on the data;
- Some data includes the following:
 - Log-in events; and
 - Firewall events.

Board Direction:

- The BOC is good to proceed with item on consent.

17. Firewall Support and Subscription PO Approval

-Steve Brooks

Summary of presentation:

- Annual firewall subscription which includes support and additional services for firewall threat intelligence:
 - Anti-virus;
 - Anti-spoofing; and
 - Anti-phishing.
- The firewall is on the last year on the equipment replacement plan;
- Firewalls are on a three-to-five-year plan, and many will be replaced;
- Can be paid up front for the five years or annually;
- Not typical to go out to market and find a new provider;
- Pricing is done through third parties:
 - Marion County gets about 50 percent off market listed pricing.
- Firewall is up to the industries standards

Board Direction:

- The BOC is good to proceed with item on consent.

18. Board Session Agenda Review

-Commissioner Kevin Cameron

Summary of presentation:

- Overview of agenda.

Board Direction:

- Create synopsis of each court for Commissioner Bethell:
 - What it does, what the goal is and where the funds come from.
- The BOC is good to proceed.

COMMISSIONERS' COMMITTEE ASSIGNMENTS and UPDATE

Commissioner Danielle Bethell

- Hope Plaza opening:
 - Mr. Klausen to reach out to schedule a tour.

- CPP testimony;

Commissioner Kevin Cameron

- Hope Plaza opening:
 - Mr. Klausen to reach out to schedule a tour
- Added items to the federal agenda:
 - Detroit Dam raise five-foot level;
 - Opal Creek and US Forest Service and ensuring parks are opening in a timely manner;
 - Federal Emergency Management Agency (FEMA) flood insurance;
 - Consumer Power Inc (CPI) undergrounding of electrical in the canyon has not received funding from FEMA:
 - Borrowed \$10 million for project.
- Met with Zack Kravitz of NW Natural:
 - Discussed system expansion in the canyon.

Commissioner Colm Willis

- N/A

OTHER

Ryan Matthews – Memorandum of Understanding (MOU) with PacificSource

- Entered into MOU in 2019 when PacificSource applied to be the Coordinated Care Organization (CCO);
- Laid out what the county and PacificSource will do;
- MOU is for five years and is ending;
- Unsure if renewal is needed as Marion County has a provider contract with PacificSource; and
- Purpose of MOU was to show that PacificSource has local support.

Board Direction:

- Mr. Matthews will send a copy of the MOU to the BOC;
- Mr. Matthews to reach out to PacificSource and see what their plans are; and
- Allow the MOU to expire at this time.

Alvin Klausen – Pathways to Removing Obstacles House Grant

- Grant is from the U.S Department of Housing and Urban Development (HUD);
- Deadline is October 15, 2024;
- Allows planning policy activity that supports affordable housing; and
- Might be able to use for connections in Gates.

Board Direction:

- The BOC is good to proceed.

Commissioner Danielle Bethell – Housing Letter of Support

- Conrad Venti asked for a letter of support for the Green Thumb building:
 - To provide housing for the employees of Issac’s Coffee Shop.
- Looking for 25 units of affordable housing.

Board Direction:

- Mr. Klausen to inform of the Pathways to Removing Obstacles House Grant.

Adjourned – time: 11:08 a.m.

Minutes by: Mary Vityukova

Reviewed by: Gary White